

***CITY OF HANNIBAL***  
***OFFICIAL COUNCIL AGENDA***

**Tuesday, February 5, 2019**  
**Council Chambers**  
**7:00 p.m.**

**ROLL CALL**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**  
**Regularly Scheduled Council Meeting – January 15, 2019**

**APPROVAL OF PAYROLL AND CLAIMS**  
**Second Half – January, 2019**

**JAMES R. HARK – MAYOR**  
**Re: Mayoral Commendations**

**Re: Emergency Declaration – General Mills Warehouse Roof**  
*Weathercraft, Inc. - \$27,991*

**MICHAEL HAGAN – 527 RIVERSIDE**  
**Re: Stormwater Run-Off**

**JEFF LAGARCE – CITY MANAGER**

**Re: Palmyra Road Sidewalk Project – Engineering Services Contract**

*M Engineering dba: Cochran - \$54,885.87  
(Resolution No. 2190-19, to follow)*

**Re: Palmyra Road Sidewalk Transportation Alternative Program (TAP)  
Program Agreement**

*Missouri Highways and Transportation Commission - \$298,456  
(Bill No. 19-002, to follow)*

**Re: Request, Declaration of Surplus Property**

*Emergency Operations Center Equipment*

**GAIL BRYANT – DIRECTOR, HANNIBAL CONVENTION & VISITOR’S BUREAU**

**Re: City of Hannibal Lodging Tax - Voluntary Collection Agreement**

*Airbnb, Inc.  
(Resolution No. 2191-19, to follow)*

**HEATH HALL – BOARD OF PUBLIC WORKS GENERAL MANAGER**

**Re: City of Hannibal/BPW/Ralls County Public Water District Trust Agreement**

**Appointment of New Escrow Agent**

*Regions Bank  
(Resolution No. 2192-19, to follow)*

**Re: Update, Chloramine Replacement Project**

**EDIE PRICE – DPW MANAGEMENT ASSISTANT**

**Re: Sale of City Owned Property – Special Warranty Deed**

*Walden Properties, LLC - \$500 (plus costs)  
(Resolution No. 2193-19, to follow)*

**Re: Request, Set Public Hearing – Rezone 213 South 5<sup>th</sup> Street**

*E-Commercial to A-One & Two Family – Alex Jaxon Meininger  
Tuesday, March 5, 2019 – 6:45 p.m.*

**Re: Traffic Committee Recommendation**

- **Handicap Parking  
- 616 Bird Street**

**RESOLUTION NO. 2190-19**

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE AN ENGINEERING SERVICES CONTRACT WITH M ENGINEERING, LLC DBA COCHRAN IN AN AMOUNT NOT-TO-EXCEED \$54,885.87 FOR ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES RELATED TO THE PALMYRA ROAD SIDEWALK**

**RESOLUTION NO. 2191-19**

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE A VOLUNTARY COLLECTION AGREEMENT BETWEEN THE CITY OF HANNIBAL AND AIRBNB FOR THE COLLECTION OF LODGING TAX AND APPLICABLE TAXES AS DEFINED IN THE AGREEMENT**

**RESOLUTION NO. 2192-19**

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE THE APPOINTMENT OF NEW ESCROW AGENT AGREEMENT WITH REGIONS BANK OF ST. LOUIS, MISSOURI AUTHORIZING AS THE NEW ESCROW AGENT FOR THE WATER TERRITORIAL AGREEMENT WITH PUBLIC WATER SUPPLY DISTRICT NO. 1 OF RALLS COUNTY**

**RESOLUTION NO. 2193-19**

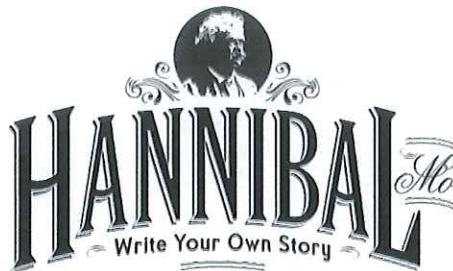
**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE A SPECIAL WARRANTY DEED NECESSARY TO CONVEY CERTAIN CITY-OWNED PROPERTY TO WALDEN PROPERTIES, LLC ADJACENT TO THEIR EXISTING PROPERTY AT 210 NORTH STREET FOR THE SUM OF FIVE HUNDRED DOLLARS (\$500) PLUS NECESSARY FEES**

**BILL NO. 19-002**

**AN ORDINANCE OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE A PROGRAM AGREEMENT WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION FOR THE TRANSPORTATION ALTERNATIVE PROGRAM (TAP) GRANT RELATIVE TO PALMYRA ROAD SIDEWALK CONSTRUCTION FOR THE AMOUNT OF \$298,456**

*First Reading*

**ADJOURNMENT**



**City Council Request to Speak  
First and Third Tuesday of each Month  
Deadline is 4:00 p.m. Thursday prior to City Council Meeting**

Today's Date: 1-15-2019

Date you wish to be placed on Agenda: February 5, 2019

Name: Michael Hagan

Address: 527 River side

Phone Number: 417-838-2458

Subject Matter: Stormwater Run off

1-15-2019  
Date

[Signature]  
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 the specific meeting.  
(573)221.0111, ext. 209**



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# MEMORANDUM

**To: Mayor Hark and Members of the Hannibal City Council**

**From: Jeff LaGarce, City Manager**

**Re: Resolution Authorizing an Engineering Services Agreement with Cochran Engineering for engineering and construction management related to the Palmyra Road Sidewalk Project**

**Date: January 30, 2019**

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The City of Hannibal has been awarded a Transportation Alternative Program (TAP) Grant for design and construction of the Palmyra Road Sidewalk.

The staff have selected Cochran Engineering to be the design consultant, based on Cochran's knowledge of this project, the immediate project area, and their prior experience designing the previous portion of sidewalk along Palmyra Road. Further, Cochran has already designed a portion of this particular sidewalk extension as well, though some updating of that design is required (Gala Drive did not exist along Palmyra Road when the last segment of sidewalk was designed and built).

The agreement prescribes fees up to \$22,297.57 for the engineering and design portion, and up to \$32,588.30 for the construction management/inspection portion. Fees could be less, but per the contract, they cannot exceed these figures.

MoDOT, who will fund three-fourths of this project, has reviewed the Agreement, and provided approval.

***Staff recommends approval of a Resolution authorizing the Mayor to execute an Engineering Services Agreement with Cochran Engineering in the amount of \$54,885.87 for design, engineering, and construction management services for the Palmyra Road Sidewalk.***



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# MEMORANDUM

**To: Mayor Hark and Members of the Hannibal City Council**

**From: Jeff LaGarce, City Manager**

**Re: Ordinance authorizing execution of a Program Agreement with Missouri Highways and Transportation Commission for the TAP Grant to construct Palmyra Road sidewalks**

**Date: January 23, 2019**

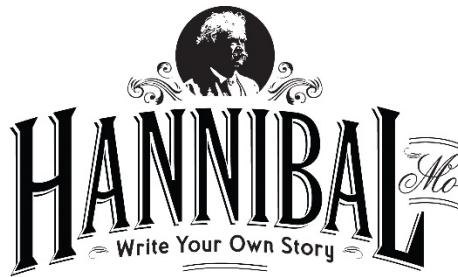
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The city was awarded Transportation Alternative Program (TAP) Grant funding of \$298,456 for construction of Palmyra Road sidewalks. This project will continue the Palmyra Road sidewalk from Bay Avenue to Riverview Park.

The first step of this initiative is to execute a Program Agreement with the Missouri Highways and Transportation Commission. MoDOT requires this be done by Ordinance, rather than by Resolution.

The Agreement itself details project scope and location, reasonable progress, indemnifications, non-discrimination, right-of-way acquisition, assurance of sidewalk maintenance following completion, grant reimbursements, permitting, open financial records, and standard federal and state requirements.

***Staff recommends first reading of an Ordinance authorizing the Mayor to execute a Program Agreement with the Missouri Highways and Transportation Commission for the \$298,456 TAP Grant.***



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# MEMORANDUM

**To: Mayor and City Council**

**From: Jeff LaGarce, City Manager**

**Re: Request Declaration of Surplus for Emergency Operations Center Equipment**

**Date: January 22, 2019**

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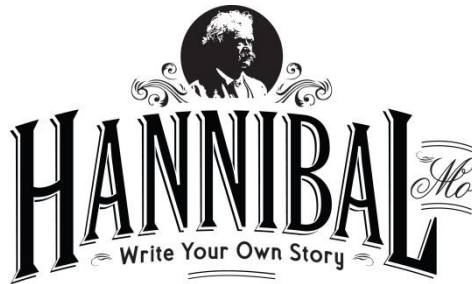
On December 18, 2018, the City Council declared a bulk of old emergency management equipment to be surplus. Emergency Management Director John Hark has identified two (2) additional pieces of equipment he requests be surplussed. They are:

Samsung copier	serial #CL316FN	anticipated value \$0.00
Remington Rand typewriter	25 years old	anticipated value \$0.00

It is recommended these items be declared as surplus property for disposal and/or future sale (likely the former). Thank you.



*Gail Bryant, CTIS*  
Director



*Megan Rapp, CTIS*  
Assistant Director

## MEMORANDUM

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TO: Mayor James Hark and City Council Members  
CC: Jeff LaGarce, City Manager  
FROM: Gail Bryant, Director of Conventions & Tourism  
REGARDS: AirBnB Voluntary Collection Agreement  
DATE: January 25, 2019

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The Hannibal Convention & Visitors Bureau is funded by overnight stays through the collection of lodging tax. The City of Hannibal's ordinance mandates the collection of lodging tax for the business of renting, leasing or letting living quarters, sleeping accommodations, rooms or parts thereof within city limits. In February of 2018, AirBnB announced an agreement with several states to collect applicable and agreed-upon taxes on behalf of their hosts. Through a voluntary collection agreement, AirBnB will collect the applicable taxes as outlined in the agreement for the City of Hannibal on behalf of their hosts. This is important to us because it will assist with the prevention of non-compliance. Several new lodging proprietors are unaware of the requirements.

**Hannibal Convention & Visitors Bureau request that the City Council authorize the Mayor to enter into a voluntary collection agreement with AirBnB for the collection of lodging taxes and other applicable taxes as required by the City of Hannibal as outlined in the Agreement.**



**DATE:** January 22, 2019  
**TO:** Mayor Hark and Members of the City Council  
**FROM:** Heath N. Hall, Board of Public Works General Manager

## **Appointment of New Escrow Agent**

In February of 2005 the HBPW purchased customer territory from Ralls County Public Water Supply District No. 1. The terms of this purchase agreement called for the payment to be made over time with the purchase funds to be held in escrow. From the inception of this agreement to present time, the funds have been held by BNY Mellon and services by the St. Louis office of this firm. The representative on the account has been Mr. Kerry McFarland since 2005.

Mr. McFarland reached out to us recently to alert us that BNY was closing its St. Louis office and our account would be transferred to the Chicago office. Mr. McFarland is also changing employers and joining the Corporate Trust Department of Regions Bank. He invited us to move our account to his new firm.

We have been well served by Mr. McFarland and would like to keep our business in St. Louis. The BPW Board approved moving our account to Regions Bank at the January Board meeting on 1/21. Ralls County is also amenable to switching to Regions bank, and is in the process of getting their Board to approve.

There will be little or no cost to make the switch to Regions Bank, and we would like to continue working with a trusted professional familiar with our transactions. The transfer document does require the Mayor's approval.



**DATE:** January 25, 2019  
**TO:** Mayor Hark and Members of the City Council  
**FROM:** Heath N. Hall, Board of Public Works General Manager

## **Updated on Chloramine Alternative Project**

Bids were opened on January 10<sup>th</sup> for the new Granular Activated Carbon Facility. These are the upgrades to the Water Treatment Plant process to allowing for us to discontinue the use of ammonia in the treatment process and still remain compliant with water quality regulations. The low bidder was River City Construction for \$8,461,000, and they were issued a notice of award on January 22<sup>nd</sup>.

To put the bid into context, the latest engineer's estimate was \$10.6 million for this portion of the project. I do want to be cautious about this news since many difficult to control items can occur during construction, but overall it is great news. Finishing construction on time and \$2 million under budget looks obtainable at this point and continues to be our goal.

Keep in mind; this portion of the project is for construction only and there are other capital costs associated with the project (engineering and the cost of the media are two examples).

Black and Veatch, our engineer, and River City have already begun working on a project schedule and taking care of typical construction contractual items. There is a preconstruction meeting in Hannibal on February 5<sup>th</sup> to kick off the construction portion of the project and discuss key details with the contractor.

Right after the bid opening we began working with our financial consultant (Joy Howard of WM Financial) to start preparations for selling bonds. We plan to sell \$10 million in municipal tax exempt bank qualified revenue bonds in about April of 2019, and pay for the remaining portions of the project out of the water department cash reserves.

Pilot testing of media options continues at the WTP. Our plan is to have bids with media suppliers in the calendar year 2019.



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# MEMORANDUM

**To:** Mayor and City Council

**From:** Edie Price DPW Management Assistant

**Re:** Acquire City Property

**Date:** January 29, 2019

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Brad Walden, a Hannibal resident who owns property at 208 and 210 North Street, had come before Council at the December 18, 2018 meeting asking for the City to deed him over a small piece of City property that is attached to his property.

There were no objections from any department within the City, especially since this lot sits next to a steep embankment making difficult for any buildable structures. The Board of Public Works did state that have a service pole and line feeding 210 N. Main. If they have continued access to maintain this pole and service, they are fine with the selling of this property. Mr. Walden is aware of the needed utility easement as well and stated that he would be more than willing to continue to give access to the Board of Public Works.

Mr. Walden was approved at council to take this piece of property to the Planning and Zoning commission and combine it with the lot next to it at 210 North Main as a Minor Subdivision as not to create an illegal lot. At the January 17<sup>th</sup> Planning and Zoning Commission meeting there was a unanimous approval to move forward with the combining of the lot at 210 North Street and the piece of property that Mr. Walden wishes to purchase.

Since the Minor Subdivision has been approved this is ready to come back to Council for approval of the final of the sale of the City lot. Mr. Walden will be purchasing the lot for \$500 plus the recording fees from the City.





# CITY OF HANNIBAL

## DEPARTMENT OF PUBLIC WORKS

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### INTEROFFICE MEMORANDUM

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**TO:** PLANNING AND ZONING COMMISSIONERS  
**FROM:** EDIE PRICE MANAGEMENT ASSISTANT  
**SUBJECT:** REZONING OF 213 SOUTH 5<sup>TH</sup> STREET  
**DATE:** JANUARY 29, 2019  
**CC:**

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An application has been received from Alex Jaxon Meininger to rezone the property at 213 South 5<sup>th</sup> Street. Also known as All of Lot Number Two (2) and the South Three (3) feet of Lot Number Three (3) in Block Number Twenty-Seven (27) in the City of Hannibal, Marion County, Missouri. Subject to easements, conditions, and restrictions of record. His request is to re-zone from E-Commercial to A-One & Two Family.

The Planning and Zoning Commission public hearing for this request has been set for February 21, 2019 at 4:00 P.M. The Department of Public Works has requested that Council set their public hearing date for March 5, 2019 at 6:45 P.M.



# TRAFFIC COMMITTEE

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DATE: January 31, 2019  
TO: City Council & Mayor  
FROM: Traffic Committee – Edie Price  
RE: Traffic Committee Recommendations

The Traffic Committee met on Thursday, January 31, 2019 regarding a Handicap Application that was approved at the meeting that we are asking for approval from the City Council.

Merrill Miller who resides at 616 Bird Street is asking for a handicap parking space. He has a permanent disability and did supply all the necessary paperwork for a handicap parking space. The Collector's Office stated that Mr. Miller rents this property but is current on his personal property taxes. There are approximately 10 steps that the resident must climb to enter his home was the reason for the approval request.





Staff recommends approval of the Handicap Parking space listed above.