

CITY OF HANNIBAL
OFFICIAL COUNCIL AGENDA

Tuesday, May 7, 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 – April 16, 2019
Special Called Council Meeting – April 23, 2019
Special Called Council Meeting – May 2, 2019

APPROVAL OF PAYROLL AND CLAIMS
Second Half – April, 2019

RANDALL CRAWFORD – MISSOURI HEMP IMPROVEMENT COMPANY
Re: Proposed Set Back Requirements - Medical Marijuana Facilities

ANGELICA ZERBONIA, MRCC, CMO – CITY CLERK
Re: Certification of Election, April, 2019

I, Angelica N. Zerbonia, City Clerk of Hannibal, Missouri, do hereby certify that the attached is a complete and true copy of the Certification of Election, held on April 2, 2019, as certified to me by the Marion and Ralls County Clerks.

Witness my Hand and the Seal
Of the City of Hannibal. Done
This 7th day of May, 2019.

CERTIFICATION OF ELECTION
Results of the Municipal Election of
April 2, 2019

For Mayor, three-year term:	<u>Marion</u>	<u>Ralls</u>	<u>Total</u>
James R. Hark	1,729	22	1,751
Lou Barta	481	14	495
Write In	10	0	10

Declaring James R. Hark winner of the position of Mayor.

For Council Member – Second Ward:	<u>Total</u>
Michael J. Dobson	357
Write In	9

Declaring Michael J. Dobson winner of the Second Ward Council seat.

For Council Member – Fourth Ward:	<u>Total</u>
Alan D. Bowen	125
Bill Hatton	98

Declaring Alan D. Bowen winner of the Fourth Ward Council seat.

Proposition S

Shall the City of Hannibal, Missouri, implement and maintain a separate fee schedule for the purpose of funding a utility tasked with acquiring, constructing, maintaining, and improving the City's stormwater conveyance system?

Yes

No

Marion County	1,104	1,103
Ralls County	<u>12</u>	<u>25</u>
TOTAL VOTES	1,116	1,128

Showing a total vote of 2,244 for Proposition S for the City of Hannibal: 1,116-YES and 1,128-NO votes; declaring Proposition S having failed by a loss of 12 votes.

BILL NO. 19-006

**AN ORDINANCE OF THE CITY OF HANNIBAL AMENDING
CHAPTER 12, SECTION 12-23 OF THE ORDINANCES OF
REVOKING THE EXISTING SECTION AND ENACTING A NEW
SECTION 12-23 IN ITS PLACE**

Second & Final Reading

BILL NO. 19-007

**AN ORDINANCE OF THE CITY OF HANNIBAL, AMENDING
CHAPTER 32 OF THE HANNIBAL MUNICIPAL CODE RELATIVE
TO PASSAGE OF STATEWIDE AMENDMENT 2 AND
INCORPORATING VARIOUS MEDICAL MARIJUANA FACILITY
USES INTO APPROPRIATE ZONING DISTRICTS OF THE CITY**

Second & Final Reading

HONORABLE DONALD BASTIAN – MUNICIPAL JUDGE

Re: Oath of Office

- *Mayor – James R. Hark*
- *2nd Ward Council Member – Michael J. Dobson*
- *4th Ward Council Member – Alan D. Bowen*

ADJOURNMENT

Sine-Die

ROLL CALL

CALL TO ORDER

JAMES R. HARK - MAYOR **Re: Election, Mayor Pro Tempore**

Sec. 3.10. - Mayor pro tempore.

The council shall elect from its members, a councilman to serve as mayor pro tempore. The mayor pro tempore, whenever the mayor shall be absent for the city, or for any cause shall be unable to discharge the duties of the office, shall have all the powers and perform all of the duties of the mayor during his absence of disability. The mayor pro tempore, while serving in the capacity of mayor due to the incapacitation or permanent departure of the mayor, shall be entitled to the full or partial salary of the mayor, as determined by the council in a fair and equitable manner.

Re: Approval, Council Appointment ➤ **Northeast Missouri Economic Development Council** *(effective July 1, 2019)*

Re: Recommendation of Appointments **EMPLOYEE BENEFIT TRUST BOARD** ➤ **Beverly Stewart – reappointment for a term to expire May, 2022** ➤ **Sheila Dennehy – appointment for a term to expire May, 2022**

HISTORIC DISTRICT DEVELOPMENT COMMISSION ➤ **Casey Welch – appointment for a term to expire May, 2024**

ANGELICA ZERBONIA, MRCC, CMO – CITY CLERK

- #### **Re: Approval, Job Description Modifications**
- *Director of Central Services*
 - *Assistant Director of Central Services – Parks Division*
 - *Assistant Director of Central Services – Street Division*
 - *Parks & Recreation Secretary/Fiscal Assistant*

Re: Approval, Destruction of Documents *Exhibit A5*

ANDY DORIAN – DIRECTOR OF CENTRAL SERVICES

Re: Bid Award Approval, 2019 City Wide Cleanup

*Republic Services - \$44,550 **minimum*

Re: Riverfront Temporary Lease & Temporary Boat Ramp – Lease Agreements

Canton Marine Towing

(Resolution Nos. 2207-19 and 2208-18, to follow)

RESOLUTION NO. 2207-19

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A 1-YEAR LEASE AGREEMENT WITH CANTON MARINE TOWING FOR USE OF A DOCKING SITE LOCATED ON THE HANNIBAL RIVERFRONT

RESOLUTION NO. 2208-19

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A 1-YEAR LEASE AGREEMENT WITH CANTON MARINE TOWING FOR A LOCATION FOR A TEMPORARY BOAT RAMP

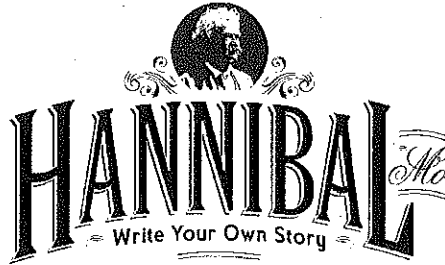
CLOSED SESSION

In Accordance with RSMo. 610.021 (1) & (12)

- *Potential Litigation*
- *Contract Negotiations*

ADJOURNMENT

Office of City Clerk



Angelica N. Vance

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: 4-23-19

Date you wish to be placed on Agenda: May 7, 2019

Name: Randall Crawford - MO Hemp Improvement Co

Address: 5950 N. Oak Trafficway - Gladstone, MO

Phone Number: (816) 536-0501

Subject Matter:

would like to speak concerning the proposed setback ordinance of medical marijuana facilities, in Hannibal.

4-23-19

Date

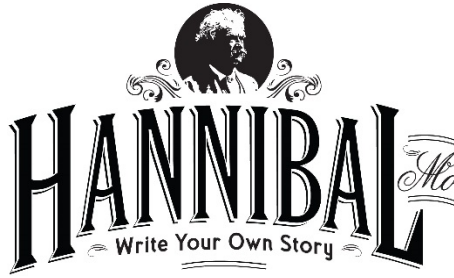
Randall Crawford

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



MEMORANDUM

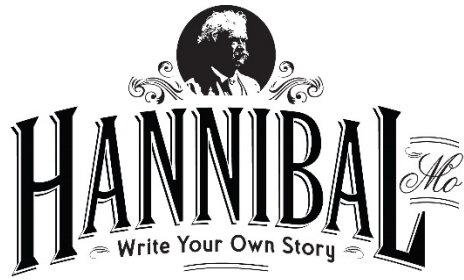
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Employee Benefit Trust Board

Date: April 18, 2019

Please submit Beverly Stewart's name to the next Council agenda for reappointment to the Employee Benefit Trust Board. The term will expire May 2022.



MEMORANDUM

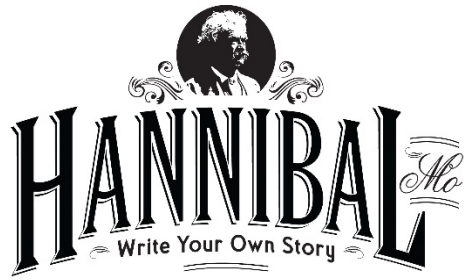
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Employee Benefit Trust Board

Date: April 18, 2019

Please submit Sheila Dennehy's name to the next Council agenda for appointment to the Employee Benefit Trust Board. The term will expire May 2022.



MEMORANDUM

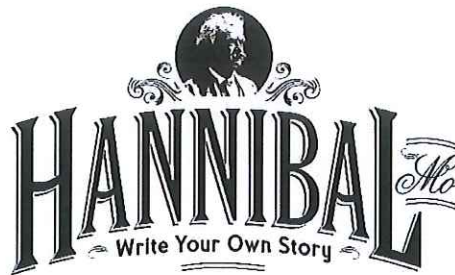
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Historic Development District Commission

Date: April 26, 2019

Please submit Casey Welch's name to the next Council agenda for appointment to the Historic Development District Commission. The term will expire May 2024.



MEMORANDUM

TO: MAYOR HARK
CITY COUNCIL MEMBERS

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

DATE: MAY 1, 2019

SUBJECT: POSITION DESCRIPTION REVISIONS/DEPARTMENT
RESTRUCTURING (*Parks, Street & Finance*)

Due to changes in operations and necessary restructuring in the Parks and Recreation and Street Departments along with the Finance Office, there has caused the need to redistribute duties and responsibilities by redefining and updating position descriptions of four related (4) positions. These positions are currently known as the Parks and Recreation Director, Assistant Director, Secretary and DPW Superintendent.

The Parks & Recreation Director will be reclassified as the Director of Central Services. This will completely modify the position to include the overall day to day operations and management of both the Parks & Recreation and Street Departments. This modification will also include Landfill and Airport operations and management. The grade for this position will be increased from a **Grade 22, to Grade 23**, resulting in a promotion for Andy Dorian, who has been assuming these duties since late March, as directed by Council. As this is an increase in pay, upon approval of the position description, a payroll amendment will be necessary to approve the increase.

With the need for assistance in both the Finance and Collector's Office, the Parks & Recreation Secretary will be reclassified as the Parks Secretary/Fiscal Assistant. The position modifications will allow the position to serve as part-time support to the Finance Director, fill-in for the Collector's Office and continued duties as the Parks Secretary. Due to the permanent increase in duties, this position will be increased from a **Grade 6 to Grade 8**, to be effective July 1st incorporating into the 2019/20 fiscal year budget. While this will result in a promotion for the current Parks Secretary Jessica Rosenkranz, a payroll amendment will not be necessary, due to

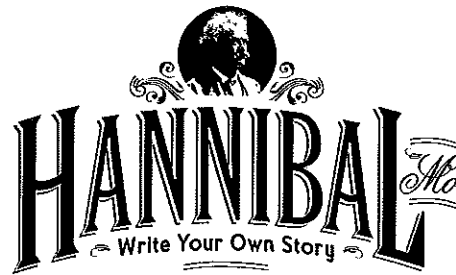
the July 1st effective date. She has been fulfilling these duties on an interim basis since December, 2018.

The Parks & Recreation Assistant Director will be changed to reflect the title of Assistant Director of Central Services – Parks Division. There will be no modified duties on Grade changes, only reference to position title of both the position and supervisor. This position will continue to be held by current Parks Assistant Director, Aron Lee.

Lastly, as the Department of Public Works position has been eliminated, in which the Director of Central Services will assume the majority of those duties. With the elimination of that position, the position was returned to the Street Department Supervisor and the Grade changed from **Grade 19 to Grade 18**. Since the restructuring has occurred, the former Street Supervisor position has been updated to reflect the title of Assistant Director of Central Services – Street Division, no other duty modifications were made beyond the reporting relationship reference. However, the Supervisor position was increased from **Grade 14 to Grade 16**. The position will be held by Mike McHargue, former DPW Superintendent. As this change resulted in a decrease in grade level, from his previous position, no payroll amendment will be necessary.

Under “normal” circumstances approval of these position description amendments could be authorized by two (2) levels of approval, however, in the absence of a City Manager, City Council will be the ultimate authority. Andy Dorian has reviewed and approved the description amendments with Karen Burditt and Phyllis Nelson also approving the modifications to the Secretary/Fiscal Assistant.

I would recommend approval, authorizing the Mayor to execute the Job Description Approval/Revision forms for placement in the permanent files in the Clerk’s Office.



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: *Director of Central Services*

Revision of: Position Title: Formerly Parks & Recreation Director

Pay Grade: Grade 23 from Grade 22

Director of Parks & Recreation reference throughout position description was changed to reference Director of Central Services. Overall update to reflect management of both Parks & Recreation & Streets Divisions, including Landfill and Airport.

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

Approval:

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: Director of Central Services

Pay Grade: Grade 23

Department: Parks & Recreation & Public Works Departments

Exempt/Non-Exempt Status: Exempt

Job description most recently created, updated, or checked when: 04/2019

Updated or checked by: City Clerk Angelica Zerbonia and Mayor James Hark

Primary Purpose of Position:

Under the General Director City Manager this positions provides oversight of the Parks and Recreation and Department of Public Works Departments to establish and implement park operating policies. Additional duties include managing, design, maintenance, repair, and improvements for City parks facilities as well as operation of recreational programs at City facilities.

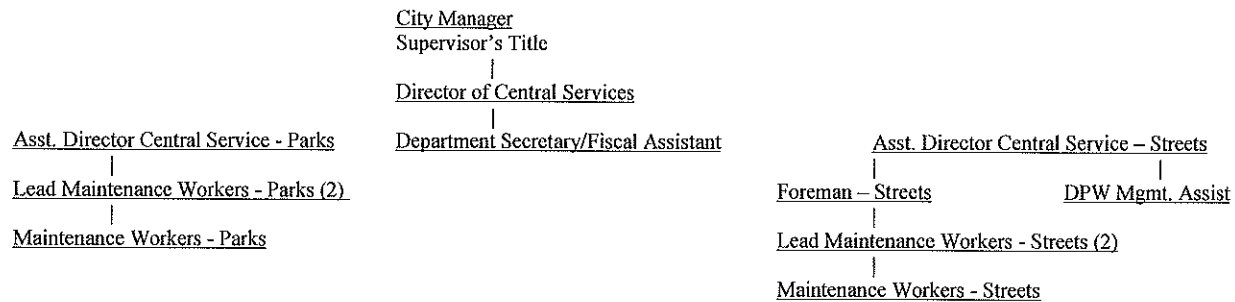
Oversight of all aspects of city-maintained public infrastructure, to include budgeting and procurement, planning and operations, staffing, Parks & Street maintenance and construction, oversight, reporting, and customer service.

Coordination, management, and oversight of all aspects of street operations, facilities and equipment to include building and grounds, capital equipment and rolling stock, tools, paving, crack sealing, cuts, striping, and repairs, curbs, street signs, trash removal, winter maintenance/snow plowing, and other street-related activities, mowing city lot rights-of-ways and Parks to assure attractive, well-maintained areas, and maintaining and/or removing dangerous trees on city and parks properties.

Management, oversight, and operation of the city landfill to assure ongoing maintenance and regulatory compliance. May require reporting to regulatory agencies.

Oversight of Airport; maintenance and construction operations as well as short-term and long-term planning.

Reporting Relationship:



Main Responsibilities:

- ◆ Plan and manage annual Parks & Streets department budgets
- ◆ Plan, monitor, and verify and approve revenues, authorizations, or expenditures
- ◆ Research and prepare studies regarding park operations, infrastructure street projects, airport operations and landfill
- ◆ Recommend modifications, new equipment, or new supplies for parks, pool, Street department and Airport
- ◆ Monitor the success of recreational programs to add, delete, or modify programs
- ◆ Develop, maintain, and implement Public Works, Airport and Parks and Recreation Master Plans
- ◆ Responsible for project bidding, submitting recommendations for contract award, contract and project management, and construction inspection for maintenance, repairs, and/or capital improvement projects for Parks, Streets, Airport and Landfill
- ◆ Monitor and evaluate vendor work or products received
- ◆ Serve on City committees relating to City parks, property, Safety Committee, Traffic Committee, Airport Advisory Board, and Planning & Zoning
- ◆ Propose plans for future projects in City parks, pool, infrastructure, Airport Landfill and boat harbor
- ◆ Attend Park Board and City Council meetings to report on ongoing projects and define future projects for Parks, Streets, Landfill and Airport
- ◆ In collaboration with the Parks Advisory Board and City Council, propose and enforce regulations for proper use and protection of City parks property and Street infrastructure facilities, Landfill and Airport
- ◆ Working directly with customers, communicating via phone, letter, email or in person towards infrastructure solutions and other related problems/requests, presenting a positive image of public service
- ◆ Represents the departments to the community through publicity, news releases, program brochures, public contacts, school presentations, and presentations at civic groups
- ◆ May assist Department staff with any duties when necessary
- ◆ Liaison to other City departments for coordination across departments
- ◆ Liaison to other organizations such as the school districts, state or local public officials, and various community based organizations, relating to Parks Streets, Airport and/or Landfill

- ◆ Prioritizing, planning, cost-estimating, implementing, and supervising maintenance and repair of city infrastructure, Parks, Landfill and Airport
- ◆ Identifying and/or evaluating problems, researching and analyzing data, developing productive solutions, making and implementing recommendations to address such problems
- ◆ This job description does not list all possible duties. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Special Programs:

- ◆ Responsible for planning and assuring street closures are performed (and subsequently removed) relating to special events,
- ◆ Post-event cleanup following special events, as necessary,
- ◆ Management and oversight of the yard waste site,
- ◆ Coordinating and assuring timely installation of flood gates as needed,
- ◆ Overseeing departmental flood-fighting operations as required,
- ◆ Planning, scheduling, and removing sidewalk pursuant to the sidewalk removal program,
- ◆ Coordinating and (as necessary, performing) city auctions and city wide cleanups,
- ◆ Planning, scheduling, and overseeing demolition activity as directed by the city.

Human Resources:

- ◆ Managing, tracking, and reporting attendance of departmental employees, coordinating vacations and leave requests
- ◆ Addressing employee/human resource issues within the departments in a productive and prompt manner
- ◆ Approve and/or implement recognition or remedial action in response to employee performance, including annual performance evaluations
- ◆ Provide employee access to training, coaching, and development opportunities
- ◆ Assuring safety procedures are being followed, and advocating employee and citizen safety in all aspects of work
- ◆ Maintain a safe, productive, and pleasant work environment within the departments in compliance with City policies and regulations

Comfort or Hazards of the Normal Work Environment:

Most work time is indoors in a comfortable office setting and some work time is outdoors which may involve scenic settings or adverse conditions such as strong wind, rain, snow, cold, or heat temperature extremes.

Usual duty hours are 8 hour shifts on weekdays from 8:00 to 5.00 PM. However, may be contacted at anytime for emergencies.

Job qualifications:

Education

- ◆ High school diploma or GED completion, required
- ◆ Bachelor's degree required with coursework in civil engineering, horticulture, forestry, outdoor recreation, sports management, public relations, education, and/or business management
- ◆ Master's degree in recreation or business administration, preferred

Experience

- ◆ Minimum five years' experience of progressively responsible parks & recreation management and infrastructural roadway and construction design, inspection and environmental regulations
- ◆ Minimum 3 years supervisory experience with budget responsibility
- ◆ Previous City park and Street department experience preferred with an extensive variety of park facilities and programs, and or Street/Roadway management, design, construction

Knowledge Skills and Abilities

- ◆ Friendliness and interpersonal skills for community relations with citizens and tourists
- ◆ Versatility, flexibility to accept changing priorities
- ◆ Leadership
- ◆ Professionalism
- ◆ Teamwork
- ◆ Initiative and high level of energy
- ◆ Integrity
- ◆ Negotiation skills
- ◆ Articulate clear speaking skills
- ◆ Listening skills
- ◆ Calm disposition in dealing with difficult people
- ◆ Knowledge of equipment, department vehicles, and department policies
- ◆ Knowledge of sports and recreation for various age groups
- ◆ Knowledge of safety practices and regulations
- ◆ Performance management skills
- ◆ Financial analysis skills
- ◆ Knowledge of maintenance, construction, and use of public buildings, streets and park facilities
- ◆ Drafting skills for drawings
- ◆ Presentation skills
- ◆ Problem solving skills
- ◆ Tact and diplomacy
- ◆ Computer skills for word processing and spreadsheets
- ◆ Knowledge of horticulture, landscaping, real estate planning, urban forestry , and lawn care
- ◆ Knowledge of park maintenance
- ◆ Knowledge of city streets and alleyways
- ◆ Knowledge of budgeting process

- ◆ Knowledge of City policies and department procedures
- ◆ Knowledge of grant writing and administration
- ◆ Skill in use of equipment

Equipment typically used in this job:

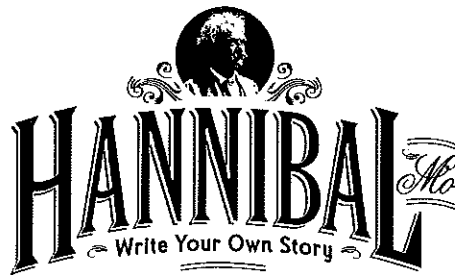
- ◆ Computer, fax, phone, calculator, Internet, tools, 2-way radio, vehicles and small and large equipment operations

Physical requirements:

- ◆ Lift and carry 25 pounds
- ◆ Vision acuity/Color Vision
- ◆ Peripheral vision
- ◆ Ability to hear conversational speech
- ◆ Speak clearly
- ◆ Agility over hills or rocky terrain
- ◆ Strength for pushing and pulling equipment
- ◆ Tolerance for temperatures and humidity

Certifications, training, or licenses required:

- ◆ Valid driver's license required
- ◆ Professional Certification in Leisure/Recreational Services, preferred
- ◆ Must be bondable
- ◆ First Aid and CPR certification, preferred



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: *Assistant Director of Central Services – Parks & Recreation Division*

Revision of: Position Title: Formerly Assistant Director – Parks & Recreation

Reporting Relationship: From Parks & Recreation Director to Director of Central Services

Assistant Director of Parks & Recreation reference throughout position description was changed to reference AD CC – Parks & Recreation Division.

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

Approval:

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: Assistant Director of Central Services – Parks & Recreation Division

Pay Grade & Range: Grade 18

Department: Parks & Recreation Department

Exempt/Non-Exempt Status: Exempt

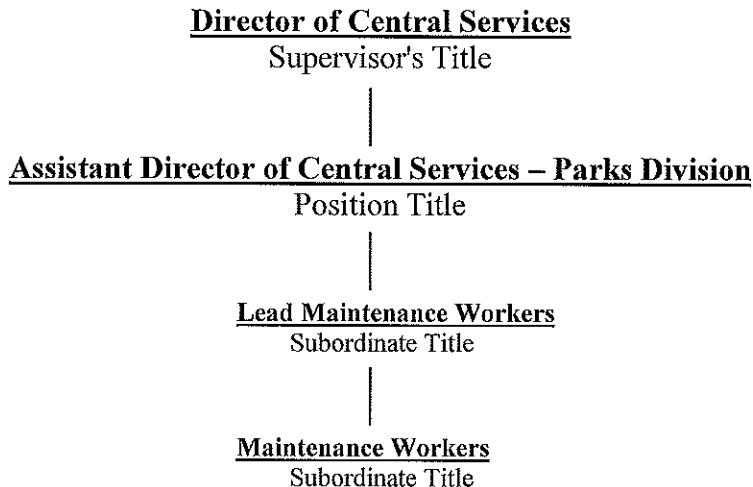
Job description most recently created, updated, or checked: 4/2019

Updated or checked by: City Clerk, Angelica Zerbonia, and Director of Central Services, Andy Dorian

Primary purpose of position:

This is a supervisory position that assists the Director of Central Services in oversight of the Parks & Recreation Department to establish and implement park operations and policies. This position assists in the management, design, maintenance, repair, and improvements for City parks facilities as well as operation of recreational programs at City facilities.

Reporting relationship:



Main responsibilities

- ◆ Assist Central Services Director in planning and managing annual department budget
- ◆ Assist Center Service Director in planning, monitoring, and verifying, revenues, and authorizations of expenditures
- ◆ Approve and/or implement recognition or remedial action in response to employee performance
- ◆ Research and prepare studies regarding park operations
- ◆ Recommend modifications, new equipment, or new supplies for parks, pool, and boat harbor
- ◆ Monitor the success of recreational programs to add, delete, or modify programs
- ◆ Develop, maintain, and implement the Parks and Recreation Master Plan
- ◆ Develop purchase specifications, scope projects, schedule projects, and acquire bids from vendors
- ◆ Negotiate pricing
- ◆ Monitor and evaluate vendor work or products received
- ◆ Provide employee access to training, coaching, and development opportunities
- ◆ Maintain a safe, productive, and pleasant work environment within the department in compliance with City policies and regulations
- ◆ Solve employee issues with teamwork and diplomacy
- ◆ Serve on City committees regarding City parks, property , and parks opportunities
- ◆ Propose plans for future projects in City parks, pool, and/or boat harbor
- ◆ Attend Park Board meetings and City Council meetings to report on ongoing projects and define future projects
- ◆ In collaboration with the Park Board, propose and enforce regulations for proper use and protection of City parks property
- ◆ Present a positive image of public service
- ◆ Answer phone, letter, or in person inquiries from citizens or contractors
- ◆ Represents the department to the community through publicity , news releases, program brochures, public contacts, school presentations, and presentations at civic groups
- ◆ May assist Department staff with any of their duties when necessary
- ◆ Liaison to other City departments for coordination across departments
- ◆ Liaison to other organizations such as the school districts, state or local public officials, and various community based organizations
- ◆ Direct Supervision of Maintenance Department and Recreation Staff
- ◆ This job description does not list all possible duties. Employees will be required to follow any other job- related instructions and to perform other job-related duties requested by the Director of Central Services.

Comfort or hazards of the normal work environment:

Some work time is indoors in a comfortable office setting and some work time is outdoors which may involve scenic settings or adverse conditions such as strong wind, rain, snow, cold, or heat temperature extremes.

Usual duty hours are 8 hour shifts on weekdays from 7:00 a.m. to 4:00 a.m. In addition the Assistant Director will be required to work nights, weekend and extended hours on occasion. The Assistant Director also may be contacted at anytime for emergencies.

Job qualifications:

Education

- ◆ High school or GED completion is required
- ◆ Bachelor's degree required with coursework in horticulture, forestry, outdoor recreation, sports management, public relations, education, and/or management

Experience

- ◆ Minimum 2 years of progressively responsible parks & recreation management experience
- ◆ Minimum 2 years supervisory experience, required
- ◆ Previous City park experience preferred with an extensive variety of park facilities and programs

Knowledge Skills and Abilities

- ◆ Friendliness and interpersonal skills for community relations with citizens and tourists
- ◆ Versatility, flexibility to accept changing priorities
- ◆ Leadership
- ◆ Professionalism
- ◆ Teamwork
- ◆ Initiative and high level of energy
- ◆ Integrity
- ◆ Negotiation skills
- ◆ Articulate clear speaking skills
- ◆ Listening skills
- ◆ Calm disposition in dealing with difficult people
- ◆ Knowledge of equipment, department vehicles, and department policies
- ◆ Knowledge of sports and recreation for various age groups
- ◆ Knowledge of safety practices and regulations
- ◆ Performance management skills
- ◆ Financial analysis skills
- ◆ Knowledge of maintenance, construction, and use of public buildings and park facilities
- ◆ Drafting skills for drawings
- ◆ Presentation skills
- ◆ Problem solving skills
- ◆ Tact and diplomacy
- ◆ Computer skills for word processing and spreadsheets
- ◆ Knowledge of horticulture, landscaping, real estate planning, urban forestry , and lawn care
- ◆ Knowledge of park maintenance
- ◆ Knowledge of budgeting process

- ◆ Knowledge of City policies and department procedures
- ◆ Knowledge of grant writing and grant administration
- ◆ Skill in use of equipment

Equipment typically used in this job:

- ◆ Computer, fax, phone, calculator, Internet, 2-way radio, tools, maintenance equipment, and fleet vehicles.

Physical requirements:

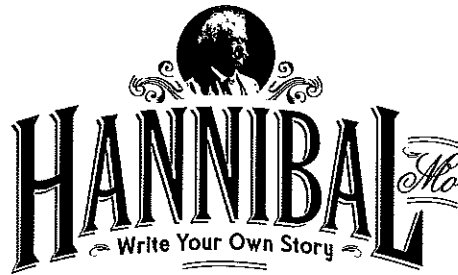
- ◆ Lift and carry 90 pounds
- ◆ Color vision, Vision acuity, Peripheral vision
- ◆ Ability to hear conversational speech
- ◆ Speak clearly
- ◆ Agility over hills or rocky terrain
- ◆ Strength for pushing and pulling equipment
- ◆ Tolerance for extremes temperatures and humidity

Certifications, training, or licenses required:

- ◆ Valid driver's license, required
- ◆ First Aid and CPR certification, preferred

Training and development recommended:

- ◆ Equipment operations and safety training related to equipment
- ◆ Ground maintenance for sports fields
- ◆ Conservation Landscaping for beautification
- ◆ Seminars from Missouri parks and recreation conventions (MPRA, NRPA)
- ◆ Leadership and management skills
- ◆ Presentation skills
- ◆ Performance management
- ◆ Team building
- ◆ Budgeting
- ◆ Capital project management



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: *Assistant Director of Central Services – Street Division*

Revision of:

Position Title:	Formerly Street Supervisor
Pay Grade:	Increase from 14 to 18
Reporting Relationship:	From City Manager to Director of Central Services

Street Supervisor reference throughout position description was changed to reference AD CC – Street Division, along with overall updating description to reflect duties to support the Director of Central Services.

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

Approval: _____
 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 a change in the job description can be initiated at any time by either the incumbent or the supervisor. 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: Assistant Director of Central Services – Street Division

Pay Grade & Range: Grade 18

Exempt/Non-Exempt Status: Exempt

Job description most recently created, updated, or checked when: 4/2019

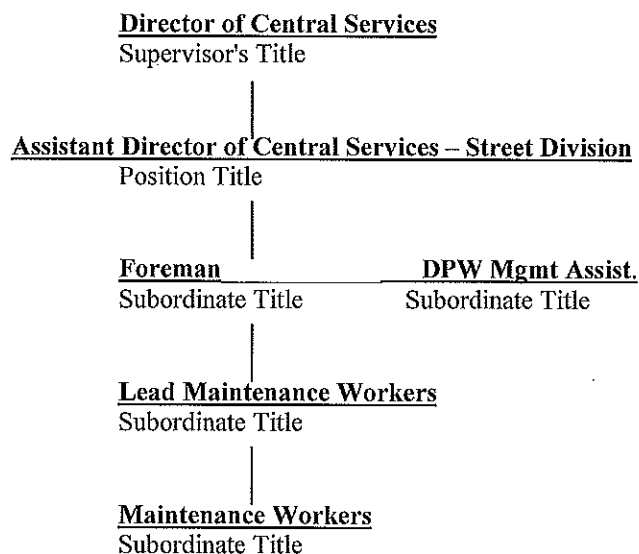
Updated or checked by: City Clerk, Angelica Zerbonia, Director of Central Services, Andy Dorian

Primary purpose of position:

This is supervisory work in planning, coordinating, and evaluating road, drainage and related public works maintenance and repair activities.

Work involves scheduling repair and maintenance projects; planning and coordinating work assignments; scheduling crews, materials and equipment; supervising and inspecting work. An incumbent manages projects to ensure that work is completed safely, effectively, and efficiently, and in accordance with standard practices and procedures. Work is performed under general supervision and is reviewed for completeness.

Reporting relationship:



Main responsibilities:

Project Scheduling and Work Monitoring

- ◆ Assist Director of Central Services in planning, reviewing and scheduling maintenance, repair and construction work
- ◆ Maintain records of work
- ◆ Assign work crews
- ◆ Estimate time and materials, supplies or equipment for projects
- ◆ Allocate and requisition materials, supplies and/or equipment
- ◆ Coordinate work activities with other departments, agencies and the public
- ◆ Participate in maintenance repair and construction work, as required
- ◆ Track daily attendance of maintenance workers and requests for time off
- ◆ Contact maintenance workers after hours to work as needed
- ◆ Supervise, coordinate and inspect work activities to ensure that schedules are met and work is performed in a safe, efficient manner and in accordance with standard operating practices and procedures
- ◆ Plans necessary work
- ◆ Investigate citizen property damage, complaints, or problems related to streets.
- ◆ Ensure quality and safety at the job site
- ◆ Maintain communication with Street Department employees/office staff
- ◆ Assist Director of Central Services interviewing job candidates
- ◆ Assist Director of Central Services with employee performance evaluations
- ◆ Train and coach coworkers

Supervise Street and Alley Maintenance

- ◆ Supervise street cleaning, street sweeping and flushing with water truck
- ◆ Supervise oil/rock mixing to lay asphalt patch for repair of potholes
- ◆ Supervise pavement crack patching using liquid asphalt crack sealer and sand blotter
- ◆ Oversee loading and unloading lay down machine and roller from low bay trailer
- ◆ Assist in operation of oil distributor truck, asphalt lay down machine, to lay asphalt
- ◆ Supervise operation of roller to remove marks in the asphalt
- ◆ Oversee the cutting of damaged pavement or cement from streets and sidewalks using saw or jack hammer
- ◆ Oversee preparation of cement surface, forming,, framing, and pouring cement to repair curbs, gutters, or sidewalks
- ◆ Supervise crack sealing; cleaning and patching pavement cracks using liquid asphalt crack sealer and sand blotter
- ◆ Oversee the process of making, installing, repairing, or removing traffic signs such as stop signs, parking signs, crosswalk signs, etc.
- ◆ Oversee the process of making, installing, repairing, or removing street name signs
- ◆ Supervise street painting with pavement striping, markings, arrows, and lane lines
- ◆ Supervise the painting of parking lot spaces
- ◆ Oversee transport of products to job site and rocks, cement, or debris from job site
- ◆ Oversee final cleaning by sweeping or shoveling at job site

Street and Alley Maintenance

- ◆ Calculate amount of asphalt required for asphalt overlay using width and length of streets
- ◆ Coordinate laying asphalt with other departments such as Police, Fire, or BPW
- ◆ Plan street painting, schedule it, lay it out, mark it out, and check measurements
- ◆ May restore street to safe condition after traffic accidents by removing debris
- ◆ May assist to restore street to safe condition after spill of hazardous materials

Supervise Landscaping Procedures

- ◆ Oversee grass mowing in city owned lots
- ◆ Oversee grass mowing on right of way, including embankments using tractor and brush hog
- ◆ Supervise brush and weed trimming near roadways
- ◆ Oversee herbicide application

Landscaping

- ◆ Remove fallen trees and branches in streets after storms
- ◆ Leaf removal and disposition in autumn

Supervise Snow and Ice Response

- ◆ Oversee salt and sand/rock mixing in proper proportions for ready access
- ◆ Supervise the loading of truck using front end loader
- ◆ Supervise hauling and spreading of snow/ice removal material

Snow and Ice Response

- ◆ Plow snow on city streets and city property as a team
- ◆ Maintain snowplow safety on steep hills, in tight turnarounds, and between parked cars

Supervise Maintenance of City Systems and Programs

- ◆ Oversee cleaning of catch basins, excavation and grading of ditches for water drainage
- ◆ Oversee storm sewer cover repair
- ◆ Supervise loading and removal of objects discarded by citizens during Citywide Cleanup program
- ◆ Oversee trash pick up on road right of way
- ◆ Supervise setting, maintaining, or removing floodgates for local flood damage prevention
- ◆ Oversee construction of retaining walls with cement and blocks

Supervise Equipment Maintenance

- ◆ Oversee cleaning and maintenance of equipment, buildings, grounds, and vehicles
- ◆ Oversee painting of building and door repair, as needed
- ◆ Supervise transportation of large quantities of products, as needed
- ◆ Supervise inventory, maintenance, and supply restocking
- ◆ Oversee mechanic's repair or maintenance functions

Supervise Street Control for Special Events

- ◆ Oversee placement, repair, and removal of barricades for street closure due to maintenance or special events
- ◆ Supervise cleaning of city areas for special events
- ◆ Oversee arrangement of stage equipment for performances
- ◆ Supervise flagging and directing of traffic for special events
- ◆ May be designated as back-up to Superintendent during Superintendent's absence.

This job description does not list all possible duties. The Director of Central Services will be required to follow any other job-related instructions and to perform other job-related duties requested by the Director of Central Services.

Comfort or hazards of the normal work environment:

Employees may be outdoors or driving or long hours on their feet in strong wind, cold, or heat temperature extremes. Safety procedures must be followed especially while using power tools, heavy equipment, dangerous chemicals, hot asphalt mix, and various complex vehicles. There is risk of injury or death from direct access to sometimes inattentive oncoming traffic while standing outside and also danger while driving in hazardous driving conditions.

A Supervisor is usually scheduled for 8-hour shifts. Usual duty hours are 7:00 a.m. - 3:30 p.m. on weekdays. Additional hours are frequently required based on weather emergencies. The Supervisor is on-call at all times.

Job qualifications:

Education

- ◆ High school or GED completion is required, some college is preferred
- ◆ Specific training in math, drafting, communications, carpentry, or mechanical skills is preferred safe driving training is preferred

Experience

- ◆ 5 years experience in street construction, maintenance, or street repair, required
- ◆ Previous heavy equipment operation, required
- ◆ Minimum two years supervisory experience, required
- ◆ A Supervisor is expected to fully competent after one year experience in the job

Knowledge, Skills and Abilities

- ◆ Positive attitude
- ◆ Attention to detail for accurate tracking
- ◆ Interpersonal skills to interact with coworkers, other departments, and citizens
- ◆ Teamwork Initiative and high level of energy
- ◆ Learning aptitude
- ◆ Knowledge of related City codes and ordinances
- ◆ Integrity
- ◆ Organization and tidiness, attention to detail
- ◆ Articulate clear speaking skills
- ◆ Basic writing skills to document work
- ◆ Listening skills
- ◆ Math skills to calculate project ingredients
- ◆ Courtesy and calm disposition
- ◆ Knowledge of drafting
- ◆ Patience with people of all ages
- ◆ Dependability while working with minimal supervision
- ◆ Knowledge of equipment, department vehicles, and department policies
- ◆ Knowledge of Missouri Uniform Traffic Control Devices standards for signs and street painting

- ◆ Knowledge of city streets
- ◆ Knowledge of blueprint reading preferred
- ◆ Knowledge of materials and ingredients for street repair and maintenance
- ◆ Ability to tolerate long hours
- ◆ Good observational skills to identify possible hazards
- ◆ Computer skills preferred
- ◆ Knowledge of safety equipment and procedures
- ◆ Skill in use of equipment
- ◆ Knowledge of hazardous materials preferred
- ◆ Knowledge of street construction
- ◆ Knowledge of street work quality standards

Equipment typically used in this job:

- ◆ A Supervisor may use a two way radio, dump truck, plow truck, loader, grader, backhoe, lay down machine, roller, oil tanker, sweeper, flusher, paint machine, sign machine, brush hog, weed eater, riding mower, weed sprayer and concrete saw
- ◆ A Supervisor may use a jackhammer, vibratory packer, pothole patcher, chipper, chain saw, core drill, torch, welder, hand tools, and other power tools

Physical requirements:

- ◆ Lift and carry 90 pounds
- ◆ Climb stairs or ladders
- ◆ Vision acuity, peripheral vision
- ◆ Ability to hear conversational speech
- ◆ Tolerance for extreme temperatures and humidity
- ◆ Speak clearly
- ◆ Ability to stand for long periods
- ◆ Strength for pushing and pulling equipment
- ◆ Tolerance for extreme temperatures and wind outdoors
- ◆ Ability to walk a mile without stopping, agility for uneven terrain
- ◆ Ability to sit driving for long periods of time
- ◆ Sense of smell to detect process odors

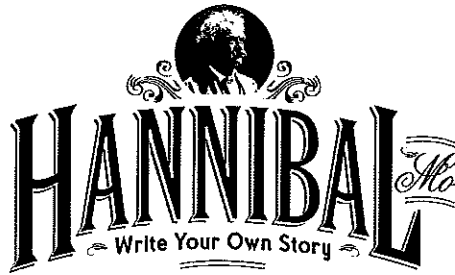
Certifications, training or licenses required:

- ◆ Valid Commercial Driver's License, preferred (CDL) or (preferred)

Training and development recommended:

A Supervisor may attend training about asphalt, concrete, railroad safety, hazardous materials, driving safety, loader and backhoe use, equipment safety, or emergency preparedness. Training on coaching others, interviewing skills, and teamwork topics are valuable.

Office of City Clerk



Angelica N. Zerbonia,
MRCC, CMO

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: *Parks & Recreation Secretary/Fiscal Assistant*

Revision of: Position Title: Formerly Parks & Recreation Secretary

Pay Grade: Grade 8 from Grade 6

Reporting Relationship: From Director of Parks & Recreation to Director of Central Services, Finance Director & City Collector

Overall update to reflect duties to include providing fiscal assistance to the Director of Finance and City Collector, along with Parks & Recreation secretarial duties.

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

Approval:

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: Parks & Recreation Secretary/Fiscal Assistant

Pay Grade & Range: Grade 8

Department: Parks & Recreation/Collector/Finance

Exempt/Non-Exempt Status: Non-exempt

Job description most recently created, updated, or checked when: 03/2019

Updated or checked by (who): Angelica Zerbonia, Andy Dorian, Karen Burdit

Primary purpose of position:

- ◆ Provide support services to the Parks & Recreation Department
- ◆ Accurately accept, credit and process citizen payments
- ◆ Process, compile and maintain accounts payable records
- ◆ Independently manage typical transactions and department office functions
- ◆ May be department liaison to other departments or organizations
- ◆ Maintain positive community relations with direct service to citizens

Reporting relationship:

Parks & Recreation Assistant Director/Finance Director/City Collector

Supervisor's Title



City Department Secretary/Fiscal Assistant

Position Title

Main responsibilities:

- ◆ Provide direct service to citizens or visitors when they contact the department in person, by email, by mail, or by phone

- ◆ Answers routine questions and concerns
- ◆ Handle initial citizen transactions and accept payments for various licenses or permits such as licenses, permits, boat slip reservations or permits for use of city recreational buildings
- ◆ Identify non-compliance with City regulations related to the department
- ◆ Make recommendations or initiate follow-up to correct non-compliance
- ◆ Organizes, schedules, and publicizes meetings for department staff
- ◆ Create and distribute agendas for Park Board official city meetings
- ◆ Publicize public meetings in newspapers or on City web site, as directed
- ◆ Attends meetings related to the department
- ◆ Record meeting minutes, prepare them, present them, and/or distribute them
- ◆ Be liaison for department with vendors, agencies, local businesses, or other departments
- ◆ Assist in grant applications
- ◆ Assist Collector's Office staff in cashier type functions by accepting payments for various City fees, fines, licenses, permits, and BPW utility payments
- ◆ Review existing database and sources of information to research topics or trends of interest to the department
- ◆ Tracks department expenditures of various types
- ◆ Reviews invoices for appropriate document and approval prior to payment
- ◆ Prints and obtains signatures of accounts payable checks and distributes, as required
- ◆ Answer vendor inquiries relating to payments
- ◆ Maintain accounts payable reports and spreadsheets, as requested by Finance
- ◆ Performs copying and filing
- ◆ Assists Department Head in tracking conformity with department budget
- ◆ Check incoming invoices or statements for appropriateness, accuracy, and approval
- ◆ Track department receivables from citizens, concessions, aquatic center, skate park, rentals, rentals, licenses and permits
- ◆ Prepares reports and department summaries
- ◆ Maintain City documents such as charter or codes, on City web page
- ◆ Maintain department records related to staff scheduling, work orders, work time reports, absences, and individual personnel files
- ◆ Maintain lists of department property, vehicle characteristics, city owned street signs, or other city owned property for inventory purposes
- ◆ Provides department payroll information to the Clerk's office
- ◆ Assists in preparation of department brochures, publicity, or newsletter. This may include obtaining information, writing text, designing layout, and proofreading
- ◆ Monitors department office environment to insure adequate supplies, materials, presentable information, and professional appearance to serve citizens
- ◆ Type or write correspondence for members of the department. This can include media press releases
- ◆ Reviews documents for accuracy and professionalism
- ◆ Obtains required approvals and signatures
- ◆ Answer and direct phone calls within City Hall
- ◆ Handle outgoing mail including bulk mailings
- ◆ Receive, sort, and distribute incoming mail for the department

- ◆ May be asked to organize or participate in special department events such as inventory, city auction, parades, conference booths, recognition events, etc.
- ◆ This job description does not list all possible duties. City Department Secretaries will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Comfort or hazards of the normal work environment:

Most work hours are spent indoors in office work environment. Typically work 8-hour shifts scheduled on normal business days, with afterhours required for special events and board meetings.

Job qualifications:

Education:

- ◆ High school or GED completion is required
- ◆ College degree preferred in business, finance, office administration, public administration, communication, or related field

Experience:

- ◆ City Department Secretary/Fiscal Assistant is expected to be fully competent in the basic job duties after one year of experience in the job.
- ◆ 2 years of previous customer service, tourism, legal assistant, administrative, accounting, secretarial, or public relations experience required.
- ◆ More years of related experience preferred.

Knowledge, Skills and Abilities:

- ◆ Teamwork
- ◆ Pleasant positive attitude and interpersonal skills
- ◆ Persuasiveness
- ◆ Initiative while working autonomously
- ◆ Decisiveness for quick decisions
- ◆ Learning aptitude and desire for continuous learning
- ◆ Integrity
- ◆ Organization and tidiness, attention to detail
- ◆ Articulate clear speaking skills
- ◆ Math computation skills
- ◆ Problem solving skills
- ◆ Writing, spelling, and grammar skills
- ◆ Listening skills
- ◆ Cultural and diversity sensitivity
- ◆ Ability to manage multiple priorities
- ◆ Diplomacy and tact
- ◆ Impartiality with local businesses and local interests that may create a conflict of interest
- ◆ Telephone skills

- ◆ Discretion with confidential information
- ◆ Knowledge of city streets and features preferred
- ◆ Keyboard skills at effective speed and accuracy
- ◆ Computer skills for word processing such as WORD and computer databases
- ◆ Computer skills in Excel spreadsheets, Access, and graphics
- ◆ Knowledge of Internet email or web page applications
- ◆ English language required
- ◆ Knowledge of additional languages such as Spanish or sign language 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 departments
- ◆ Knowledge of related City and community resources
- ◆ Grant writing or grant administration skills preferred
- ◆ Skill in use of equipment

Equipment typically used in this job:

- ◆ Computer, fax, switchboard, phone, voice mail, copier machine, calculator, and/or adding machine.

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:

- ◆ May be bonded for positions that involve direct contact with citizen money or valuables Notary public certification preferred
- ◆ Valid driver's license preferred

Training and development recommended:

Ongoing training may include topics such as computer skills, customer service, municipal finance and regulations, business writing, or grant process.



MEMORANDUM

TO: MAYOR HARK
CITY COUNCIL MEMBERS

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

DATE: APRIL 25, 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.

Since December, the City Clerk and Building Inspector have been working with local State archivist, David Sneed to identify documents, stored in the basement, which have met their retention schedule, under RSMo. 109.230(4). The itemized list of documents, recommended for disposal is attached, noted as *Exhibit A5*.

As required; the minutes of the meeting authorizing the destruction, along with *Exhibit A5*, will serve as the permanent record, in accordance with the practice outlined by the Secretary of State's office.

Following Council approval, Clerk's office staff will oversee shredding and disposition of the records.



LOCAL RECORDS PROGRAM DISPOSITION LIST

OFFICE: Hannibal Building Inspector
DATE: December 31, 2018

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The officeholder with jurisdiction over these records may elect to take the following action: store the records, destroy the records, or de-accession the records. If the records are destroyed or donated to a local historical agency, the action should be recorded in the jurisdictional minutes with the record series and inclusive dates.

RECORD SERIES TITLE	INCLUSIVE DATES	CUBIC FEET
Accounts Receivable	1972-2012	0.3 cf
Building Applications & Permits (Excavation, SW Bell Telephone, etc.)	1964-1999	0.25 cf
Building Code Inspection and Enforcement	1975-2005	0.65 cf
Complaints (Roads) (See Hwy Engineer Retention Schedule)	1991-1992	0.25 cf
Correspondence – General	1978-1985	1.2 cf
Correspondence – Transitory	1979-2001	0.07 cf
Landfill Fee Records	1979-1981	0.5 cf
Monthly Reports of Building Permits Issued File	1965-2005	0.34 cf
Motor Fuel Usage Reports File	1981-1993	0.05 cf
News Releases – Routine	1975-1980	0.7 cf
Personnel – Employment Recruitment and Selection Records	1979-2001	0.14 cf
Personnel – Job Descriptions	2008-2008	0.3 cf
Personnel – Time and Attendance Records	1978-1993	0.07 cf
Purchasing Records (Purchase Orders)	1991-2003	0.9 cf
Street Design Improvement Files	1975-1979	1 cf
Telecommunications Log (Phone Message Books)	1979-1983	0.05 cf
Traffic Signals Intersection File (Traffic Studies)	1974-1986	1.25 cf

EXHIBIT A5

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 Council and Mayor

FROM: Andrew Dorian

DATE: 5/3/2019

RE: 2019 City Wide Clean-Up

The City opened bids on Thursday, May 2nd 2019 for this year's City Wide Clean-Up. We received 1 bid from Republic Services.

Bid Details are:

Minimum of \$44,550 (135 Tons @ \$330.00 per ton)
\$330.00 per ton over the minimum 135 tons

\$805.00 per haul and \$160.00 per ton for disposal of passenger, agricultural and tractor trailer tires.

\$150.00 per container for household appliances

The City Wide Clean-Up will be held on South Main on Saturday, October 12th from 7AM-4PM.

The Public Works Department recommends the low bid from Republic Services for the disposal of waste for the 2019 City Wide Clean-Up.

In addition, in order for the City to reserve the October 12th date we are asking the Council to approve the bid before the final approval of the 2019-2020 Budget. Therefore, the Public Works and Finance Department recommend the City Council also approve putting a \$60,000 placeholder in the upcoming 2019-2020 Budget for the Clean-Up.



3110 Kochs Ln, Quincy, IL 62305
o 217-223-4214 f 217-223-5939 republicservices.com

#1. General Refuse Collection: Republic Services of Quincy will provide General Refuse collection and disposal at a minimum of \$44,550 (135 Tons @ \$330.00 per Ton.) Upon being awarded said bid additional tons over the minimum of 135 Tons will bill at \$330.00 per ton. The above minimum proposed does not include disposal of appliances and tires. These will be billed separately at the below proposed pricing.

Note: *This is a flat rate and will not change. All fees are included in the above rate.*

#2. Tire Collection and Disposal: Republic Services of Quincy is offering two different levels of service.

Option A only includes passenger tires from vehicles (ie. Car/Truck Tire)

Option B includes all tires passenger, agricultural, and tractor trailer.

Option A Pricing: \$805.00 per Haul- \$120.00 per Ton

Option B Pricing: \$805.00 per Haul- \$160.00 per Ton

Note: *All tires must be free from any object that may be attached. The rates above are flat rates and all fees have been included. There will be a \$200.00 per load charge if it is found that loads are contaminated upon disposal.*

#3. Appliance Removal and Disposal: Republic Services of Quincy will provide containers for residents to dispose of household appliances. Republic Services will haul the container(s) after the City of Hannibal has removed all Freon from any items that warrant removal. The cost to haul will be one hundred and fifty (\$150.00) per container and there will no disposal cost as Republic will retain the residuals from each load(s).

Republic Services also request that the City of Hannibal have the appropriate staffing levels to maintain seamless service to the City of Hannibal Residents from 7:00am to 4:00pm. Details of staffing and job function below:

- 1- City Employee to operate loader in order to compact down open top containers to maximize load density.

1- City Employee to check identification of all participants at the intersection of Bluff and Main St for verification of residency within the City of Hannibal. This employee will also be responsible for each vehicle to be associated with the correct lane depending on load size.

1- City Employee to manage and maintain the appliance and tire location to accommodate residents in need of disposal of said items. This employee will also be responsible for the acceptance and retention of any monies given for disposal of these items. Republic Services will not be responsible for any money transactions for disposal of these items.

4- City Employees to help with ground service. These employees will be assigned locations as traffic and density dictates to maintain a proper level of customer flow throughout the cleanup.

Republic Services recommends that the City of Hannibal also have an appropriate level of relief employees to allow city employee breaks (i.e. Lunch, restroom, etc) Republic Services will provide refreshments throughout the cleanup along with Breakfast and Lunch to all city employees.



3110 Kochs Ln, Quincy, IL 62305
o 217-223-4214 f 217-223-5939 republicservices.com

In accordance with local, State and Federal disposal regulations, the following list of items are banned from being disposed of in conjunction with the Hannibal City-wide Clean-up. If any of the below items are present in residents loads, it would be the responsibility of the resident to remove them and dispose of them properly. In the case where any of these items were disposed of and then detected, it would be the responsibility of the customer to either remove them or pay the appropriate charges for us to properly dispose of them.

✓ **Any Type of Free Flowing Liquid, including but not limited to:**

Waste Oil, Motor Oil, Antifreeze, Transmission Fluids, Brake Fluids, Fuel, Paint, Stains, Finishes (including enamel, oil and latex based), Thinners and Turpentine's

✓ **Any Type of Poison, including but not limited to:**

Drain Cleaners, Disinfectants, Toilet Cleaners, Insecticides, Pesticides, Flea Collars and Sprays, Roach and Ant Killers, Floor or Furniture Polish, Bleach, Ammonia and Ammonia Based Cleaners, Abrasive Cleaners and Mothballs

✓ **Any Type of Yard Waste, including but not limited to:**

Grass, Grass Clippings, Weeds, Garden Clippings, Brush, Tree Limbs, Leaves, Stumps, Branches, Bushes, Shrubs and Dead Plants

✓ **Any Type of Small Battery, including but not limited to:**

Computer Back-up Batteries and Small Batteries such as AAA, AA, C, D, 6 and 9 volt

✓ **Any Type of Medical Waste, including but not limited to:**

Sharps, Needles, Human Blood, Blood Products, Human Waste and Waste Products, Blood Soaked Material and any empty of full Red Bags Used for Medical Waste

✓ **Any Type of Creosoted Treated Wood, including but not limited to:**

Railroad Ties, Telephone or Electrical Poles and Treated Lumber

✓ **Any Type of Fuel Tank, including but not limited to:**

Automobile, Truck, Tractor, Mower, Barbeque Grills and Liquid Petroleum

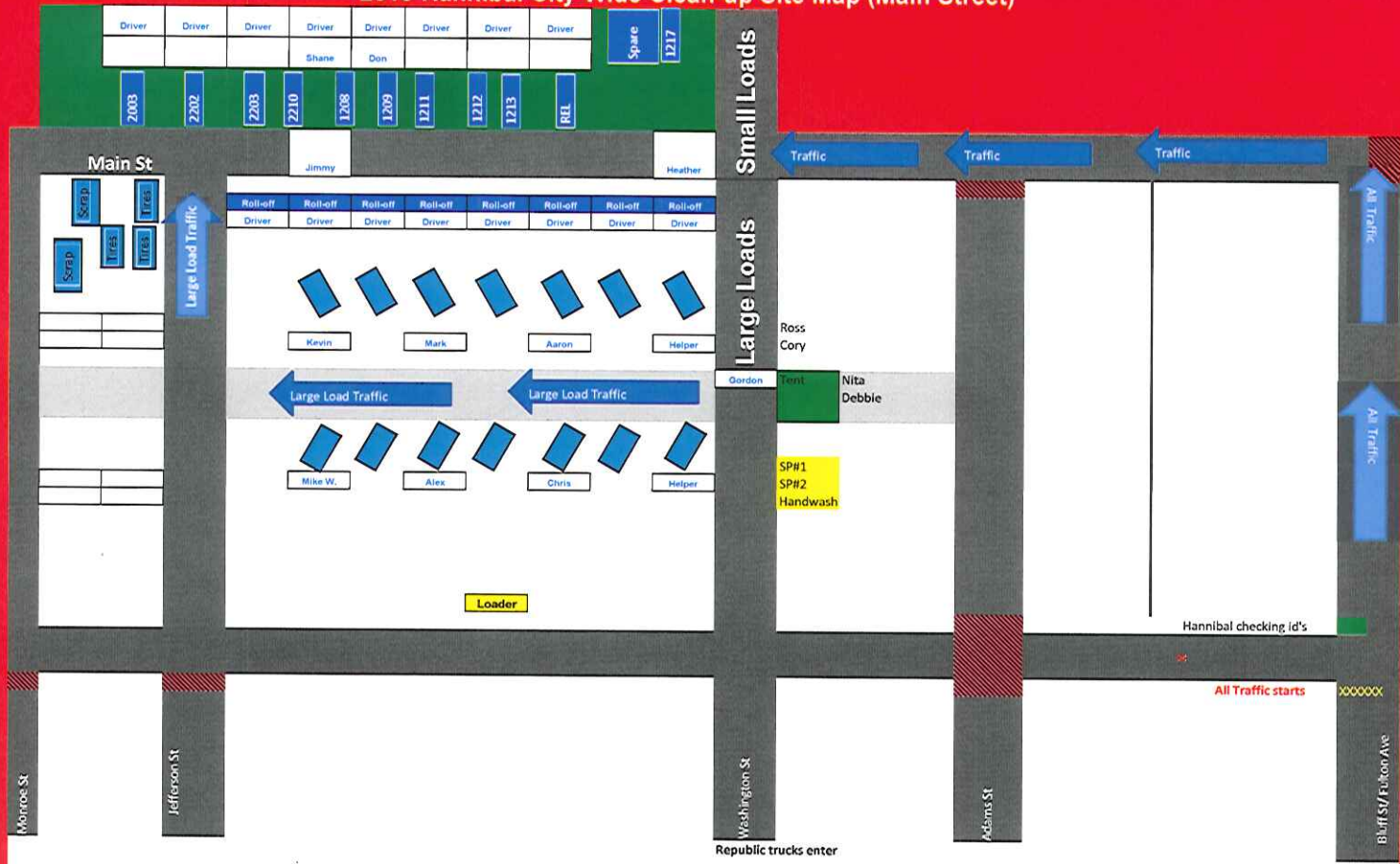
✓ **Any type of Electrical Equipment or Component, including but not limited to:**

Televisions, Computers, Computer Monitors, Printers, Scanners, Copiers, Fax Machines, Cellular Telephones, Stereos and Stereo Components, Digital Video Players and Recorders, Compact Disc Players and Video Cassette Recorders

✓ **Any Type of Material or Item That Could Injure Our Employees, Damage Our Equipment or Harm the Environment**

Republic Services of Quincy hereby reserves the right to add items to this list based on new regulations or guidelines as needed and required. In addition, we also reserve the right to not collect any item listed or not that we deem a hazard to our employees, the public, our equipment or the environment.

2019 Hannibal City Wide Clean-up Site Map (Main Street)



	Allied Waste Collection Vehicle		Republic Employee
	Republic Roll-off Container		Barricade
	Employee Rest Area		City of Hannibal Loader
	Republic Site Manager		City of Hannibal Police Vehicle
	Hard Surface Street		

Employee Name	Punch-in Time	On-site Time	Truck Number
Keith Cary	5:45 a.m.	6:45 a.m.	#1211
Bowers, Larry	5:45 a.m.	6:45 a.m.	#2210
Buss, Brad	5:45 a.m.	6:45 a.m.	#3006
Buss, Bryan	5:45 a.m.	6:45 a.m.	#3430
Gordon Hultz	5:45 a.m.	6:45 a.m.	#1209
Tony Dunker	5:45 a.m.	6:45 a.m.	#3007
Courtois, Jeff	5:45 a.m.	6:45 a.m.	#3009
Daggett, Mark	N/A	6:45 a.m.	GND
Eddy, Jimmy	5:45 a.m.	6:45 a.m.	GND
Goodwin, Nita	N/A	6:45 a.m.	GND
Grotz, Trent	5:45 a.m.	6:45 a.m.	#2202
Hollinsteiner, Bruce	5:45 a.m.	6:45 a.m.	#2203
Kevin Norris	5:45 a.m.	6:45 a.m.	GND
Johnston, Heather	N/A	6:45 a.m.	GND
Mayfield, Scott	5:45 a.m.	6:45 a.m.	GND
McColez, Timmy	5:45 a.m.	6:45 a.m.	#1213
McGee, Tony	5:45 a.m.	6:45 a.m.	#3005
Norvell, Les	5:45 a.m.	6:45 a.m.	3214
Ostermueller, Terry	5:45 a.m.	6:45 a.m.	#1208
Palmer, Dan	5:45 a.m.	6:45 a.m.	#3008
Vernon Branson	5:45 a.m.	6:45 a.m.	#0010
Romans, Alan	5:45 a.m.	6:45 a.m.	#1212
Schulte, Ross	N/A	6:45 a.m.	GND
Stegeman, Cory	N/A	6:45 a.m.	GND
Yakle, Debbie	N/A	6:45 a.m.	GND
Watkins, Mike	5:45 a.m.	6:45 a.m.	#015

Employee Name	Punch-in Time	On-site Time	Job Duty
Buss, Chris		6:45 a.m.	Ground
Mayfield, Don		6:45 a.m.	Ground

Employee Name	Punch-in Time	On-site Time	Truck Number
Tribble Darrell (Jefferson City RO)	N/A	6:45 a.m.	
Conwell Jeremy (Jeff City RO)	N/A	6:45 a.m.	
Ketter, Robert (Jeff City RO)	N/A	6:45 a.m.	
Blackwell, Travis (Springfield RO)	N/A	6:45 a.m.	3008
Wilkes Marcus (Bridgeton RO)	N/A	6:45 a.m.	3139
McAfee Moses (Bridgeton RO)	N/A	6:45 a.m.	3172
Chapman Jimmy (Bridgeton RO)	N/A	6:45 a.m.	3060
Schaffer Glen (Bridgeton RL)	N/A	6:45 a.m.	2194
Vaughn, Alex (Bridgeton GND)	N/A	6:45 a.m.	GND
Cochran, Charles (Bridgeton RO)	N/A	6:45 a.m.	3213
Campbell, Aaron (Bridgeton Gnd)	N/A	6:45 a.m.	GND
Kiser Shane (Bridgeton GND)	N/A	6:45 a.m.	GND
			3061

Talking Points for Hannibal City Wide Cleanup:

- Cleanup Location will be at the South Main location.
- Start Time 7:00AM until 3:00pm (You must be through the intersection of Fulton Ave and Main St by 3pm or you will be turned away.) If you are planning on bringing multiple loads it is important to be as early as possible with your 1st load.
 - Line for the cleanup will start on Bluff St off of Highway 79.
- Have your ID ready at Fulton and Main St as you will need to be a Hannibal City Limits resident to proceed.
 - No Commercial Haulers will be allowed into the cleanup.
 - Trucks with trailers will be directed to use the far left lane.
- Please insure that you bring help to unload your materials as Republic Services and The City of Hannibal are there to operate trucks and not to unload.
 - NO ELECTRONICS (TV's/Computers)
 - NO YARD WASTE
- NO LIQUIDS (OIL/FUEL/PAINT/ETC) Paint will be accepted only if it has been solidified by kitty litter or sawdust.
- Tires and Appliances will be accepted. Tires will be accepted at a \$3 fee per tire. No Farm Equipment/Tractor Trailer/Oversized tires will be accepted. Tires must be free of rims or any other item that may be attached. If there are any items with the tire other than rubber these will not be accepted.
- Please attempt to segregate your appliances/tires within your load as you will be asked to unload these items at a different location away from the unload of general trash.

Parks and Recreation

Andrew Dorian
Director of Parks & Recreation
City of Hannibal
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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: 4/29/2019

RE: Canton Marine Towing Leases

The Parks and Recreation Department has been working with Canton Marine Towing on leasing a piece of property on the riverfront to develop a temporary boat ramp for the 2019 boating season. Since the future boat ramp is currently under construction as part of the riverfront renovation project it will not be able to be used during this year's boating season.

Canton Marine Towing has a parcel of land adjacent to the Scipio Marina that has been used to pull barges in and out of the water for repairs. There is a natural ramp in place that we could use for a boat launch. As part of this project we have ordered a 12'x50' concrete product called Flexamat that is used for temporary boat ramps. We will then do some site grading work and will haul in some rock for parking areas.

Once the new boat ramp is open downtown we will then pull up the Flexamat and re-utilize it as part of an erosion control project along the Bear Creek Trail. The lease would run through December 31st 2019 and would cost the City \$1.

Construction on the temporary boat ramp would begin immediately unless high river levels prevent access to the property.

In a separate lease agreement the City of Hannibal will allow Canton Marine Towing to park their tug boats on the riverfront through December 31st 2019 for a charge of \$1. Canton Marine Towing is aware of the ongoing construction taking place on the riverfront and will adjust their boat access locations based on the construction progress.

The Parks and Recreation Department recommends that the City Council authorize the Mayor to sign the two leases between the City of Hannibal and Canton Marine Towing.

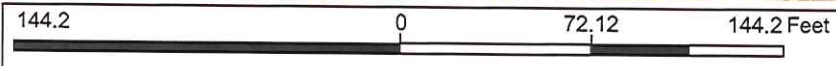
Marion County, MO



Legend

- Road
 - <all other values>
 - Interstate
 - US Highway
 - Numbered State Highway
 - Lettered State Highway
- + Railroad
- Parcel
- Parcel Number/Acres
- Land Hook
 - DASHED LAND HOOK
 - SOLID LAND HOOK
- City Limit Line
- Original Lot
- Section
- County Boundary

1 in. = 72ft.



This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.
 THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Drivable Surfaces Erosion Protection



Boat ramp.



Gravel infill for residential driveway.



Access road to high school stadium.

