

CITY OF HANNIBAL

OFFICIAL PUBLIC HEARING

**Tuesday, June 1, 2021
6:30 p.m.
Council Chambers**

Meetings are open to the public, however, if you would like to view the meeting, you may do so using the following instructions:

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CALL TO ORDER

EDIE GRAUPMAN – DPW MGMT ASSISTANT
Re: Rezoning – 500 Bridge Street
P-1 Parks & Recreation to H-1 Historic District

PUBLIC COMMENTS

ADJOURNMENT

CITY OF HANNIBAL

OFFICIAL PUBLIC HEARING

**Tuesday, June 1, 2021
6:45 p.m.
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CALL TO ORDER

KAREN BURDITT – DIRECTOR OF FINANCE

Re: Fiscal Year 2021/2022 Budget

PUBLIC COMMENTS

ADJOURNMENT

City of Hannibal

OFFICIAL COUNCIL AGENDA

**Tuesday June 1, 2021
Council Chambers
7:00 p.m.**

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ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

**Closed Session Minutes – November 3, 2020 & April 20, 2021
Regularly Scheduled Council Meeting – May 18, 2021
Committee of the Whole Council – May 19, 2021**

APPROVAL OF PAYROLL AND CLAIMS

Second Half – May 2021

MELISSA CUMMINS – MARK TWAIN HOME FOUNDATION

**Re: Request, Sale and Consumption of Alcohol on City Owned Property – Taste of Twain
*Saturday, September 18, 2021 – 2:00 p.m. – 5:00 p.m.***

FAYE DANT – JIM'S JOURNEY

**Re: Request, Street Closures – Juneteenth Celebration Parade
*Saturday, June 19, 2021 – 12:00 p.m.***

LOUIS RIGGS - 5th DISTRICT REPRESENTATIVE
Re: Update on Bypass

**COREY MEHAFFY, EXECUTIVE DIRECTOR – HANNIBAL REGIONAL
ECONOMIC DEVELOPMENT COUNCIL**

**Re: Downtown Community Improvement District – Agreement to Provide
Legal Services**

*Cunningham, Vogel & Rose, P.C. – up to \$75,000
(Resolution No. 2346-21, to follow)*

JAMES R. HARK – MAYOR

Re: Approval, Council Appointment – Building Commission
Stephan Franke – 3rd Ward Council Member

Re: Recommendation of Reappointments & Appointment

HANNIBAL LIBRARY BOARD

- **Annie Dixon – reappointment for a term to expire June 2024**
- **Kevin Knickerbocker – reappointment for a term to expire June 2024**
- **Frank DiTillo – reappointment for a term to expire June 2024**

MARK TWAIN HOME BOARD

- **Louis Riggs – appointment for a term to expire November 2028**

ALAN BOWEN – 4TH WARD COUNCIL MEMBER

Re: Progress Update, Utility Task Vehicles, Code Amendment

LISA PECK – CITY MANAGER

Re: Recommendation of Reappointment

HANNIBAL BOARD OF PUBLIC WORKS

- **Bill Fisher – reappointment for a term to expire July 2025**

Re: Approval, Economic Development Administration Grant

- **Release of Engineering Request for Qualification- Mark Twain Regional Council of Government**

Re: Approval, Director of Finance Position Description

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ANDY DORIAN, DIRECTOR – CENTRAL SERVICES

Re: Bid Award Approval, Annual Street Materials

- Aggregates - No Bid Received
- Snow Removal Salt – Compass Minerals - \$89.20
- Asphalt - Emery Sapp & Sons - \$62.00
Diamond Asphalt - \$65.00
- Cold Patch - Diamond Asphalt - \$115.00
- Liquid Calcium Chloride – SICALCO - \$.86/gallon
- CLSM (Flowable Fill) – Bleigh Ready Mix - \$92.50/\$40.00per hour
- Gasoline and Diesel Fuel - Big River Oil
- Concrete - Bleigh Ready Mix - \$125.00/\$40.00per hour
Mark Twain Ready Mix - \$122.00/\$40.00 per hour

KAREN BURDITT – DIRECTOR OF FINANCE

Re: Fiscal Year 2021/2022 – Appropriations

(Bill No. 21-015, to follow)

Re: Fiscal Year 2021/2022 – Payroll Ordinance

(Bill No. 21-016, to follow)

Re: Budget Amendment No. 3

(Resolution No. 2347-21, to follow)

Re: GASB 75 Valuation – Engagement Letter

Lewis & Ellis - \$2,700

(Resolution No. 2348-21, to follow)

Re: Approval, 2013 Series "A" & 2016 Series

\$1,068,848.92

RESOLUTION NO. 2346-21

A RESOLUTION OF THE CITY OF HANNIBAL APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN ENGAGEMENT LETTER FOR LEGAL SERVICES BETWEEN THE CITY AND CUNNINGHAM, VOGEL & ROST, P.C. IN CONNECTION WITH THE CREATION OF A DOWNTOWN REVITALIZATION PROGRAM; AND PROVIDING FURTHER AUTHORITY, IN AMOUNT UP TO \$75,000

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RESOLUTION NO. 2347-21

A RESOLUTION AMENDING THE CITY OF HANNIBAL FY-2020/2021 (NO. 3) BUDGET BY AUTHORIZING BUDGET AMENDMENTS TO INCREASE REVENUES TO GENERAL FUND'S CARES ACT GRANTS AND INCREASE THE GENERAL FUND'S FIRE, DPW, AND POLICE DEPARTMENTS, AND TRANSFER SALARY EXPENSE FROM BUILDING INSPECTION TO POLICE FOR THE CODE ENFORCEMENT OFFICER, AND INCREASE TOURISM GRANT REVENUE AND ADVERTISING EXPENSE, AND SUPPLEMENTAL APPROPRIATIONS FOR TOURISM AND DOWNTOWN FLOODWALL EXPENSE, AND THE CREATION OF A CDBG FUND WITH REVENUE AND EXPENSE ITEMS

RESOLUTION NO. 2348-21

**A RESOLUTION OF THE CITY OF HANNIBAL
AUTHORIZING THE MAYOR TO EXECUTE AND
APPROVING AN ENGAGEMENT AGREEMENT WITH
LEWIS & ELLIS, INC. FOR ACTUARIAL SERVICES
RELATING TO OTHER POST EMPLOYMENT BENEFITS
(OPEB) FOR FISCAL YEAR 2020-2021 FOR THE CITY OF
HANNIBAL INCLUDING THE CITY, LIBRARY, PARKS,
AND TOURISM FOR A TOTAL OF \$2,700**

BILL NO. 21-013

**AN ORDINANCE OF THE CITY OF HANNIBAL
AUTHORIZING THE MAYOR TO EXECUTE A \$67,500
MISSOURI HIGHWAYS AND TRANSPORTATION
COMMISSION AIRPORT AID AGREEMENT BETWEEN
THE CITY OF HANNIBAL AND THE MISSOURI
HIGHWAYS COMMISSION FOR FUNDING FOR THE
DEVELOPMENT OF THE HANNIBAL REGIONAL
AIRPORT BUSINESS PLAN**

Second and Final Reading

BILL NO. 21-015

**AN ORDINANCE APPROVING THE FISCAL YEAR 2021-2022
BUDGET AND APPROPRIATING TO THE VARIOUS
DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCIES OF
THE CITY GOVERNMENT OF THE CITY OF HANNIBAL,
MISSOURI FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

First Reading

BILL NO. 21-016

**AN ORDINANCE TO PAY OFFICERS AND EMPLOYEES OF THE
CITY OF HANNIBAL, MISSOURI FOR THE FISCAL
YEAR 2021/2022**

First Reading

CLOSED SESSION

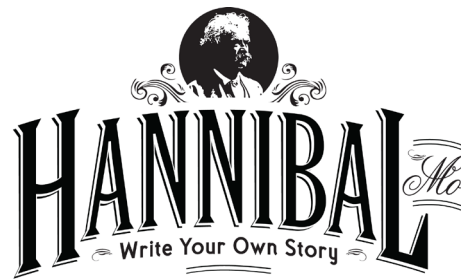
In Accordance with RSMo. 610.021 (2)

ADJOURNMENT

PUBLIC HEARING NOTICE

The Planning and Zoning Commission will conduct a public hearing on Thursday, May 20, 2021 at 4:00 pm and the City Council will conduct a public hearing on Tuesday, June 1, 2021 at 6:30 pm at City Hall in the Council Chambers-2nd Floor, 320 Broadway, Hannibal, MO to review a petition to rezone the property at 500 Bridge Street in Hannibal. Also known as all the East One-half (E1/2) of Block Thirty-three (33) in the Original Town, now City of Hannibal, Missouri, being all that part of said Block Thirty-three (33) lying East of Bridge Street, EXCEPT the West 104 feet of the South 61 feet thereof. This request is to re-zone from P-1 Parks and Recreation to H-1 Historic District.

Office of City Clerk



Angelica N. Zerbonia,
MRCC, CMO

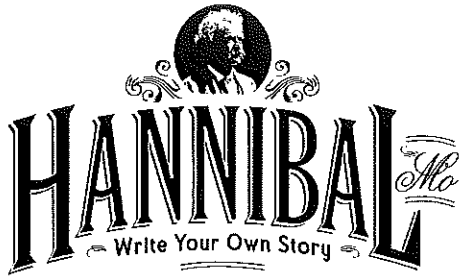
PUBLIC HEARING NOTICE

The Hannibal City Council will hold a Public Hearing, Tuesday June 1, 2021 at 6: 45 p.m. for the purpose of the Fiscal Year 2021/2022 Budget.

Location: Council Chambers, City Hall, 320 Broadway, Hannibal

Angelica N. Zerbonia, MRCC, CMO - City Clerk

All interested persons are encouraged to attend.



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

(Council Meetings are the 1st & 3rd Tuesday of each month)

Today's Date: May 12, 2021 Date you wish to be placed on Agenda: June 1, 2021

Your Organization: Mark Twain Museum Special Event: Taste of Twain

Date(s) of Event: September 18, 2021 Requested Times (from - to) 2:00 - 5:00

Description of Activity: Taste of Twain Festival features Hannibal restaurants area wineries and breweries With two stages of live music together. A fundraiser for museum properties. This will be the third annual Taste of Twain

Primary Contact Person(s): Melissa Cummins Home Phone: 573-221-4559

Work Phone: 573-221-0910 Cell Phone: 573.795.4559 E-mail: melissacummins@marktwainmuseum.org

Assistance (location, etc.) Open consumption of alcohol on City Property - event held on City property, on pedestrian area of Hill St

DEPARTMENTAL COMMENTS:

Police: No cost to HPD Dept. Cost 0

Lt Rowler

Fire: No problem with this event Dept. Cost 0

Chief Benjamin

City Clerk: Public Works: Approval upon Certificate of Insurance & event Organizer to ensure all vendors offering tasting possess a liquor licenses in accordance with State Guidelines. Dept. Cost 0 A Zerbonia

Building Inspector: No comment Dept. Cost 0

M Murphy

Parks: No objections Dept. Cost 0

A Dorian

Street: No objections Dept. Cost 0

A Dorian

Tourism: No comment

Dept. Cost

0

G Bryant

Administration:

Dept. Cost

0

STAFF RECOMMENDS:

Approval bpm certificate of insurance received

Shirley N. Spohn WCCG CEO
City Clerk



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Taste of Twain Date of Event September 18, 2021
Location/Address/Facility Name Interpretive Center Lot, pedestrian area of Hill Street

Expected Number of Attendees: 200 - 250

II. PURPOSE

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

III. ASSUMPTIONS

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

IV. BASIC PLAN

A. EAP Event Representative

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

Primary Contact: Melissa Cummins

Cell Phone: 573-795-4559

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through 911. The caller should have the following information available to give to the 911 dispatcher: nature of the emergency, location and contact person with callback number.

2. Will on-sight EMS be provided?

Yes No

If yes, contact name and phone _____

3. Will on-site security be provided?

Yes No

If yes, contact name and phone _____

C. Severe Weather

1. Weather forecasts and current conditions will be monitored throughout the entirety of the event.

2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.

3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will make the notification to those attending the event that a hazardous weather condition exists and direct them to shelter.

4. There are limited provisions for sheltering participants in the event of severe weather.

D. Fire

1. Has a specific hazard been identified as an increased risk of fire at this event?

Yes No

If yes, what has been identified? _____

2. Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

3. Any food vendors will be inspected when appropriate by the fire code and must meet permitting requirements.

4. Should an incident occur that requires the Fire Department, **CALL 911**. The caller should have the following information available to give the 911 dispatcher: Nature of the emergency, location, and contact person with a callback number.

E. Medical Emergencies

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

F. Law Enforcement

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

G. Emergency Vehicle Access

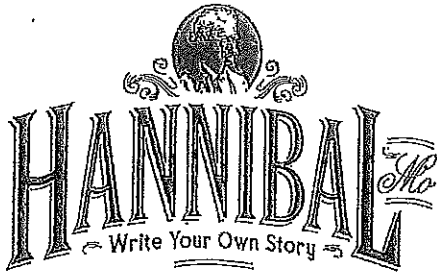
1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public throughways.
4. Crowd control will be managed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

V. CONTACT INFORMATION

Primary Contact: Melissa Cummins Cell Phone: 573-795-4559
Secondary Contact: James Lundgren Cell Phone: 507-993-9166

Dial 911 In case of emergency

VI. EVENT AREA MAP (attach next page)



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: May 18, 2021 Date you wish to be placed on Agenda: June 2021

Your Organization: Jim's Brewery Special Event: Juneteenth Celebration 2021

Date(s) of Event: June 19, 2021 Requested Times (from - to) 12-5 *parade to begin at noon

Description of Activity: Family oriented festival with food, games & entertainment. Juneteenth Parade / Car Caravan

Primary Contact Person(s): Faye Dent Home Phone: Work Phone: Cell Phone: 716 171507 E-mail: fayedent@gmail.com

Assistance Needed (location, etc.) Block streets for parade starts in Central Park down Broadway/Main/North/Third/Bowling ending at North street

Police: 5 Officers @ \$38 hr x 1.5 = \$285.00 Cost to HPD Dept. Cost \$285.00 Also clarified with Ms Dent she wants the parade at 1pm which Lt Route

Fire: No problems with this event Dept. Cost 0

Chief Benjamin

Clerks Public Works: Approval upon certification of Insurance on file Dept. Cost 0

A Zerbonia

Building Inspector: No comment Dept. Cost 0

M Murphy

Parks: No objections Dept. Cost 0

A Dorian

Street: No objections Dept. Cost 0

A Dorian

Tourism: No comments

Dept. Cost _____

G Bryant

Administration: _____

Dept. Cost _____

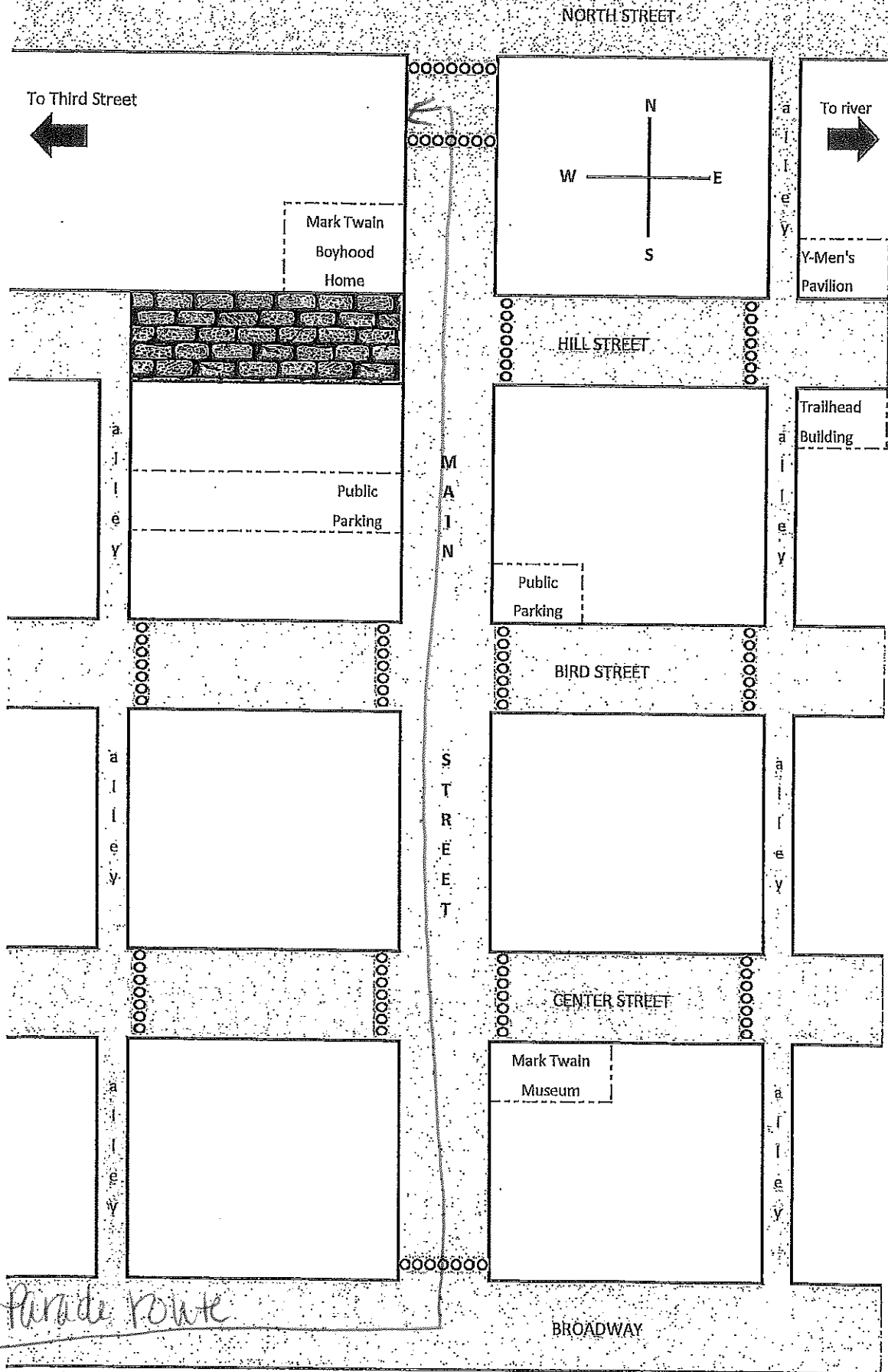
STAFF RECOMMENDS:

Approval upon Anticipation received

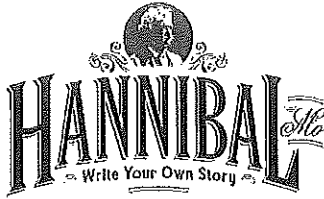
Margaret N. Lybrow, MRCG CMO
City Clerk

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



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name 2021 Juneteenth Date of Event June 19th
Location/Address/Facility Name Central Park
Expected Number of Attendees: 100

II. PURPOSE

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

III. ASSUMPTIONS

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

IV. BASIC PLAN

A. EAP Event Representative

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Primary Contact: Faye Dent
Cell Phone: 217 617 1507

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through 911. The caller should have the following information available to give to the 911 dispatcher: nature of the emergency, location and contact person with callback number.

2. Will on-sight EMS be provided?

Yes No

If yes, contact name and phone _____

3. Will on-site security be provided?

Yes No

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C. Severe Weather

1. Weather forecasts and current conditions will be monitored throughout the entirety of the event.

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MEMORANDUM

TO: Mayor Hark and the Hannibal City Council
c: Lisa Peck, Hannibal City Manager

FROM: Corey Mehaffy, HREDC President

DATE: May 14, 2021

RE: Proposed Work Program Related to Comprehensive Incentive and Financing Structure for Hannibal Downtown Revitalization

This memorandum outlines a proposed work program for an incentive and capital funding and financing structure for the revitalization of an area of the Hannibal central business district (the “CBD”). Typically, the program features both public space improvements and incentives and assistance for improvements to private properties (a unique feature of the Community Improvement District Act). The proposed program is based on similar recent successful undertakings in other Missouri communities that have expressed a need to address downtown revitalization.

The proposed incentive and financing structure utilizes a three part combination of: (i) a up to 1% sales tax levy and a real property tax equal to the combined current ad valorem levy, each available under the Community Improvement District Act, sections 67.1401 through 67.1571 of the Revised Statutes of Missouri, as amended (the “CID Act”); (ii) applying the Urban Redevelopment Corporations Law, Chapter 353 of the Revised Statutes of Missouri, as amended (“Chapter 353”), to provide a “capitalized tax abatement” corresponding to and offsetting the CID Act real property tax levy thus producing a “taxpayer neutral” result respecting CBD property taxes; and (iii) neighborhood improvement district (“NID”) financing for selected public improvements utilizing the Neighborhood Improvement District Act, sections 67.453 through 67.475 of the Revised Statutes of Missouri, as amended (the “NID Act”).

Anticipated component tasks for each element of the program are itemized in bullet points below.

Chapter 353

- Establishment of an Urban Redevelopment Corporation pursuant to Chapter 353 (*this organization under City/HREDC sponsorship could be utilized successively to provide for real property tax abatement incentives throughout the City and the region*);
- Preparation of Development Plan and Blight Analysis for the area of the CBD selected (the “Revitalization Area”) and Tax Impact Statement to be provided to affected taxing jurisdictions;
- Duly noticed Public Hearing on the Development Plan and proposed Chapter 353 Real Property Tax Abatement (*held jointly with Public Hearing on the CID*);
- Preparation of a Master Approving Ordinance (*including CID establishment and Chapter 353 tax abatement portions*); and
- Preparation of forms of master conveyancing documents to initiate tax abatement.

Mayor Hark and the Hannibal City Council
Proposed Comprehensive Downtown Revitalization Program
May 14, 2021

Page 2 of 3

CID

- Preparation of Master CID Petition for circulation by the City within the Revitalization Area;
- Council appointment of CID Board of Directors and preparation of initial resolutions re: initial organizational documents and conditional imposition of sales and real property tax levies;
- Preparation of mail-in ballots for sales tax and for real property tax levies (to be distributed and tabulated by others) and conducting by County election authorities of respective elections; and
- Preparation of a Master Development Agreement among the City, CID and 353 Corporation governing the operations and financing of the Revitalization Program.

NID

- Preparation of NID Petition;
- Duly noticed Public Hearing on NID and NID infrastructure; and
- Preparation of approving ordinance determining advisability of the infrastructure project and establishing the NID, per the NID Act

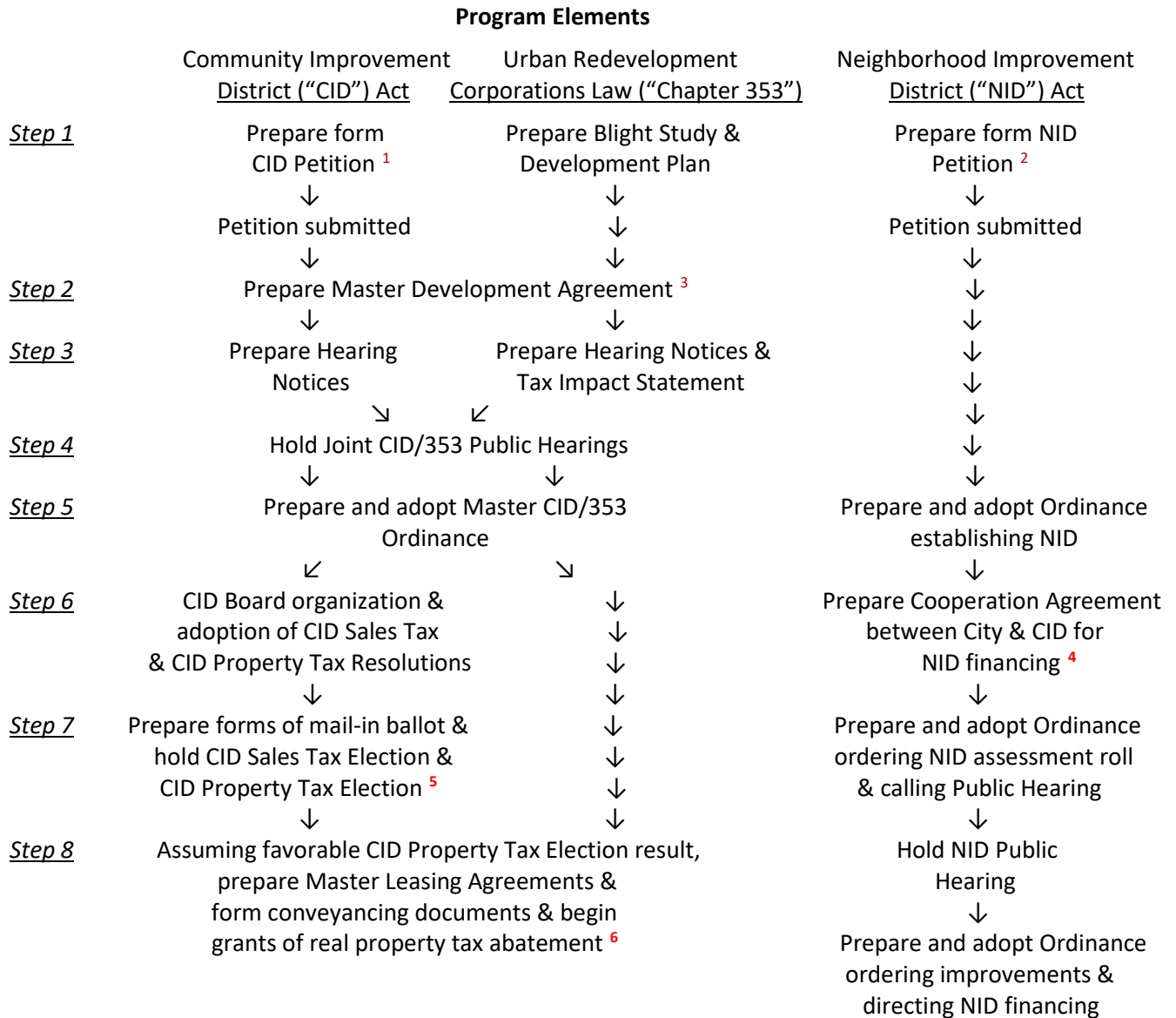
Note: NID Bond financing is recommended as the most cost effective and readily financeable alternative for infrastructure capital improvements. However, in the event of a determination for any reason that NID financing is not appropriate, other similar financing mechanisms with which the City is familiar, i.e., leasehold revenue bonds, may be substituted.

An anticipated sequence of events and work tasks with annotations is set forth on the page following.

Mayor Hark and the Hannibal City Council
 Proposed Comprehensive Downtown Revitalization Program
 May 14, 2021

Page 3 of 3

Hannibal Downtown Revitalization Proposed Stepwise Work Program



On- going program implementation: CID revenue collections; marshalling of revenues; approval & undertaking of CID improvements; issuance of NID Bonds & undertaking of NID public improvements

¹ To be circulated to and signed by owners of property within CID area; signatures by 50% of assessed valuation and 50% per capita required.

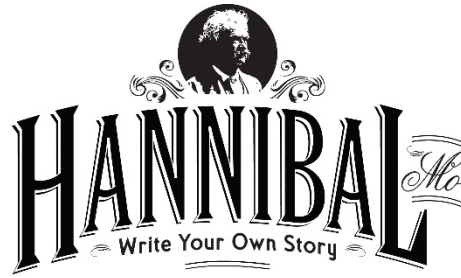
² To be signed by Mayor on behalf of City as only “obligated party;” accordingly, NID encompasses only City-owned properties located downtown, e.g., City Hall block.

³ Provides authority for 353 Corporation to grant subsidiary tax abatement to individual property owners.

⁴ Provides for use of CID funds to pay a portion of NID assessments; total amount of NID costs and portion of CID revenues to be made available to be determined; could be included in Master Development Agreement.

⁵ Simple majority of votes cast required for imposition of taxes; duration of Property Tax (coordination with 353 abatement) and timing of elections, i.e., contemporaneous, or staggered, each to be determined.

⁶ Annual property tax abatement on each participating property offsets 100% of amount of CID Property Tax.



MEMORANDUM

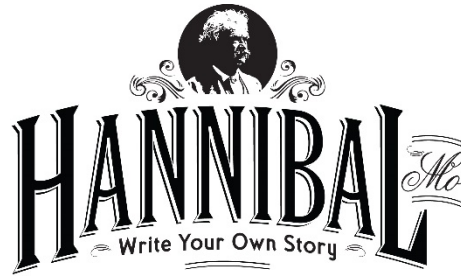
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Building Commission

Date: May 19, 2021

Please submit Stephan Franke's name to the next Council agenda for appointment to the Building Commission.



MEMORANDUM

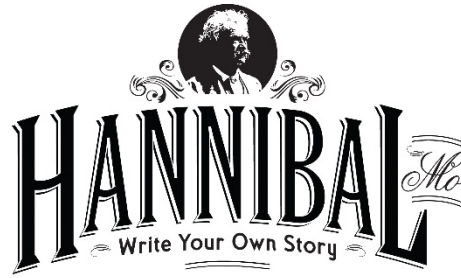
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Library Board

Date: May 19, 2021

Please submit Annie Dixon's name to the next Council agenda for reappointment to the Library Board. The term will expire June 2024.



MEMORANDUM

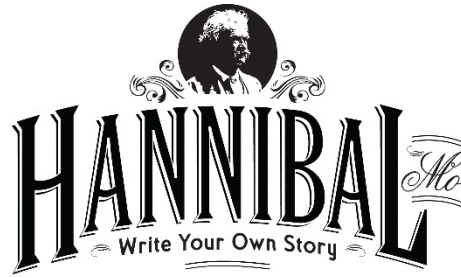
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Library Board

Date: May 19, 2021

Please submit Kevin Knickerbocker's name to the next Council agenda for reappointment to the Library Board. The term will expire June 2024.



MEMORANDUM

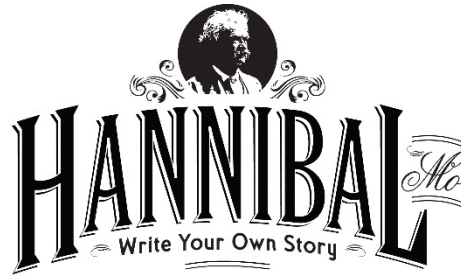
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Library Board

Date: May 19, 2021

Please submit Frank DiTillo's name to the next Council agenda for reappointment to the Library Board. The term will expire June 2024.



MEMORANDUM

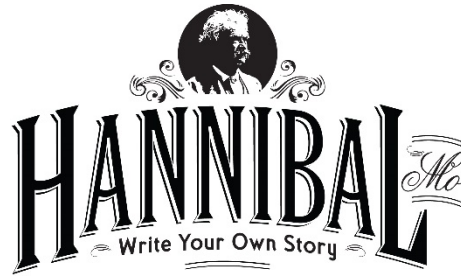
To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Mark Twain Home Board

Date: May 26, 2021

Please submit Louis Riggs' name to the next Council agenda for appointment to the Mark Twain Home Board. Term will expire November 2028.



MEMORANDUM

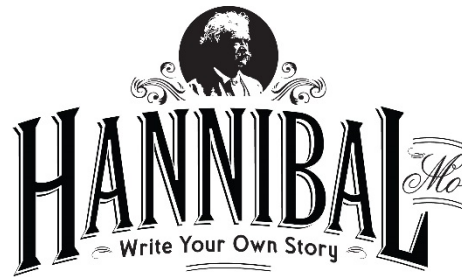
To: Angelica Zerbonia - City Clerk

From: Lisa Peck - City Manager

Re: Board of Public Works

Date: May 27, 2021

Please submit Bill Fisher's name to the June 15, 2021 Council agenda for reappointment to the Board of Public Works. The term will expire July 2025.



MEMORANDUM

To: Mayor James Hark and Members of the City Council

From: Lisa Peck, City Manager

Re: EDA Grant funding opportunity

Date: May 26, 2021

The city has been approached by Corey Mehaffy with an opportunity to submit for an EDA grant to potentially address the following issues: downtown infrastructure improvements to include upgrades to the electrical grid and replacement of a failing stormwater culvert on North St. with associated pavement/trail/walking path improvements, replacement of gate well seals and other downtown walking trail improvements other downtown walking trail improvements, and an additional dock on the property north of the boat club. This grant would likely be a joint application with the Port Authority, who will be undertaking the dock project and associated infrastructure. The first step in the process would be issuing a RFQ for engineering and the MTRCG requires council approval of this.

The Port Authority will be requesting the city gift the property indicated in the attached as match for the grant. Please contact me directly with any questions, prior to Tuesday.

Hannibal, 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. = 95ft.



189.3 0 94.67 189.3 Feet

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

010.08.28.2.06.001.000
 HANNIBAL, CITY OF
 BRIDGE ST.
 SUBD: O.T., BLK: 50, SEE PRC CARD



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 Finance

Change of: *Update – no substantiate changes made*

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

Level One Approval: _____
Lisa Peck – City Manager Date

Level Two Approval: _____
James R. Hark, Mayor (council approval) Date

Received By: _____
Angelica N. Zerbonia, MRCC - 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. 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: Finance Director

Pay Range: Range 22

Department: Executive

Exempt/Non-Exempt Status: Exempt

Date Job Description Most Recently Created, Updated, or Checked: 5/27/2021

Updated or Checked by (who): City Manager and City Clerk

Primary Purpose of Position:

Work involves creating and maintaining City records, budgets and account; assisting department heads in planning and administering their budgets. Work also includes creating and maintaining financial reports, grant compliance, and on occasion, direct customer service to citizens and employees.

Examples of Essential Job Functions:

- ◆ Maintain City fiscal records, approximately 50 City bank accounts
- ◆ Monitor City expenditures
- ◆ Reconcile and balance all checking accounts
- ◆ Maintain voided check list
- ◆ Verify wire transfers of funds
- ◆ Reconcile the monthly cash reports from the Collector's office with the checking account statements to verify all deposits
- ◆ Work closely with the City Auditor, providing reports or data that is needed for the audit
- ◆ Enter and record journal entries, receipts and manual checks for running monthly budget reports
- ◆ Maintains accounting records for each budget
- ◆ Assist in preparation of the annual budget
- ◆ Coach department heads in proper accounting procedures and maintaining their line items for each budget
- ◆ Prepare overall monthly budget reports for the City Council showing revenue vs. expenditures

- ◆ Prepare bi-monthly report to Council for all expenditures that need Council approval
- ◆ Notify the Mayor and Council of any actual or potential budget deviations
- ◆ Knowledge of governmental accounting procedures
- ◆ Plan, organize and direct the management and administration of fiscal records in compliance with federal and state statutes and City Code
- ◆ Supervise the accounts payable and accounts receivable activities of the City
- ◆ Create monthly report for P&F Retirement Board, Municipal Airport Board, Self-Insurance Board and Parks and Recreation Board.
- ◆ May also prepare other financial reports for the City Clerk upon request
- ◆ Perform necessary transfers for payroll and any other accounts making proper journal entries to record such transfers
- ◆ Maintain custody of City's investment funds; plan investment strategy; determine availability of funds for investment; approve and manage investments
- ◆ Answer questions from employees and provide direct customer service to citizens or vendors who enter the department, call on the phone, send a letter, or otherwise contact the department

Other Job Functions:

Other duties as assigned. The Finance Director position will work closely and cooperatively with the City Clerk and staff in the Clerk's office.

Job Qualifications:

Education

- ◆ Bachelors of Science degree
- ◆ Graduate from a four-year college or university with major course work in accounting, finance, or any equivalent combination of training and experience meeting the aforementioned requirements
- ◆ Certified Public Accountant preferred, with additional college coursework preferred in business, finance, or similar.
- ◆ Advanced degree in management, finance, or related field preferred

Experience

- ◆ 3-5 years accounting experience required
- ◆ Accounting experience in large organization preferred
- ◆ Municipal accounting experience preferred

Knowledge, Skills, and Abilities

- ◆ Teamwork
- ◆ Pleasant, positive attitude and interpersonal skills
- ◆ Persuasiveness

- ◆ Knowledge of fund accounting
- ◆ Knowledge of City Departments
- ◆ Learning aptitude and desire for continuous learning
- ◆ Integrity
- ◆ Knowledge of municipal finance
- ◆ Articulate speaking skills
- ◆ Business writing skills
- ◆ Ability to manage multiple priorities
- ◆ Diplomacy and tact
- ◆ Discretion with confidential information
- ◆ Attention to details
- ◆ Knowledge of accounting audit and financial controls
- ◆ Knowledge of department procedures, functions and forms
- ◆ Knowledge of codes, ordinances and laws applicable to the department

Certifications, Training or Licenses Required

- ◆ Ability to be bonded

Training and Development Recommended

Initial training in becoming familiar with accounts receivable, accounts payable, payroll and City departments. Ongoing training may include topics such as computer skills, municipal regulations, accounting or tax laws.

Equipment Typically Used in this Job:

Computer, fax, tape recorder, phone, voice mail, copier machine, scanner, calculator, mail machine, and binding equipment

Physical Demands:

- ◆ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- ◆ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- ◆ Work is performed mostly in an office setting
- ◆ The employee is frequently required to stand, walk, and sit comfortably for long periods of time



MEMORANDUM

To: Mayor and City Council

From: Andy Dorian, Director of Central Services

Re: Approval of Annual Materials

Date: May 26, 2021

On Thursday, May 20, 2021 the Hannibal Street Department went out for bids on our Annual Materials. The Bid Tabulations are on the attached sheets, but I would like to give a price breakdown for each bid and any changes from our bids last year.

Aggregates SD-2022-1
No Bid was received

The City will rebid our aggregate line item as no bids were received.

Snow Removal Salt SD-2022-2
Two Bidders

Cargill Salt \$96.47 per ton charge (3-5 business day delivery)
Compass Minerals \$89.20 per ton charge (5-7 business day delivery)

<u>Item</u>	<u>Company</u>	<u>2020/21</u>	<u>2021/2022</u>
Salt	Cargill Salt	\$89.94	\$96.47
	Compass Minerals	\$88.48	\$89.20

Two bids were received for salt, Cargill Salt and Compass Minerals. Compass Minerals is significantly less in price per ton than Cargill, therefore the City would like to accept the bid from Compass Minerals.

Asphalt SD 2022-3

Two Bidders

Emery Sapp & Sons	Missouri \$62.00 Per Ton	Illinois-No Bid
Diamond Asphalt	Missouri-No Bid	Illinois \$65.00 Per Ton

<u>Item</u>	<u>Bidder</u>	<u>2020/21</u>	<u>2021/22</u>
Asphalt	Emery Sapp & Sons	\$66.00	\$62.00
	Diamond Asphalt	\$65.00	\$65.00

Two bids were received this year for our asphalt bid, Diamond Asphalt and Emery Sapp & Sons. We would like to ask Council to accept the bids from both companies since they are so close in price. This will be beneficial to have both companies on standby in case one plant is not mixing we can use the other plant on a day when we are paving City Streets.

Cold Patch SD 2022-4

Two Bidders

Emery Sapp & Sons	Missouri All Season Summer-No Bid	Illinois-No Bid
	Missouri All Season Winter-No Bid	
	Missouri UPM \$135.00	

Diamond Asphalt	Missouri-No Bid	Illinois \$115.00
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<u>Item</u>	<u>Bidder</u>	<u>2020/21</u>	<u>2021/22</u>
Cold Patch	Emery Sapp & Sons	\$135.00	\$135.00
	Diamond Asphalt	\$115.00	\$115.00

Two bids were received this year for our Cold Patch bid, Diamond Construction and Emery Sapp & Sons. The City would like to accept the bid from Diamond Asphalt for the upcoming year.

Liquid Calcium Chloride SD 2022-5
Single Bidder was SICALCO

SICALCO \$.86/gallon
Missouri Petroleum Products Asked to be removed from the list \$0.00 no bid

<u>Item</u>	<u>Bidder</u>	<u>2020/21</u>	<u>2021/22</u>
Liquid Calcium	SICALCO	\$.84	\$.86
	MO Petroleum	\$1.35	No Bid

The City received two entrees this year for their Liquid Calcium Bid. SICALCO and MO Petroleum Products. MP Petroleum asked to be removed from our mailing list as they no longer carry this material. SICALCO had a slight increase in price for their service. The City would like to accept the bid from SICALCO.

CLSM (Flowable Fill) SD 2022-6
Two Bidders

Bleigh Ready Mix \$92.50 with \$40.00 demurrage charge after one hour.
Mark Twain Ready Mix \$96.50 with \$40.00 demurrage charge after one hour.

<u>Item</u>	<u>Bidder</u>	<u>2020/21</u>	<u>2021/22</u>
CLSM	Bleigh Ready Mix	\$82.00/\$40.00 per hour	\$92.50/\$40.00per hour
	Mark Twain Ready Mix	\$96.50/\$40.00 per hour	\$96.50/\$40.00 per hour

For this upcoming 2021 year we would like to ask for the bid to be awarded to Bleigh Ready Mix as the low bidder on Flowable Fill.

Gasoline and Diesel Fuel SD 2022-7
Single Bidder was Big River Oil

<u>Fuel Items</u>	<u>2020/21</u>	<u>2021/22</u>
No Lead Gasoline	\$1.10	\$2.73

No Lead Premium	\$1.26	\$3.23
#2 Diesel	\$1.43	\$2.93
Winter Blend Diesel	\$1.43	\$2.93
Off Road Diesel	\$1.19	\$2.61
Boat Harbor	\$1.39	\$2.81

The City would like to accept the bid from Big River Oil as this is our only bidder.

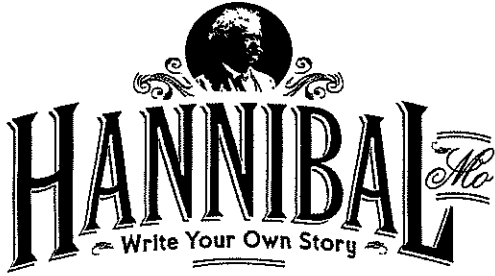
Concrete SD 2022-8
Two Bidders

Bleigh Ready Mix \$125.00 with \$40.00 demurrage charge after one hour.
Mark Twain Ready Mix \$122.00 with \$40.00 demurrage charge after one hour.

<u>Item</u>	<u>Bidder</u>	<u>2020/21</u>	<u>2021/22</u>
Concrete	Bleigh Ready Mix	\$117.50/\$40.00 per hour	\$125.00/\$40.00per hour
	Mark Twain Ready Mix	\$120.00/\$40.00 per hour	\$122.00/\$40.00 per hour

The City would like to ask to accept the bid on both companies while giving Mark Twain Ready Mix the first opportunity for purchase as the low bidder. Both companies will be used by the City on upcoming projects and will be beneficial to have both companies on standby in case one plant is not up and running we can use the other.

Thank you for your time.



Project Number: 2022-2

Project Descriptions: Salt

Date: Thursday, May 20, 2021

BIDDER	Unit / Ton-Price Delivered	Delivery Time
Cargill	\$ 96.47	3-5 Business Days
Campion Minerals	\$ 89.20	5-7 days

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

05-20-2021 - 9:30am
 Date & Time

SNOW REMOVAL SALT
BID NO. SD-2022-2

BID SCHEDULE

(NOTE: Bids shall include any applicable taxes or fees.)

<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE DELIVERED</u>
Snow Removal Salt	Ton	\$ <u>89.20</u>

Indicate approximate delivery time by your firm upon receipt of order from the City:

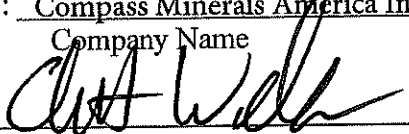
5-7 days

Indicate telephone number to be called for placing orders:

800-323-1641

BY: Compass Minerals America Inc.

Company Name



Signature

Austin Welch, Manager Highway Sales

Typed Name & Title

Seal if by corporation:

9900 W. 109th Street

Address

Overland Park, KS 66210

800-323-1641 5/17/2021

Telephone Date

SNOW REMOVAL SALT

BID NO. SD-2022-2

BID SCHEDULE

(NOTE: Bids shall include any applicable taxes or fees.)

<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE DELIVERED</u>
Snow Removal Salt	Ton	\$ <u>96.47</u>

Indicate approximate delivery time by your firm upon receipt of order from the City:

3-5 business days

Indicate telephone number to be called for placing orders:

800-600-7258

BY: Cargill, Incorporated-Salt, Road Safety
Company Name


Signature

Deseree Cover/Customer Care Representative

Typed Name & Title

Seal if by corporation:

24950 Country Club Blvd., Suite 450

Address

North Olmsted, OH 44070

800-600-7258 May 18, 2021

Telephone

Date

ATTEST:

Celista P. Smith

Signature

May 18, 2021

Date

BID NO. SD-2022-3

ASPHALT
BID SCHEDULE FOR FISCAL YEAR 2021/2022

ITEM: ASPHALT

UNIT

PRICE

Missouri:

Plant Mix Bituminous Pavement, Type BP-1 or BP-2

Ton

\$ 62.00

Plant Mix Bituminous Base Course

Ton

\$ 62.00

Illinois:

HMA Binder, IL-19.0, N50

Ton

\$ No Bid

HMA Surface, Mix C, N50

Ton

\$ No Bid

BY: 

Signature

Mike Bross

Typed Name

Emery Sapp & Sons, Inc.

Firm
P.O. Box 430

Address
Hannibal, MO 63401

Seal if by Corporation

No Seal

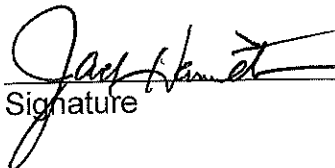
ATTEST:

May 18, 2021

573-221-5958

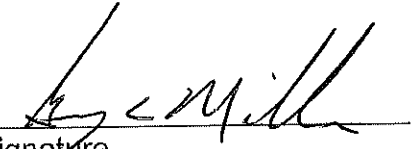
Date

Telephone

 5/18/21
Signature Date

ASPHALT
BID SCHEDULE FOR FISCAL YEAR 2021/2022

<u>ITEM: ASPHALT</u>	<u>UNIT</u>	<u>PRICE</u>
Missouri: Plant Mix Bituminous Pavement, Type BP-1 or BP-2	Ton	\$ <u>NO BID</u>
Plant Mix Bituminous Base Course	Ton	\$ <u>↓</u>
Illinois: HMA Binder, IL-19.0, N50	Ton	\$ <u>65⁰⁰</u>
HMA Surface, Mix C, N50	Ton	\$ <u>65⁰⁰</u>

BY: 
Signature

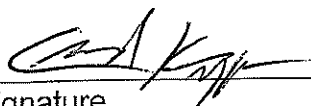
GREGORY C MILLER
Typed Name

Seal if by Corporation

DIAMOND CONSTRUCTION COMPANY
Firm
PO Box 3486
Address
Quincy, IL 62305

ATTEST:

5/10/2021 217-222-3532
Date Telephone

 5-14-21
Signature Date

Bahn

BID PROPOSAL FORM (THURSDAY, MAY 20, 2021)

2021/22 BID

BID NUMBER 2022-3 (CITY HALL COUNCIL CHAMBERS)

BIDDER # 1 Emercy Supp + SMS

ASPHALT:

Missouri:

Plant Mix Bituminous Pavement, Type BP-1 or BP-2

\$ 62.00

Plant Mix Bituminous Base Course

\$ 62.00

Illinois:

HMA Binder, IL-19.0, N50

\$ Q - NO bid

HMA Surface, Mix C, N 50

\$ Q - NO bid

BIDDER # 2 Diamond Construction Company

ASPHALT:

Missouri:

Plant Mix Bituminous Pavement, Type BP-1 or BP-2

\$ Q - NO bid

Plant Mix Bituminous Base Course

\$ Q - NO bid

Illinois:

HMA Binder, IL-19.0, N50

\$ 65.00

HMA Surface, Mix C, N 50

\$ 65.00

Red opening
Other to Bahn
05.20.2021 - P. 00 P.M.
BY: _____

Diamond

BID PROPOSAL FORM (THURSDAY, MAY 20, 2021)

2021/22 BID

BID NUMBER 2022-4 (CITY HALL COUNCIL CHAMBERS)

BIDDER #1 Emery Sepp # SMS

COLD PATCH:

Missouri:

All Season or Pre-Mix (Summer Grade) \$ No Bid

All Season or Pre-Mix Winter Grade) \$ No Bid

UPM High Performance \$ 135.⁰⁰

Illinois:

All Season, Bituminous Mixture, Pre-mix, per Specification M48-02 \$ NO bid

All Season, Bituminous Mixture, Pre-mix, per Specification M120-05 (SMP) \$ NO bid

BIDDER #2 Diamond Construction Company

COLD PATCH:

~~Illinois:~~ Missouri

All Season or Pre-Mix (Summer Grade) \$ NO bid

All Season or Pre-Mix Winter Grade) \$ NO bid

UPM High Performance \$ NO bid

Illinois:

All Season, Bituminous Mixture, Pre-mix, per Specification M48-02 \$ NO bid

All Season, Bituminous Mixture, Pre-mix, per Specification M120-05 (SMP) \$ 115.⁰⁰

Bid opening
May 20 2021 City Clerk
05.20.2021 9:00 am

BID NO. SD-2022-4
COLD PATCH

BID SCHEDULE FOR FISCAL YEAR 2021/2022

<u>ITEM: COLD PATCH</u>	<u>UNIT</u>	<u>PRICE</u>
Missouri: All Season or Pre-Mix (Summer Grade)	Ton	\$ <u>NO BID</u>
All Season or Pre-Mix (Winter Grade)	Ton	\$ <u>↓</u>
UPM High Performance	Ton	\$ <u>↓</u>
Illinois: All season, Bituminous Mixture, Premix, per specification M48-02	Ton	\$ <u>NO BID</u>
All season, Bituminous Mixture, Premix, per specification M120-05 (SMP)	Ton	\$ <u>115⁰⁰</u>

BY: 
Signature

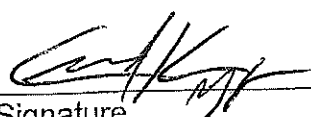
GREGORY C MILLER
Typed Name

Seal if by Corporation

DIAMOND CONSTRUCTION COMPANY
Firm
PO Box 3486
Address
QUINCY, IL 62305

ATTEST:

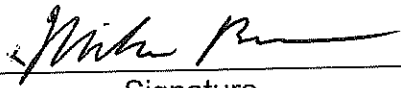
5/10/2021 217-222-3532
Date Telephone

 5-14-21
Signature Date

BID NO. SD-2022-4
COLD PATCH

BID SCHEDULE FOR FISCAL YEAR 2021/2022

<u>ITEM: COLD PATCH</u>	<u>UNIT</u>	<u>PRICE</u>
Missouri: All Season or Pre-Mix (Summer Grade)	Ton	\$ <u>No Bid</u>
All Season or Pre-Mix (Winter Grade)	Ton	\$ <u>No Bid</u>
UPM High Performance	Ton	\$ <u>135.00</u>
Illinois: All season, Bituminous Mixture, Premix, per specification M48-02	Ton	\$ <u>No Bid</u>
All season, Bituminous Mixture, Premix, per specification M120-05 (SMP)	Ton	\$ <u>No Bid</u>

BY: 
Signature

Mike Bross

Typed Name

Emery Sapp & Sons, Inc.

Firm

P.O. Box 430

Address

Hannibal, MO 63401

Seal if by Corporation

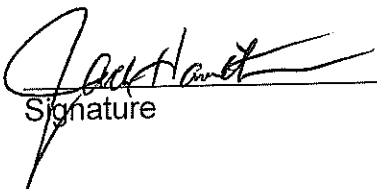
No Seal

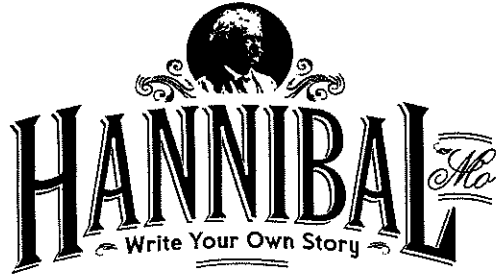
ATTEST:

May 18, 2021 573-221-5958

Date

Telephone

 5/18/21
Signature Date



Project Number: 2022-5

Project Descriptions: Liquid Calcium Chloride

Date: Thursday, May 20, 2021

BIDDER	Unit / Gallon	Unit Price Delivered
Missouri Petroleum Si calco, LTD	no bid - no longer carry material \$.0.86	Delivery - 4 Business Days

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

05-20-2021 - 9:30 am
 Date & Time

VII. GENERAL:

Any questions should be addressed to Street Department Supervisor Mike McHargue 573-822-6950.

LIQUID CALCIUM CHLORIDE

BID NO. SD-2022-5
Fiscal Year 2021/2022

BID FORM

ITEM UNIT UNIT PRICE DELIVERED

Liquid Calcium Chloride Gallon \$ 0.85 ~~71¢~~ (~~\$0.86~~) 72¢

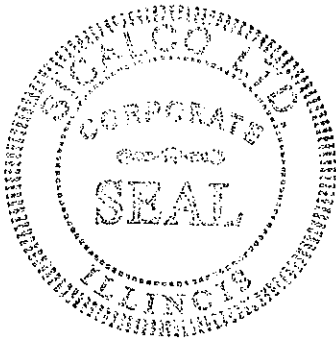
Bids shall include any applicable taxes or fees.

Indicate approximate delivery time by your firm upon receipt of
Order from the City:

4 Business Days

Indicate telephone number to be called for placing orders:

1-800-435-1919



BY: Frank L. Sibr, Jr
Signature

Frank L. Sibr, Jr
Typed Name & Title

Sicalco, LTD
Firm Name

522 Chestnut Street, Suite 613
Address

SEAL, if by Corporation

Hinsdale, IL 60521

29 April 2021 630-371-2655

Date

Telephone

ATTEST:

x Demise L. Hobdare
Signature

x 04/30/2021
Date

VII. GENERAL:

Any questions should be addressed to Street Department Supervisor Mike McHargue 573-822-6950.

LIQUID CALCIUM CHLORIDE

BID NO. SD-2022-5
Fiscal Year 2021/2022

BID FORM

<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE DELIVERED</u>
Liquid Calcium Chloride	Gallon	\$ <u>NO BID</u>

*Please remove us from "Liquid Calcium Chloride Invitation to Bid". We no longer carry that material.

Bids shall include any applicable taxes or fees.

Indicate approximate delivery time by your firm upon receipt of
Order from the City:

N/A

Indicate telephone number to be called for placing orders:

N/A

BY: 

Signature

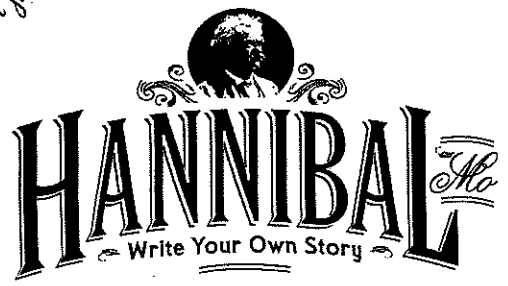
Mike Hartman, Vice President
Typed Name & Title

Missouri Petroleum Products Co., LLC
Firm Name

SEAL, if by Corporation

1620 Woodson Rd. St Louis, MO 63114
Address

Bligh



Project Number: 2022-6

Project Descriptions: CLSM-Flowable Fill

Date: Thursday, May 20, 2021

BIDDER	CLSM-Flowable Fill Amount \$	Demurrage Charge
<i>Bligh Ready Mix</i>	<i>\$ 92.50 / ch. yd</i>	<i>\$ 40 / hour after 1st hour</i>
<i>Frank Jordan Ready Mix</i>	<i>\$ 96.50</i>	<i>\$ 40 / hour</i>

Angelica N. Zerbonia

 Angelica N. Zerbonia, MRCC - CMO City Clerk

05-20-2021 9:30 am

 Date & Time

Quote for July 1st 2021 through JUNE 30 2022

BID PROPOSAL FORM

BID NO. SD-2022-6
CLSM - FLOWABLE FILL

If this Bid is accepted, the undersigned agrees to furnish and deliver Controlled Low-Strength Material at the unit price quoted, upon notification from the City Engineer or his designate to a site as specified by the City Engineer or his designate. It is understood that this bid shall be effective for Fiscal Year 2021/2022 (July 1, 2021 through June 30, 2022).

It is understood that quantities are, at this time, undetermined, and that the successful bidder shall furnish and deliver any and all that the City might require. Proposal shall be based upon deliveries during the bidder's regular working days or other others by special arrangements. Access to job site shall be provided by the City of Hannibal.

No liability shall accrue against bidder by reasons of delays caused by labor difficulties, fire, accidents, delays of carrier, or for any other cause beyond bidder's control, including all present and future Government rulings which may affect shipment, production, or manufacture of any material herein mentioned.

<u>PER CUBIC YARD:</u>	<u>2021/2022 BID</u>
CONTROLLED LOW-STRENGTH MATERIAL (CLSM - Flowable Fill)	\$ <u>92.50/cv.yd.</u>
Mileage Charge Outside City Limits	\$ <u>NONE</u>
Demurrage Charge.....	\$ <u>40.00/hour</u> <u>after 1st hour per load</u>

BIDDER: Bleigh Ready Mix

SIGNATURE: Bridget Bleigh

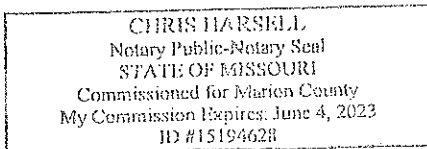
TITLE: Vice President

ADDRESS: 144 Bleigh Drive

TELEPHONE: 573-221-1818

DATE: 5-5-21

SEAL, if by Corporation



Chris Harsell

ATTEST:

BID PROPOSAL FORM

BID NO. SD-2022-6
CLSM - FLOWABLE FILL

If this Bid is accepted, the undersigned agrees to furnish and deliver Controlled Low-Strength Material at the unit price quoted, upon notification from the City Engineer or his designate to a site as specified by the City Engineer or his designate. It is understood that this bid shall be effective for Fiscal Year 2021/2022 (July 1, 2021 through June 30, 2022).

It is understood that quantities are, at this time, undetermined, and that the successful bidder shall furnish and deliver any and all that the City might require. Proposal shall be based upon deliveries during the bidder's regular working days or other others by special arrangements. Access to job site shall be provided by the City of Hannibal.

No liability shall accrue against bidder by reasons of delays caused by labor difficulties, fire, accidents, delays of carrier, or for any other cause beyond bidder's control, including all present and future Government rulings which may affect shipment, production, or manufacture of any material herein mentioned.

PER CUBIC YARD:

2021/2022 BID

CONTROLLED LOW-STRENGTH MATERIAL
(CLSM - Flowable Fill)

\$ 96⁵⁰

Mileage Charge Outside City Limits

\$ 0

Demurrage Charge.....

\$ 40⁰⁰

BIDDER: Mark Twain Ready Mix

SIGNATURE: [Handwritten Signature]

TITLE: Manager

SEAL, if by Corporation

ADDRESS: 2569 Market
Hannibal Mo. 63401

TELEPHONE: 573-248-6102

DATE: 5-15-21

ATTEST:

BID PROPOSAL FOR FUEL-FISCAL YEAR 2021/22

BIDDER AGREES TO FURNISH THE PRODUCTS DESCRIBED IN THE CONTRACT DOCUMENTS FOR THE FOLLOWING TOTAL PROCES:

2022-7

Bid Schedule

(Total price shall include all applicable taxes)

BIDDER Big River Oil

No.	ITEM	UNIT	RACK OR PIPELINE	DELIVERY CHARGE	STATE & TAX FEES	TOTAL BID
1	NO LEAD GASOLINE	Gallon	<u>2.5348</u>	<u>2.5548</u>	<u>.1742</u>	<u>2.729</u>
2	NO LEAD PREMIUM GASOLINE	Gallon	<u>3.0348</u>	<u>3.0548</u>	<u>.1742</u>	<u>3.229</u>
3	#2 DIESEL	Gallon	<u>2.4908</u>	<u>2.5108</u>	<u>.4182</u>	<u>2.929</u>
4	WINTER BLEND FOR STREETS	Gallon	<u>2.4908</u>	<u>2.5108</u>	<u>.4182</u>	<u>2.929</u>
5	OFF-ROAD FOR BPW	Gallon	<u>2.4148</u>	<u>2.4348</u>	<u>.1742</u>	<u>2.609</u>
6	BOAT HARBOR: USES 5050 BLEND	Gallon	<u>2.4308</u>	<u>2.4508</u>	<u>.3582</u>	<u>2.809</u>

Prices will fluctuate or Prices are Firm

SEAL-if be Corporation

Signature John Brokes

Typed Name/Title John Brokes / Manager

Company Big River Oil

ATTEST: _____

Remarks:

Address 1920 Orchard Ave. Hannibal, MO 63401

Phone # (573) 221-0226

BIG RIVER OIL CO., INC.

Wholesale Petroleum Distributors

1920 ORCHARD AVE • HANNIBAL, MO 63401
1-800-533-0226 • (314) 221-0226
FAX - (314) 248-1132



John Brokes IV
Big River Oil
1920 Orchard Ave
Hannibal, MO 63401
5/19/2021

The following bid is based off from the current street prices. This bid consists of the following companies to fill up at Big River Oil Bulk Plant and General Store with the Smart Cards. Or you are able to fill up at Great River Tire with the Flex Fleet Cards. By filling up at the Bulk Plant and General Store we do keep those prices anywhere between .02 and .12 cents cheaper than the current street prices.

Sincerely,

A handwritten signature in cursive script, appearing to read "John Brokes IV".

John Brokes IV
Fuels Manager

P.S. If you would like to discuss items in this quote, or if you need any additional information, please call me personally at 573-221-0226 ext. #1.

Mark Twain Ready Mix

BID PROPOSAL FORM

BID NUMBER 2022-8

CONCRETE

2021/22 BID

PER CUBIC YARD

PAVEMENT CONCRETE
(furnished as needed)

\$ 122.00

MILEAGE CHARGE OUTSIDE THE CITY LIMITS

\$ 0

DEMURRAGE CHARGE

\$ 40.00

CLASS B CONCRETE
(furnished as needed)

\$ 122.00

MILEAGE CHARGE OUTSIDE THE CITY LIMITS

\$ 0

DEMURRAGE CHARGE

\$ 40.00

BIDDER: _____

BY: _____

TITLE: _____

ADDRESS: _____

SEAL, if by Corporation

DATE: _____

TELEPHONE: _____

ATTEST: _____

Bid opening
05.20.2021 - 9:30am
Angela H. [Signature]

Bleigh Ready Mix

BID PROPOSAL FORM

BID NUMBER 2022-8

CONCRETE

2021/22 BID

PER CUBIC YARD

PAVEMENT CONCRETE

(furnished as needed)

\$ 125.00
6.2 Bag

MILEAGE CHARGE OUTSIDE THE CITY LIMITS

\$ NONE

DEMURRAGE CHARGE

\$ 40.00

CLASS B CONCRETE

(furnished as needed)

\$ 125.00
6 Bag

MILEAGE CHARGE OUTSIDE THE CITY LIMITS

\$ NONE

DEMURRAGE CHARGE

\$ 40.00

BIDDER: _____

BY: _____

TITLE: _____

ADDRESS: _____

SEAL, if by Corporation

DATE: _____

TELEPHONE: _____

ATTEST: _____

Bid opening
05.20.2021 9:30 AM
Award to Subme

Bid for July 1st 2021 - JUNE 30 2022

BID PROPOSAL FORM (con't.)
BID NO. SD-2022-8
CONCRETE

2021/2022 BID

Per Cubic Yard:

PAVEMENT CONCRETE 6.2 BAG \$ 125.00
(furnished as needed)
Mileage Charge Outside City Limits \$ NONE
Demurrage Charge \$ 40⁰⁰/hr after 1 hour per load

CLASS B CONCRETE 6 BAG \$ 125.00
(furnished as needed)
Mileage Charge Outside City Limits \$ NONE
Demurrage Charge \$ 40.00/hr after 1st hour per load

Materials used

FM1A concrete Sand
Central Stone Laganys
CAM 3/4" Crushed Stone
Central Stone Hannington

BIDDER: Bleigh Ready Mix

BY: Bridget Bleigh

TITLE: Vice President

ADDRESS: 144 Bleigh Drive
Hannibal Mo 63401

SEAL, if by Corporation

DATE: 5-5-21

TELEPHONE: 573-221-1818

CHRIS HARSELL
Notary Public-Notary Seal
STATE OF MISSOURI
Commissioned for Marion County
My Commission Expires: June 4, 2023
ID #1519462R

ATTEST:

Chris Harsell

BID PROPOSAL FORM (con't.)
BID NO. SD-2022-8
CONCRETE

2021/2022 BID

Per Cubic Yard:

PAVEMENT CONCRETE\$ 122⁰⁰
(furnished as needed)

Mileage Charge Outside City Limits.....\$ 0

Demurrage Charge.....\$ 40⁰⁰

CLASS B CONCRETE.....\$ 122⁰⁰
(furnished as needed)

Mileage Charge Outside City Limits.....\$ 0

Demurrage Charge.....\$ 40⁰⁰

BIDDER: Mark Tunin Ready Mix

BY: [Signature]

TITLE: Manager

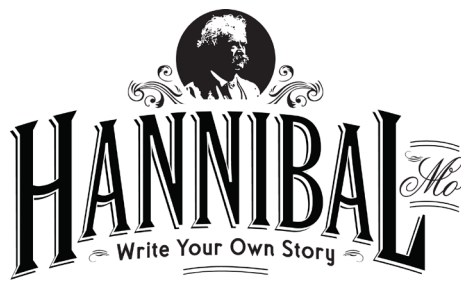
ADDRESS: 2569 Market
Hannibal Mo 63401

SEAL, if by Corporation

DATE: 5-15-21

TELEPHONE: 573-248-6102

ATTEST:



MEMORANDUM

TO: Mayor Hark and Members of the City Council
FROM: Karen Burditt, Director of Finance
DATE: June 1, 2021
SUBJECT: 2021/2022 Budget Ordinance

The following Budget was presented to you at the Budget Workshop held on May 19 with the following changes:

General Fund

Decrease – Police Capital Improvement Bldg 10.42.910	-20,000
Moved heat pump into FY 2021	
Increase – Executive Outside Legal Services 10.29.581	75,000
CID – 353 – NID approved by Council May 18, 2021	
Increase – Internal Services, Professional Services 10.35.587	3,750
GASB 75 Actuarial Study, and Financial advisory services	
Increase – Airport Professional Services 10.90.227	75,000
Business Plan paid with 90/10 grant, BPW paying 10%	_____
Total increase in General Fund Expenditures	\$133,750
Total increase in General Fund Revenue for business plan	\$75,000
State Grants 10.1163 - \$62,500	
Transfer from BPW 10.1122 - \$7,500	
Total new deficit for General Fund	-----\$206,188

Other change to General Fund is the repayment of the \$565,000 loan from the Revolving Loan Fund. This loan was needed between 2012 – 2014 during the recession. This is the last of any due to/due from between funds.

Tourism added an additional part-time position, and decreased line item #48.48.569 by \$13,477. No change in total expenditures.

Added the new fund for the CDBG grant for Union Street storm sewer. This fund will have an equal expense in line #84.84.909 Capital Project, and the revenue line item #84.1194 CDBG Grant Income for \$714,634.

Attached is the updated summary with all the changes. Budget Ordinance to follow.

Karen



MEMORANDUM

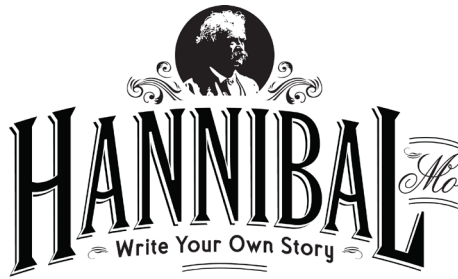
TO: Mayor Hark and Members of the City Council
FROM: Karen Burditt, Director of Finance
DATE: June 1, 2021
SUBJECT: Resolution Amending the FY 2020/2021 No 3

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.

- A. The City applied for the CARES Act Grants through the Marion County Commissioners early in the pandemic before we knew how the City would be affected. Now that we are coming to the close of the fiscal year, we would like to include \$246,902 of expenses in the FY 2021. Many of these items were cut from the current budget last year. This list of was shared with you at the budget workshop
- B. Prior to the end of this fiscal year, the Code Enforcement Officer's position was transferred to the Police Department. This amendment is to transfer that portion of the budgeted salary and social security.
- C. Tourism received another grant in February. This is a 100% grant which means the expense and revenue is a wash. Also, tourism is going to pay \$6,000 towards the purchase of the dumpster for downtown. This will be used for the riverboats and special events.
- D. The Molly Brown Boyhood Home had a tree fall on the roof during the ice storm on January 2. Insurance paid \$2,356 for the repair on the building less the \$1,000 deductible. Tourism replaced the entire roof and paid to have the tree removed. The balance of \$3,644 will be taken from reserve.
- E. The floodwall pumps required \$8,869 in repairs, which was \$5,269 over the budgeted \$3,600.
- F. A separate fund was required for the reporting and expensing of the CDBG Grant for the repair of the Union Street stormwater sewer. Some of these expenses are being processed this fiscal year from grant funds being received. Engineering for this project will not be completed until FY 2022.

I ask the Council to approve the Resolution to follow.

Karen Burditt



MEMORANDUM

TO: James R. Hark, Mayor
City Council

FROM: Karen Burditt, Director of Finance

DATE: June 1, 2021

SUBJECT: GASB-75 Actuary Study for OPEB

Per the Government Accounting Standards Board statement number 75, all government entities are obligated to have an actuarial study done for the expected cost of all benefits other than pension benefits that are promised to employees to extend past the retirement of the employee. Specifically, this is intended to capture promised continued health insurance coverage costs.

GASB-75 requires the full liability to be recognized immediately on the balance sheet using the best estimated calculation of the present liability for future benefits by a third-party certified actuary.

Lewis and Ellis (L&E) Actuaries & Consultants completed the GASB-75 study in the past and is familiar with the City's Self-Insurance program. This is an interim year, so the cost is \$2,700. This cost is half that of a full workup, which is required every two years.

I recommend that the Council authorize the Mayor to execute and accept on behalf of the City, the engagement agreement for Actuarial Services with Lewis & Ellis. Resolution to follow.

Karen



MEMORANDUM

TO: Mayor Hark and Members of the City Council

FROM: Karen Burditt, Director of Finance

DATE: June 1, 2021

SUBJECT: Bond Payments due July 1, 2021

The 2013 Series "A" Bond, and the 2016 Series Bond payments are due on July 1, 2021 in the amounts as follows:

		Principal	Interest	Less Cash	Fund	Total
2016	Streets	\$750,000.00	\$109,793.75	(1.08)	Sales Tax Cap.	\$859,792.67
2013 A	Streets Fac.	\$205,000.00	\$ 4,056.25	(0)	General Fund	\$209,056.25
	Sub-Total	\$955,000.00	\$113,850.00	(1.08)	Sub-Total	\$1,068,848.92

July 1, 2021 payment of principal and interest is due for the two street bonds issued in 2016, and 2013. The Trustee of the Bonds will require payment prior to the bondholder's due date and with the holiday week due date we must make the payment in advance just to be certain that the funds are in hand at the bank in time for processing. We propose payment by wire transfer on June 18, 2021.

The matter is presented to you because of the lapse over the close of one fiscal period (our year ends on June 30th) and the opening of a new fiscal year. This is a normal timing issue in business but you will not see a claim through the accounts payable system because we shall be sending the funds via Federal Wire Transfer. As such, we want you to be informed as to the total liability and the transaction which will be made.

The funds are available in our accounts including, Sales Tax Capital Improvement Fund and/or General Fund. Payment must be made appropriate, judicious, and well-timed to continue with our excellent bond rating. The FY-2021 budget has funds appropriated for these payments.

We ask for your voice vote to allow payment of these funds.

Below is a recap of the bonds and the balance after this payment:

Bond Title	Purpose	REFI or Original Principal	Paid to Date: Principal and Interest	Balance Due Remaining	Closes (Ends)
2016	Streets	\$6,765,000	\$2,702,095	\$5,130,000.00	7/1/2027
2013 (REFI)	Street Facility	\$1,595,000	\$1,709,966	\$90,000.00	7/1/2022
	Totals	\$12,450,000	\$8,428,146	\$6,175,000.00	

City of Hannibal
320 Broadway
Hannibal, Missouri 63401