

CITY OF HANNIBAL
OFFICIAL COUNCIL AGENDA

Tuesday, May 21, 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 – May 7, 2019

APPROVAL OF PAYROLL AND CLAIMS
First Half – May, 2019

JAMES ZIMMERMAN – COOLBYKE, LLC
Re: Request, Open Consumption
The Hayburner Pedal Pub

JANEICE HUDSON – RESIDENT, 1904 COLLISON
Re: 4015 Market Street – Concert Venue Concerns

SUE DOWNING – SHOW CHAIRMAN, LOAFERS CAR CLUB
Re: Report, 24th Annual Car Show

MICHAEL RIESENBECK – GOLDEN EAGLE
GAIL BRYANT – DIRECTOR, HCVB
Re: Request, Street Closures – Bicentennial Parade
Saturday, June 22, 2019 – 9:00 a.m. – 12:00 p.m.

JAMES R. HARK – MAYOR
Re: Approval 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**

Re: Recommendation of Reappointments
HANNIBAL LIBRARY BOARD

- **Tom Prater – reappointment for a term to expire May, 2022**
- **Lauren Youse – reappointment for a term to expire May, 2022**

Re: Formation, Roadway Improvement Commission

ANGELICA ZERBONIA, MRCC, CMO – CITY CLERK
Re: Approval, Destruction of Documents
Exhibit A6

Re: Payroll Amendment, No. 3 – Director of Central Services
(Bill No. 19-008, to follow)

KAREN BURDITT – FINANCE DIRECTOR
Re: Approval, 2019/2020 Fiscal Year Budget Schedule

- *CWC Meeting, Budget Workshop – Wednesday, June 5th – 5:30 p.m.*
- *Public Hearing – Tuesday, June 18th – 6:45 p.m.*
- *Appropriations & Payroll Ordinances, First Reading – Tuesday, June 18th*
- *Appropriations & Payroll Ordinances, Approval – Tuesday, July 2nd*

PHYLLIS NELSON – CITY COLLECTOR
Re: Approval, 2018/2019 Fiscal Year Budget Adjustments

HEATH HALL – BPW GENERAL MANAGER
Re: Approval, City/Board of Public Works Stormwater Systems Maintenance
Responsibilities

BILL NO. 19-008

**AN ORDINANCE AMENDING THE FISCAL YEAR 2018/2019
PAYROLL ORDINANCE RELATIVE TO THE RECLASSIFICATION
AND PROMOTION OF THE FORMER DIRECTOR OF PARKS &
RECREATION TO DIRECTOR OF CENTRAL SERVICES (NO. 3)**

First Reading

CLOSED SESSION

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

- *Potential Litigation*
- *Contract Negotiations*

ADJOURNMENT

← The Hayburner Pedal Pub

The Hayburner Pedal Pub Proposal

I would like to propose to the city council The Hayburner. The plan is to have a 9 person bicycle with one non-drinking driver and 6 pedalers. The cart will include front and rear lights, 2 coolers and a sound system. Adult rides will start at 6pm and 8pm on Wednesday, Friday, and Saturday nights. Bike will also be used for events and tours during the day. Our plan is to start at CoolByke, LLC and pedal over to Marktwain Brewery where riders will have the opportunity to purchase closed growlers containing beer. Once back aboard the cart growlers will be stored in the coolers and riders can fill up their non spill plastic cups from the growlers. All alcohol beverages will stay on the cart as we stop by different downtown locations. Riders will not be aloud to take the beverages off the cart or bring any other beverages aboard the cart. All riders will sign a waiver and release.

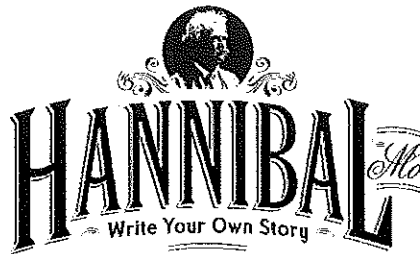
It is our belief that this will add something new and fun to the downtown area and bring more people into local shops and eateries as there is nothing similar anywhere around Hannibal. We will have an upbeat driver that can talk a little about our history and make the ride and ton of fun with different events like the "River View Park Climb Challenge". Also with the riverboats visiting the area and new River Front, I really do believe this is a workable fun addition that can become a known item to downtown.

We hope that the City Council can see the benefit and give CoolByke, LLC special permission to



run the Hayburner downtown.

Thank you,
James Zimmerman
President
CoolByke, LLC
219 N. 3rd Street,
Hannibal MO 63401



**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: 5/13/2019

Date you wish to be placed on Agenda: 5/21/2019

Name: Janeice Hudson

Address: 1904 Collison St. Hannibal Mo. 63401

Phone Number: 573-822-9396

Subject Matter:
 Concerns of the tract of land that lies to the left of the Hannibal Inn and Ayerco known address 4015 Market st.being used for events and a concert venue known event planned for July 28-30 2019. Code violations are a concern as follows Chapter 16 section16-184 Unnecessary noise near a residential area including a live concert that would cause windows to rattle of nearby residents and Chapter 19 Nuisances events and live concerts will negatively impact

5/13/2019
 Date


 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**



City of Hannibal
Office of City Clerk

320 Broadway • Hannibal, MO 63401
Phone: 573-221-0111 • Fax: 573-221-8191

City Council Request to Speak
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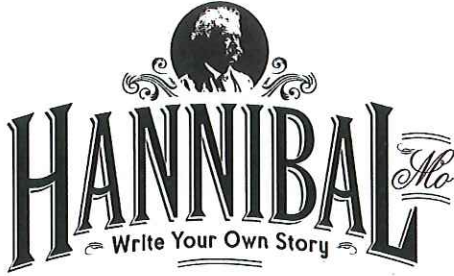
Meeting Date: 5-21-2019
Name: Sue Downing - Show Chairman
Address: _____
Phone Number: 5737951172
Subject Matter: Loafers 24th Annual Car Show report

Speaker shall be allowed up to a maximum of a five (5) minute presentation.

Speaker shall adhere to the above stated subject matter.

5-14-19
Date

Sue Downing
Speaker's Signature



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: 5.15.19 Date you wish to be placed on Agenda: 05.21.19
Your Organization: Bicentennial Committee / Golden Eagle Special Event: Bicentennial Parade
Date(s) of Event: 06.22.19 Requested Times (from - to) 9:00 a.m. - 12:00 p.m.
Description of Activity: PARADE @ 11am; line up 9AM
Bicentennial Clydesdale Parade.

Primary Contact Person(s): M. Riesenbeck / G. Bryant Home Phone:
221-0908 / 221-2477
Work Phone: Cell Phone: E-mail:

In detail, please explain specifically your request, including streets, if applicable:
• NO PARKING SIGNS ALONG BROADWAY + N. MAIN AFTER MIDNIGHT;
• STREET CLOSURE: EAST BROADWAY FROM SAVE. A. FOR PARKING LOT, N MAIN TO NORTH STREET; NORTH TO THIRD STREET.
Bicentennial Committee is a co-sponsor of parade.

DEPARTMENTAL COMMENTS:

Police: 7 officers @ \$40 x 25 hours Dept. Cost \$700.00

Fire: No problems with this event Dept. Cost

Chief Benjamin

Public Works: X Dept. Cost

Building Inspector: No comment Dept. Cost

J Burnham

Parks: No objections Dept. Cost

A Delain

Street: Will provide barricades per Mike McFarque Dept. Cost Q

Tourism: No comments Dept. Cost _____

G Bryant

Administration: approval - must clean up horse waste from streets - Angelo or Zibon Dept. Cost Q

STAFF RECOMMENDS: approval - City co-sponsoring event - Angelo or Zibon MRCG call City Clerk

Golden Eagle / Bicentennial Parade on June 22, 2019 at 11a.m.

Parade route: Going east on Broadway from the Save-a-lot parking lot, (L) on North Main Street; and (R) on North Street.

- Place "No Parking" signs on Broadway and North Main beginning at midnight on June 22th
- A HPD escort to lead parade; and one at the end
- Street closures:
 - East Broadway from the Save-a-lot parking lot
 - North Main Street
 - North Street, and please place cones for the 3 semi-trucks to park

MEMORANDUM

To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Library Board

Date: May 13, 2019

Please submit Tom Prater's name to the next Council agenda for reappointment to the Library Board. The term will expire May 2022.

MEMORANDUM

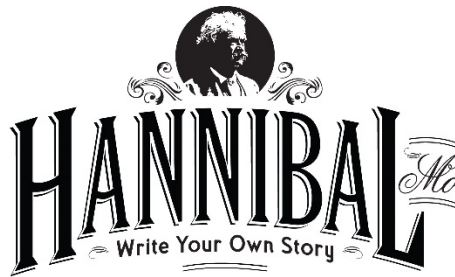
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Library Board

Date: May 13, 2019

Please submit Lauren Youse's name to the next Council agenda for reappointment to the Library Board. The term will expire May 2022.



MEMORANDUM

TO: MAYOR HARK
CITY COUNCIL MEMBERS

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

DATE: MAY 21, 2019

SUBJECT: DESTRUCTION OF RECORDS – CLERK & COLLECTOR’S OFFICE

The offices of City Clerk and Collector have 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 A6*.

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.

As required; the minutes of the meeting authorizing the destruction, defining *Exhibit A6*, 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 A6)	Date Ranges
Receipt cards	January 2012 - June 2016
Credit Card Receipts	2008, 2015, 2016 and 2017
Government census Reports	September 2013 - March 2014
Daily window balancing reports	Fiscal years 2014-2015, 2015-2016 and 2016-2017
Bank Statements, balance sheets	Fiscal years 2013-2014, 2014-2015, 2015-2016 and 2016-2017
Monthly window reports and journal entries	Fiscal years 2012-2013, 2013-2014, 2014-2015 and 2015-2016
Resume's and job applications for vacant and non-vacant City positions	2015



MEMORANDUM

TO: MAYOR HARK & COUNCIL MEMBERS

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

DATE: MAY 14, 2019

SUBJECT: FISCAL YEAR 2018/19 PAYROLL AMENDMENT NO. 3 – DIRECTOR OF CENTRAL SERVICES

Based upon the Council’s approval on May 7, 2019, of the Parks & Recreation and Street Departments, restructuring and position modifications, a payroll amendment is required for the newly created position, Director of Central Services.

Former Parks & Recreation Director, Andy Dorian was promoted to this position, as approved by Council in late March. Therefore, Mr. Dorian’s pay will be increased, from **\$67,611, Grade 22, Step 13** to reflect accordingly:

<u>Department</u>	<u>Position</u>	<u>New Grade</u>	<u>Step</u>	<u>Salary</u>
<i>Parks & Streets</i>	<i>Director of Central Services</i>	<i>23</i>	<i>18</i>	<i>\$77,664</i>

Upon adoption and approval of the ordinance, the increase in pay will be retroactive to April 5, 2019, as previously authorized by Council.



MEMORANDUM

TO: Mayor Hark and Members of the City Council
FROM: Karen Burditt, Director of Finance
DATE: May 7, 2019
SUBJECT: 2019/2020 Budget schedule

I propose the following budget schedule for review and approval of the 2020 budget:

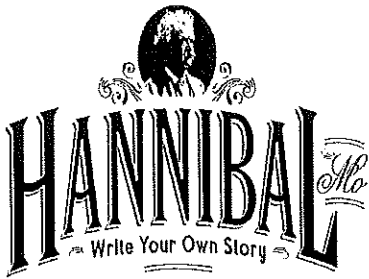
Tuesday, May 21 – Ask to set budget hearing for Tuesday, June 18.

Wednesday, June 5 – Budget workshop at 5:30 p.m. – typically 60-90 minutes

Tuesday, June 18 – Hold public hearing at 6:45; approval of first reading

Tuesday, July 2nd – Final reading and approval of 2020 budget

I ask for your approval of this schedule, the Committee of the Whole Council (CWC) budget workshop on Wednesday, June 5th at 5:30 p.m. and to set the public hearing for June 18th at 6:45 p.m.



City of Hannibal

Office of City Collector

320 Broadway Street • Hannibal, MO 63401

Phone: 573 221-0111 • Fax: 573 221-0707 • E-Mail: pnelson@hannibal-mo.gov

MEMORANDUM

Date: May 13, 2019
To: Mayor, City Council, City Attorney, City Clerk
From: Phyllis Nelson, City Collector
Subject: Budget Adjustment Last 90 Days

I ask council authority at this time to do budget adjustments for the end of fiscal year 2018/2019. The adjustments will be done as necessary for each fund between expenditure lines and possibly between departments. No money will be adjusted between funds without council's express permission. The adjustments will be done at the close of the current fiscal year.



ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

www.HANNIBALBPW.org



POLICY:	Maintenance Responsibility of Stormwater Systems	DEPARTMENT:	Stormwater
APPROVED:	_____	REVIEWED / REVISED:	_____

Description:

Adequate drainage in the City of Hannibal is necessary to preserve and promote general health, welfare and economic wellbeing of the area. Stormwater drainage is a regional feature that affects all governmental jurisdictions and all parcels of property. This characteristic of drainage makes it necessary to formulate guidelines designating responsibility for maintenance and replacement of existing improvements.

Purpose:

The purpose of this policy is to delineate responsibility of stormwater conveyances within the city limits of Hannibal.

This policy is independent of previous actions taken by the City to address stormwater concerns, and is hereby created to define the City's current responsibilities.

Scope:

This policy outlines the criteria for which a stormwater conveyance will be evaluated by in order to determine ownership or responsibility for maintaining.

Guidelines:

Public vs. Private

The City of Hannibal shall maintain stormwater conveyances located within dedicated City right-of-way or on private property where the conveyance is located within an easement dedicated to the City. The City shall not be responsible for a portion of a private conveyance that crosses an easement or right-of-way to connect to a City owned conveyance system. There are instances of other public entities (MoDOT, Marion and Ralls Counties) that have stormwater conveyance systems within public right-of-way. The ownership and responsibility for these facilities are retained by these entities.

The City shall not be responsible for maintaining stormwater conveyances located outside of dedicated right-of-ways and easements. The City is also not responsible for maintaining jurisdictional waterways. Jurisdictional waterways can be found on the USGS quadrangle maps and are shown as blue lines.

The City retains the right to make emergency repairs outside of these guidelines in an effort to protect property and/or life. This determination will be made by the General Manager or Central Services Director and the cost of the repairs shall be billed to the property owner.

DPW vs. HBPW

All stormwater conveyances that are the responsibility of the City are owned by the City. However, the maintenance of these conveyances has been divided between the City of Hannibal's Department of Public Works (DPW) and the Hannibal Board of Public Works (HBPW).

The DPW is responsible for the following:

1. Floodwall
2. Floodwall Gates "B" and "C"
3. Floodwall Storm Basin, Pumps and Associated Items
4. All above ground conveyances
5. Maintaining the openings of inlets and grates
6. Maintaining City Owned Stormwater Basin(s)
7. Culverts Under Roadways Only

The HBPW is responsible for the following items:

1. Below ground conveyance systems
2. Inlet Structures
3. Stormwater Manholes
4. Bear Creek Dam
5. Floodwall Gates "A", "D", "E" and "F"

Originated / Revised History