

CITY OF HANNIBAL

OFFICIAL COUNCIL PROCEEDINGS

**Tuesday, April 21, 2020
Council Chambers
7:00 p.m.**

ROLL CALL

Present: Mayor Pro Tem Dobson, Council Member Cogdal, Mayor Hark, Council Members Bowen, Welch and Veach - 6

Absent: - 0 -

CALL TO ORDER

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

INVOCATION

The invocation was given by Mayor Pro Tem Dobson.

PLEDGE OF ALLEGIANCE

Mayor Hark then requested Council Member Bowen to lead the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

Mayor Hark stated there is an addition to tonight's agenda, Mayor Pro Tem Dobson is requesting approval for the use of City owned property for the Hannibal Rural Fire Department to complete equipment testing, in which he will present later. A motion was made by Mayor Pro Tem Dobson to approve the addition to tonight's agenda. The motion was seconded by Council Member Bowen.

Motion carried. .

A motion was made by Mayor Pro Tem Dobson to approve the agenda, as amended. The motion was seconded by Council Member Welch.

Motion carried.

APPROVAL OF MINUTES
Regularly Scheduled Council Meeting – April 7, 2020

A motion was made by Council Member Bowen to approve the minutes from the regularly scheduled Council meeting held April 7, 2020. The motion was seconded by Council Member Veach.

Motion carried.

APPROVAL OF PAYROLL AND CLAIMS
First Half – April, 2020

A motion was made by Council Member Bowen to approve the payroll and claims for the first half of April, 2020. The motion was seconded by Council Member Veach.

Motion carried.

JANET SMITH – NORTHEAST MISSOURI HUMANE SOCIETY
Re: Request, Code Amendment 4-112
Trap-Neuter-Return Program, Stray & Feral Cats

Mayor Hark stated Janet Smith, representing Northeast Missouri Humane Society contacted City Clerk Zerbonia advising she would like to table her request until the restrictions have been lifted and the public is allowed to attend Council meetings, as she would prefer to present her request in person.

A motion was made by Mayor Pro Tem Dobson to table this request until restrictions have been lifted and the public can attend Council meetings. The motion was seconded by Council Member Bowen.

Motion carried.

JAMES R. HARK – MAYOR
Re: Recommendation of Re-Appointments

Mayor Hark, made the following recommendations of re-appointments to the Employee Benefit Trust Board.

EMPLOYEE BENEFIT TRUST BOARD

- **Bianca Quinn – reappointment for a term to expire May, 2023**
- **Matt Lay – reappointment for a term to expire May, 2023**

He advised these nominations will be considered for approval at the next regular Council meeting, to be held May 5, 2020.

LISA PECK – CITY MANAGER

Re: Approval of Appointment

Lisa Peck reminded Council of the candidate Mayor Hark presented, on her behalf, for recommendation of appointment during the last regular Council meeting. She is recommending the approval of appointment of John Orthwerth to the Hannibal Board of Public Works Board.

HANNIBAL BOARD OF PUBLIC WORKS

- **John Orthwerth – appointment for an unexpired term to expire July, 2022**

A motion was made by Council Member Welch to approve the appointment of John Orthwerth to the Hannibal Board of Public Works Board, for an unexpired term to expire July, 2022. The motion was seconded by Council Member Bowen.

Motion carried.

ANDY DORIAN – DIRECTOR OF CENTRAL SERVICES

Re: Traffic Committee Recommendation

- *Collins Street – No Parking West Side of Street from East Side*

Andy Dorian, Director of Central Services, approached Council with a Traffic Committee recommendation. He stated, himself and Council Member Cogdal had met previously about Collins Street and the lack of parking spots. He, along with the other members of the Traffic Committee met Thursday, March 20, 2020 and approved to change Collins Street from “No Parking” on the east side of the street to “No Parking” on the west side of the street.

Dorian explained currently the west side of the street is open for parking, however, there are two driveways and one alley entrance that limits the amount of parking. In order to allow for more parking the Traffic Committee approved to switch the no parking sign to the west side of the street, which would allow parking on the east side of the street that has only one alley entrance. Dorian stated the Traffic Committee unanimously voted in favor of this recommendation.

Council Member Welch questioned if the recommendation was supported by the residents of the area, in which Council Member Cogdal stated she has received a lot of “feedback” from the residents requesting to move the no parking signs.

With no objection by Council the approval by the Traffic Committee of “no parking” on the west side of Collins Street stands.

KAREN BURDITT – FINANCE DIRECTOR

Re: Approval, 2020/2021 Fiscal Year Budget Schedule

- *Wednesday, June 3rd – 5:30 p.m. - CWC Meeting, Budget Workshop*
- *Tuesday, June 16th – 6:45 p.m., Public Hearing and 1st Reading Appropriations & Payroll Ordinance*
- *Tuesday, July 7th - Appropriations & Payroll Ordinances, Final Reading & Approval*

Karen Burditt, Finance Director, approached Council with two items. The first being the approval of the schedule for the fiscal year 2020/2021 budget. She stated, if approved, the budget workshop, Committee of Whole Council, will be held Wednesday June 3rd at 5:30 p.m.; the public hearing and first reading of the appropriations and payroll ordinance will be Tuesday, June 16th with the final reading being held Tuesday, July 7th. This timeline would push the timeframe out to the last possible day for approval, however, no claims or payroll can be processed until the budget is approved. Burditt stated due to the health crisis and everything changing daily, she wanted to provide as much time as she could to “estimate” what the expenditures and revenues would be.

Mayor Pro Tem Dobson questioned if the budget will go before the Planning & Zoning Commission before being presented to Council, and if that is a requirement? City Attorney Lemon stated he was not sure, he has never had that question asked but he is going to refer to the City’s Charter before answering. Lemon believes that if that is a requirement, he would be inclined to think that would be an Ordinance or just past practice. Council would not have to follow prior practice and could change that practice as long as it’s not required in the Charter, being it is not a state law. Lemon stated he would like a chance to review the Charter before rendering a definite answer. Mayor Pro Tem Dobson stated the budget has always went through Planning & Zoning before Council in the past.

City Clerk Zerbonia clarified the 5-year capital improvement plan goes before the Planning & Zoning Commission referencing Chapter 13.02 of the Charter:

The planning and zoning commission shall submit annually to the city manager not less than ninety (90) days prior to the beginning of the fiscal year, a list of recommended capital improvements which it considers necessary or desirable to be constructed during the forthcoming five-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year.

City Manager Peck advised the five year capital improvement plan has been given to her by the Department of Public Works, however, the Planning & Zoning public meeting was cancelled due to the health crisis but this subject is slated for the next public meeting, which will be held when the restrictions have been lifted.

Lemon asked Mayor Pro Tem Dobson to repeat his question; *Is it required for the Planning & Zoning Commission to hear the budget before being presented to Council?* Lemon stated the budget does not have to be presented to Planning & Zoning Commission before Council, however, the 5-year capital improvement plan does and must be submitted to the City Manager 90 days prior to the new fiscal year. The Planning & Zoning Commission meeting, however, does not have to be in person, it could be held through Zoom or GoTo Meeting, as long as a provision is made for the public to attend virtually. Lemon suggests/recommends going ahead and setting up a virtual meeting in the case that restrictions are not lifted to meet the 90 day timeframe.

A motion was made by Council Member Bowen to approve the fiscal year 2020/2021 budget timeline as presented. The motion was seconded by Mayor Pro Tem Dobson.

Motion carried.

Re: Request, Set Public Hearing – USDA Rural Development Grant Application

- *Street Department - Street Sweeper*
- *Street Department - Front End Loader*
- *Police Department - Surveillance Equipment*

Tuesday, May 5, 2020 – 6: 45 p.m.

Burditt's stated the City has received the funds from the last United States Department of Agriculture (USDA) grant. She explained the City can only have one grant application going at once. Since the last application is complete, the City is now applying for another grant for a new street sweeper and front end loader. Burditt is seeking approval to set a Public Information meeting on Tuesday, May 5, 2020 at 6:45 p.m., which will make citizens aware of the City's intent to apply for the USDA grant. USDA has approved to allow the City to hold the public meeting even with the restrictions as long as citizens are still able to voice their opinion. Burditt stated residents will have an opportunity to e-mail the City Clerk by Monday, May 4th to allow their comments to be read during the meeting. The meeting will be able to be viewed live on YouTube.

Mayor Pro Tem Dobson questioned if the surveillance equipment for the Hannibal Police Department had been omitted from the grant, in which Burditt stated yes, they had originally planned to include but have since removed it. The 65% share of the amount of the purchase that the City is required to pay for the equipment, will come out of the Sales Tax Capital Fund. Once this grant is complete, the Police Department surveillance equipment will be presented, however it may be pursued with a different kind of grant.

A motion was made by Mayor Pro Tem Dobson to set the Public Hearing Tuesday, May 5, 2020 at 6:45 p.m. for the USDA Grant application. The motion was seconded by Council Member Veach.

Motion carried.

GAIL BRYANT – HCVB DIRECTOR

Re: Approval, Bid Rejection – Sale of City Owned Property

505 North Third Street - \$70,000

Gail Bryant, HCVB Director, approached Council requesting approval of a bid rejection for the City owned property located at 505 North Third Street. She stated City Clerk Zerbonia opened a single bid on April 13th, in response to the request for proposal (RFP) for the sale of the property, with the bid amount of \$70,000.

Bryant explained after the HCVB Board reviewed and discussed the offer, it is their recommendation to reject the bid for the fourth time. The Board believes the building has the amenities of off-street parking, high visibility, close view of the river along with being adjacent to the historic downtown.

Mayor Pro Tem Dobson stated he believes the fair market value has been set for the property located at 505 North Third Street. Since the last bid was \$73,000, this bid being \$70,000, he doesn't believe a higher bid will come in by prolonging the sale of the building. He feels the next bid might be lower than the current one.

A motion was then made by Mayor Pro Tem Dobson to accept the bid of \$70,000 for the City owned property located at 505 North Third Street. The motion was seconded by Council Member Cogdal.

Motion carried.

Re: HCVB Welcome Center – Change Order No. 1
Bleigh Construction Company – (\$8,011.44)
(Resolution No. 2256-20, to follow)

Bryant’s last item is approval of the Change Order No. 1 for the new Welcome Center project. She explained the change order is actually a decrease/cost savings in the amount of \$8,011.44. She stated this should be the one and only change order for the project.

City Attorney Lemon then questioned Bryant on her last item, the sale of the City owned property. He questioned if the buyers have drafted a formal contract offer or does he need to prepare one, in which City Clerk Zerbonia stated it was just a written bid therefore a formal contract and deed would be needed.

Mayor Hark stated Resolution No. 2256-20 is to follow, for approval.

RESOLUTION NO. 2256-20

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE MAYOR TO EXECUTE AND ACCEPT THE CHANGE ORDER
DECREASE (NO. 1) BETWEEN THE CITY AND BLEIGH
CONSTRUCTION COMPANY RELATING TO THE
CONSTRUCTION CONTRACT FOR THE HANNIBAL
CONVENTION & VISITORS BUREAU/AFFILIATE WELCOME
CENTER PROJECT IN THE AMOUNT OF \$8,011.44**

A motion was made by Council Member Veach to have the City Clerk read Resolution No. 2256-20 and call the roll for adoption. The motion was seconded by Council Member Bowen.

ROLL CALL

Yes: Mayor Pro Tem Dobson, Council Member Cogdal, Mayor Hark, Council Members Bowen and Welch - 5

No: - 0 -

Absent: - 0 -

Abstain: Council Member Veach - 1

Motion carried.

Mayor Hark declared Resolution No. 2256-20 duly approved and adopted on this date.

CLOSED SESSION
In Accordance with RSMo. 610.021 (2)

Mayor Hark then entertained a motion to enter into closed session in accordance with RSMo. 610-021, sub-paragraph (2), leasing, purchase or sale of real estate; admitting himself, City Council Members, City Attorney James Lemon, City Manager Lisa Peck, City Clerk Angel Zerbonia and Director of Central Services Andy Dorian. A motion was made by Council Member Veach to enter into closed session. The motion was seconded by Council Member Bowen.

ROLL CALL

Yes: Mayor Pro Tem Dobson, Council Member Cogdal, Mayor Hark, Council Members Bowen, Welch and Veach - 6

No: - 0 -

Absent: - 0 -

Motion carried.

OPEN SESSION

A motion was made by Mayor Pro Tem Dobson to return to open session. The motion was seconded by Council Member Bowen.

Motion carried.

ADJOURNMENT

A motion was then made by Mayor Pro Tem Dobson to adjourn the meeting. The motion was seconded by Council Member Bowen.

Motion carried.

James R. Hark, Mayor

Angelica N. Zerbonia, MRCC, CMO - City Clerk