

City of Hannibal

OFFICIAL COUNCIL AGENDA

**Tuesday, September 19, 2023
Council Chambers
7:00 p.m.**

Meetings are open to the public, however, if you would like to view the meeting, you may do so using the following instructions:

City Council meetings will be videotaped to be shown live on the City of Hannibal YouTube page.

Although the meeting will be shown live, residents will also be able to watch the meeting on the YouTube page after the meeting.

The instructions to watch the meetings online follow:

- 1. Type in www.youtube.com in the web browser*
- 2. Type in City of Hannibal in the "Search" bar and hit Enter and hit the magnifying glass on the right side of the search bar.*
- 3. Click on "City of Hannibal" or the city of Hannibal crest.*
- 4. During the City Council meeting, there will be a red Thumbnail with the word "Live" on it.*
- 5. Click on the Thumbnail to watch the meeting.*
- 6. The meeting may be viewed on the website in its entirety after the meeting.*

ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Closed Session Meeting – July 5, 2023**
- Closed Session Meeting – July 18, 2023**
- Closed Session Meeting – August 1, 2023**
- Closed Session Meeting – August 15, 2023**
- Closed Session Meeting – September 5, 2023**

APPROVAL OF PAYROLL AND CLAIMS

First Half - September 2023

ANGELA LAIN – 1317 OWENS AVENUE
Re: Ordinance to Drive Golf Carts on City Streets

APRIL AZOTEA – HANNIBAL, MO
Re: Questions for Council

MIKE DOBSON – MAYOR PRO TEM

Re: Approval of Appointment

Hannibal Visitors and Convention Board
Katy Ayers Welch – Appointment for a term to expire September 2027

Airport Commission
Maria Kuhns – Appointment for a term to expire September 2025
Andy Fishback – Appointment for a term to expire September 2026

Re: Recommendation of Re-Appointment

Hannibal Tree Board
Paul Miller – Re-Appointment for a term to expire September 2026

ANDY DORIAN - DIRECTOR – CENTRAL SERVICES

Re: Approval of Truck Purchase State Bid
Joe Machens Ford \$52,080
Two 2024 Ford Maverick Trucks

Re: Surplus Vehicles
2008 Dodge Durango
2008 Ford F-250

TREVOR MCDONALD – SALES & MARKETING DIRECTOR HCVB

Re: Approval of Bid-2024 Hannibal Visitors Guide Design & Layout
Bid Award \$6,150.00- McDonald Video and Photography

CLOSED SESSION
In Accordance with RSMo 610.021 (1), (2), and (3)

ADJOURNMENT

Office of the



City Clerk

City Council Request to Speak

Council Meetings are held the First and Third Tuesday of Each Month

Deadline is 4:00 p.m. Thursday prior to City Council Meeting

Speakers Must Register Using Current Residential Address & Residing Ward (if applicable)

Today's Date: 9-14-23

Date you wish to be placed on Agenda: 9-19-23

Name: April Anstee

Address: Hannibal MO

Phone Number: 217-316-0004

Subject Matter: Questions for council

9-14-23
Date

April Anstee
Speaker's Signature

**Speakers shall be allowed up to a maximum of a (5) minute presentation.
Speakers shall adhere to the above stated subject matter.**

**"Deadlines subject to change based on holiday schedule, etc.," contact the Clerk's office for official deadline relating to the specific meeting.
(573)221.0111**

**City of Hannibal 320 Broadway, Hannibal, MO 63401
P 573.221.0111 F 573.221.8191
www.hannibal-mo.gov
mcogdal@hannibal-mo.gov**

9.14.2023@3:56PM BKD

Melissa Cogdal

From: Michael Dobson
Sent: Wednesday, September 6, 2023 12:56 PM
To: Melissa Cogdal
Subject: Tree board appointment

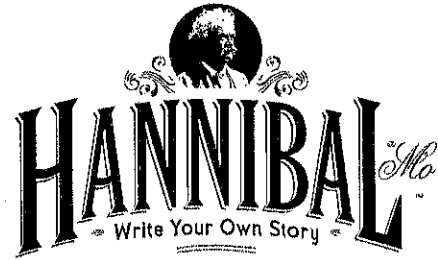
Melissa,

Would you place on council agenda the reappointment of Paul Miller for the tree board for a term to expire 9/26.

Thank you,
Michael J Dobson

Sent from my iPad

Andrew Dorian
Director of Central Services
City of Hannibal
320 Broadway
Hannibal, MO 63401
Ph: 573-221-0154
Email: adorian@hannibal-mo.gov



TO: City Clerk, City Council, City Manager and Mayor

FROM: Andrew Dorian

DATE: 9/14/2023

RE: Truck Purchase and Vehicle Surplus

Due to the volatile nature of purchasing vehicles since Covid, the city is forced to make very quick decisions in order to place an order and get inventory reserved. This is very different than in years past when you had time to go out for low bid and select from different manufactures. Currently, only Ford is making commercial trucks and they are the only ones on State Bid with a very limited number of vehicles available.

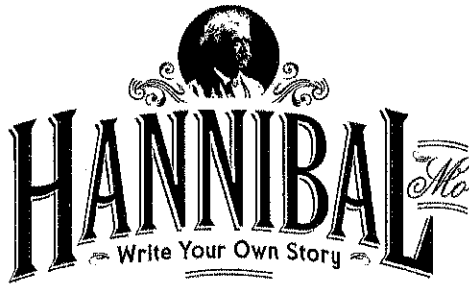
With that said, we placed an order recently for the purchase of two 2024 Ford Maverick Trucks. Joe Machens Ford has the State Bid and each truck cost \$26,040, with a total price of \$52,080.

One of the Trucks will be used by the Recreation Department and the other truck will be split between the Parks/Street Maintenance Worker who cleans the park restrooms, City Hall and Street Department facility.

In a corresponding move, the Parks Department will surplus and sell;

- 2008 Dodge Durango with 116,484 miles
- 2008 Ford F-250, with 115,687

The Parks Department recommends utilizing the State Bid of \$52,080 for the purchase of two 2024 Ford Maverick Trucks from Joe Machens Ford as well as declaring surplus a 2008 Dodge Durango and 2008 Ford F 250.



MEMORANDUM

TO: Mayor Pro Temp Michael Dobson and Members of City Council
CC: Lisa Peck, City Manager
FROM: Megan Rapp, Hannibal Convention & Visitors Bureau
DATE: September 13, 2023
REGARDS: Bid Approval – 2024 Hannibal Visitors Guide Design & Layout

2024 OFFICIAL HANNIBAL VISITORS GUIDE - DESIGN & LAYOUT

A legal notice was placed in the Hannibal Courier Post in August and an RFP was sent to vendors requesting the information for the 2024 Hannibal Visitor Guide layout & design. Bids were opened on September 11 at 10 AM by the city clerk. One bid was submitted by Phillips Media Group in the amount of \$4,800. One bid was submitted by McDonald Video & Photography in the amount of \$6,150.00. Both companies were verified by the city clerk's office and have Hannibal business licenses.

We are one of the few CVB's in Missouri who still do a Visitor Guide - including ad sales - in-house in order to keep the ad prices accessible to our tourism partners. Outsourcing the guide to a company would mean many of our locally owned businesses would not be able to afford ads.

The last 7 months have seen much turnover in CVB staff. Both full-time staff have changed; one full-time position is not yet filled. This leaves no one on staff that has gone through the very involved process of selling ads, proofing editorial and ads and working with a design company to ensure a quality product and seamless delivery to the printing company. It

While Phillips Media Group came in with a lower bid, they have no history of working on this project. If the CVB were fully staffed with at least one employee that had gone through this process before, it would not be an issue. That is not the case. McDonald Video and Photography has successfully put together the Hannibal Visitor Guide for three years and has streamlined the process and knows what is involved. At this point, the company is more familiar with the visitor guide process than the current CVB staff.

Due to extenuating circumstances, the HCVB respectfully recommends the bid be awarded to McDonald Video & Photography in the amount of \$6,150.00 for the layout & design of the 2024 Hannibal Visitors Guide.