

City of Hannibal

OFFICIAL COUNCIL AGENDA

**Tuesday, February 16, 2021
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

Regularly Scheduled Council Meeting – February 2, 2021

APPROVAL OF PAYROLL AND CLAIMS

First Half – February 2021

KEITH ANDREWS - CITIZEN

Re: Procedure to Acquire City Owned Property & Business Model Used

KEITH ROBINSON – Y MEN’S CLUB OF HANNIBAL

Re: Request, Street Closures – Down by the River & Mud Volleyball

- DBTR – 5/21, 6/18, 7/23, 8/20, 9/17/2021*
- Mud Volleyball – June 27 – July 4, 2021*

MCKENZIE DISSELHORST – HANNIBAL AREA CHAMBER OF COMMERCE

Re: Request, Temporary Variance – City Code Section 26-8
A-Frame Signs – Timeframe Placement Restrictions

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LISA PECK – CITY MANAGER

Re: Recommendation of Appointment

HANNIBAL PARK BOARD

- **Jacob Buckman – appointment for an unexpired term to expire July 2023**

ANGELICA ZERBONIA – CITY CLERK

Re: MIRMA Annual Loss Prevention Evaluation Results

KAREN BURDITT – DIRECTOR OF FINANCE

Re: 2021/2022 Annual Bid Limit Amendments

(Bill No. 21-004, to follow)

GAIL BRYANT – DIRECTOR, HCVB

Re: Missouri Division of Tourism – Marketing Matching Grant Application

Promote Missouri Fund Program - \$52,177

(Resolution No. 2317-21, to follow)

RESOLUTION NO. 2317-21

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE MAYOR TO EXECUTE THE MISSOURI DIVISION OF
TOURISM MARKETING MATCHING GRANT APPLICATION AND
ANY SUBSEQUENT ACCEPTANCE DOCUMENTS, IN THE
AMOUNT UP TO \$52,177**

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BILL NO. 21-002

AN ORDINANCE OF THE CITY OF HANNIBAL ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED FOR THE CITY OF HANNIBAL

Second and Final Reading

BILL NO. 21-003

AN ORDINANCE REZONING LOT 5 IN HOUCK ADDITION SECOND REVISION, CITY OF HANNIBAL, MARION COUNTY, MISSOURI AS RECORDED IN PLAT BOOK AT PAGE 47 FROM A ONE & TWO FAMILY TO B-MULTIPLE FAMILY AND AMENDING THE CITY'S ZONING MAP ACCORDING

Second and Final Reading

BILL NO. 21-004

AN ORDINANCE AMENDING THE ANNUAL BID LIMITS IN ACCORDANCE WITH SECTION 9.13 (b) OF THE CITY OF HANNIBAL CHARTER

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

Meeting Date: 2/11/21
Name: Keith Andrews
Address: _____
Phone Number: 573-577-9184
Subject Matter: City Lost Sales -
Request clarification on procedure to acquire
City owned property, business model used
city

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

2/2/21
Date

Keith Andrews
Speaker's Signature

Please submit completed form to the City Clerk's Office.
FAX NUMBER: 573-221-8191
EMAIL: azerbonia@hannibal-mo.gov



Return to:
Office of the City Clerk
Attention: Debbie White
320 Broadway
Hannibal, Mo 63401
Phone (573) 221-0111 ext.221
Fax (573) 221-8191

SPECIAL EVENT APPLICATION

Today's Date: 02/03/2020 Date you wish to be placed on Agenda: 02-16-2021

Your Organization: Y men's Club of Hannibal Special Event: Down by the River & Mud Volleyball

Date(s) of Event: D.B.T.R. - See Attachment Requested Times (from - to) D.B.T.R. - See Attachment
Mud V.B.- See Attachment Mud V.B.- See Attachment

Description of Activity: Down by the River - Street entertainment to raise money for the Y.M.C.A
Mud Volleyball is a tournament to raise money for the Y.M.C.A.

Primary Contact Person(s): Keith Robison Home Phone: _____

Work Phone: _____ Cell Phone: 573-795-6169 E-mail mizztigers15@icloud.com

Assistance Needed (location, etc.) _____

DEPARTMENTAL COMMENTS:

Police: No cost to HPD Dept. Cost 0

Lt Rowth

Fire: No problems with this event Dept. Cost 0

Chife Benjamin

City Clerk:
Public Works: Recommend approval upon Dept. Cost _____
Certificate of Insurance, Hold Harmless + Emergency
Plan

Building Inspector: No Objections Dept. Cost 0

M Murphy

Parks: No objections Dept. Cost 0

A Dorian

Street: No objections Dept. Cost 0

A Dorian

Tourism: No comment

Dept. Cost 0

G. Bryant

Administration: _____

Dept. Cost _____

STAFF RECOMMENDS:

Approval upon certificate of insurance and hotel
terms agreement.

Alfred H. Epton, M.A., C.M.A.
City Clerk

2020 V-Men's Meetings, Down By the River and Mud Volleyball Dates

DATES TO RESERVE THE PAVILION AND STREET CLOSURE:

May –

5-5-2021-Regular Meeting –6:00 PM –Meet at the pits

5-20-2021 –Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

5-21-2021 –D.B.T.R.

5-22-2021 –D.B.T.R. Clean up

June –

6-2-2021 –Regular Meeting –6:00 PM –Meet at the pits

6-9-2021 –Regular Meeting. 6:00 PM –Meet at the pits

6-17-2021 –Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

6-18-2021 –D.B.T.R.

6-19-2021 –D.B.T.R. Clean up

6-23-2021 –Regular Meeting –6:00 PM –Meet at the pits

July -

6-27-2021- Setup for Mud Volleyball

6-28-2021 –Setup for Mud Volleyball

6-29-2021 –Setup for Mud Volleyball

06-30-2021 - Practice for Youth Tourney

7-01-2021 – Youth Mud Volleyball

7-02-2021 –Mud Volleyball

7-03-2021 – Mud Volleyball

7-04-2021 - Mud Volleyball

07-07-2021 -Regular Meeting –6:00 PM –Meet at the pits

7-22-2021 –Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

7-23-21 –D.B.T.R.

7-24-2021 –D.B.T.R. Clean up

August

8-4-2021-Regular Meeting –6:00 PM –Meet at the pits

8-19-2021 –Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

8-20-2021 –D.B.T.R.

8-21-2021 –D.B.T.R. Clean up

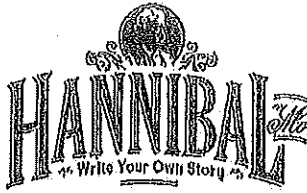
September

9-01-2021-Regular Meeting –6:00 PM –Meet at the pits

9-16-2021-Regular Meeting –6:00 PM –Meeting & DBTR Setup

9-17-2021 –D.B.T.R.

9-18-2021 –D.B.T.R. Clean up



CITY OF HANNIBAL

Special Event Safety Plan

Questions or Inquiries: Contact Hannibal Fire Department @ 573-221-0657

I. GENERAL

Event Name

Mud Volleyball

Date of Event

6/30 - 7/04/21

Location/Address/Facility Name

YMENS Pavilion

Expected Number of Attendees:

750

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the event in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. EAP Event Representative

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as:

Primary Contact:

Keith Robison

Cell Phone:

795-6169

E. Medical Emergencies

1. As with any event, there is a potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries
2. Are there limited provisions for on-site Emergency Medical Services at this event?
 Yes No
3. Should an incident occur that requires Emergency Medical Services, contact as indicated to this resource. The caller will have the following information ready: Nature of emergency, precise location and contact person with callback number
 On-site EMS officer or 911 Dispatch

F. Law Enforcement

1. Has a need for constant Law Enforcement presence been identified at this event?
 Yes No
2. Should an incident occur that requires Law Enforcement, contact as indicated below to request this resource. Have the following information ready: Nature of emergency, precise location and contact person with callback number.
 On-site Security or 911 Dispatch for Law Enforcement

G. Emergency Vehicle Access

1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed by:
 Staff or On-site Security

V. CONTACT INFORMATION

Primary Contact: Keith Robinson

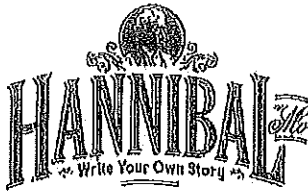
Cell Phone: 795 6169

Secondary Contact: Ted Sampson

Cell Phone: 408-8626

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)



CITY OF HANNIBAL

Special Event Safety Plan

Questions or Inquiries: Contact Hannibal Fire Department @ 573-221-0657

I. GENERAL

Event Name Down By The River Date of Event 5/21, 6/18, 7/23
8/20, 9/17
Location/Address/Facility Name YMENS Pavilion
Expected Number of Attendees: 150

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the event in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
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1. As with any event, there is a potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries
2. Are there limited provisions for on-site Emergency Medical Services at this event?
 Yes No
3. Should an incident occur that requires Emergency Medical Services, contact as indicated to this this resource. The caller will have the following information ready: Nature of emergency, precise location and contact person with callback number
 On-site EMS officer or 911 Dispatch

F. Law Enforcement

1. Has a need for constant Law Enforcement presence been identified at this event?
 Yes No - *Marion County Sheriff's deputy security as precaution.*
2. Should an incident occur that requires Law Enforcement, contact as indicated below to request this resource. Have the following information ready: Nature of emergency, precise location and contact person with callback number.
 On-site Security or 911 Dispatch for Law Enforcement

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4. Crowd control will be managed by:
 Staff or On-site Security

V. CONTACT INFORMATION

Primary Contact: Keith Robison Cell Phone: 795-6169
Secondary Contact: David Vance Cell Phone: 523 999 0656

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)

From: mckenzie@hannibalchamber.org
To: [Angel Zerbonia](#)
Cc: [Lisa Peck](#)
Subject: City Council request
Date: Thursday, February 11, 2021 1:16:30 PM

Angel,

I would like to be placed on the agenda for the City Council meeting on Tuesday, February 16, 2021, on behalf of the Hannibal Area Chamber of Commerce.

I would like to ask Council to consider a temporary variance on City Code Section 26-8. – A-frame signs. The purpose for this request is to temporarily allow A-frame signs, while language for proposed changes is considered and perfected.

The current code only allows for A-frame signs in May through October, and if there is any time when our businesses need the opportunity to promote themselves and attract customers, it is during winter, a year into a pandemic.

Basically, I will ask for the date restriction to be temporarily waived to allow A-frame signs now through May without citation.

Please let me know if you need any further information or clarification.

Thank you,
McKenzie

McKenzie Disselhorst, IOM

Executive Director

(573) 221-1101

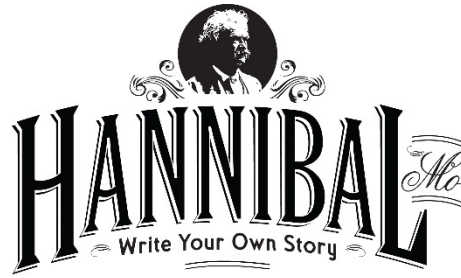
(573) 239-2251 cell

www.facebook.com/hannibalchamber

Sec. 26-8. - A-frame signs.

A-frame-type signs, sandwich signs, may be allowed continuously within the E-1 and H-1 zones during the months of May through October. Such signs must conform to the guidelines established for each zoning district; provided, however, that in no event shall such signs exceed 20 square feet in total sign area or four feet by 2½ feet per side in dimension.

(Code 1963, § 268.130; Code 1988, § 26-7(3); Ord. No. 3376, § 2, 2-7-1984; Ord. No. 3779, § 2, 3-17-1992)



MEMORANDUM

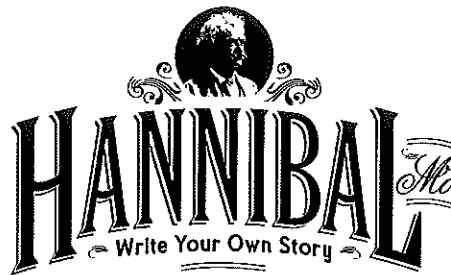
To: Angelica Zerbonia - City Clerk

From: Lisa Peck - City Manager

Re: Hannibal Parks and Recreation Board

Date: January 29, 2021

Please submit Jacob Buckman's name to the next Council agenda for appointment to complete a term on the Hannibal Parks and Recreation Board. The term will expire July 2023.



MEMORANDUM

**TO: MAYOR JIM HARK
COUNCIL MEMBERS**

**FROM: ANGELICA N. ZERBONIA, MRCC, CMO
City Clerk**

DATE: FEBRUARY 3, 2021

SUBJECT: MIRMA ANNUAL LOSS PREVENTION EVALUATION & SCORE

Annually, MIRMA, the City's self-insured property/casualty, liability and workman's compensation carrier conducts a comprehensive risk management safety evaluation and audit of the City. Aside from enhancing overall employee safety, higher evaluation scores do impact the amount the City is assessed in annual premiums.

Our 2020 evaluation was conducted January 26th with the results just received. I am pleased to report this year, the City **AGAIN** scored a 100%, achieving **1,139 points out of a possible 1,140!** This is the ninth (9th) consecutive year for this accomplishment, which is quite a task for a City of our size.

As the City's official executive safety officer and MIRMA representative, I would like to personally thank the employees, members of the executive safety committee, departmental safety representatives and particularly Debbie White, Safety Coordinator for compilation and follow-up on of all required documentation. Collaboratively, these individuals contributed to the outcome, enabling this score and are instrumental in the City's risk management and safety efforts by evaluating, adopting and implementing necessary safety monitoring, improvements and practices.

For your information, I have attached a copy of the loss control program, evaluation rating form that prescribes the areas the City is audited on and each score attained. We will be recognized amongst peers and presented with a plaque in recognition of this accomplishment during the annual MIRMA meeting in July.

MIRMA LOSS CONTROL PROGRAM EVALUATION RATING FORM

MEMBER City of Hannibal
 OFFICIAL REPRESENTATIVE Angelica Zerbonia
 TITLE City Clerk
 SAFETY COORDINATOR Debbie White

		VALUE	RATING
I.	Management Direction	<u>270</u>	<u>270</u>
II.	Safety Committee Development	<u>70</u>	<u>70</u>
III.	Fleet Safety	<u>30</u>	<u>30</u>
IV.	Liability Control		
	A. GENERAL	<u>110</u>	<u>110</u>
	B. SELF-INSPECTION PROGRAM	<u>0</u>	<u>0</u>
	C. PARKS DEPARTMENT	<u>50</u>	<u>50</u>
	D. POLICE DEPARTMENT	<u>250</u>	<u>250</u>
	E. ELECTRIC DEPARTMENT	<u>0</u>	<u>0</u>
	F. WASTE WATER DEPARTMENT	<u>0</u>	<u>0</u>
V.	National Standards Compliance	<u>80</u>	<u>80</u>
VI.	Human Resources	<u>100</u>	<u>100</u>
VII.	Training	<u>140</u>	<u>139</u>
VIII.	Recommendation Compliance	<u>40</u>	<u>40</u>
	Final Rating	<u><u>1140</u></u>	<u><u>1139</u></u>

Adjustment for a serious injury without an enforced policy 10%

Percentage Score

100%

History of Past Evaluations

Year	Score
1. 2017	<u>100%</u>
2. 2018	<u>100%</u>
3. 2019	<u>100%</u>
4. 2020	<u>100%</u>

Score - Credit to assessment
90% or greater

Score - Debit to assessment

70-79%
60-69%
< 60%

10% of annual assessment
20% of annual assessment
30% of annual assessment

Date: January 26, 2021

Auditor: Jeff Arp

**MISSOURI INTERGOVERNMENTAL
RISK MANAGEMENT
ASSOCIATION**

CITY OF HANNIBAL

JANUARY 28th, 2020

EVALUATION RECOMMENDATIONS

SAFETY TRAINING

E-21-78 At least annually, providing employee training and education related to universal precautions and bloodborne pathogens.

I. MANAGEMENT DIRECTION

A.	LOSS CONTROL POLICY Written policy Posted throughout the workplace	<u>10</u>	<u>10</u>
B.	SAFETY COORDINATOR FORMALLY APPOINTED Individual assigned responsibilities and formal job description	<u>10</u>	<u>10</u>
C.	DEPARTMENTAL OPERATIONAL SAFETY POLICY/GUIDELINES (RULES)		
	1) Develops written rules/guidelines for their operations and provides safety manual to employees	<u>20</u>	<u>20</u>
	2) Job or department safety rules developed and enforced	<u>10</u>	<u>10</u>
	3) Utilization of Disciplinary Procedures	<u>10</u>	<u>10</u>
D.	MONTHLY DEPARTMENTAL SAFETY MEETINGS Monthly safety meetings in each department	<u>10</u>	<u>10</u>
E.	TRANSITIONAL DUTY PROGRAM Written program with mandatory employee participation that allows for inter-department assignments	<u>100</u>	<u>100</u>
F.	ATTENDANCE AND PARTICIPATION AT MIRMA MEETINGS/SEMINARS Attendance required at MIRMA meetings and seminars (Seminars 25, Annual Meeting 50)	<u>100</u>	<u>100</u>
	TOTAL	<u>270</u>	<u>270</u>

II. SAFETY COMMITTEE DEVELOPMENT

A.	SAFETY COMMITTEE		
	1) Committee established	<u>10</u>	<u>10</u>
	2) Documentation of all safety committee activities	<u>10</u>	<u>10</u>
	3) Supervisors accident investigation report form used on all work comp, auto accidents, <u>general liability claims that result in bodily injury</u> and sewer backups within 2 working days.	<u>10</u>	<u>10</u>
	4) Accident investigations sent to MIRMA Loss Control.	<u>10</u>	<u>10</u>
	5) Reports reviewed by Safety Committee for cause & corrective action taken	<u>20</u>	<u>20</u>
	6) Incentive/Award Program	<u>10</u>	<u>10</u>
	TOTAL	<u>70</u>	<u>70</u>

III. FLEET SAFETY

A.	NEW DRIVER ORIENTATION Performs basic orientation and familiarization on equipment assigned to driver and documents.	<u>10</u>	<u>10</u>
B.	CHECK RIDES CONDUCTED ON AN ANNUAL BASIS BY IMMEDIATE SUPERVISOR Check rides on annual basis	<u>10</u>	<u>10</u>
C.	DRIVERS RESPONSIBLE FOR PRE-USE VEHICLE AND EQUIPMENT INSPECTIONS Pre-use inspections completed	<u>10</u>	<u>10</u>
	TOTAL	<u>30</u>	<u>30</u>

IV. LIABILITY CONTROL

A. GENERAL

1) Citizen Complaint follow-up program	<u>10</u>	<u>10</u>
2) Sidewalk replacement program (maintenance, inspection, documentation)	<u>20</u>	<u>20</u>
3) Secure Hold Harmless Agreements	<u>20</u>	<u>20</u>
4) Require Certificates of Insurance	<u>20</u>	<u>20</u>
5) City named as an additional Insured	<u>20</u>	<u>20</u>
6) Require an additional insured endorsement	<u>20</u>	<u>20</u>
TOTAL	<u>110</u>	<u>110</u>

B. SELF-INSPECTION PROGRAM

1) Inspections of all buildings/facilities with public access on a monthly basis	<u>NA</u>	<u>NA</u>
2) Inspections of all buildings/facilities without public access on a quarterly basis	<u>NA</u>	<u>NA</u>
3) Jobsite Inspection checklist completed on a monthly (9 mo's of the year) basis for each department working at remote locations (i.e.. Streets, Water, Sewer, Gas, Electrical & etc)	<u>NA</u>	<u>NA</u>
4) Playground safety inspection completed weekly- spring, summer & fall, and monthly during winter	<u>NA</u>	<u>NA</u>
TOTAL	<u>0</u>	<u>0</u>

C. PARKS DEPARTMENT

1) Proper protection provided for swimming pool diving boards, platforms and slides in excess of one meter	<u>20</u>	<u>20</u>
2) Minimum dimensions for boards and/or platforms, one meter or less, shall be 10ft in depth, extending to 10 ft to either side of the board and 12ft in front, with the tip of the board extending 4ft over the water.	<u>10</u>	<u>10</u>
3) Utilize the services of an Aquatic Risk Management firm for lifeguard training & pool safety audits	<u>20</u>	<u>20</u>
4) The water below (fall area) an aquatic climbing wall shall be sectioned off from the rest of the deep end.	<u>NA</u>	<u>NA</u>
TOTAL	<u>50</u>	<u>50</u>

D. POLICE DEPARTMENT

1) Policies and Procedures Manual containing the following specific policies:		
a. Pursuit Driving	<u>70</u>	<u>70</u>
b. Emergency Driving	<u>40</u>	<u>40</u>
c. Domestic Violence	<u>30</u>	<u>30</u>
d. Use of Force	<u>70</u>	<u>70</u>
e. Reporting Use of Force	<u>10</u>	<u>10</u>
f. Semi Annual Weapons Qualification	<u>10</u>	<u>10</u>
g. Off-Duty Employment	<u>10</u>	<u>10</u>
2) ECW drive stun restriction	<u>10</u>	<u>10</u>
TOTAL	<u>250</u>	<u>250</u>

E. ELECTRIC GENERATION AND/OR DISTRIBUTION

1) Aerial boom truck annual inspection (grounding, structural integrity)	<u>NA</u>	<u>NA</u>
2) Annual dielectric fluid testing on continual use transformers 5,000-Kva or larger.	<u>NA</u>	<u>NA</u>
3) Every three years; dielectric fluid testing on standby or peaking transformers 5,000-Kva or larger .	<u>NA</u>	<u>NA</u>
4) Furan testing on 5,000Kva or larger transformers that are over 15 years old.	<u>NA</u>	<u>NA</u>
5) Insulation resistance testing on generators 1,000-KW or larger, every 5 years.	<u>NA</u>	<u>NA</u>
6) Circuit breaker maintenance & testing and relay calibrations on 1,000-KW or larger generators, every 5 years.	<u>NA</u>	<u>NA</u>
7) Annual mechanical overspeed trip tests and crankshaft deflection readings for internal combustion engine/generator units 1,000-KW or larger, that operate in <u>excess of 50 hours per year</u> . This test should be performed on all engines/generators that require a large concrete foundation.	<u>NA</u>	<u>NA</u>
8) Every three years; mechanical overspeed trip tests and crankshaft deflection readings for internal combustion engine/generator units 1,000-KW or larger, that operate <u>less than or equal to</u> than 50 hours per year. This test should be performed on all engines/generators that require a large concrete foundation.	<u>NA</u>	<u>NA</u>
9) Annual oil tests for viscosity, acid, fuel dilution, water, additive package and wear metal elemental analysis for internal combustion engine/generator units 1,000-KW or larger, that operate in <u>excess of 50 hours per year</u>	<u>NA</u>	<u>NA</u>
10) Every three years; oil tests for viscosity, acid, fuel dilution, water, additive package and wear metal elemental analysis for internal combustion engine/ generator units 1,000-KW or larger, that operate <u>less than or equal to 50 hours per year</u> .	<u>NA</u>	<u>NA</u>
11) Corrosive Sulfur Testing – Generator Step-up (GSU) transformers, utility transmission transformers, and other large power transformer above distribution class containing mineral oil as the dielectric fluid should undergo a one-time corrosive sulfur test (ASTM D-1275B test & CIGRE TF A2.32.01 test) if they were new or had a fluid change between the years 1995 and 2011. Corrosive sulfur in transformer oil can lead to the formation of copper sulfide, which weakens the dielectric strength of the paper insulation and eventually leads to winding failure. Test to be performed on 10,000 KVA and larger.	<u>NA</u>	<u>NA</u>
12) Electric utilities formally adopt the current American Public Power Association Safety Manual and provide training to employees based upon the manual. **Safety manuals developed by the utility will be analyzed by loss control.	<u>NA</u>	<u>NA</u>
TOTAL	<u>0</u>	<u>0</u>

F. WASTE WATER COLLECTION AND TREATMENT DEPARTMENT

1) Elimination of private mains	<u>NA</u>	<u>NA</u>
2) Inspection of connections/repairs	<u>NA</u>	<u>NA</u>
3) Routine inspection of entire system	<u>NA</u>	<u>NA</u>
4) Sewer line backup log	<u>NA</u>	<u>NA</u>
5) Routine maintenance of problem areas	<u>NA</u>	<u>NA</u>
6) Infiltration correction program	<u>NA</u>	<u>NA</u>
TOTAL	<u>0</u>	<u>0</u>

V. NATIONAL STANDARDS COMPLIANCE

A.	PERSONAL PROTECTIVE EQUIPMENT Written policy and use of equipment enforced	<u>10</u>	<u>10</u>
B.	HAZARD COMMUNICATION PROGRAM Secure Material Safety Data Sheets (MSDS) for hazardous chemicals and complete annual inventory	<u>10</u>	<u>10</u>
C.	LOCK OUT/TAG OUT Written procedures developed and locks, tags, and/or locking devices are provided	<u>10</u>	<u>10</u>
D.	TRENCHING/SHORING PROGRAM Written procedures developed and equipment used when in excess of 5' in depth	<u>10</u>	<u>10</u>
E.	CONFINED SPACE ENTRY PROGRAM Written procedures developed and air monitoring devices used prior to and during entry utilized	<u>10</u>	<u>10</u>
F.	BLOOD BORNE PATHOGENS Written program developed and Hepatis A & B vaccine offered to Police, Fire, EMS, Waste Water, Refuse, Custodial and other exposed employees. (Points are prorated)	<u>10</u>	<u>10</u>
G.	DRUG & ALCOHOL TESTING PROGRAM Written procedures developed and pre-hire, post accident and reasonable suspicion testing conducted for all employees, must also comply with DOT requirements for those effected positions.	<u>10</u>	<u>10</u>
H.	FALL PROTECTION PROGRAM Written procedures for working from buckets, lifts and elevated work platforms	<u>10</u>	<u>10</u>
	TOTAL	<u>80</u>	<u>80</u>

VI. HUMAN RESOURCES

EMPLOYMENT PRACTICES

A.	Employment application that complies with ADA, Title VII and Missouri State Law completed for all employees	<u>10</u>	<u>10</u>
B.	Utilize job descriptions for all positions	<u>10</u>	<u>10</u>
C.	Written personnel policies/handbook distributed to all employees with a signed acknowledgment statement	<u>10</u>	<u>10</u>
D.	Policy addresses all forms of discrimination	<u>10</u>	<u>10</u>
E.	Written policy and procedures developed for all forms of harassment posted	<u>10</u>	<u>10</u>
F.	Have procedures in place so that prior to an employee being terminated, Human Resources, City Administrator or Mayor insures that employment policies have been followed and applied consistently	<u>10</u>	<u>10</u>
G.	Pre-placement physical conducted.	<u>10</u>	<u>10</u>
H.	Blood pressure/cholesterol testing for police, fire and strenuous work positions biennially	<u>10</u>	<u>10</u>
I.	Mortor vehicle records checked before hiring new employee (pre-employment)	<u>10</u>	<u>10</u>
J.	Annual motor vehicle records check for existing employees	<u>10</u>	<u>10</u>
	TOTAL	<u>100</u>	<u>100</u>

VII. SAFETY TRAINING

ANNUAL TRAINING PROVIDED ON EACH OF THE FOLLOWING TOPICS:

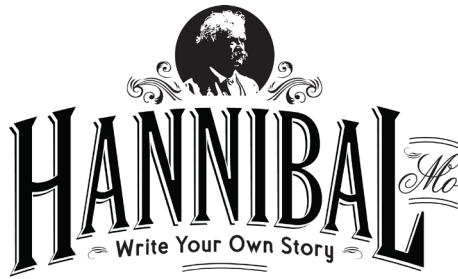
A.	Hazardous Material Communication / MSDS	<u>10</u>	<u>10</u>
B.	Harassment	<u>10</u>	<u>10</u>
C.	Bloodborne Pathogens	<u>10</u>	<u>9</u>
D.	Confined Space Entry	<u>10</u>	<u>10</u>
E.	Trenching & Shoring	<u>10</u>	<u>10</u>
F.	LockOut/TagOut	<u>10</u>	<u>10</u>
G.	Fall Protection	<u>10</u>	<u>10</u>
H.	Drug & Alcohol awareness	<u>10</u>	<u>10</u>
I.	First aid training (Certification of at least two individuals from each work area and crew)	<u>10</u>	<u>10</u>
J.	CPR training (Certification of at least two individuals from each work area and crew)	<u>10</u>	<u>10</u>
K.	Defensive Driving	<u>10</u>	<u>10</u>
L.	Classroom Emergency Driving (Police, Fire & EMS)	<u>10</u>	<u>10</u>
M.	Hands-on Emergency Driving (Police, Fire & EMS) Each driver should complete a course every five years	<u>10</u>	<u>10</u>
N.	Personal Protective Equipment	<u>10</u>	<u>10</u>
TOTAL		<u>140</u>	<u>139</u>

VIII. RECOMMENDATION COMPLIANCE (MIRMA)

Based on percentage of recommendations completed	<u>40</u>	<u>40</u>
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To ensure the member has reviewed and understands the assigned ratings please sign below. This signature does not indicate the member agrees or waives their right to appeal the ratings recorded, but simply indicates the member has reviewed the evaluation form prior to the auditors departure.

Date 07.02.2021 Signature *Allyson N. Dybala*



MEMORANDUM

To: James Hark, Mayor
City Council

From: Karen Burditt, Director of Finance

Date: February 16, 2021

Subject: Bid Limits

This memo is in reference to the bid limit increases pursuant to Section 9.13 (b) of the Charter of the City of Hannibal, which states that the Council of the City of Hannibal shall amend the bid limits annually.

In past practice Council has used the "National All Urban Consumers – (base 1984)" Table of the Bureau of Labor Statistics' Consumer Price Index (CPI). Utilizing the December to December comparison, the index increased 1.36% from December 2019 to December 2020.

No purchase shall be made without first advertising for sealed bids shall be amended as follows:

- "(1) For purchases of personal property at or above \$5,015.00 (up from \$4,950.00).*
- (2) For purchases for repairs on buildings and light equipment at or above \$13,480.00 (up from \$13,300.00).*
- (3) For purchases for repairs on heavy equipment or for construction of infrastructural facilities at or above \$29,625.00 (up from \$29,230.00).*
- (4) For purchases of service contracts at or above \$6,115.00 (up from \$6,035.00)."*

All purchases made under bid limits shall be substantiated by two (2) or more quotes from reliable firms or individuals. Policy set forth under the guideline of the City Manager state that all purchases shall be competitively shopped. Procurement under the bid limit but above \$1,000.00 requires proof of the competitive process (documents of telephone quotes obtained, who called, date called amount quoted. Under \$1,000.00 though competitively obtained do not require documented proof.

The council shall have the right to waive the bidding requirements in the event of a state of emergency directly affecting the City of Hannibal and as so declared by council action.

Gail Bryant, CTIS
Director



Megan Rapp, CTIS
Assistant Director

MEMORANDUM

TO: Mayor Jim Hark and Members of City Council
FROM: Gail Bryant, Director of Conventions & Tourism
DATE: February 9, 2020
REGARDS: PMF Grant Application - Marketing Funds Program 2.0

PROMOTE MISSOURI FUND (PMF) GRANT APPLICATION

The Hannibal Convention & Visitors Bureau (HCVB) would like to request approval to submit a grant application to the Missouri Division of Tourism for the Promote Missouri Fund Program 2.0 and, if awarded, allow the Mayor to enter into an agreement. In the Promote Missouri Fund Program, the HCVB is allowed to request up to \$52,177.00. The funds will assist with digital marketing to the Hyper-Local Leisure Travel market.

HCVB requests Council approval to submit a grant application and, if approved, allow the Mayor to enter into an agreement with the Missouri Division of Tourism for up to the amount of \$52,177.00.