

CITY OF HANNIBAL
OFFICIAL PUBLIC HEARING

Tuesday, March 5, 2019
6:45 p.m.
Council Chambers

CALL TO ORDER

EDIE PRICE – DPW MANAGEMENT ASSISTANT
Re: Rezoning, 213 South 5th Street
E-Commercial to A-One and Two Family
(Alex Jason Meininger)

PUBLIC COMMENTS

ADJOURNMENT

CITY OF HANNIBAL
OFFICIAL COUNCIL AGENDA

Tuesday, March 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 –February 19, 2019

APPROVAL OF PAYROLL AND CLAIMS
Second Half – February, 2019

ELISE BLUE – NORTHEAST MISSOURI HUMANE SOCIETY
Re: Northeast Missouri Humane Society Funding

JENNIFER HART – DRAKES STEAK & ALE
Request, Caterer's License – *The Orchard, 2200 Palmyra Road*
Hannibal Regional Foundation – Barn Bash
Friday, April 26, 2019- 5:00 p.m. – 11:30 p.m.

ANGIE WILCOXSON – HANNIBAL REGIONAL FOUNDATION

Re: Requests, Street Closures, No Parking & Police Traffic Control

24th Annual Hannibal Cannibal

Saturday, July 6, 2019 – 5:00 a.m. – 10:00 a.m.

LINDA STUDER – HISTORIC HANNIBAL MARKETING COUNCIL

Re: Requests, Street Closures, Alcohol Sales & Open Consumption

Twain on Main

May 24-26, 2019

MICHAEL HAGAN – 527 RIVERSIDE

Re: Stormwater Runoff

Re: PRIDE Project

Re: Hannibal Municipal Assistance Corporation

JEFF LAGARCE – CITY MANAGER

Re: Economic Development Services – Economic Development Services Agreement

Northeast Missouri Economic Development Council - \$100,000

(Resolution No. 2194-19, to follow)

Re: International Public Alert Warning System – Service Agreement

ONSOLVE CodeRED - \$21,945

(Resolution No. 2195-19, to follow)

Re: Approval, Bid Waiver & Purchase Approval – Emergency Warning Siren

Global Technical Systems, Inc. - \$19,915

ANGELICA ZERBONIA – CITY CLERK

Re: Approval, City Manager Position Description Update

Re: Bid Award Approval, City/BPW Life Insurance

AnthemLife

Re: Approval, Destruction of Documents

Exhibit A4

ANDY DORIAN – DIRECTOR, PARKS & RECREATION

Re: Bid Award Approval, Pool Chemicals

Hawkins, Inc.

Re: Mark Twain Memorial Lighthouse Rebuild Project – Contract Agreement
Martin General Contractors - \$135,453.71
(Resolution No. 2196-19, to follow)

KAREN BURDITT – FINANCE DIRECTOR
Re: 2018/19 Budget Amendment No. 3
Revolving Loan, Fire Department & Sales Tax Capital Funds
(Resolution No. 2197-19, to follow)

EDIE PRICE – DPW MANAGEMENT ASSISTANT
Re: Rezoning, 213 South 5th Street
E- Commercial to A-One & Two Family – Alex Jason Meininger
(Bill No. 19-004, to follow)

BILL NO. 19-003

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

Second & Final Reading

BILL NO. 19-004

**AN ORDINANCE REZONING 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 FROM THE E-
COMMERCIAL TO A-ONE- & TWO-FAMILY ZONING DISTRICT
AND AMENDING THE CITY’S ZONING MAP ACCORDINGLY**

First Reading

RESOLUTION NO. 2194-19

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN ECONOMIC DEVELOPMENT SERVICES AGREEMENT, IN THE AMOUNT OF \$100,000 BETWEEN THE CITY OF HANNIBAL AND NORTHEAST MISSOURI ECONOMIC DEVELOPMENT COUNCIL FOR ECONOMIC DEVELOPMENT AND RELATED BUSINESS SERVICES

RESOLUTION NO. 2195-19

A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE A SERVICE AGREEMENT, IN THE AMOUNT OF \$21,945, WITH ONSOLVE, LLC CODE RED FOR PROVISION OF EMERGENCY NOTIFICATION SERVICES

RESOLUTION NO. 2196-19

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A \$135,453.71 CONTRACT AGREEMENT BETWEEN THE CITY OF HANNIBAL AND MARTIN GENERAL CONTRACTORS, LLC FOR THE RECONSTRUCTION OF THE MARK TWAIN MEMORIAL LIGHTHOUSE

RESOLUTION NO. 2197-19

A RESOLUTION AMENDING THE CITY OF HANNIBAL FY-2018-2019 (NO. 3) BUDGET BY AUTHORIZING A SUPPLEMENTAL APPROPRIATION FOR THE GENERAL MILLS WAREHOUSE MAINTAINANCE AND BUDGET AMENDMENTS FOR REVENUES DUE TO DONATIONS TO THE FIRE DEPARTMENT AND EXPENDITURES FOR EQUIPMENT MAINTENANCE, AND THE INCREASE IN SALES TAX CAPITAL FOR SNOW REMOVAL

CLOSED SESSION

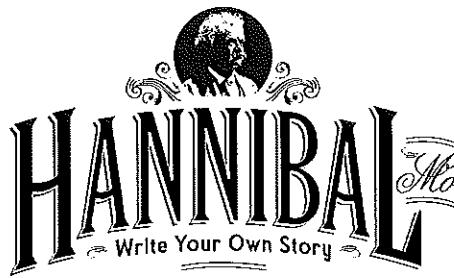
In Accordance with RSMo. 610.021 (2) & (12)

- *Real Estate*
- *Contract Negotiations*

ADJOURNMENT

PUBLIC HEARING NOTICE

The Planning and Zoning Commission will conduct a public hearing on February 21, 2019 at 4:00 pm and the City Council will conduct a public hearing on March 5, 2019 at 6:45pm at City Hall in the Council Chambers-2nd Floor, 320 Broadway, Hannibal, MO to review a petition to rezone the property at 213 South 5th 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.



**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: 2-4-19

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

Name: Elise Blue

Address: 2703 Bird

Phone Number: 573-541-5173

Subject Matter: funding for the Northeast
Missouri Humane Society

2-4-19

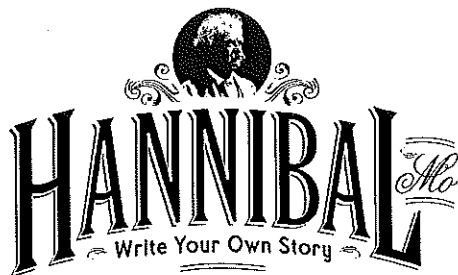
Date

Elise Blue

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**



**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: 2-22-19

Date you wish to be placed on Agenda: 3-5-19

Name: Jennifer Hart

Address: 421 Clinic Rd Hannibal mo 63401

Phone Number: 217-430-5364

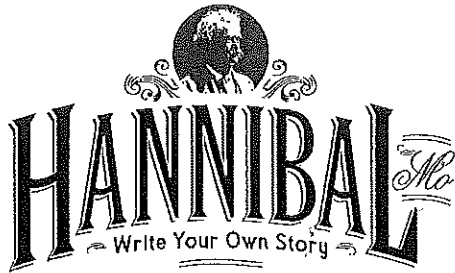
Subject Matter: Caterers License for the Orchard ^{Liquor} _{Sales}
for April 26, 2019 Hannibal Regional
Foundation Barn Bash

2-22-19
Date

Jennifer Hart
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.**

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Clerk's office for official deadline relating the specific meeting.
(573)221.0111, ext. 209**



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

APPLICATION FOR CATERERS LICENSE (\$15.00)

Name: Drakes Steak & Ale Telephone: 217-430-5364
Business: 421 Clinic Rd Hannibal mo 63401
(Street) (City) (State) (Zip)

Name of Applicant: Jennifer Hart
Current Liquor License Number: 186636 Contact Phone Number: 217-430-5364

EVENT CRITERIA:

Date of Event: April 26, 2019 Time of Event: 5:00 - 11:30

(License effective for a period not to exceed seventy-two (72) hours, which shall authorize the servicing of Alcoholic beverages for on-premises consumption only.)

Location of Event: The Orchard 2200 PALMYRA RD

(Must have Council approval when location of event is in a zoning district not otherwise permitting the sale of Intoxicating liquor.)

Explanation of Event: Hannibal Regional Foundation Barn Bash

Signature of Applicant: Jennifer Hart Date: 2-22-19

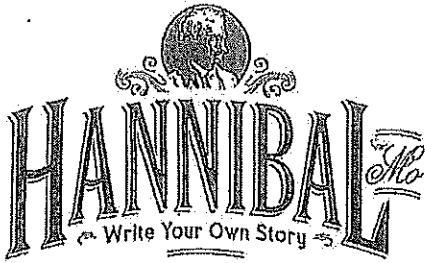
Zone permitting the sale of intoxicating liquor. (To be determined by the Building Inspection Department)

Zone not otherwise permitting the sale of intoxicating liquor. - Must seek Council approval 02-25-2019

Building Inspection Approval By: [Signature] Date: 2-22-2019

Approval of Council By: _____ Date: _____
(If Applicable)

City Clerk's Office Final Approval By: _____ Date: _____



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: February 20, 2019 Date you wish to be placed on Agenda: March 5, 2019

Your Organization: Hannibal Regional Foundation Special Event: 24th Annual Hannibal Cannibal

Date(s) of Event: July 6, 2019 Requested Times (from - to) 5:00 am until 10:00 am

Description of Activity: 5/10/15K Run, 5K Walk and Children's Fun Run

Road Closures: Main Street from North to Center 5:00am to 10:00am; Main Street from Center to Church 5:00am to 9:00 am; Church from Main to Hwy 79 5:00am to 9:00 am; Lover's Leap until 10:00am. No parking on Main from North to Church and Church to Hwy 79 from 3:00am until 9:00 am.

Primary Contact Person(s): Angie Wilcoxson Home Phone: _____

Work Phone: (573) 629-3578 Cell Phone: (573) 822-2265 E-mail angela.wilcoxson@hannibalregional.org

Assistance Needed (location, etc.): Street Department - barricades, cones and no parking signs. Police Department - assistance with cross street traffic control.

DEPARTMENTAL COMMENTS:

Police: 7 officers at *40hr x 2.5 hrs Dept. Cost \$ 700.00

Lt Routh

Fire: No problem with this event Dept. Cost _____

Chief Benjamin

Public Works: N/A Dept. Cost _____

Building Inspector: No comment Dept. Cost _____

J Burnham

Parks: No objections Dept. Cost _____

A Dorian

Street: Will assist with barricades & cones Dept. Cost _____

R Dauma

Tourism: No comments

Dept. Cost _____

G. Bryant

Administration: No concerns

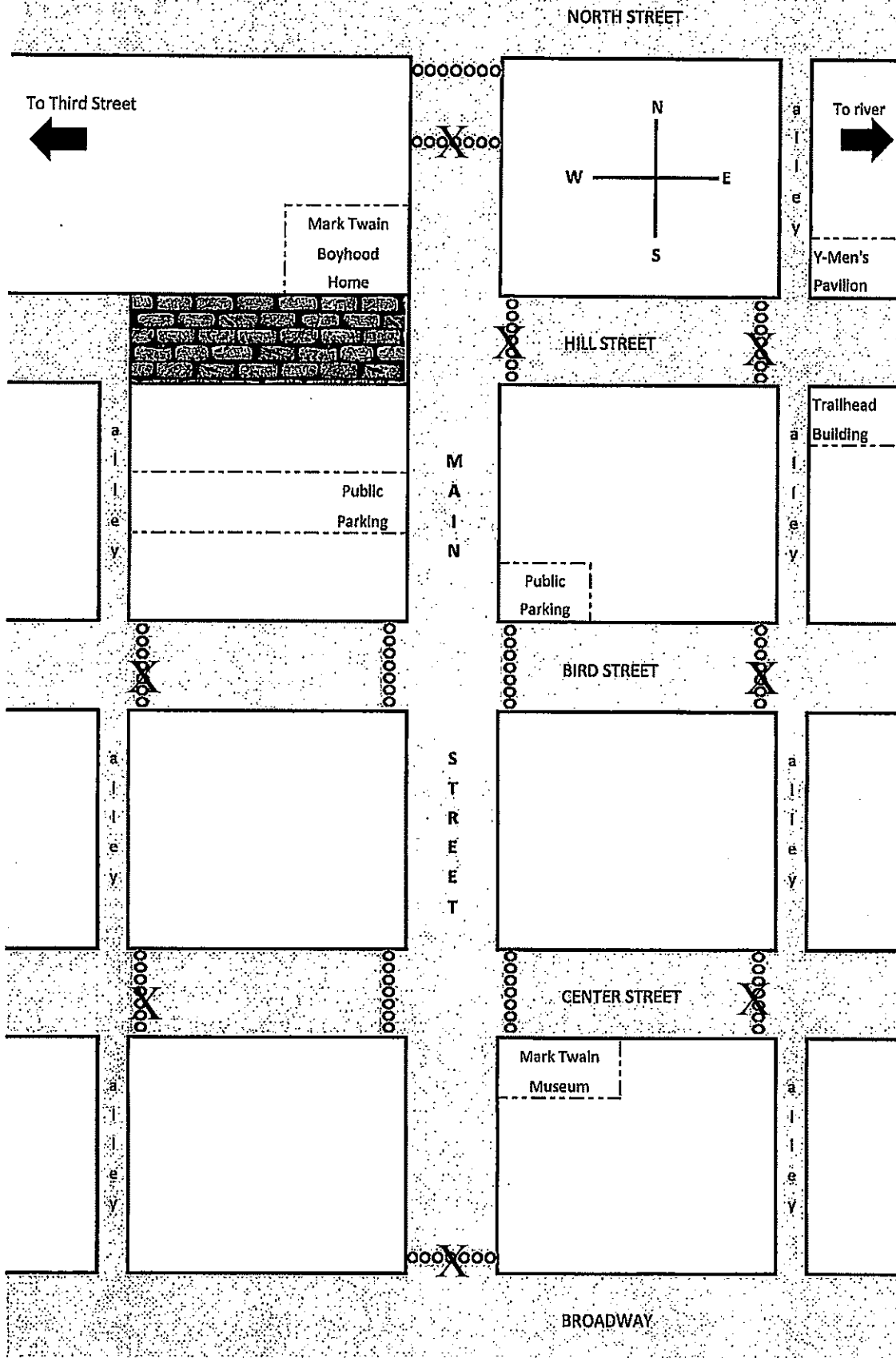
Dept. Cost _____

STAFF RECOMMENDS:

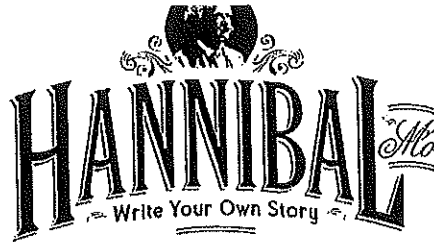
approval pending certificate of insurance - 02.26.19
in place to Yrbani, LLC, Ohio
City Clerk

HISTORIC DISTRICT - PROPOSED STREET CLOSURES (Bollard Placement)

****The circles represent the bollards; mark with an "X" those you don't wish to have placed.****



For assistance in determining the bollard placement/openings, contact Mike McHargue, Street Supervisor at (573) 822-6950



SPECIAL EVENT APPLICATION

Today's Date: 2/19/19 Date you wish to be placed on Agenda: March 5, 2019

Your Organization: (HAME) Historic Hannibal Marketing Council Special Event: T Wain On Main

Date(s) of Event: 5/24 - 5/26 Requested Times (from - to) 4:00pm 5/24 - 8pm 5/26

Description of Activity: Entertainment, Food Vendors, Arts Crafts vendors on main Street & Side Streets

Primary Contact Person(s): Linda Studer Home Phone: 588-7878

Work Phone: 573-603-1063 Cell Phone: 573-719-0315 E-mail mississippi.MarketPlace@gmail.com

Assistance Needed (location, etc.) Closure of Streets 5/24 @ 4 AM - Leave Main & North open and Main & Broadway until 10:00 AM Saturday Morning to allow remaining vendors to set up their booths.

Note: we will have similar security as in past, please see attached letter

DEPARTMENTAL COMMENTS:

Police: No cost to HPD Dept. Cost

Lt Rowle

Fire: No problems with Event Dept. Cost

Chief Benjamin

Public Works: N/A Dept. Cost

Building Inspector: No comment Dept. Cost

J Burnham

Parks: No objections Dept. Cost

A Dorian

Street: Will supply barricades & bollards however concerned with blocking off the Alley on the east side of Main Street from Center to Bird in case of Emergency Dept. Cost R Dauma

Tourism: No comment Dept. Cost _____

G Bryant

Administration: No concerns Dept. Cost _____

J LaGarce

STAFF RECOMMENDS: approval pending receipt of insurance.

Angela L. Erbani, MKA, CMO
City Clerk



Historic Hannibal Marketing Council

Main Street, Hannibal, Missouri

February 19, 2019

Mayor and City Council
City of Hannibal
City Hall
Hannibal, Missouri

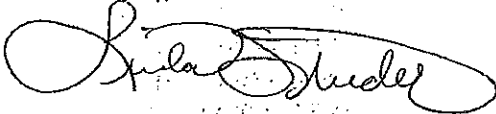
The Historic Hannibal marketing council would like to request the use of the following city streets and parking lots for the annual Twain on Main event for Saturday, May 26 and Sunday, May 27, 2018 (Memorial Day Weekend).

The city property requested includes:

- a) North Main Street from Broadway to North Street. We will leave the north end of Main open for access to the Mark Twain Home Foundations Interpretive Center parking Lots.
- b) Cross streets Center and Bird from North Main to the alley east and west and Hill Street to the alley east.
- c) The municipal parking lot at the northeast corner of North Main and Bird and the parking lot in the 300 block of North Main where the Planter Hotel formerly stood. The above is the same city property used annually since 2014.
- d) The alley east of North Main Street from Bird to Center.
- e) We would like to request permission to have beer and wine at the wine garden which is planned to be located on the grassy piece of land on the northeast corner of Hill and Main Streets during the festival. This land is leased by the Mark Twain Boyhood Home & Museum and we have obtained permission from the Museum for this use on this weekend. A copy of the letter giving permission is included.
- f) We would also like to request "Open Consumption" of alcohol Saturday and Sunday of Memorial Weekend in the downtown area within the parameters outlined above.
- * g) ~~In addition we would like to request the small area between the alley to the pillars at Glasscock's Landing.~~ *will amend*
- h) Note: As in the past several years we have hired a group to do old western skits using guns. This has not been a problem in the past and we do not anticipate any problems in the future but wanted to make you aware.

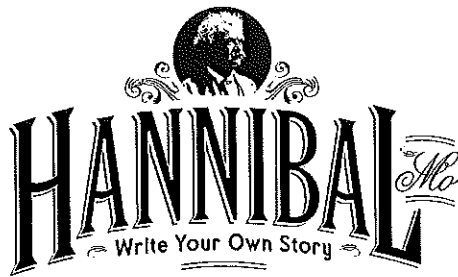
The Twain on Main event has been well received by our vendors, hometown merchants and the general public. We are asking council permission for this event.

Sincerely,



Linda Studer, Chairperson
2019 Twain on Main Festival
Enc(s): Insurance, Special Event Application

*Per Paul
Lewellen -
Remove
item #6
J. Johnson*



**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: 2-26-2019

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

Name: Michael Hagan

Address: 527 Riverside

Phone Number: 417-838-2458

Subject Matter: ① stormwater runoff

② P.R.I.D.E.

③ Hannibal Municipal Assistance Corp

2-26-2019
Date

Michael Hagan
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.**

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Clerk's office for official deadline relating the specific meeting.
(573)221.0111, ext. 209**



MEMORANDUM

To: Mayor James Hark and Members of the City Council

From: Jeff LaGarce, City Manager

Re: Resolution Authorizing an Agreement with the Northeast Missouri Economic Development Council

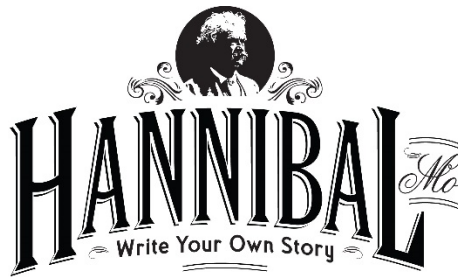
Date: February 13, 2019

New Northeast Missouri Economic Development Council Executive Director Corey Mehaffy began work in January. Corey brings a unique perspective to economic development; having been very successful with his approach over the past 10 years in Moberly and surrounding areas.

Corey will focus on business attraction, retention, and expansion, activities that stimulate employment growth, new capital investment, and valuation growth, workforce development, entrepreneurship, and assistance/business services to business owners. We are very excited for Hannibal's future, and have appreciated Corey's contributions in the mere 7 weeks he's already been here.

The attached Agreement increases city funding to the Northeast Missouri Economic Development Council to \$100,000 – beginning July 1 (with the new budget). To provide a comprehensive economic development approach - to build the regional partnerships and larger organizational services necessary for a fully-comprehensive economic development approach, greater economic development resources are required. Hannibal has enjoyed some great private investment in recent years, but we can accelerate this. When you consider the economic future of a community (new investment, jobs, growth of goods and services locally), the rate-of-return on this investment will pay significant dividends to Hannibal over future years.

Staff recommends approval of the Resolution authorizing the Mayor to execute the NEMO EDC Agreement.



MEMORANDUM

To: Mayor and City Council

From: Jeff LaGarce, City Manager

Re: Resolution approving an agreement with Onsolve, LLC Code Red

Date: February 21, 2019

Several years ago, the city initiated a service agreement with Code Red. The Code Red system, operated through Marion County 911 Dispatch, allows instantaneous, simultaneous emergency notification messages to be sent to the phone or devices any/all residents who enroll. For instance, Code Red is used to simultaneously notify residents of a tornado warning, flash flooding, even missing children. Code red can be segregated to notify only geographical areas of the community (ie. notifying residents and businesses of a boil order issued for homes north of McMasters).

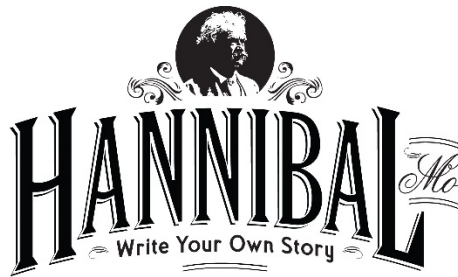
Code Red - or more appropriately Onsolve, LLC Code Red - now offers a service called IPAWS (International Public Alert Warning System), which enables federal notifications to occur through this system. IPAWS allows federal agencies to make public notifications to Hannibal residents through Code Red; however, IPAWS can only be used in-conjunction with an existing emergency notification system – like Code Red.

While Code Red is enrollment-based – where residents must actually sign-up - IPAWS provides contact numbers the Code Red system doesn't have, and can therefore notify more people.

There is no cost or fee for IPAWS, but the Code Red agreement – actually Onsolve LLC Code Red - must be re-enacted – at the same prices and costs as the existing Code Red agreement. To a large extent, this is a housekeeping measure only.

For those unaware, Marion County as-a-whole uses Code Red. The City of Hannibal sponsors the service, but Marion County and the City of Palmyra reimburse Hannibal annually for their portions - on a per-capita basis. Thus, the City of Hannibal's fee for Code Red only applies to areas in Hannibal.

Staff recommends approval of the Resolution authorizing the Mayor to execute an agreement with Onsolve, LLC Code Red.



MEMORANDUM

To: Mayor Hark and Members of the Hannibal City Council

From: Jeff LaGarce, City Manager

Re: Request Bid Waiver for Purchase of Emergency Warning Siren

Date: February 26, 2019

The FY-2019 budget contains an appropriation in the Emergency Management Department for the purchase and installation of an emergency warning siren. The cost with installation is \$19,915.

The city currently has sixteen (16) emergency warning sirens located throughout the community; however, areas near Hannibal Regional Hospital lie outside the audible coverage zone, depending on weather and winds. An additional warning siren was budgeted to fill this gap in our system.

Emergency Management Director John Hark applied for a SEMA grant to cover this expense. On February 26, SEMA awarded the city a \$19,915 grant for this additional unit.

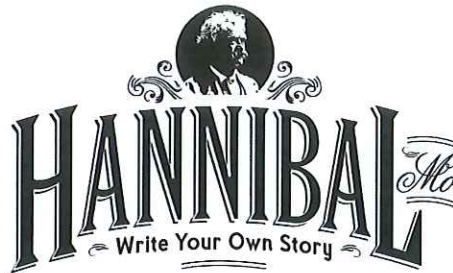
Tonight's issue involves acquisition of the siren. The City has sixteen (16) sirens electronically-married into a comprehensive warning system. All sirens within the system are products of Global Technical Systems, Inc.; who also services our emergency warning system. The new siren must be fully-compatible with the existing system, and workably-integrate without failures.

Through competitive bidding, if a less-expensive model from another company were acquired and doesn't integrate well (doesn't function properly), the city will have both companies here trying to determine cause and fix. Is the existing warning system not communicating with the new siren, is the new siren not communicating with the existing warning system, or does the new siren have defects? In-order for the new siren to "talk to" the existing system, what cost upgrades might later become necessary? Experience suggests electronic incompatibilities lend themselves to competing diagnoses, company finger pointing, and the like. We desire none of this. We simply want a 17th siren with guaranteed compatibility - without future drains on time, cost, or service.

Competitive bidding exists for a reason, but compatibility and functional interconnectivity cannot be guaranteed with bidding. In fact, it actually poses a risk in this instance. For these reasons, we seek a bid waiver for purchase and installation of the new warning siren.

Staff recommends approval of a bid waiver for the purchase and installation of the new emergency warning siren.

Office of City Clerk



Angelica N. Zerbonia,
MRCC, CMO

MEMORANDUM

TO: MAYOR HARK
CITY COUNCIL MEMBERS

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

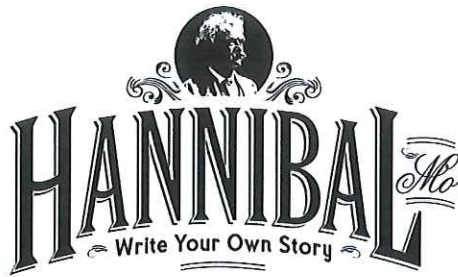
DATE: FEBRUARY 25, 2019

SUBJECT: CITY MANAGER – POSITION DESCRIPTION REVISION

Due to the resignation of City Manager Jeff LaGarce, after his 12 + year tenure with the City of Hannibal, the services of *The Pace Group* were employed to assist in the recruitment process.

During the evaluation process, it was determined that revisions to the position description were necessary in relation to reporting relationships, education and experience.

Two levels of approval are required for revision to position descriptions, however, as the City Manager reports directly to the Mayor and City Council, level one (1), approval by the Council, is the final authority.



JOB DESCRIPTION APPROVAL/REVISION

I have approved the following job description revision and have discussed the job description with the employee(s) involved.

Job Title: City Manager

Revision of: Reporting Relationships, Education, Experience

Attached is a copy of the job description for the position.

Approval:

City Council - James R. Hark, Mayor Date

Received By:

Angelica N. Zerbonia, MRCC, CMO - City Clerk Date

**Job Description
City of Hannibal**

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then either the incumbent or the supervisor can initiate a change in the job description at any time. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

Position title: City Manager

Pay Grade & Range: Grade N/A

Department: Executive

Exempt/non-exempt status: Exempt

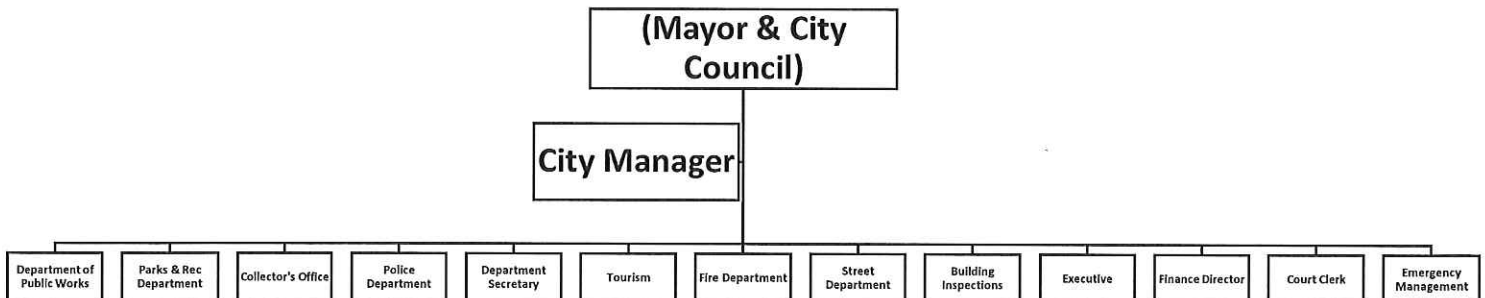
Job description most recently created, updated, or checked when: March, 2019

Updated or checked by (who): Mayor & City Council

Primary purpose of position:

- ◆ Executive administrator for the City Charter and decisions from City Council
- ◆ Lead and guide day-to-day operations for all departments except (i) Library, (ii) Accounts, Records, and Payroll, and (iii) Board of Public Works
- ◆ Budget preparation and financial leadership for the City
- ◆ Leadership and strategic planning for community development
- ◆ Public relations with citizens and the media

Reporting relationship:



Main responsibilities:

- ◆ Create and implement annual City budget. Review proposed new expenditures. Collaborate with and coach the Department Heads to prioritize realistic expenditures and create financial goals within the department. Suggest ways to identify cost savings or prolong the value of current expenditures. Coordinate with the Finance Director & City Clerk to review and balance a proposed annual budget.
- ◆ Based on guidance from City Council and benchmarking with other cities, develop a strategic plan to set priorities for the future operations of the City. Identify growth goals for the local economy. Coordinate with Northeast Missouri Economic Development and the Hannibal Chamber of Commerce to promote economic growth. Recommend alternative strategies for vision, growth, and optimal use of unique city features such as Mississippi river front, Mark Twain legacy, railroad access, extensive park acreage, scenic lookouts, etc.
- ◆ Identify measurable goals for City departments and for the City overall.
- ◆ Keep City Council Members informed regarding goals, progress, challenges, and accomplishments within the departments. Also advise them of media publicity and trends in citizen concerns.
- ◆ **Oversee all city departments except the Hannibal Board of Public Works, Library, and Accounts/Records/Payroll.** Provide leadership in day-to-day operations. Review their monthly expenditures for budget compliance, trends, new needs, and potential cost savings. Advise the Department Heads on staffing, personnel, and operational issues.
- ◆ Select, supervise, and coach above Department Heads/Supervisor's in addition to the Executive Department Secretary. Measure their performance and provide feedback using the performance evaluation process. Set individual and department performance goals for each of them.
- ◆ Attend or hold meetings in these departments as needed to promote communication, provide recognition, share goals, discuss changes, and improve morale.
- ◆ Promote teamwork across City departments. Plan and lead meetings of Department Heads. Recommend or provide training for Department Heads and supervisors.
- ◆ Assist in selection or promotion procedures for positions in other departments. Increase communication across departments.
- ◆ Advise Supervisors and resolve conflicts between employees. When an employee has unsuccessfully pursued an issue through chain of command, administer the official recourse process to solve disagreements or to address an employee's concern about fairness. Then, if neither the recourse process or the usual chain of command problem solving process is sufficient, refer the issue to City Council Members.
- ◆ Oversee the publication of the City employee newsletter.
- ◆ Maintain positive and frequent media contact. Educate the public on issues facing the City. Conduct interviews for newspaper, radio, or television.
- ◆ Assist in the design and upkeep of the City web site.
- ◆ Create news articles and press releases for regular communication with the public.
- ◆ Prepare and deliver presentations to civic organizations, schools, or community groups.
- ◆ Answer citizen concerns and questions directly. Maintain accessibility and responsiveness to citizens by phone, in person, by mail, or by email. Respond to concerns and questions from businesses also.

- ◆ Serve as City liaison to other levels of government (County, State, Federal) and to other nearby cities that we may coordinate with for mutual aid or shared resources.
- ◆ When needed, train and coach a new Mayor or new City Council Members regarding procedures, terminology, and expectations.
- ◆ Attend and participate at City Council meetings. Prepare and present recommendations.
- ◆ Collaborate with the City Attorney to recommend City Charter changes that can be more effective for the City.
- ◆ Attend various kinds of board meetings or committee meetings as needed.
- ◆ Responsible to consider, evaluate, and recommend board members for City boards and commissions as specified by City Charter or Ordinance.
- ◆ Designate a temporary "Acting City Manager" for each planned absence.
- ◆ This job description does not list all possible duties. The City Manager will be required to follow any other job-related instructions and to perform other job-related duties requested by City Council decision.

Comfort or hazards of the normal work environment:

Most work hours are spent indoors in office work environment. May be outdoors for civic events or speeches on patriotic holidays.

Job qualifications:

Education

- ◆ High school or GED completion required
- ◆ Master's degree required in public administration or business administration

Experience

- ◆ 7 years previous City Manager/City Administrator experience required
- ◆ Additional supervisory experience preferred
- ◆ Management experience in a comparable population size city or larger city preferred

Knowledge, Skills and Abilities

- ◆ Leadership
- ◆ Pleasant positive attitude and interpersonal skills
- ◆ Persuasiveness
- ◆ Knowledge of laws regarding public access to information
- ◆ Knowledge of City departments
- ◆ Learning aptitude and desire for continuous learning
- ◆ Integrity Knowledge of municipal finance
- ◆ Articulate clear speaking skills
- ◆ Knowledge of financial investing
- ◆ Problem solving skills
- ◆ Business writing skills
- ◆ Skill to coach and mentor others
- ◆ Ability to give prompt candid feedback directly
- ◆ Listening skills

- ◆ Cultural and diversity sensitivity
- ◆ Knowledge of city planning
- ◆ Knowledge of code enforcement
- ◆ Ability to manage multiple priorities
- ◆ Diplomacy and tact
- ◆ Knowledge of labor laws
- ◆ Discretion with confidential information
- ◆ Public speaking skills
- ◆ Skill to lead and facilitate effective meetings
- ◆ Knowledge of Internet email
- ◆ Knowledge of web page applications preferred Map reading
- ◆ Blueprint reading of community plans
- ◆ English language required
- ◆ Knowledge of additional languages such as Spanish or sign language preferred
- ◆ Knowledge of accounting audit and financial controls
- ◆ Knowledge of personnel practices and human resources management
- ◆ Impartiality with local businesses and local interests that may create a conflict of interest Computer skills for word processing such as WORD and accounting databases
- ◆ Computer skills in Excel spreadsheets and graphics preferred
- ◆ Professional appearance and demeanor for interaction with public
- ◆ Ability to maintain good conversational skills with irate citizens
- ◆ Knowledge of department policies, procedures, and forms
- ◆ Knowledge of codes, ordinances, and laws applicable to the City
- ◆ Grant writing or grant administration skills preferred Skill in use of equipment

Equipment typically used in this job:

- ◆ Computer, fax, phone, voice mail, copier machine, and calculator.

Physical requirements:

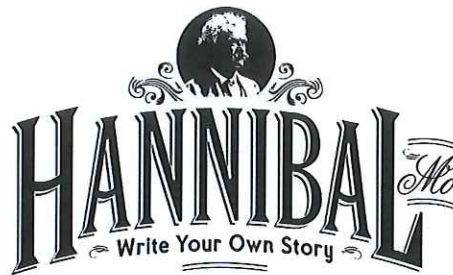
- ◆ Ability to hear conversational speech
- ◆ Speak clearly
- ◆ Sit comfortably for long periods
- ◆ Dexterity for office equipment
- ◆ Ability to reach, pull or lift 25 pounds

Certifications, training, or licenses required:

- ◆ Drivers license with good driving record

Training and development recommended:

Ongoing training may include topics such as computer skills, municipal regulations, public speaking, accounting, tax laws, legal updates, grant administration, or personnel topics.



MEMORANDUM

TO: MAYOR JAMES R. HARK
CITY COUNCIL

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

DATE: FEBRUARY 26, 2019

SUBJECT: LIFE INSURANCE BID AWARD – CITY OF HANNIBAL/BOARD OF
PUBLIC WORKS

As you are aware, the City provides non-contributory life insurance benefits in the amount of \$20,000 for full-time City/Board of Public Works employees, with an additional \$30,000 for Police and Fire Department ranking officers.

On Monday, February 4, 2019 sealed bids were opened for the City/BPW life insurance coverages, as the existing premiums, with Kansas City Life, are due to expire June 30th. Upon review of the bids it is the recommendation to approve and accept the lowest and best bid from AnthemLife, in the amount of \$0.158/thousand benefit and they meet the guidelines as outlined in the bid specifications.

This premium is a **decrease** over the prior two-year period of \$.032/thousand (\$0.64 - \$20,000 & \$1.60 - \$50,000) for a total premium of \$3.16/month/\$20,000 benefit and \$7.90/month/\$50,000 benefit. In essence, this computes to just over \$12,000 per year for all employees, including the Board of Public Works.

Your consideration and approval is appreciated. I have attached an overview of the received bids for your review as well.



Life/AD&D

PLAN STATUS: CARRIER: Effective Date A.M. Best Rating	CURRENT KANSAS CITY LIFE		KANSAS CITY LIFE		Anthem		Standard		Mutual of Omaha		Guardian	
	Life/AD&D Plan	A	Life/AD&D Plan	A	Life/AD&D Plan	A	Life/AD&D Plan	A	Life/AD&D Plan	A	Life/AD&D Plan	A
Life Benefit												
Class 1 - Police and Fire	50,000		50,000		50,000		50,000		50,000		50,000	
Class 2 - All Other	20,000		20,000		20,000		20,000		20,000		20,000	
Class 3 - Retirees	20,000		20,000		20,000		20,000		20,000		20,000	
AD&D Benefit												
Class 1 - Police and Fire	50,000		50,000		50,000		50,000		50,000		50,000	
Class 2 - All Other	20,000		20,000		20,000		20,000		20,000		20,000	
Class 3 - Retirees	20,000		20,000		NA		20,000		NA		NA	
VOLUME												
Covered Life Volume	\$6,520,000		\$6,520,000		\$6,520,000		\$6,520,000		\$6,520,000		\$6,520,000	
Covered AD&D Volume	\$6,520,000		\$6,520,000		\$6,380,000		\$6,520,000		\$6,380,000		\$6,380,000	
Employee Count	212		212		212		212		212		212	
RATES												
Life Rate Per \$1,000 Benefit	\$0.150		\$0.150		\$0.118		\$0.192		\$0.160		\$0.160	
AD&D Rate Per \$1,000 Benefit	\$0.040		\$0.030		\$0.040		\$0.030		\$0.040		\$0.040	
Monthly Premium	\$1,238.80		\$1,173.60		\$1,024.56		\$1,447.44		\$1,298.40		\$1,298.40	
Annual Premium	\$14,865.60		\$14,083.20		\$12,294.72		\$17,369.28		\$15,580.80		\$15,580.80	
Premium Difference \$	n/a		(\$782.40)		(\$2,570.88)		\$2,503.68		\$715.20		\$715.20	
Premium Difference %	n/a		-5.26%		-17.29%		16.84%		4.81%		4.81%	
Rate Guarantee	2 Years		2 Years		2 Years		2 Years		2 Years		2 Years	

This analysis is for illustrative purposes only, and is not a guarantee of plan expenses. This analysis does not change the coverage provided by the actual insurance policies and contracts. Please reference your policy or contact FSA for specific information.

City of Hannibal

Effective Date: July 1, 2019

Life Insurance Benefit Amount by Employee Class

Class 1 - Full Time Firefighters and Full Time Police Officers	\$ 50,000
Class 2 - Full Time Board of Public Works and All Other Full Time Employees	\$ 20,000
Class 3 - Retired Board of Public Works Employees for sooner of 3 years following the date of retirement or until age 65	\$ 20,000

Life / AD&D Insurance - Market Analysis																
Carrier	Benefit Basis	Maximum Benefit	Non-Medical Maximum	AD&D (Days)	Waiver of Premium <60	Cutbacks	Rate Information									
							Rate Guarantee	Benefit Vol (thousands)	Life Rate (per \$1,000)	AD&D Rate (per \$1,000)	Total Rate (per \$1,000)	Monthly Premium	Change			
1 Kansas City Life (Ren)	Flat	Classed				No Cutbacks		6,520								
2 Kansas City Life (Cur)	Flat	Classed				No Cutbacks		6,520	0.150	0.040	0.190	1,239				

Current plan design: Class 1 - \$50,000; Class 2 - \$20,000													
Carrier	Benefit Basis	Maximum Benefit	Non-Medical Maximum	AD&D (Days)	Waiver of Premium <60	Cutbacks	Rate Guarantee	Benefit Vol (thousands)	Life Rate (per \$1,000)	AD&D Rate (per \$1,000)	Total Rate (per \$1,000)	Monthly Premium	Change
3 Hartford - Class 1	Flat	\$50,000	\$50,000	365	Age 65	No Cutbacks	24 mos	6,380	0.175	0.030	0.205	1,308	
4 Hartford - Class 2	Flat	\$20,000	\$20,000	365	Age 65	No Cutbacks	24 mos	140	0.175	No Benefit	0.175	25	
5 Hartford - Class 3	Flat	\$20,000	\$20,000	No Benefit	n/a	No Cutbacks	24 mos	140	0.175	No Benefit	0.175	25	
6 Total - Hartford												1,333	7.6%
7 MOO - Class 1	Flat	\$50,000	\$50,000	365	Age 65	No Cutbacks	24 mos	6,380	0.130	0.040	0.170	1,085	
8 MOO - Class 2	Flat	\$20,000	\$20,000	365	Age 65	No Cutbacks	24 mos	140	0.130	No Benefit	0.130	18	
9 MOO - Class 3	Flat	\$20,000	\$20,000	No Benefit	n/a	No Cutbacks	24 mos	140	0.130	No Benefit	0.130	18	
10 Total - Mutual of Omaha (6a)												1,103	-11.0%

Alternate plan design: Flat \$20,000													
Carrier	Benefit Basis	Maximum Benefit	Non-Medical Maximum	AD&D (Days)	Waiver of Premium <60	Cutbacks	Rate Guarantee	Benefit Vol (thousands)	Life Rate (per \$1,000)	AD&D Rate (per \$1,000)	Total Rate (per \$1,000)	Monthly Premium	Change
11 Hartford - Class 1	Flat	\$20,000	\$20,000	365	Age 65	No Cutbacks	24 mos	4,100	0.242	0.031	0.273	1,119	
12 Hartford - Class 2	Flat	\$20,000	\$20,000	365	Age 65	No Cutbacks	24 mos	140	0.242	No Benefit	0.242	34	
13 Hartford - Class 3	Flat	\$20,000	\$20,000	No Benefit	n/a	No Cutbacks	24 mos	140	0.242	No Benefit	0.242	34	
14 Total - Hartford												1,153	-6.9%
15 MOO - Class 1	Flat	\$20,000	\$20,000	365	Age 65	No Cutbacks	24 mos	4,100	0.160	0.040	0.200	820	
16 MOO - Class 2	Flat	\$20,000	\$20,000	365	Age 65	No Cutbacks	24 mos	140	0.160	No Benefit	0.160	22	
17 MOO - Class 3	Flat	\$20,000	\$20,000	No Benefit	n/a	No Cutbacks	24 mos	140	0.160	No Benefit	0.160	22	
18 Total - Mutual of Omaha (6a)												842	-32.0%

Alternate plan design: Flat \$50,000													
Carrier	Benefit Basis	Maximum Benefit	Non-Medical Maximum	AD&D (Days)	Waiver of Premium <60	Cutbacks	Rate Guarantee	Benefit Vol (thousands)	Life Rate (per \$1,000)	AD&D Rate (per \$1,000)	Total Rate (per \$1,000)	Monthly Premium	Change
19 Hartford - Class 1	Flat	\$50,000	\$50,000	365	Age 65	No Cutbacks	24 mos	10,250	0.235	0.031	0.266	2,727	
20 Hartford - Class 2	Flat	\$50,000	\$50,000	365	Age 65	No Cutbacks	24 mos	350	0.235	No Benefit	0.235	82	
21 Hartford - Class 3	Flat	\$50,000	\$50,000	No Benefit	n/a	No Cutbacks	24 mos	350	0.235	No Benefit	0.235	82	
22 Total - Hartford												2,809	126.7%

City of Hannibal

Effective Date: July 1, 2019

Life / AD&D Insurance - Market Analysis

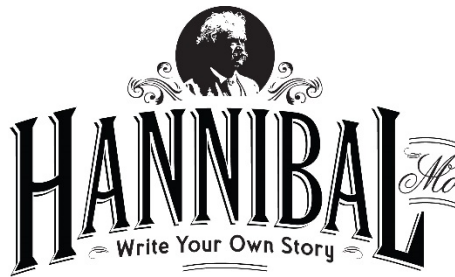
Note: Standard Insurance should also be pursued for Life insurance (niche in this industry); Standard Life under AOR with current broker

Carriers that were quoted but not included above:

- Guardian (declined; not competitive)
- Lincoln (declined; not competitive)
- MetLife (excluded; did not quote to specifications)
- Principal (declined; not competitive)
- Sun Life (excluded; no guarantee issue on retirees)
- Unum (declined; not competitive)

(6a) Rates dependent on offering Mutual of Omaha Voluntary Life (25% minimum participation)

AD&D - Accidental Death & Dismemberment
SSNRA - Social Security Normal Retirement Age



MEMORANDUM

TO: MAYOR HARK
CITY COUNCIL MEMBERS

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

DATE: MARCH 5, 2019

SUBJECT: DESTRUCTION OF RECORDS

The Missouri Secretary of State oversees document retention in Missouri's political subdivisions. According to the Missouri Records Retention Manual published by that office, certain records need only be retained for limited periods of time, at which point they can be destroyed.

The Clerk's Office has identified documents eligible for destruction, in accordance with the Missouri Secretary of State, Records Retention Schedule. The list of documents requested to be destroyed is attached to this memo as *Exhibit A4*.

As required; the minutes of the meeting authorizing the destruction, along with *Exhibit A4*, will serve as the permanent record, in accordance with the practice outlined by the Secretary of State's office.

Following Council approval, staff will oversee the shredding and disposition of the records. Your consideration and approval is appreciated.

Records Destruction Request

Documents to be Destroyed (Exhibit A4)	Date Ranges
Employment Eligibility Verification (USCIS I-9's)	Inactive employees from 1988 to 2015
Leave Requests	2013

Parks and Recreation

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



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

FROM: Andrew Dorian

DATE: 2/26/2019

RE: Pool Chemical Bid Opening

The Hannibal Parks and Recreation Department recently opened bids for the purchase of pool chemicals and equipment for the upcoming season at the Hannibal Aquatic Center. We received 1 bid from Hawkins, Inc.

The bid breakdown is:

Liquid Sodium Hypochlorite P/N 37269	\$2.75 Gallon
Liquid Acid/ PH Down LO P/N32345	\$5.50 Gallon
Stenner Adjustable Pump	\$425/unit
Delivery Charge	No Charge

The Hannibal Parks and Recreation Department recommends the low bid from Hawkins, Inc for the purchase of pool chemicals and equipment for the upcoming season at the Hannibal Aquatics Center.


BID PROPOSAL FOR CHEMICALS FOR 2019 SUMMER POOL SEASON
BIDDER AGREES TO FURNISH THE PRODUCTS DESCRIBED IN THE CONTRACT DOCUMENTS FOR THE FOLLOWING PRICES:

BID SCHEDULE
(The City of Hannibal is Tax Exempt)

BIDDER: Hawkins, Inc.

<u>NO. ITEM</u>	<u>UNIT</u>	<u>COST PER UNIT</u>
Liquid Sodium Hypochlorite P/N 37269	Gallon	\$ <u>2.75</u>
Liquid Acid/ PH Down LO P/N32345	Gallon	\$ <u>5.50</u>
Stenner Adjustable Pump	1 Pump	\$ <u>425.00</u>
Delivery Charge	1 Delivery	\$ <u>No charge</u>

Ordering contact:
Hawkins, Inc. Columbia, MO
573-886-9500

Signature 
Typed Name/Title Thomas Keller, Vice President
Company Hawkins, Inc.
Address 2381 Rosegate, Roseville, MN 55113
Phone # 612-331-6910 Date 2/22/19



Angelica N. Zerbonia, MRCC
City Clerk

Project Number: Pool Chemical Bid PR 1-19 - Parks & Recreation

Project Descriptions: Pool Chemicals

Date: Tuesday, February 26, 2019 @ 9:30 a.m.

BIDDER		Comments
Hawthorn, Inc.	4g Sod. # 2.75 / gallon	Delivery - No Charge
	4g acid \$5.50 / gallon	
	Stenner Pump #425	

Angelica N. Zerbonia, MRCC
City Clerk

02.26.2019 - 9:30 a.m.
Date & Time

Parks and Recreation

Andrew Dorian
Director of Parks & Recreation
City of Hannibal
320 Broadway
Hannibal, MO 63401
Ph: 573 221-0154 Fax: 573 221-0155
Email: adorian@hannibal-mo.gov



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

FROM: Andrew Dorian

DATE: 2/26/2019

RE: Mark Twain Memorial Lighthouse Re-Construction Bid Approval

The Hannibal Parks and Recreation Department recently opened bids on the reconstruction of the Mark Twain Memorial Lighthouse. Based on structural observations and assessment of the lighthouse by Meco Engineering it was determined that the current lighthouse would have to be torn down and a new lighthouse built in its place. A copy of the engineer study as well as internal photos are attached to this memo.

The Parks Department received 2 bids to re-construct the lighthouse:

Martin Construction	\$135,453.71
Bleigh Construction	\$165,422.00

The Parks Department recommends the low bid of \$135,453.71 from Martin Construction.

The Parks Department has a placeholder in the current budget for \$75,000 to reconstruct the lighthouse. The Parks Department did budget \$300,000 for the Huckleberry Pond Project but now that it will not start until the start of next year's budget we will take the additional \$60,453 from that line item. Additionally, there is a \$10,000 contingency included in the \$135,453.71 lump sum that if not used will be deducted.

The unit price breakdown of the project is also attached to this memo.

This project has a 75 day construction timeline. In addition we are working in conjunction with the Hannibal Board of Public Works on a separate lighting and electric project. The HBPW will be replacing all overhead power lines at the lighthouse and going underground

with those lines. They will also be installing a lighting schematic that will illuminate the lighthouse at night.

The Parks and Recreation Department recommends the low bid of \$135,453.71 from Martin Construction for the re-construction of the Mark Twain Memorial Lighthouse and that the Mayor is authorized to sign all documents and contracts related to this project.



MEMORANDUM

TO: Mayor Hark and Members of the City Council

FROM: Karen Burditt, Director of Finance

DATE: March 5, 2019

SUBJECT: Resolution Amending the FY 2018/2019 No 3

Attached you will find a budget supplemental and amendment resolution to address changes necessary for the current year. This list is not inclusive of all the amendments that will be required for this fiscal year.

On January 22, 2019 the Mayor presented an Emergency Declaration for the damage to a section of the roof and insulation at the General Mills Warehouse. The repair to the roof was bid out and the cost is \$27,991. Repair to the insulation was quoted and will be \$7,100. Additional insulation cost may be added once the roof repair is made. This amendment of \$18,000 is to account for the difference in this cost and the budgeted line item.

The Hannibal Fire Department received a \$3,736 donation in August from CF Industries to purchase Hazmat and Swift Water Rescue equipment. I would like to make a budget amendment increasing both revenue 10.1244 Fire Department Other and expense 10.31.358 Equipment Maintenance.

The street department needed to purchase additional salt, sand, and limestone chips this year due to the unusual number of ice events. The original amount budgeted for this line item was \$30,000 and the additional funds of \$15,000 was required. With the recent purchase, Mike McHarge feels we will have enough supplies to get through two additional ice storms. The funds will be available through a higher than budgeted tax revenue.

I ask the Council to approve the Resolution to follow.

Karen Burditt



MEMORANDUM

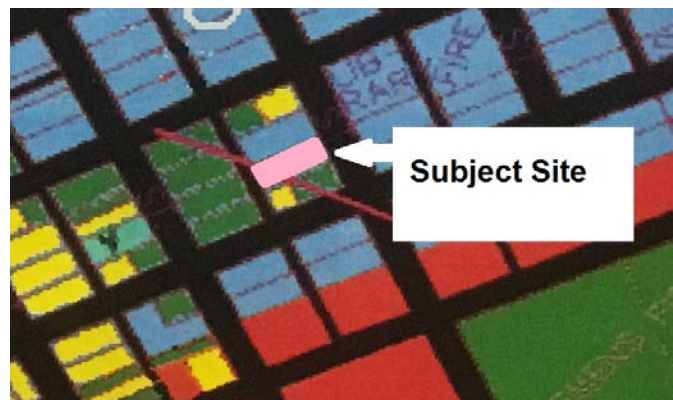
To: Mayor and City Council
From: Edie Price-DPW Management Assistant
Re: Property Rezoning at 213 South 5th Street
Date: February 25, 2019

An application was received from Alex Jason Meininger to rezone the property located at 213 South 5th Street (All of Lot 2 and the South 3 feet of Lot 3 in Block 27 of Hannibal, Missouri) The rezoning request is to take the property currently zoned as E-Commercial and change it to A-One & Two Family.



This request was sent to the City's consulting Engineer Mark Bross and per his report, considerable property in the immediate area is currently zoned E-Commercial (blue). However, there is a mix of property use in this area, which is a long-standing residential neighborhood. Uses include a church office, a bed and breakfast, a former beauty salon, a library, a funeral home, a bank, and several one-two family residences. Normally, it could be considered spot zoning to allow a piece of property to be zoned differently than other contiguous property; however, the proposed zoning is not incompatible with surrounding uses, given the applicant is requesting One-Two Family Zoning. He's also requesting a down-zoning; from a more intense use to a less-intense (residential) use.

For this reason, we have no objection to the rezoning request if the intended use of the property is consistent with the zoned being requested.



The reason for the rezoning request per Alex Meininger is to refinance his home. When this property was purchased it was a bed and breakfast and since that time it has been remodeled into a single-family home. Mr. Meininger would like to refinance for a lower rate, but with his home being in a commercial zone he has been doing Arm Loans and if the zoning was A-One & Two family this would allow him to lock in a fixed loan long term with his bank.

Alex submitted all the necessary paperwork in an enough time and all advertisements were made of the public hearing for the Planning and Zoning meeting that was held February 21st and for the Council meeting on March 6th at 6:45pm. All the neighbors who are within 185 feet of this property were also notified by letter and it was published in the paper. There were no objections to the rezoning of this property at the Planning and Zoning meeting and a motion was made to pass the request to Council for a 1st Reading Approval.