

City of Hannibal
OFFICIAL COUNCIL AGENDA

Tuesday October 19, 2021
Council Chambers
7:00 p.m.

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

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ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regularly Scheduled Council Meeting – October 5, 2021

APPROVAL OF PAYROLL AND CLAIMS

First Half – October 2021

JODY BOGUE – HISTORIC HANNIBAL MARKETING COUNCIL

Re: Request, Street Closures – Main Street Trick or Treat

Sunday, October 31, 2021 – 2:00 p.m. – 9:00 p.m.

RAY HARVEY – RAY HARVEY ART

Re: Request, Partial City Owned Parking Lot Closure – Mural Painting

*October 19 – October 30, 2021 **est.*

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JAMES HARK – MAYOR
Re: Approval of Reappointments

AIRPORT COMMISSION

- **Greg Baugher – reappointment for a term to expire September 2024**

HANNIBAL TREE BOARD

- **Kristy Trevathan – reappointment for a term to expire September 2024**

Re: Infrastructure Planning, Development & Funding

LISA PECK – CITY MANAGER
Re: Approval of Appointment, Director of Finance
Wesley Metz

Re: Hannibal Nutrition Center – Annual Contract for Services
(Resolution No. 2376-21, to follow)

Re: Payroll Amendment No. 1 – Municipal Court Clerk
Alexis Locke - \$35,169
*(Bill No. 21-030, **EMERGENCY READING**)*

Re: Payroll Amendment No. 2 – Director of Finance
Wesley Metz - \$79,500
*(Bill No. 21-031, **EMERGENCY READING**)*

ANDY DORIAN – DIRECTOR, CENTRAL SERVICES
Re: Hannibal Regional Airport Runway Lighting Project – Missouri Highways and Transportation Commission State Block Grant Agreement
Federal Aviation Administration, Department of Transportation - \$155,546
(Bill No. 21-032, to follow)

JACOB NACKE – LIEUTENANT, HANNIBAL POLICE DEPARTMENT
Re: USDA Rural Development Community Facilities Grant, Bid Award Approval – Missouri Statewide Interoperability Network (MOSWIN) Police, Fire and Building Inspection Departments Radios
A&W Communications - \$631,820.39

MEGAN RAPP – DIRECTOR, HANNIBAL CONVENTION & VISITORS BUREAU
Re: Bid Award Approval, 2021 Visitors Guide – Design & Layout
McDonald Video & Photography - \$4,500.00

**Re: Destination Marketing Organization (DMO) Recertification – DMO Re-certification
Authorization & Employee Confirmation Letter**
Missouri Division of Tourism
(Resolution No. 2377-21, to follow)

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MATTHEW MUNZLINGER – BPW ENGINEER
**Re: Lakeside Drive Extension Project, Acquisition of Property – Contract
for the Sale of Real Estate**
The Bross Family Limited Partnership - \$50,000
(Resolution No. 2378-21, to follow)

RESOLUTION NO. 2376-21

**A RESOLUTION OF THE CITY OF HANNIBAL
AUTHORIZING THE MAYOR TO EXECUTE A ONE-
YEAR SERVICE AGREEMENT BETWEEN THE CITY
AND THE HANNIBAL NUTRITION CENTER IN THE
AMOUNT OF \$18,357 FOR SENIOR MEALS AND
RELATED SERVICES**

RESOLUTION NO. 2377-21

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE OFFICIAL DESTINATION MARKETING ORGANIZATION
(DMO) RECERTIFICATION FOR THE MISSOURI DIVISION OF
TOURISM'S PROMOTE MISSOURI FUND**

RESOLUTION NO. 2378-21

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**A RESOLUTION OF THE CITY OF HANNIBAL
AUTHORIZING THE MAYOR TO EXECUTE
CONTRACTS, DEEDS AND CLOSING DOCUMENTS
REGARDING THE PURCHASE OF REAL PROPERTY
FROM THE BROSS FAMILY LIMITED PARTNERSHIP
IN THE AMOUNT OF \$50,000 RELATING TO THE
EXTENSION OF LAKESIDE DRIVE**

BILL NO. 21-029

**AN ORDINANCE OF THE CITY OF HANNIBAL
PROVIDING FOR A MUNICIPAL ELECTION TO BE
HELD, TUESDAY, APRIL 5, 2022 FOR THE PURPOSE OF
ELECTING THE MAYOR & COUNCIL MEMBERS OF
THE SECOND (2ND) AND FOURTH (4TH) WARDS**

Second & Final Reading

BILL NO. 21-030

**AN ORDINANCE OF THE CITY OF HANNIBAL AMENDING THE
FISCAL YEAR 2021/2022 PAYROLL ORDINANCE, NO. 1,
RELATIVE TO ALIGNING THE DUTIES AND RESPONSIBILITIES
UNDERTAKEN BY THE COURT CLERK POSITION IN THE
MUNICIPAL COURT DEPARTMENT**

Emergency Reading

BILL NO. 21-031

**AN ORDINANCE OF THE CITY OF HANNIBAL
AMENDING THE FISCAL YEAR 2021/2022 PAYROLL
ORDINANCE, NO. 2, STARTING SALARY FOR THE NEW
FINANCE DIRECTOR**

Emergency Reading

BILL NO. 21-032

**AN ORDINANCE OF THE CITY OF HANNIBAL
AUTHORIZING THE MAYOR TO EXECUTE A \$155,546
STATE BLOCK GRANT AGREEMENT BETWEEN THE
CITY OF HANNIBAL AND THE MISSOURI HIGHWAYS
COMMISSION FOR FUNDING THE AIRPORT RENOVATION OF
THE RUNWAY 17/35 LIGHTING, PAPI'S AND REIL'S AT THE
HANNIBAL REGIONAL AIRPORT**

First Reading

CLOSED SESSION

In Accordance with RSMo. 610.021 (1) (2) (12)

ADJOURNMENT

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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: 10-1-21 Date you wish to be placed on Agenda: 10-19-21

Your Organization: HHMC Special Event: Main Street Trick or Treat

Date(s) of Event: 10-31-21 Requested Times (from - to) 2pm - 9pm

Description of Activity: Closure of Street to provide activities for Halloween

Primary Contact Person(s): Jody Bogue Home Phone:

Work Phone: Cell Phone: 314-718-4718 E-mail: jodybogue@gmail.com

Assistance Needed (location, etc.): Barricades Main Street at Broadway to Hill Street. Side streets barricaded at Main St. Intersection. See attached map

DEPARTMENTAL COMMENTS:

Police: No cost to HPD Dept. Cost 0 Lt Routh

Fire: No problems with this event Dept. Cost 0 Chief Benjamin

Clerk Public Works: Approval of certificate of Insurance & hold harmless on file and must clean up following event Dept. Cost 0 Azerbaijan

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

M Rapp

Administration:

Dept. Cost

0

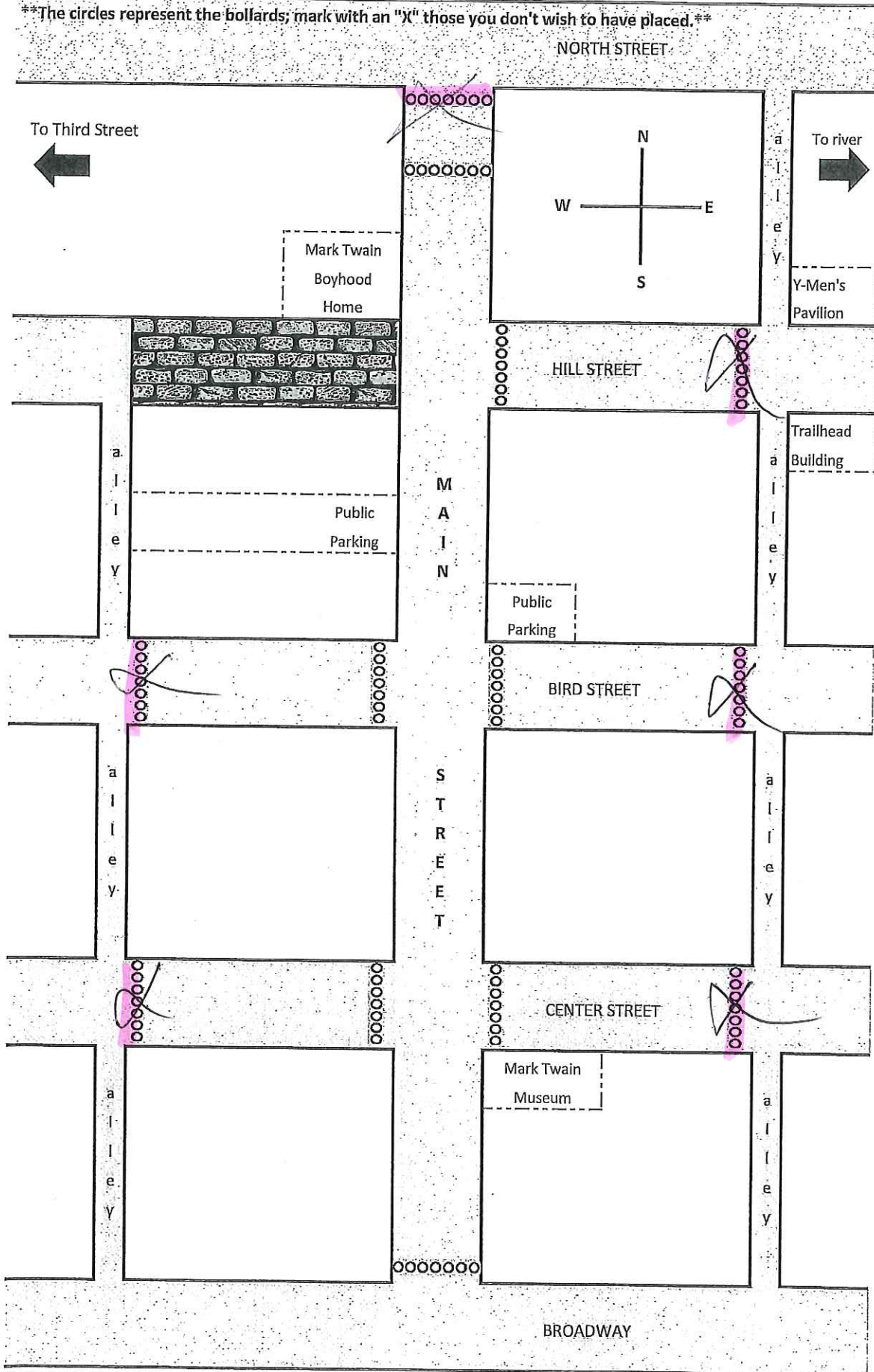
STAFF RECOMMENDS:

Approval upon certificate of insurance receipt.

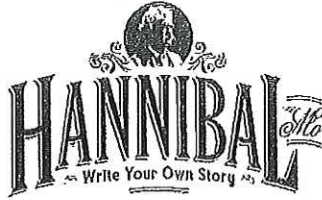
John J. [unclear] City Clerk

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 Main Street Trick or Treat Date of Event 10/31/21
Location/Address/Facility Name North Main Street

Expected Number of Attendees: 1-2000

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: Joseph Bogue
Cell Phone: 314-718-4718

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

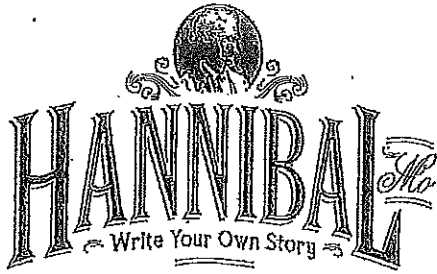
1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed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

V. CONTACT INFORMATION

Primary Contact: Joseph Bogne Cell Phone: 314-718-4718
Secondary Contact: Paul Llewellyn Cell Phone: 573-822-6035

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: 10/13/21 Date you wish to be placed on Agenda: 10/19/21

Your Organization: Ray Harvey Art Special Event:

Date(s) of Event: est. 10/19-10/30 Requested Times (from -- to) DAYLIGHT

Description of Activity: To create a mural on the wall of 323 N. main St, four parking spaces need to be obstructed due to scaffolding and work area.

Primary Contact Person(s): Ray Harvey Home Phone:

Work Phone: Cell Phone: 314/603-5057 E-mail RayHarveyArt@gmail.com

Assistance Needed (location, etc.) Block (4) parking spaces on parking lot adjacent to La Azatua. Lot is City owned property

DEPARTMENTAL COMMENTS:

Police: No cost to HPD Dept. Cost 0 Lt Rowley

Fire: No problems with this request Dept. Cost 0 Chief Benjamin

Clerk Public Works: Approval upon Certificate of Insurance 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

M Rapp

Administration: _____

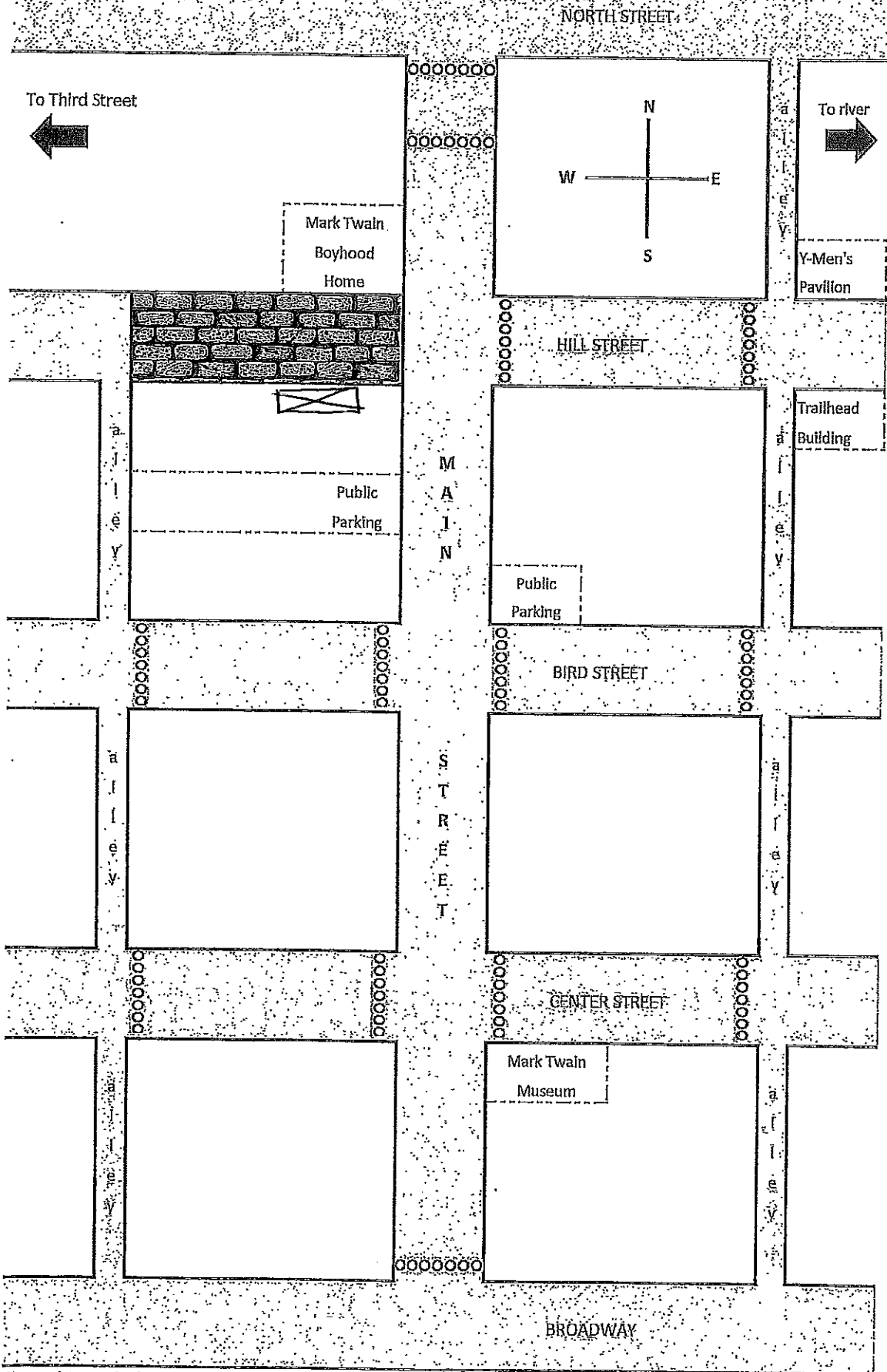
Dept. Cost 0

STAFF RECOMMENDS: Approval kpm certificate of insurance

Angie G. Zaborni MRC, CAO
City Clerk

HISTORIC DISTRICT - PROPOSED STREET CLOSURES (Bollard Placement)

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MEMORANDUM

To: Mayor Hark and Members of the Hannibal City Council

From: Lisa Peck, City Manager

Re: Consent to Hire Wes Metz as Finance Director

Date: October 5, 2021

This filling of the Finance Director position requires the consent of the City Council per the Charter. I would like to put forth Wes Metz for this position. Wes has approximately 22 years in Finance, with the last 17 being in governmental finance. He has a BS in Accounting, with an MBA. Wes has also served as both mayor and on city council, in addition to volunteering for several organizations.



MEMORANDUM

To: Mayor Hark and Members of the Hannibal City Council

From: Lisa Peck, City Manager

**Re: Resolution for Service Agreement with the Hannibal Nutrition Center
- Consideration & Adoption**

Date: October 5, 2021

The FY-2022 budget contains an appropriation of \$18,357 for the Service Agreement with the Hannibal Nutrition Center. The City Council voted in the October 5, 2021 meeting to have documents drafted to continue the previous agreement. Those will be before you this evening.



Lisa Peck
City Manager

MEMORANDUM

To: Mayor Hark and Members of the Hannibal City Council

From: Lisa Peck, City Manager

Re: Payroll Ordinance Amendment

Date: October 12, 2021

There are two Payroll Ordinance Amendments to follow.

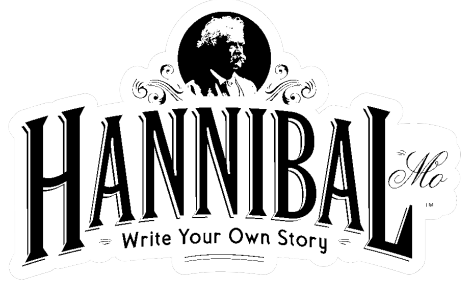
1. Court Clerk pay increase to account for additional duties (from budgeted amount of \$31,227 to \$35,169).
2. Starting salary for new finance director (from budgeted amount of (\$73,169 to \$79,500).

These changes will cost an additional \$7,128 in salary for this fiscal year.

Staff recommends approval of the payroll ordinance by emergency reading. Emergency readings require 2/3 passage.

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

Fax: 573 221-0707



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

FROM: Andrew Dorian

DATE: 10/4/2021

RE: Highways Commission State Block Grant Agreement

The runway lights, PAPI's and REIL's at the Hannibal Regional Airport are in need of replacing due to age.

The City of Hannibal is requesting to enter into a \$155,546 Missouri Highways and Transportation Commission State Block Grant Agreement to fund the design of the project. Aviation, our airport engineering firm, has proposed a lump sum not to exceed amount of \$169,829.90 to design the project and Rood & Associates provided a \$3,000 Independent Fee Estimate which is a Federal requirement.

This agreement include use of the City's Non-Primary Entitlement Aviation Funds, the breakdown is

- \$5,216 from 2017
- \$150,000 from 2018
- \$330 from 2019.

The city will be required to pay a 10% lump sum not to exceed match of \$17,283.

The total estimate for the runway light project is \$690,500.

The Department of Public Works recommend that the City Council authorize the Mayor to sign a \$155,546 Missouri Highways and Transportation Commission State Block Grant Agreement for funding for the renovations of the runway lighting, Papi's and Reil's at the Hannibal Regional Airport.



Hannibal Police Department
Jacob Nacke, Lieutenant
777 Broadway, P O Box 793
Hannibal, MO 63401

Police Department (573) 221-0987
Department Fax (573) 221-3966
E-mail jnacke@hannibalpd.com

October 14, 2021

Dear Mayor Hark and Council Members,

During the month of October, the Hannibal Police Department (HPD), the Hannibal Fire Department (HFD), and Building Inspector sought sealed bids for the following:

- (50) Mobile Radios
- (89) Portable Radios
- (5) In-Building Radio Solutions (Police and Fire Stations)

The sealed bids were received and opened on October 13th from the following vendors:

Wireless USA	\$803,395.42 (Motorola) (State Contract #CT18278001)
A&W Communications	\$786,258.77 (Harris) (State Contract #60520CO0721)
A&W Communications	\$631,820.39 (Harris/Kenwood) (State Contract #60520CO0721)

The radios are designed to operate on the Missouri Statewide Interoperability Network (MOSWIN). The City of Hannibal currently relies on an analog system which is not compatible with various agencies like the Marion County Sheriff's Department, Marion County Ambulance, and Missouri State Highway Patrol. The new radios will allow for communication with any of our surrounding partners and increase safety for emergency responders.

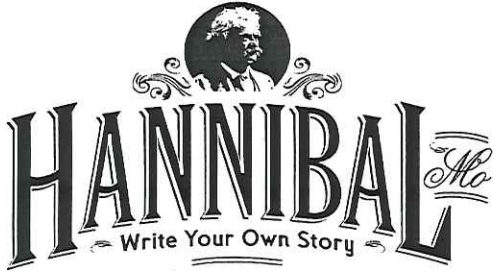
Some of the radio features:

- Five year manufacturer's warranty
- APCO P-25 digital, trunking-enabled VHF/700/800 MHz
- Emergency activation button
- Carrying cases for portables
- Shoulder microphones for portables
- External Speakers for mobiles
- Programming included

In accordance with Hannibal City Charter Sec. 9.13, I ask for Council's permission to accept the A&W Communication's bid of \$631,820.39. The funds for this project will be provided by the USDA Rural Development Community Facilities Grant \$206,787.00; Marion County 911 \$125,000.00; Ralls County 911 \$75,000.00; with \$225,033.39 coming from the City of Hannibal.

Respectfully,

Lt. Jacob Nacke



Angelica N. Zerbonia, MRCC, CMO
City Clerk

Project Number: MOSWIN Vehicle Radio Project

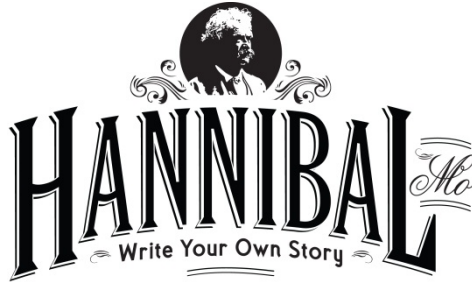
Project Descriptions: MOSWIN Radios

Date: Wednesday, October 13, 2021 @ 10:00 a.m.

BIDDER	50 APCO P-25 Digital, trunking enabled VHF 700/800 Mobile Radios, must include installation	89 APCO P-25 digital, trunking enabled VHF 700/800 MHz portable radios capable of working on Missouri Statewide Interoperability Network (MOSWIN)	Modify, Adapt, Replace existing Fixed Mobile Radio to Control Command Phones, Speakers and Installation	COMMENTS
Wireless USA				Total entire project: \$803,395.42
A + W Communications				Stations portable - 786,258.77
A + W Communications				Stations mobile - Kenwood JKW500 - 631,820.39

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

October 13, 2021 - 10:00 a.m.
Date & Time



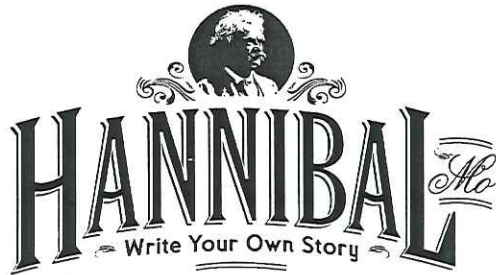
MEMORANDUM

TO: Mayor James Hark and Members of City Council
CC: Lisa Peck, City Manager
FROM: Megan Rapp, Director of Conventions & Tourism
DATE: October 12, 2021
REGARDS: Bid Approval - 2021 Hannibal Visitors Guide Design & Layout

2022 OFFICIAL HANNIBAL VISITORS GUIDE - DESIGN & LAYOUT

A legal notice was placed in the Hannibal Courier Post on September 29, 2021, and an RFP was sent to vendors requesting the information for the 2022 Hannibal Visitor Guide layout & design. Bids were opened on October 8, 2021, by the city clerk. The lowest bid was submitted by McDonald Video & Photography in the amount of \$4,500.00. The company was verified by the city clerk's office and does have a Hannibal business license.

HCVB Staff recommends the bid be awarded to McDonald Video & Photography in the amount of \$4,500.00 for the layout & design of the 2022 Hannibal Visitors Guide.



Angelica N. Zerbonia, MRCC, CMO
City Clerk

Project Number: HCVB

Project Descriptions: Design, Layout, and Printing of 2022 Visitors Guide

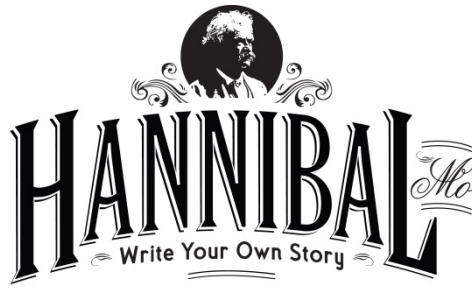
Date: Friday, October 8, 2021 @ 9:45 a.m.

BIDDER	Design & Layout	Printing of 2022 Visitors Guide	COMMENTS
McDonald Video ~ Photography	\$ 4,500.00		
Pooler Communications	\$ 6,500.00		
DMD Promo	\$ 7,300.00		

To be bid separately at later date
[Signature]

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

10.08.2021 - 10:00 am
Date & Time



MEMORANDUM

TO: Mayor James Hark and Members of City Council
CC: Lisa Peck, City Manager
FROM: Megan Rapp, Director of Conventions & Tourism
DATE: October 12, 2021
REGARDS: DMO Re-Certification

DMO RE-CERTIFICATION

The Hannibal Convention & Visitors Bureau (HCVB) requests your approval to submit an application for re-certification as the regional Destination Marketing Organization (DMO). The HCVB is designated as the DMO in our region of Marion and Ralls Counties; this allows us to participate in programs administered with the Missouri Division of Tourism, including marketing grants. Our current certification is set to expire on June 30, 2022; the re-certification application deadline is November 5, 2021.

HCVB Staff requests City Council approval to apply for re-certification as the Destination Marketing Organization (DMO), in conjunction with the support from Marion and Ralls Counties, in order to participate in programs with Missouri Division of Tourism.



ELECTRIC WATER SEWER STORMWATER

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

www.HANNIBALBPW.org



MEMO

To: City Council Members
From: Mathew Munzlinger, P.E.
Date: October 14, 2021
Re: Lakeside Drive Property Acquisition

Background: As part of the plans for the development of the road network around the Lakeside Technology Park, Lakeside Drive was to exit the business park and connect into the south outer road of Highway 36 at the Sleep Inn.

Information Provided: The City was selected to receive an 80% grant to complete the construction of the remaining portion of Lakeside Drive through the Governor's Cost Share program in in 2020. The Hannibal Board of Public Works has agreed to purchase the property for the Lakeside Drive extension and to pay the 20% match as the road extension replaces access to the West Substation through a temporary easement.

Action Requested: Approval of the resolution to follow allowing the mayor to execute the necessary documentation to complete the purchase of this parcel of property necessary to complete the extension of Lakeside Drive from its current location south of the Sleep Inn to the business park.