

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

City Council meetings will be videotaped to be shown live on the City of Hannibal YouTube page.

Although the meeting will be shown live, residents will also be able to watch the meeting on the YouTube page after the meeting.

The instructions to watch the meetings online follow:

1. Type in www.youtube.com in the web browser
2. Type in City of Hannibal in the "Search" bar and hit Enter and hit the magnifying glass on the right side of the search bar
3. Click on "City of Hannibal" or the city of Hannibal crest
4. During the City Council meeting, there will be a red Thumbnail with the word "Live" on it.
5. Click on the Thumbnail to watch the meeting
6. The meeting may be viewed on the website in its entirety after the meeting

CITY OF HANNIBAL

OFFICIAL PUBLIC HEARING

**Tuesday, August 15, 2023
6:15 p.m.
Council Chambers**

CALL TO ORDER

BIANCA QUINN – FINANCE DIRECTOR
Re: 2023 Ad Valorem Property Tax Levy

PUBLIC COMMENTS

ADJOURNMENT

City of Hannibal
OFFICIAL COUNCIL AGENDA

**Tuesday August 15, 2023
Council Chambers
7:00 p.m.**

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- 2. Type in City of Hannibal in the "Search" bar and hit Enter and hit the magnifying glass on the right side of the search bar.*
- 3. Click on "City of Hannibal" or the city of Hannibal crest.*
- 4. During the City Council meeting, there will be a red Thumbnail with the word "Live" on it.*
- 5. Click on the Thumbnail to watch the meeting.*
- 6. The meeting may be viewed on the website in its entirety after the meeting.*

ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

**Regular Schedule Council Meeting- July 18, 2023
Regular Schedule Council Meeting- August 1, 2023**

**APPROVAL OF PAYROLL AND CLAIMS
First Half - August 2023**

DEBBIE HIGBEE ROBERTS- HANNIBAL PUBLIC SCHOOL

**Re: Request, Street Closures/ 74TH Annual Band Day
Saturday, September 23, 2023, 10:00 a.m.- 12:00 p.m.**

BRANT DOOLEY- HANNIBAL JAYCEES
Re: Request, Street Closures/ 3rd Annual Car Show
Saturday, September 9, 2023, 6:00 a.m.- 5:00 p.m.

TRISHA O'CHELTREE- HISTORIC HANNIBAL MARKETING
Re: Request, Street Closures/ Trunk, or Treat
Tuesday, October 31, 2023, 2:00 p.m.- 8:00 p.m.

TRISHA O'CHELTREE- HISTORIC HANNIBAL MARKETING
Re: Request, Street Closures/ Living Dead Windows
Saturday, October 28, 2023, 4:00 p.m.- 8:00 p.m.

ANNA LEMON- STRINGS TO MEND
Re: Request, Street Closures/ Music Under the Stars
Saturday, September 7, 2023, 4:00 p.m.- 9:00 p.m.

APRIL AZOTEA – HANNIBAL, MO
Re: Questions for Council

SCOTT SELDON – VFW
Re: Liquor Control Letter

MIKE DOBSON – MAYOR PRO TEM

Re: Approval of Appointment

Library Board

Joy McPike – Appointment for a term to expire June 2026

Re: Recommendation of Appointment

Hannibal Housing Authority

Kyra Belcher – Appointment for a term to expire April 2027

CHARLES PHILLIPS – 4TH WARD COUNCIL MEMBER
STEPHAN FRANKE – 3RD WARD COUNCIL MEMBER
Re: Monthly Management Report

LISA PECK - CITY MANAGER

Re: Approval of Appointments

Board of Adjustments

Tom Batenhorst – Appointment for a term to expire May 2026

Cole Painter – Appointment for a term to expire May 2028

Richard Ferrell – Appointment for a term to expire May 2028

ANDY DORIAN - DIRECTOR – CENTRAL SERVICES

Re: Flood Gate Seal Replacement

Bid Award \$104,500 – T&B Trucking and Excavating

(Resolution No. 2475-23 to follow)

Re: Airport Rescue State Block Grant Agreement

Grant Award \$22,000

(Resolution No. 2474-23, to follow)

Re: Survey Agreement Riverview Park

Survey agreement \$15,000 – Allied Engineering Services, LLC

(Resolution No. 2473-23, to follow)

Re: 2023 TAP Grant Application

(Resolution No. 2472-23, to follow)

BIANCA QUINN – FINANCE DIRECTOR

Re: 2023 Ad Valorem Property Tax Levy

(Bill No. 23-029-, to follow, Emergency Reading)

Re: Budget Process Overhaul

TREVOR MCDONALD – SALES & MARKETING MANAGER, HCVB

Re: Fiscal Year 2024 Website Maintenance Agreement

HAL BENEDICT – HANNIBAL REGIONAL ECONOMIC DEVELOPMENT COUNCIL

Re: HREDC Update

BILL NO. 23-025

**AN ORDINANCE REVISING CHAPTER 29, SECTION 29-114 OF
THE ORDINANCES OF THE CITY OF HANNIBAL, REGARDING
SIDEWALKS**

Second & Final Reading

BILL NO. 23-026

**AN ORDINANCE REVISING CHAPTER 9, SECTIONS 9-28 AND 9-
186 OF THE ORDINANCES OF THE CITY OF HANNIBAL,
REGARDING DRAINAGE AND FLOOD CONTROL**

Second & Final Reading

BILL NO. 23-027

**AN ORDINANCE PROVIDING FOR SUBMISSION OF A
PROPOSAL (*PROPOSITION R*) TO REQUIRE THE CITY
OF HANNIBAL TO PASS AN ORDINANCE REQUIRING
VARIOUS CITY STAFF TO PROVIDE REPORTS TO THE
QUALIFIED VOTERS OF THE CITY FOR THEIR
APPROVAL AT THE ELECTION TO BE HELD ON
TUESDAY, NOVEMBER 7, 2023**

Second & Final Reading

BILL NO. 23-029

**AN ORDINANCE OF THE CITY OF HANNIBAL FIXING AND
ADOPTING THE RATE OF TAXATION FOR THE YEAR OF 2023
AND LEVYING TAXES THEREFORE**

Emergency Reading

RESOLUTION NO. 2472-23

**A RESOLUTION SUPPORTING THE CITY OF HANNIBAL'S 2023
TRANSPORTATION ALTERNATIVES PROGRAM GRANT TO
REBUILD SIDEWALK ALONG MARKET STREET IN FRONT OF
EUGENE FIELD SCHOOL AND ST. JOHN'S LUTHERAN SCHOOL
AND PROVIDING ASSURANCE OF THE CITY'S ABILITY AND
INTENT TO MAKE THE REQUISITE 20% MATCH TOWARD THIS
GRANT.**

RESOLUTION NO. 2473-23

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
\$15,000 ENGINEERING SERVICE AGREEMENT BETWEEN THE
CITY OF HANNIBAL AND ALLIED ENGINEERING SERVICES,
LLC FOR THE BOUNDARY AND TOPOGRAPHIC SURVEY OF
RIVERVIEW PARK.**

RESOLUTION NO. 2474-23

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A
MISSOURI HIGHWAYS & TRANSPORTATION COMMISSION
AIRPORT RESCUE STATE BLOCK GRANT AGREEMENT IN
ORDER TO RECEIVE \$22,000 FOR OPERATIONAL EXPENSES AT
THE HANNIBAL REGIONAL AIRPORT.**

RESOLUTION NO. 2475-23

**A RESOLUTION AUTHORIZING THE MAYOR PRO TEM TO
EXECUTE A \$104,500 CONTRACT AND SIGN ANY AND ALL
RELATED DOCUMENTS BETWEEN THE CITY OF HANNIBAL
AND T&B TRUCKING AND EXCAVATING FOR THE
REPLACEMENT OF THE SEALS ON THE DOWNTOWN
FLOODGATES.**

CLOSED SESSION

In Accordance with RSMo 610.021 (1), and (2)

ADJOURNMENT



MEMORANDUM

TO: Mayor Pro Tem Dobson and City Council Members

FROM: Bianca Quinn, Finance Director

DATE: August 9, 2023

SUBJECT: 2023 Ad Valorem Property Tax Levy

The Marion and Ralls County Assessors have provided notice of the 2023 aggregate assessed values to the City and the Missouri State Auditor. The State Auditor's review of submitted data determined the 2023 tax rate ceiling for the City's taxing entities will remained unchanged:

Taxing Entity	2022	2023
General Fund	0.7590	0.7590
Library	0.2854	0.2854
Police & Fire Retirement	0.1334	0.1334
TOTAL	\$1.1778	\$1.1778

The Ad Valorem Property Tax rate is based on every \$100.00 dollars of assessed values for both real and personal property taxes. The above table indicates of the \$1.1778 total the General Fund receives approximately 75 cents of every \$100 of assessed value; with 28 cents going to the Library and 13 cents going to the Police and Fire Retirement Pension fund.

The State adjusts the rates to allow for inflation and increases in assessed values and depreciation. Any additional tax revenue to the City would solely occur from new construction and improvements. The following summary provides the assessed values for 2023:

Hannibal - Marion & Ralls

2023 Aggregate Assessed Valuation

Class	Marion	Ralls	Total
Residential Real Estate	112,678,900	1,017,140	111,660,580
Agricultural Real Estate	107,010	1,270	105,900
Commercial Real Estate	59,360,630	16,238,980	75,551,860
Personal Property	47,439,502	18,142,766	64,019,385
Loc. Assess RR & Util R.E.	234,700	0	707,600
Loc. Assess RR & Util Per. Prop.	64,080	0	669,880
State Assess RR & Util R.E.	2,876,946	117,491	3,800,556
State Assess RR & Util Per. Prop.	1,357,927	49,373	1,714,967
Total	224,119,695	35,567,020	259,686,715
Total Attributed to New Constr. & Improvements R.E. (included above)	384,390	66,830	451,220

SUMMARY 2023

Real Property (all sources above)	175,258,186	17,374,881	192,633,067
Personal Property (all sources above)	48,861,509	18,192,139	67,053,648
Total 2023	224,119,695	35,567,020	259,686,715

PRIOR YEAR (2022)

Real Estate Property	176,443,193	17,767,940	194,211,133
Personal Property	49,857,465	14,161,920	64,019,385
Total 2022	226,300,658	31,929,860	258,230,518

Increase in 2023 from 2022

\$1,456,197

Due to time constraints and as allowed for in section 2.20 of the City Charter, an emergency reading to the Ordinance is requested. This will allow for the pro formas to be completed and sent to both the Marion and Ralls County Clerks by the end of August deadline.

BILL NO.

ORDINANCE NO. _____

EMERGENCY READING: _____

**AN ORDINANCE OF THE CITY OF HANNIBAL FIXING AND ADOPTING
THE RATE OF TAXATION FOR THE YEAR OF 2023 AND LEVYING TAXES
THEREFORE**

WHEREAS, the City of Hannibal annually sets and affixes the ad valorem rate of taxation to be levied upon all real property and tangible personal property located within the City of Hannibal, Counties of Marion and Ralls, State of Missouri, subject to taxation, and

WHEREAS, based on the Missouri State Auditor's Office determination, the maximum taxation rate allowable per \$100 of assessed valuation has been computed to be:

➤ General Fund	\$0.7590
➤ Hannibal Free Public Library	\$0.2854
➤ Police & Firemen's Retirement Fund	\$0.1334
for a combined total of	\$1.1778

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HANNIBAL, MISSOURI:

SECTION ONE: That the following general, special and annual municipal taxes are hereby levied for the year 2023, and upon all real property and tangible personal property within the Counties of Marion and Ralls, State of Missouri, subject to taxation, to-wit:

FIRST: A tax for general municipal purpose of .7590/100 dollars (\$0.7590) on the One Hundred Dollars (\$100.00) valuation, as authorized by Article 10, Section 11, Constitution of the State of Missouri, and Section 94.340 Revised Statutes of Missouri, 1978.

SECOND: A Special Tax for the purpose and benefit of the Hannibal Free Public Library of said City of .2854/100 dollars (\$0.2854) on the One Hundred Dollars (\$100.00) valuation voted by the majority vote of the citizens of the City of Hannibal on June 9, 1964, in pursuance of Section 182.140 as amended, Revised Statutes of Missouri, 1978, as amended at the General Election April 4, 1989 which a \$0.30 special tax was approved.

THIRD: A Special Tax for the purpose and benefit of the Policemen's and Firemen's Retirement (Pension) Fund of the City of Hannibal .1334/100 (\$0.1334) on the One Hundred Dollars (\$100.00) valuation as authorized at the General

Election of the City of Hannibal, May 6, 1947, as amended at the General
Election of the City of Hannibal, May 1, 1956.

SECTION TWO: All ordinances or parts of ordinances in conflict herewith are
hereby repealed.

SECTION THREE: This ordinance shall be effective immediately upon its adoption
and approval.

Adopted this _____ day of _____, 2023.

Approved this _____ day of _____, 2023.

Michael Dobson, Mayor Pro Tem

ATTEST:

Melissa Cogdal, City Clerk



MEMORANDUM

TO: Mayor Hark and City Council Members

FROM: Bianca Quinn, Finance Director

DATE: July 12, 2023

SUBJECT: Public Hearing Request- 2023 Ad Valorem Property Tax Levy

The Marion and Ralls County's 2023 aggregate assessed valuations should be received by the City no later than July 31, 2023. In order comply with the Missouri State Auditor requirements to set the 2023 ad valorem property tax rate, the City Council must first hold a public hearing.

Following the public hearing, an ordinance will be presented to adopt the proposed tax rate, as approved by the State Auditor, which is based upon prior year tax information and assessed valuations. The State Auditor's Office will prepare pro formas (tax rate forms) which authorize the 2023 tax rate ceiling.

I request Council approval to set a public hearing for the purpose of discussing the 2023 ad valorem property tax rates for the City's General, Police & Fire Retirement, and Library funds for Tuesday, August 15, 2023, at 6:15 p.m.

*Due to time constraints with State deadlines, the ordinance to adopt the proposed tax rate will require an emergency reading during the Council Meeting directly following the public hearing.

**Return to:**

Office of the City Clerk

320 Broadway Hannibal, MO 63401 Ph.

(573) 221-0111

Fax (573) 221-8191

Email to: bdooley@hannibal-mo.gov

SPECIAL EVENT APPLICATION(Council Meetings are the 1st & 3rd Tuesdays of each month)**Deadline for Submission: Wednesday, Prior to Council Meeting**Today's Date: July 7, 2023 Date you wish to be placed on Agenda: August 15, 2023Your Organization: Hannibal HS Special Event: 74th Hannibal BAND DAYDate(s) of Event: Saturday, Sept. 23, 2023 Requested Times (from-to): 10 AM - NOON* No rain date @ this time.Description of Activity: Parade down Broadway - 74th year for this;
20-30 bands (marching only) - might be a band trailer or 2 w/their
band.Primary Contact Person(s): Debbie Higbee Roberts Home Phone: 573-248-1970Work Phone: 573-221-5840 Cell Phone: 660-341-8405 E-mail: dhigbee@hannibal60.com
ext. 4155Assistance Needed (location, etc.): We would need assistance from the police dept,
for traffic control & closures. Broadway parade straight to riverfront.Disassemble past the flags - buses are in the riverfront lots. Parade
assembles @ Dulaney Park up Grand ext. I will need to be in touch w/ the
street dept. to coordinate **DEPARTMENTAL COMMENTS** usage of the parking lots at
the riverfront! Thank you!
Police: 10 Officers @ \$35.00 x 2 hours cost to HPD.Dept. Cost: \$700.00

-Lieutenant Routh

Fire: No issue with this event.Dept. Cost: 0

-Chief Ryan Neisen

Board of
Public Works: N/ADept. Cost: 0

N/A

Building Inspector: No comments or concerns with this event.Dept. Cost: 0

-Building Inspector's Office

✓ Rec'd 07.10.2023-BKD

Parks: Parks has no objections. Dept. Cost: 0
-Andy Dorian

Street: Streets has no objections. Dept. Cost: 0
-Andy Dorian

Tourism: No conflicts with riverboat dockings; Riverfront parking should Dept. Cost: 0
be clear. -Megan Rapp

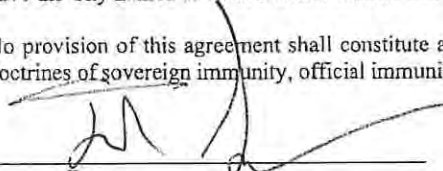
Administration: ~~Approval upon receipt of Hold Harness & Certificate of~~ Dept. Cost: 0
Insurance. All documents received. -Clerk's Office ✓
Melissa Cogdal

STAFF RECOMMENDS: _____



Hold Harmless and Insurance Requirements

- 1) To the fullest extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Hannibal, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees
- 2) Sponsor shall purchase and maintain the following insurance, at Sponsor's expense: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- 4) Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- 5) No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

By 
C.O.O.
Title

7-21-23
Date



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name 74th Hannibal BAND DAY Date of Event Sat., Sept. 23, 2023
Location/Address/Facility Name Parade down Broadway
Buses parked @ the riverfront
Expected Number of Attendees: unknown

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: Debbie Higbee Roberts

Cell Phone: 660-341-8405

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

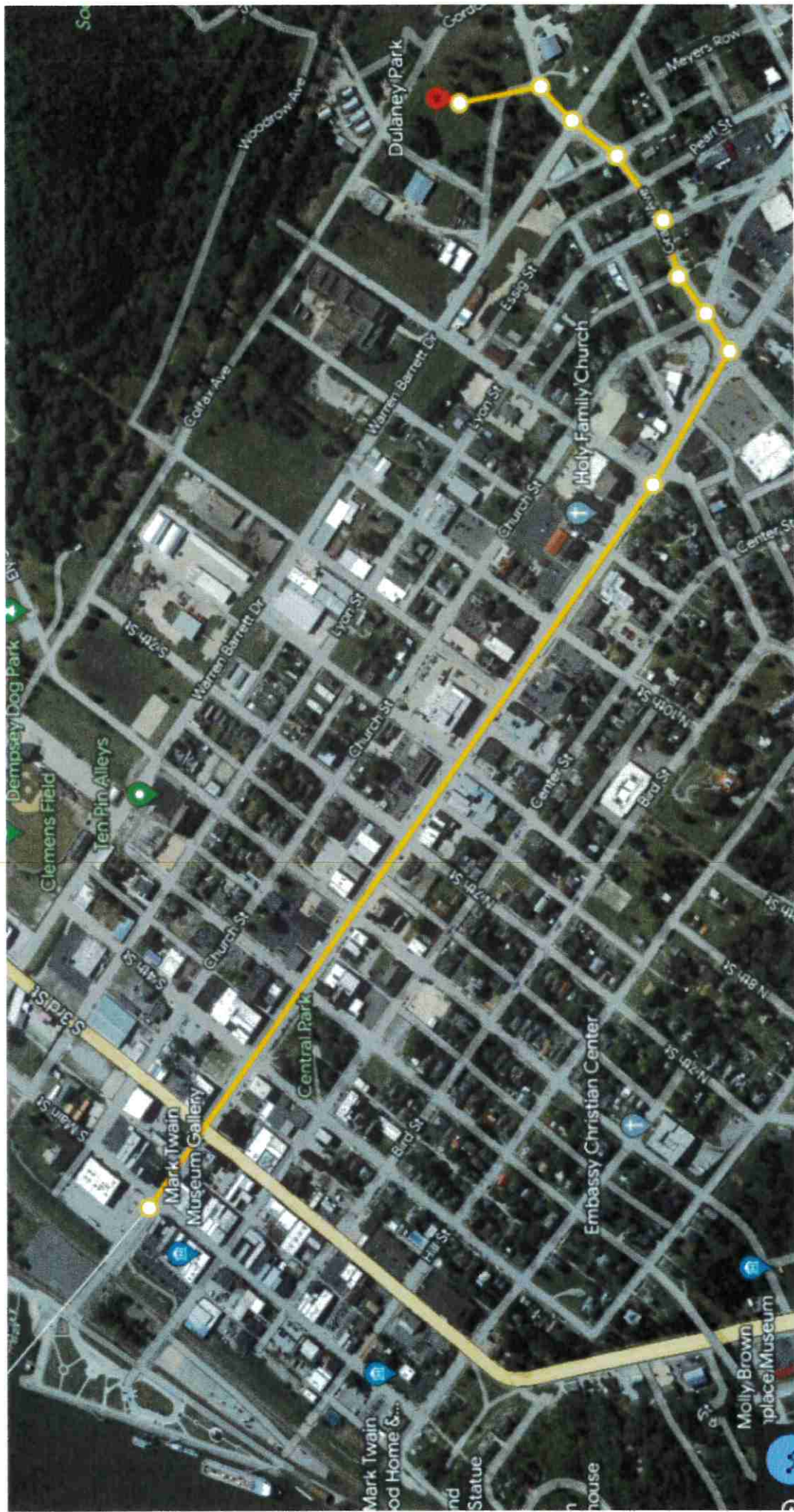
1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed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

V. CONTACT INFORMATION

Primary Contact: Debbie Higbee Roberts Cell Phone: 660-341-8405
Secondary Contact: _____ Cell Phone: _____

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)



**Return to:**

Office of the City Clerk

Attn: Britta Dooley

320 Broadway Hannibal, MO 63401 Ph.

(573) 221-0111

Fax (573) 221-8191

Email to: bdooley@hannibal-mo.gov

SPECIAL EVENT APPLICATION(Council Meetings are the 1st & 3rd Tuesdays of each month)**Deadline for Submission: Wednesday, Prior to Council Meeting**Today's Date: 8.01.2023 Date you wish to be placed on Agenda: 08.15.2023Your Organization: Hannibal Jaycees Special Event: 3rd Annual Car ShowDate(s) of Event: 09.09.2023 Requested Times (from-to): _____Description of Activity: Car Show - Requesting to close Lyon street from 3rd Street Viaduct to South Main Street.Primary Contact Person(s): Brant Dooley Home Phone: (573) 822-5499Work Phone: — Cell Phone: — E-mail: brantdooley@gmail.comAssistance Needed (location, etc.): needing barricades at viaduct and South main.**DEPARTMENTAL COMMENTS** (office Use)Police: No Cost to HPD. Dept. Cost: Ø

- Lieutenant Routh

Fire: No issue with this event. Dept. Cost: Ø

- Chief Ryan Neisen

BPW: The BPW has no comments. Dept. Cost: Ø

- Darrin Gordon

Building Inspector: The Building Inspector has no comment or concerns. Dept. Cost: Ø

- Building Inspector's Office

Parks: No objections Dept. Cost: _____
- Andy Dorian

Street: No objections Dept. Cost: _____
- Andy Dorian

Tourism: No concerns from CVB. Dept. Cost: Ø
- CVB Office

Administration: Documents have been obtained. Dept. Cost: Ø
- Clerks Office

STAFF RECOMMENDS: _____



Hold Harmless and Insurance Requirements

- 1) To the fullest extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Hannibal, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees
- 2) Sponsor shall purchase and maintain the following insurance, at Sponsor's expense: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- 4) Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- 5) No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.



By

President

Title

08.01.2023

Date



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Hannibal Jaycees 3rd Annual Date of Event September 9, 2023
Car show.
Location/Address/Facility Name Tanyard Gardens - 320 S. 3rd Street
Hannibal Mo. 63401
Expected Number of Attendees: 500?

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: Brant Dooley

Cell Phone: 573.822.5499

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 Brant Dooley 573.822.5499
Aaron Allen 573.577.8157

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 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: Brant Dooley Cell Phone: 573.822.5499
Secondary Contact: Aaron Allen Cell Phone: 573.577.8157

Dial 911 in case of emergency

3rd St. Viaduct

Barricade

Jayce's
Gravel lot

Star
Theater
Ole
vlt's

Lyon St.

Alley

Barricade

South Main St.

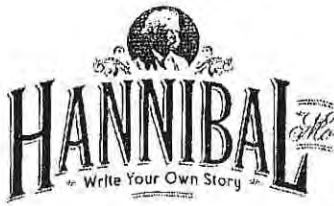
Tanyard
Gardens

Jayce's
Grass lot

Alley

Haunted House

Train Depot



Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO 63401
Ph. (573) 221-0111
Fax (573) 221-8191

SPECIAL EVENT APPLICATION

(Council Meetings are the 1st & 3rd Tuesdays of each month)
Deadline for Submission: Wednesday, Prior to Council Meeting

Today's Date: 8/7/24 Date you wish to be placed on Agenda: Aug 15, 2023

Your Organization: Historic Hannibal Marketing Council Special Event: Trunk or Treat

Date(s) of Event: Tue, Oct 31, 2023 Requested Times (from-to): 2 pm 8 pm

Description of Activity: Outdoor door to door + trunk or treating event on Main Street. Halloween activities, booths + decorated trunks etc on Main St + the Bird + Main St parking lot. For everyone's safety, we are asking to close Main St. and side streets.

Primary Contact Person(s): Trisha D'Onofree Home Phone: 0

Work Phone: 573-221-1818 ext 204 Cell Phone: 636-734-1938 E-mail: trishadonofree@gmail.com

Assistance Needed (location, etc.): Will need barricades at Main St + Broadway and another at North + Main St. Need the Bird + Main St parking lot closed as well. Ballards to be put up on side streets as well. May need assistance clearing Main St. at 4pm

DEPARTMENTAL COMMENTS

Police: No cost to HPD. Dept. Cost: 0
-Lieutenant Routh

Fire: No issue with this event. Dept. Cost: 0
-Chief Ryan Neisen

Board of Public Works: HBPW has no issues. Dept. Cost: 0
-Darrin Gordon

Building Inspector: No comment or concerns with the special event request. Dept. Cost: 0
-Building Inspector's Office

✓ Rec'd 08.08.2023-BKD

Parks: Parks has no objections. Dept. Cost: 0
-Andy Dorian

Street: Streets has no objections. Dept. Cost: 0
-Andy Dorian

Tourism: No comments from CVB. Dept. Cost: 0
-HCVB Office

Administration: All documents have been submitted & are on file. Dept. Cost: 0
-Clerk's Office

STAFF RECOMMENDS: _____



Hold Harmless and Insurance Requirements

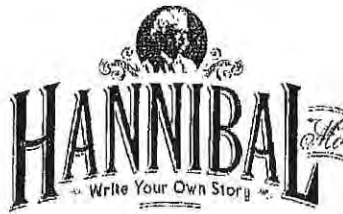
- 1) To the fullest extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Hannibal, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees
- 2) Sponsor shall purchase and maintain the following insurance, at Sponsor's expense: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- 4) Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- 5) No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

Dusha Cheltree
By
Event Manager - HHMC

Title

8/7/24

Date



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Trunk or Treat Date of Event Oct 31, 2023
Location/Address/Facility Name Historic Downtown Hannibal
- Main St + Main + Bird Parking lot -
Expected Number of Attendees: hundreds North St to Broadway

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: Katy Welch/Trisha O'Cheltree
Cell Phone: 573-719-0252/636-734-1938

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.
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4. Crowd control will be managed by:
☒ Staff or ☐ On-site Security

V. CONTACT INFORMATION

Primary Contact: Katy Welch
Secondary Contact: Trisha O'Cheltree

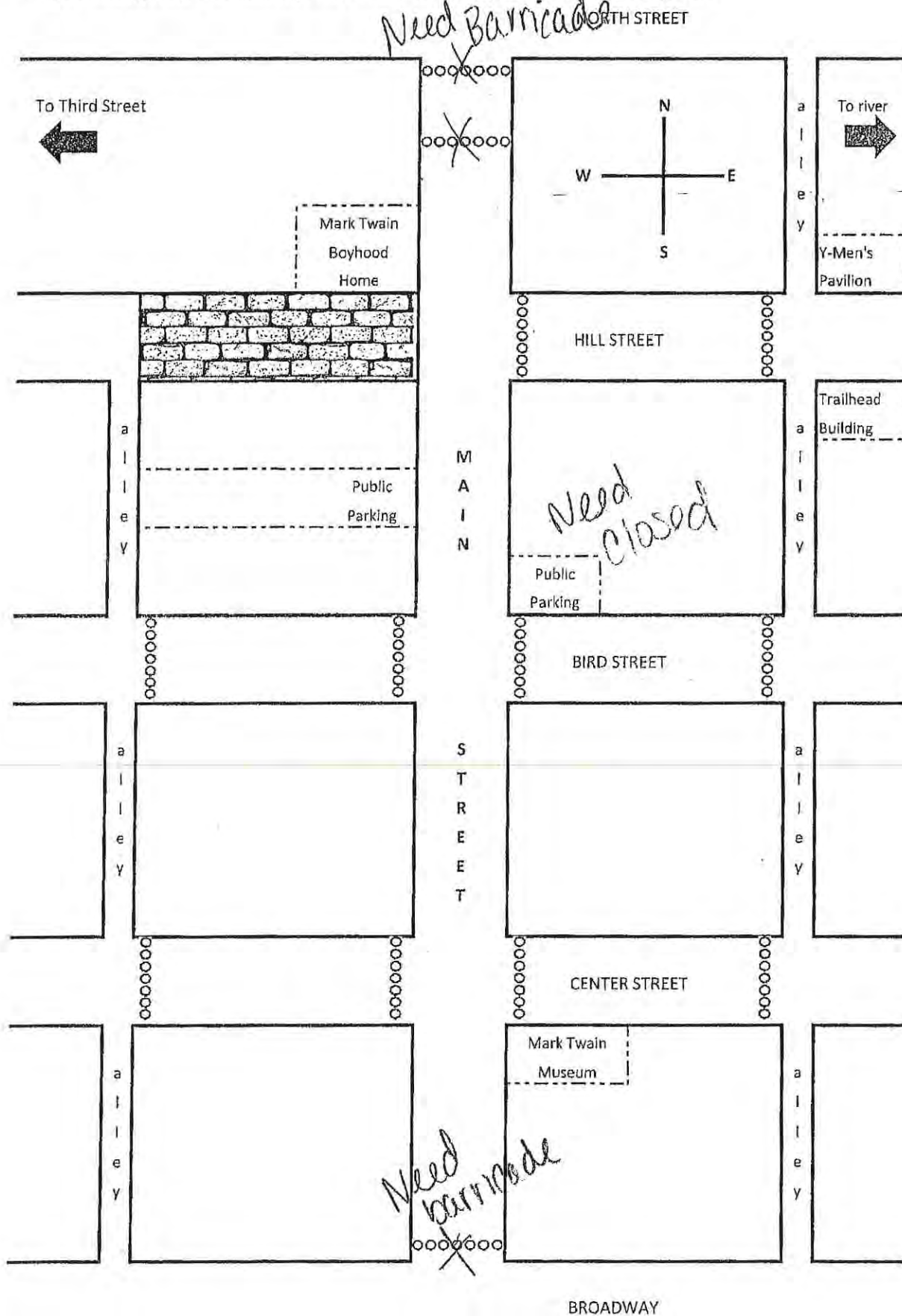
Cell Phone: 573-719-0252
Cell Phone: 636-734-1938

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)

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

✓rec'd 08.08.2023-BKD




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm  Dick Wehde Ins Agcy Inc. 1300 Broadway Hannibal, MO 63401		CONTACT NAME: John Carlin PHONE: 573-221-0204 FAX: 573-2310462 E-MAIL: johnathan.carlin.vadq2k@statefarm.com ADDRESS: 573 221-0204	
INSURED Historic Hannibal Marketing Council 116 N Main St #835 Hannibal, MO 63401		INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25143	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:	Y		05-AAD885-3	09/16/2023	09/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Hannibal 320 Broadway Hannibal, MO 63401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies Insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Policy Number: 95-AA-D885-3

Named Insured:
HISTORIC HANNIBAL MARKETING COUNCIL

Name And Address Of Additional Insured Person Or Organization:

CITY OF HANNIBAL

320 Broadway

Hannibal MO 63401-4406

1. **SECTION II — WHO IS AN INSURED** of **SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - a. **Premises And Ongoing Operations**
Your acts or omissions or the acts or omissions of those acting on your behalf:
 - (1) In connection with your premises; or
 - (2) In the performance of your ongoing operations; or
 - b. **Products-Completed Operations**
"Your work" performed for that additional insured and included in the "products-completed operations hazard".
2. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
3. **Primary Insurance.** The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

All other policy provisions apply.



Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO 63401
Ph. (573) 221-0111
Fax (573) 221-8191

SPECIAL EVENT APPLICATION

(Council Meetings are the 1st & 3rd Tuesdays of each month)
Deadline for Submission: Wednesday, Prior to Council Meeting

Today's Date: 8/1/24 Date you wish to be placed on Agenda: Aug 15, 2023

Your Organization: Historic Hannibal Marketing Council Special Event: Living Dead Windows

Date(s) of Event: Sat, Oct 28, 2023 Requested Times (from-to): 4-8pm

Description of Activity: Each window of downtown businesses come to life with a haunted Halloween scene. The Jaycee Halloween Parade is the same night, so for safety reasons, we would like to shut Main St & side streets down. The Jaycees are ok with this.

Primary Contact Person(s): Trisha O'Cheltree Home Phone: 8

Work Phone: 573-221-1818 ext 204 Cell Phone: 636-734-1938 E-mail: trishaocheltree@gmail.com

Assistance Needed (location, etc.): Will need barricades at Main St & Broadway and another at North Main St. Ballards to be put up on side streets as well. May need assistance clearing Main Street at 4pm.

DEPARTMENTAL COMMENTS

Police: No cost to HPD. Dept. Cost: 0
-Lieutenant Routh

Fire: No issue with this event. Dept. Cost: 0
-Chief Ryan Neisen

Board of Public Works: HBPW has no issues. Dept. Cost: 0
-Darrin Gordon

Building Inspector: No comment or concerns with the special event request. Dept. Cost: 0
-Building Inspector's Office

✓ Rec'd 08.08.2023-BKD

Parks: Parks has no objections. Dept. Cost: 0
-Andy Dorian

Street: Streets has no objections. Dept. Cost: 0
-Andy Dorian

Tourism: Always happy to have this popular event return. Dept. Cost: 0
-HCVB Office

Administration: All documents have been submitted & are on file. Dept. Cost: 0
-Clerk's Office

STAFF RECOMMENDS: _____



Hold Harmless and Insurance Requirements

- 1) To the fullest extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Hannibal, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees
- 2) Sponsor shall purchase and maintain the following insurance, at Sponsor's expense: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
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Jisha Cheltrie

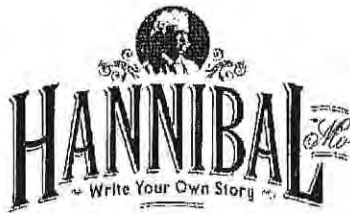
By

Event Manager-HHMC

Title

8/7/24

Date



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Living Dead Windows Date of Event Oct 28, 2023
Location/Address/Facility Name Historic Downtown Hannibal
- Main St - From North St to Broadway
Expected Number of Attendees: hundreds

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: Katy Welch/Trisha O'Connell
Cell Phone: 573-719-0252/636-734-1938

✓ Rec'd 08.08.2023-BKD

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.
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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.
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4. Crowd control will be managed by:
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V. CONTACT INFORMATION

Primary Contact: Katy Welch
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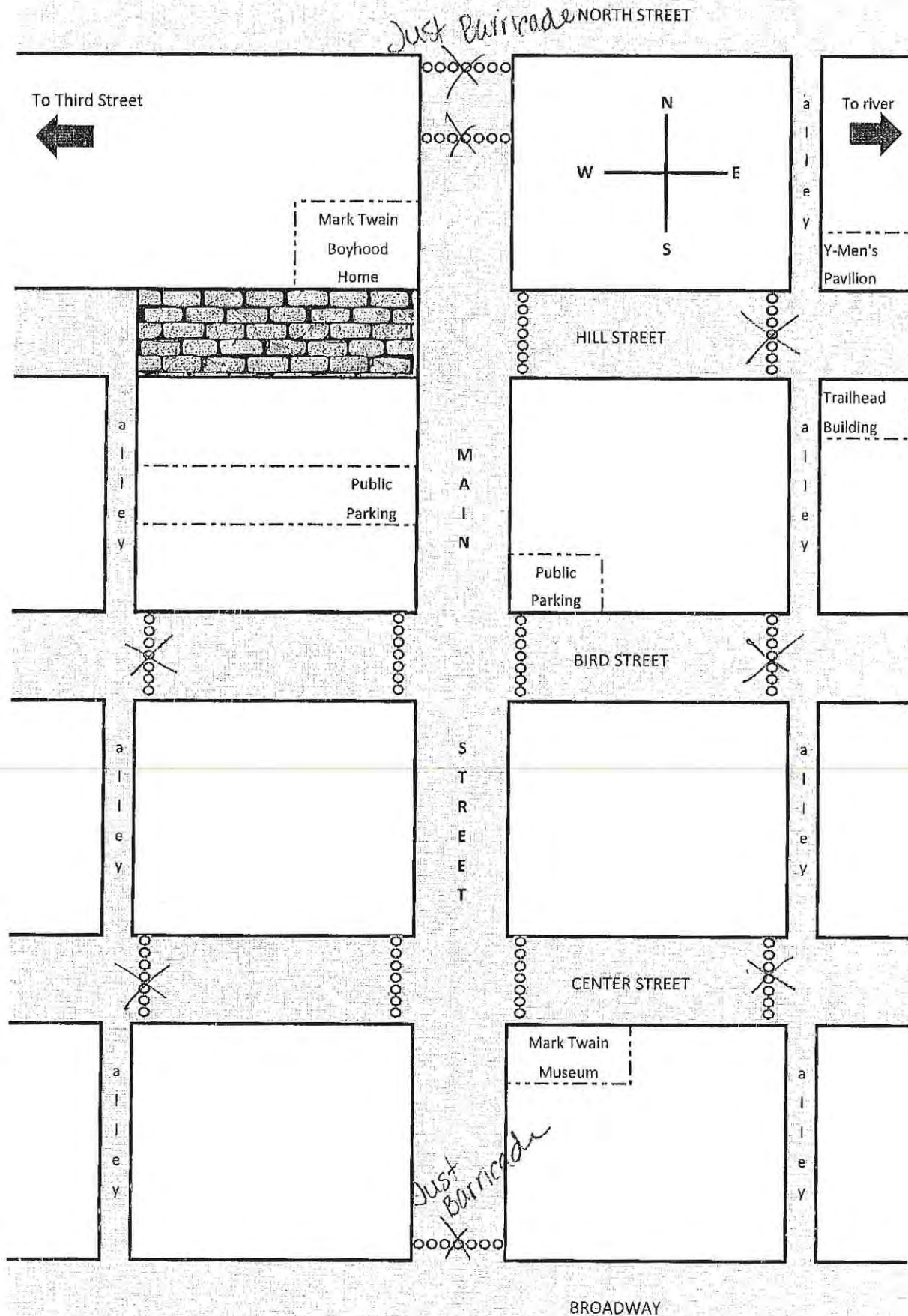
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Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)

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

✓ Rec'd 08.08.2023 - BKD

✓ Rec'd 03.02.2023-BKB

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies Insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Policy Number: 95-AA-D885-3

Named Insured:

HISTORIC HANNIBAL MARKETING COUNCIL

Name And Address Of Additional Insured Person Or Organization:

CITY OF HANNIBAL

320 Broadway

Hannibal MO 63401-4408

1. **SECTION II — WHO IS AN INSURED** of **SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - a. **Premises And Ongoing Operations**
Your acts or omissions or the acts or omissions of those acting on your behalf:
 - (1) In connection with your premises; or
 - (2) In the performance of your ongoing operations; or
 - b. **Products-Completed Operations**
"Your work" performed for that additional insured and included in the "products-completed operations hazard".
2. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
3. **Primary Insurance.** The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

All other policy provisions apply.



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Fax (573) 221-8191

SPECIAL EVENT APPLICATION

(Council Meetings are the 1st & 3rd Tuesdays of each month)
Deadline for Submission: Wednesday, Prior to Council Meeting

Today's Date: 8.1.2023 Date you wish to be placed on Agenda: Aug 15, 2023
Your Organization: Strings to Mend Special Event: Music Under the Stars
Date(s) of Event: Sept 7, 2023 Requested Time: (from-to): 4-9
Description of Activity: Music Under the Stars will be hosting a special Thursday night concert by Seth Wade + "Strings to Mend"
Primary Contact Person(s): Anna Lemon Home Phone: _____
Work Phone: _____ Cell Phone: 406-7650 E-mail: _____
Assistance Needed (location, etc.): event will be located at the same location as Music Under the Stars. Asking for closure of Hill Street to 3rd Street.

DEPARTMENTAL COMMENTS

Police: No cost to HPD. Dept. Cost: 0
-Lieutenant Routh

Fire: No issue with this event. Dept. Cost: 0
-Chief Ryan Neisen

Board of Public Works: The HBPW has no comments. Dept. Cost: 0
-Darrin Gordon

Building Inspector: No comments or concerns with this event. Dept. Cost: 0
-Building Inspector's Office

✓ Rec'd 08.07.2023-BKD

Parks: Parks has no objections. Dept. Cost: 0
-Andy Dorian

Street: Streets has no objections. Dept. Cost: 0
-Andy Dorian

Tourism: No comment from cvb. Dept. Cost: 0
-HCVB Office

Administration: All documents have been submitted & are on file. Dept. Cost: 0
-Clerk's Office

STAFF RECOMMENDS: _____



Hold Harmless and Insurance Requirements

- 1) To the fullest extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Hannibal, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses, or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.
- 2) Sponsor shall purchase and maintain the following insurance, at Sponsor's expense: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence basis.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation Insurance with statutory limits required by any applicable Federal or state law and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- 4) Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- 5) No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

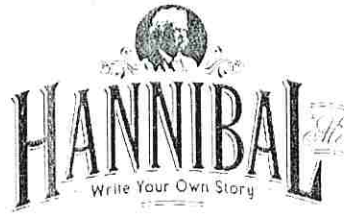
[Signature]
By
Advisory Board member CAC

Title

8-9-2023

Date

reference to the City's insurance



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Strings to Mend Date of Event Sept 7, 2023
Location/Address/Facility Name Music Under the Stars location
on Hill Street
Expected Number of Attendees: 200 +

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: Anna Lemon
Cell Phone: 406-7650

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

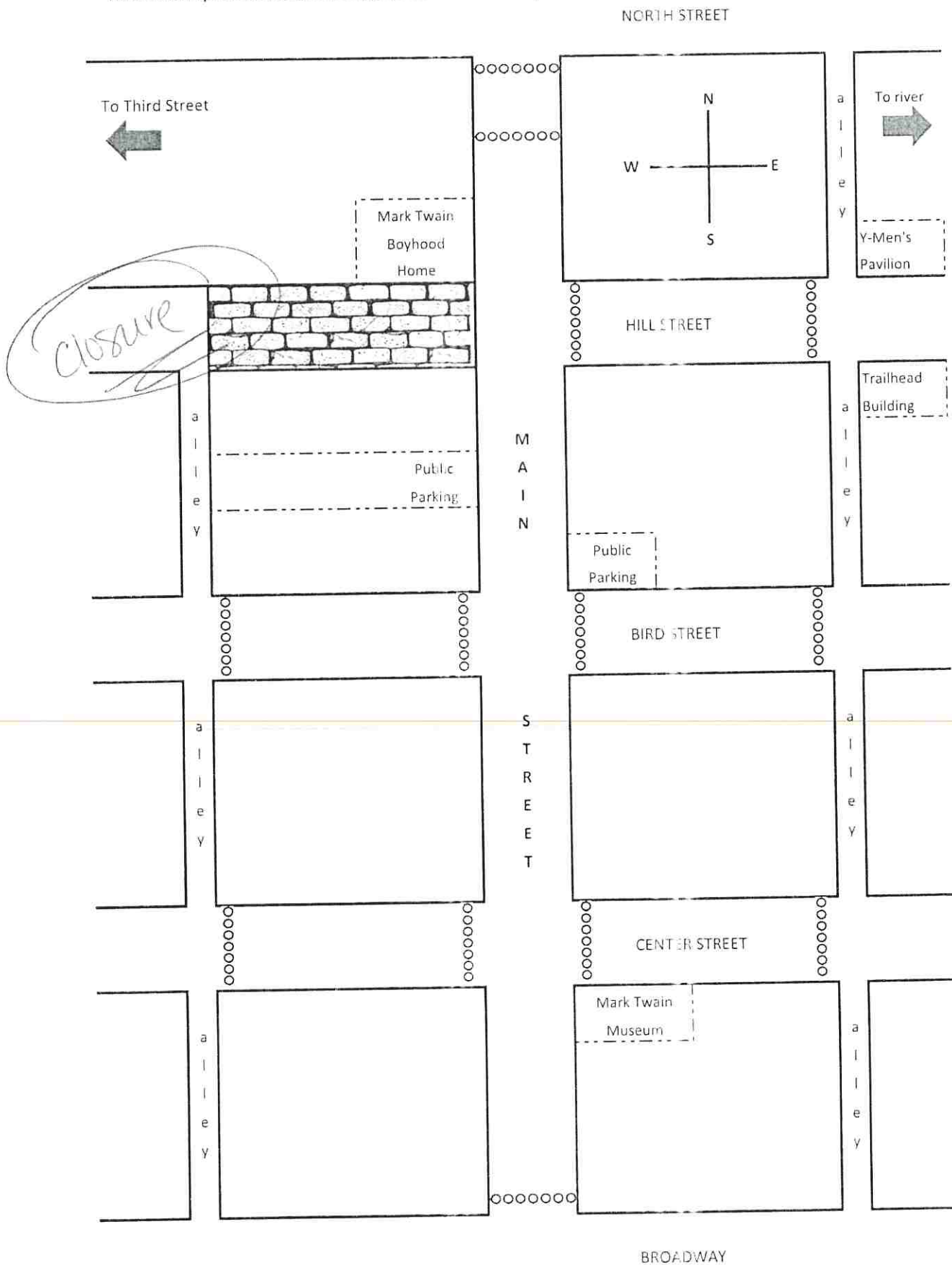
Primary Contact: Anna Lemon Cell Phone: 406-7650
Secondary Contact: Jenny Brokes Cell Phone: 248-4260

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)

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 McFargue, Street Supervisor at

(573) 822-6950

✓ Rec'd 08.07.2023-RKD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Trust GDC Ins. Svcs. a Division of First State Ins. 123 N. 6th Street Hannibal MO 63401		CONTACT NAME: Sharon Beardsley PHONE (A/C, No. Ext): (573) 221-8484 E-MAIL ADDRESS: sbeardsley@fsia.bz FAX (A/C, No): (573) 248-1311	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: West Bend Mutual Insurance Company	
		INSURER B: The Cincinnati Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 23-24 Master COI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		2082426 09	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ EXCLUDED						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	\$						
	\$						
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			EXS 0201491	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 2,000,000
	AGGREGATE \$ 2,000,000						
	\$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E L EACH ACCIDENT \$
							E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG2026 04 13 - ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION
EVENT - 9-7-23 MUSIC UNDER THE STARS - In the event of rain this will be held @ Admiral Coontz Recreation Center, Hannibal, MO

CERTIFICATE HOLDER

City of Hannibal
320 Broadway

Hannibal

MO 63401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Clara E. Zanger

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Hannibal

320 Broadway, Hannibal, MO 63401-4406

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Office of the



City Clerk

City Council Request to Speak
Council Meetings are held the First and Third Tuesday of Each Month
Deadline is 4:00 p.m. Thursday prior to City Council Meeting
Speakers Must Register Using Current Residential Address &
Residing Ward (if applicable)

Today's Date: 8-10-23

Date you wish to be placed on Agenda: 8-15-23

Name: April Ayteea

Address: Hannibal MO

Phone Number: 217-316-0004

Subject Matter: Questions for Council

8-10-23
Date

April Ayteea
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 to the specific meeting.
(573)221.0111

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

red 1:00 pm 8/10/23

Britta Dooley

From: Melissa Cogdal
Sent: Tuesday, August 8, 2023 12:32 PM
To: Britta Dooley
Subject: FW: Hannibal Housing Authority

Hey Brit,

Will you print this out and put in my August 15 file on my desk.

Thanks!

Melissa Cogdal
City Clerk
City of Hannibal, Missouri
320 Broadway; Hannibal, MO 63401
Ph. 573-221-0111 ext. 209
Fax 573-221-8191
mcogdal@hannibal-mo.gov

-----Original Message-----

From: Michael Dobson <MDobson@hannibal-mo.gov>
Sent: Tuesday, August 8, 2023 6:43 AM
To: Melissa Cogdal <MCogdal@hannibal-mo.gov>
Cc: Lisa Peck <LPeck@hannibal-mo.gov>
Subject: Hannibal Housing Authority

Melissa,
Please present to council under my name Kyra D Belcher to serve a term for the Hannibal Housing Authority for a term to expire April 2027.

Regards,
Michael J Dobson
Mayor Pro Tem

Sent from my iPad

MEMO
Monthly Management Report

TO: Hannibal City Council

We are asking City Council to update the ordinances to mandate a written monthly Management Report from the City Manager, City Clerk, and Department heads.

At the August 1st, 2023 meeting Council voted to place an ordinance update requiring a written monthly Management Report from the City Manager, City Clerk, and Department heads on the November ballot.

While we have asked multiple times and not received any explanation from our fellow Councilmembers on their thought processes we take their ballot efforts to mean they support a monthly Management Report.

Since Council seems to support a Monthly Management Report, for the sake of simplicity, we suggest going ahead and updating the ordinances now in lieu of going to the ballot. That way the ballot can be exclusively about the Mayor's race and brighter tomorrow's for Hannibal.

Our original proposal to go to the ballot was to take it out of Council's hands and let the people make their voices heard.

It seems even more Hannibalians, in addition to the dozens upon dozens who have approached us, have spoken up since then as Mr McCoy has indicated he spoke to his constituents.

As such, since the people have made their voice's heard, for the sake of simplicity, we ask City Council to direct the City Attorney, in our open and public meeting for all to see, to draft language to update Section 2-172 of the ordinances to mandate a written monthly Management Report from the City Manager, City Clerk, and Department heads.

FROM:

Charles Phillips, Councilperson for Hannibal's 4th Ward

Stephan Franke, Councilperson for Hannibal's 3rd Ward

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



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

FROM: Andrew Dorian

DATE: 8/9/23

RE: Flood Gate Seal Replacement

The DPW Office recently opened bids to replace the seals on all the flood gates downtown. The seals are beyond their useful lifespan and need to be replaced. We received 3 bids with the low bid of \$104,500 submitted by T&B Trucking and Excavating.

The Department of Public Works recommends the low bid of \$104,500 submitted by T&B Trucking and Excavating for the replacement of the seals on the downtown flood gates. In addition, the Department of Public Works recommends the Council authorize the Mayor Pro Tem to sign any and all documents, contracts etc.. related to this project.

RESOLUTION NO. 2475-23

**A RESOLUTION AUTHORIZING THE MAYOR PRO TEM TO EXECUTE A
\$104,500 CONTRACT AND SIGN ANY AND ALL RELATED DOCUMENTS
BETWEEN THE CITY OF HANNIBAL AND T&B TRUCKING AND
EXCAVATING FOR THE REPLACEMENT OF THE SEALS ON THE
DOWNTOWN FLOODGATES .**

WHEREAS, we recently opened bids for the replacement of the seals on the downtown floodgates, and

WHEREAS, T&B Trucking and Excavating submitted the low bid of \$104,500 and

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL
MISSOURI**

SECTION ONE: That the Mayor Pro Tem is hereby authorized to execute a \$104,500 contract and sign any and all related documents between T&B Trucking and Excavating and the City of Hannibal for the replacement of the seals on the downtown floodgates.

SECTION TWO: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS _____ DAY OF _____, 2023

APPROVED THIS _____ DAY OF _____, 2023

Mike Dobson, Mayor Pro Tem

ATTEST: _____
Melissa Cogdal, City Clerk

**SECTION 005100
NOTICE OF AWARD**

Dated August 15, 2023

TO: **T&B Trucking & Excavating, Inc.**
(Bidder)

ADDRESS: **P.O. Box 86**
Hurdland, MO 63547

Contract: **FLOODGATE SEAL REPLACEMENTS**
(Insert name of Contract as it appears in the Bidding Documents)

Project: **FLOODGATE SEAL REPLACEMENTS**

OWNER's Contract No. **23-1015.000**

You are notified that your Bid dated August 8, 2023 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for:

Floodgate Seal Replacements

(Indicate total Work, alternates or sections of Work awarded)

The Contract Price of your contract is **One Hundred Four Thousand Five Hundred and 00/100**

Dollars (\$ **104,500.**)

Three (3) copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award. **Two (2)** Sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within fifteen days of this Notice of Award, that is by August 30, 2023.

You must deliver to the OWNER **Three (3)** fully executed counterparts of the Contract Documents. Each of the Contract Documents must bear your signature.

1. Deliver with the executed Contract Documents the Contract security (Bonds) as specified in the Instructions to Bidders, and General Conditions (paragraph 5.01) and Supplementary Conditions.

2. (List other conditions precedents).

Attend a pre-construction conference with the Owner and Engineer

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with the above conditions, OWNER will return to you one fully signed counterpart of the Contract Documents.

CITY OF HANNIBAL, MISSOURI

(OWNER)

By:

(AUTHORIZED SIGNATURE)

MAYOR

(TITLE)

**Copy to ENGINEER/ARCHITECT
(Use Certified Mail,
Return Receipt Requested)**

END OF SECTION 005100

August 8, 2023

Andy Dorian, Director of Central Services
City of Hannibal
320 Broadway
Hannibal, MO 63401

RE: Hannibal Flood Gate Seals Replacements
Bid Tabulation and Recommendation

Dear Mr. Dorian:

Bids were opened on your Flood Gates Seal Replacements project at 2:00 PM at City Hall on August 8, 2023. A total of three (3) bids were received with the low bid submitted from T&B Trucking & Excavating, Inc. of Hurdland, Missouri at a price of \$104,500.. The engineer estimate was \$120,000.00. A tabulation of all bids is attached.

We have reviewed the documentation submitted by the bidder and found that they have submitted the required documentation required. Klingner is familiar with this company. Past performance is not a guarantee of future performance, but we see no reason not to move forward with the low bidder in this situation. Due to the uniqueness of this project, it would be difficult to demonstrate experience for this type of work. We believe the low bidder to be capable of completing this work. If approved by the City Council, we will need the Mayor to be authorized to sign the Notice of Award and contract documents. The Notice of Award is attached, and the remaining contract documents will be available after we receive acceptable performance/payment bonds and a certificate of insurance.

As always, if you have any questions, please do not hesitate to contact us.

Sincerely,

KLINGNER & ASSOCIATES, P.C.

Mark Bross

Mark C. Bross, PE

MCB/P:\Hannibal\23files\231015\22.Bidding\20230808 Bid Recommendation.docx

Cc: City Clerk and City Council

Enclosure

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



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

FROM: Andrew Dorian

DATE: 8/9/2023

RE: AIRPORT RESCUE STATE BLOCK GRANT AGREEMENT

The City of Hannibal was recently notified by MODOT Aviation that the Hannibal Regional Airport would be receiving \$22,000 via the Airport Rescue State Block Grant to cover operational expenses out at the airport.

In order to receive the money, the City Council needs to authorize the Mayor, City Clerk and City Attorney to sign the E-Document.

The Department of Public Works recommends approval of the ARP Agreement and requests City Council approval for the Mayor, City Clerk and City Attorney to sign the documents.

RESOLUTION NO. 2474-23

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A MISSOURI
HIGHWAYS & TRANSPORTATION COMMISSION AIRPORT RESCUE
STATE BLOCK GRANT AGREEMENT IN ORDER TO RECEIVE \$22,000 FOR
OPERATIONAL EXPENSES AT THE HANNIBAL REGIONAL AIRPORT.**

WHEREAS, The City of Hannibal has been awarded \$22,000 via an Airport Rescue State Block Grant Agreement, and

WHEREAS, in order to receive the money the City must enter into a Missouri Highways & Transportation Commission Airport Rescue State Block Grant Agreement, and

WHEREAS, the \$22,000 must be used for operational expenses at the Hannibal Regional Airport, and

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL
MISSOURI**

SECTION ONE: That the Mayor, City Clerk and City Attorney are hereby authorized to docu sign a Missouri Highways & Transportation Commission Airport Rescue State Block Grant Agreement in order to receive \$22,000 for operational expenses at the Hannibal Regional Airport.

SECTION TWO: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS _____ DAY OF _____, 2023

APPROVED THIS _____ DAY OF _____, 2023

Mike Dobson, Mayor Pro Tem

ATTEST: _____
Melissa Cogdal, City Clerk

CCO FORM: MO#23
Approved: 11/22 (MWH)
Revised:
Modified:

Sponsor: City of Hannibal
Project No. 21-049A-3
Airport Name: Hannibal Regional

CFDA Number: CFDA #20.106
CFDA Title: Airport Improvement Program
Federal Agency: Federal Aviation Administration, Department of Transportation

AIRPORT RESCUE STATE BLOCK GRANT AGREEMENT

SECTION I - TITLE, AUTHORIZATION, PROJECT DESCRIPTION

- State Block Grant Agreement
- Federal Authorization - Airport and Airway Improvement Act of 1982 (as amended) and ARP Act
- Project Description – operational and maintenance costs

SECTION II - STANDARD AGREEMENT ITEMS

1. PURPOSE
2. PERIOD OF PERFORMANCE
3. AMOUNT OF GRANT
4. ALLOWABLE COSTS
5. INDIRECT COSTS-SPONSOR
6. FEDERAL SHARE OF COSTS
7. COMPLETING THE GRANT WITHOUT DELAY AND IN CONFORMANCE WITH REQUIREMENTS
8. WITHDRAWAL OF GRANT OFFER
9. EXPIRATION OF GRANT OFFER
10. RECOVERY OF FEDERAL FUNDS
11. PAYMENT
12. ADMINISTRATIVE/AUDIT REQUIREMENTS
13. NONDISCRIMINATION ASSURANCE
14. CANCELLATION
15. VENUE
16. LAW OF MISSOURI TO GOVERN
17. CONFIDENTIALITY
18. NONSOLICITATION
19. DISPUTES
20. INDEMNIFICATION
21. NOTIFICATION OF CHANGE
22. AMENDMENTS
23. ASSIGNMENT
24. BANKRUPTCY
25. COMMISSION REPRESENTATIVE
26. UNITED STATES NOT LIABLE FOR DAMAGE OR INJURY
27. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006
28. BAN ON TEXTING WHILE DRIVING
29. SYSTEM FOR AWARD MANAGEMENT REGISTRATION AND UNIQUE ENTITY IDENTIFIER

30. SUSPENSION OR DEBARMENT
31. TRAFFICKING IN PERSONS
32. REQUIRED FEDERAL PROVISIONS
33. EMPLOYEE PROTECTION FROM REPRISAL
34. BUY AMERICAN
35. LIMITATIONS
36. AIR AND WATER QUALITY
37. FACE COVERINGS POLICY
38. FINANCIAL REPORTING AND PAYMENT REQUIREMENTS
39. ARP ACT GRANT ASSURANCES
40. EQUIPMENT OR VEHICLE REPLACEMENT
41. EQUIPMENT ACQUISITION
42. LOW EMISSION SYSTEMS
43. UTILITIES PRORATION
44. UTILITY RELOCATION IN GRANT

SECTION III – GRANT ACCEPTANCE

- Signature by sponsor constitutes acceptance of grant terms and conditions. Failure to comply with grant requirements will jeopardize funding eligibility.
- Certificate of sponsor's attorney

EXHIBIT A – AIRPORT RESCUE GRANT ASSURANCES

Andrew Dorian
Director of Central Services
City of Hannibal
320 Broadway
Hannibal, MO 63401
Ph: 573-221-0154 Fax: 573 221-0707
Email: adorian@hannibal-mo.gov



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

FROM: Andrew Dorian

DATE: 8/10/2023

RE: Survey Agreement Riverview Park

As part of the Riverview Park Master Plan Project, we need an updated Boundary Survey and Topographic Survey of the entire Park.

Allied Engineering Services, LLC has provided a Lump Sum Agreement in the amount of \$15,000 to conduct the survey.

The survey will include:

BASIC SERVICES SUMMARY

Attached to and made a part of the "Letter of Agreement for Topographic & Boundary Surveying Services" between Hutchison Engineering, Inc. (owners engineer) and Allied Engineering Services, LLC (surveyor), with respect to the "Project" described therein.

Reference Tract

All of the property owned by the City of Hannibal known as Riverview Park (Parcel # 010.04.20.0.00.001.000) consisting of approximately 236 acres.

Boundary Survey

Field Work & Deliverables

1. Perform the research and field work for a legal out boundary survey for all referenced tracts. Calculate and electronically establish the property boundaries of said tracts.
2. Create a final plat of survey showing the property boundaries.
3. Set or locate property pins for all corners.

Lump Sum Fee for Boundary Survey \$7,500

Field Work

Field Survey

1. Perform the research and acquire the necessary maps and information of the project area.
2. Set a minimum of four (4) control points within the project area.
3. Collect survey data via GPS and aerial drone technology of the project area.

Deliverables

We will provide.

1. A 2D drawing with Survey accurate aerial imagery in the form of an Ortho mosaic Image. The drawing will include the basic line work for major permanent site features, 1-foot contours and control points.
2. A 3D DTM surface model in Civil 3D or AutoCAD format (dwg file) and in a land xml file for use in other programs.
3. An ASCII or TXT file with all control points and survey points including northing, easting, and elevations.
4. Point cloud if requested that was used to create the DTM in an LAS file.
5. The 2d planimetric will have the current survey accurate aerial imagery flown by Allied Engineering Services, LLC at the time of our field work.
6. Integrate the completed Boundary Survey into the finished Civil 3D dwg file.

Lump Sum Fee for Topographic Survey \$7,500.00

The Hannibal Parks and Recreation Department recommends that the City Council authorize the Mayor Pro Tem to sign an engineering service agreement with Allied Engineering Services, LLC for the lump sum not to exceed amount of \$15,000 for the boundary and topographic survey of Riverview Park.

RESOLUTION NO. 2473-23

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A \$15,000
ENGINEERING SERVICE AGREEMENT BETWEEN THE CITY OF
HANNIBAL AND ALLIED ENGINEERING SERVICES, LLC FOR THE
BOUNDARY AND TOPOGRAPHIC SURVEY OF RIVERVIEW PARK.**

WHEREAS, As part of the Riverview Park Master Plan the Parks Department needs an updated Boundary and Topographic Survey of Riverview Park, and

WHEREAS, Allied Engineering Services LLC, has presented the City a \$15,000 Engineering Service Agreement for the survey of the park, and

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL
MISSOURI**

SECTION ONE: That the Mayor is hereby authorized to execute an engineering service agreement between the City of Hannibal and Allied Engineering Services, LLC for a lump sum not to exceed amount of \$15,000.00 for the Boundary and Topographic Survey of Riverview Park.

SECTION TWO: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS _____ DAY OF _____, 2023

APPROVED THIS _____ DAY OF _____, 2023

Mike Dobson, Mayor Pro Tem

ATTEST: _____
Melissa Cogdal, City Clerk

ALLIED ENGINEERING SERVICES, LLC

Engineering—Surveying

August 9, 2023

Michael Purol, PE
Hutchison Engineering, Inc.
36 West Complex
8965 Highway 36, Suite 5
Hannibal, MO 63401

**Re: Letter of Agreement for Surveying Services
Boundary Survey & Topographic Survey
Hannibal MO - Riverview Park**

Michael:

In response to your request, we are pleased to submit this proposal to provide surveying services for Riverview Park in Hannibal.

Our compensation for the services listed in the Basic Services Summary shall be as a LUMP SUM FEE. An invoice may be processed monthly based upon percent completed to date. Any invoice (or portion thereof) not paid within thirty (30) days of the date of the invoice will accumulate compound interest charges at the rate of one and one-half percent (1½ %) per month. In the event such invoice amounts are not paid within thirty (30) days, we retain the right to cease work on the project until satisfactory arrangements are made for such payment. In the event there is a disagreement over any portion of an invoice amount, you will specify in detail the basis of your objection to that amount, and you will pay all uncontested amounts promptly.

We would expect to start our services promptly after receipt of your acceptance of this proposal and complete our work with all due diligence and in a timely manner.

If there are protracted delays for any reason, we will notify you immediately. You will need to provide all reasonable and necessary information for the performance of our services within a reasonable time after it is requested.

Should you request Additional Services in connection with the Project that are not a part of the listed Basic Services, this Letter Agreement shall be amended or a new agreement made as mutually agreed upon in both the areas of scope of services and compensation. Verbal agreements or verbal request for additional services that are not amended in a written agreement will be considered an agreement to this document and billed at our current hourly rates.

In connection with all services rendered pursuant to this contract, Allied Engineering Services, LLC agrees to act in accordance with the standards of skill and care of a reasonably prudent Engineer/Surveyor practicing in the project area.

The parties agree that the exclusive jurisdiction and venue for all legal disputes arising out of or related to this contract will be by the laws of the State of Missouri. This Letter Agreement may be terminated by either party upon written notice. In the event of termination, you will reimburse us for all services rendered and all expenses incurred through the date of termination. No party shall be declared in default unless they shall have first been notified in writing stating the reason a default should be declared and said reason shall thereafter have not been cured within five (5) business days after receipt of said written notice.

This Letter Agreement, along with the attached BASIC SERVICES SUMMARY and CLIENT ACCEPTANCE represents the entire understanding between us in respect to the "Project". If these documents satisfactorily set forth your understanding of our agreement, please sign the attached CLIENT ACCEPTANCE document in the space provided and return it to us.

Sincerely,



Jeff E. Browning, PE

enclosures

BASIC SERVICES SUMMARY

Attached to and made a part of the “Letter of Agreement for Topographic & Boundary Surveying Services” between Hutchison Engineering, Inc. (owners engineer) and Allied Engineering Services, LLC (surveyor), with respect to the “Project” described therein.

Reference Tract

All of the property owned by the City of Hannibal known as Riverview Park (Parcel # 010.04.20.0.00.001.000) consisting of approximately 236 acres.

Boundary Survey

Field Work & Deliverables

1. Perform the research and field work for a legal out boundary survey for all referenced tracts. Calculate and electronically establish the property boundaries of said tracts.
2. Create a final plat of survey showing the property boundaries.
3. Set or locate property pins for all corners.

Lump Sum Fee for Boundary Survey \$7,500

Topographic Survey

Field Work

Field Survey

1. Perform the research and acquire the necessary maps and information of the project area.
2. Set a minimum of four (4) control points within the project area.
3. Collect survey data via GPS and aerial drone technology of the project area.

Deliverables

We will provide

1. A 2D drawing with Survey accurate aerial imagery in the form of an Orthomosaic Image. The drawing will include the basic line work for major permanent site features, 1 foot contours and control points.
2. A 3D DTM surface model in Civil 3D or autocad format (dwg file) and in a land xml file for use in other programs.
3. An ASCII or TXT file with all control points and survey points including northing, easting and elevations.

4. Point cloud if requested that was used to create the DTM in an LAS file.
5. The 2d planimetric will have the current survey accurate aerial imagery flown by Allied Engineering Services, LLC at the time of our field work.
6. Integrate the completed Boundary Survey into the finished Civil 3D dwg file.

Lump Sum Fee for Topographic Survey \$7,500.00

CLIENT ACCEPTANCE

Project: City of Hannibal Survey of Riverview Park.

Lump Sum Price for Services outlined in the Basic Services Summary attached total
\$15,000.00

Accepted this _____ day of _____, 2023.

By: _____

Title: _____

Billing Address: Hutchison Engineering, Inc.
 36 West Complex
 8965 Highway 36, Suite 5
 Hannibal, MO 63401

Accepted this 9th day of August, 2023.

By: Jeff E. Browning

Signature: Jeff E. Browning

Title: Member

Allied Engineering Services, LLC
P.O. Box 22
Silex, MO 63377

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



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

FROM: Andrew Dorian

DATE: 8/9/2023

RE: 2023 TAP Grant Resolution

The Department of Public Works is proposing to apply for a 2023 Transportation Alternatives Program Grant through the Missouri Highways and Transportation Commission for the replacement of sidewalk on Market Street in front of Eugene Field and St. John's Lutheran School.

As part of the application, it is required that the city pass a resolution recognizing and committing to the 20% funding match for the project. The city is planning to apply for the maximum grant amount of \$500,000 for the project, with the city's portion of the 20% match totaling \$100,000. The city's portion of the match will come out of the Infrastructure Tax Fund.

The application deadline is Thursday, August 24th and grant awards are anticipated to be announced November 1, 2023.

The DPW Department recommends applying for the 2023 TAP Grant for new sidewalks along Market Street in front of Eugene Field and St. John's Lutheran Elementary School.

RESOLUTION NO. 2472-23

**A RESOLUTION SUPPORTING THE CITY OF HANNIBAL'S 2023
TRANSPORTATION ALTERNATIVES PROGRAM GRANT TO REBUILD
SIDEWALK ALONG MARKET STREET IN FRONT OF EUGENE FIELD
SCHOOL AND ST. JOHN'S LUTHERAN SCHOOL AND PROVIDING
ASSURANCE OF THE CITY'S ABILITY AND INTENT TO MAKE THE
REQUISITE 20% MATCH TOWARD THIS GRANT.**

WHEREAS, the City of Hannibal is the official project sponsor for the 2023 TAP Grant for construction of a sidewalk on Market Street, and

WHEREAS, the City of Hannibal exercises jurisdiction over the geographic area in which the project is located, and

WHEREAS, Market Street is an arterial road in Hannibal, carrying a great deal of vehicular traffic, and

WHEREAS, the current sidewalk running along Market Street in front of Eugene Field and St. John's Lutheran Elementary Schools is in very poor condition and in need of immediate repair, and

WHEREAS, the proposed project would greatly improve pedestrian safety and provide ADA accessibility to both schools, and

WHEREAS, the city both recognizes and commits to the minimum 20% funding match required for the TAP Grant, and

WHEREAS, as a project sponsor, the City of Hannibal further acknowledges its willingness to enter into a local agreement with the Missouri Highways and Transportation Commission for the project, and commits to the development, implementation, construction, maintenance, management and financing of said project.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL
MISSOURI**

SECTION ONE: The City of Hannibal officially supports the city's 2023 TAP Grant application for the construction of a sidewalk along Market Street.

SECTION TWO: The City of Hannibal recognizes and commits to the 20% funding match required for the TAP Grant and will budget said appropriations accordingly.

SECTION THREE: The City of Hannibal acknowledges its willingness to enter into a local agreement with the Missouri Highways and Transportation Commission for this project, and commits to the development, implementation, construction, maintenance, management and financing of said project.

SECTION FOUR: This Resolution shall become effective immediately upon its adoption.

ADOPTED THIS _____ DAY OF _____, 2023

APPROVED THIS _____ DAY OF _____, 2023

Mike Dobson, Mayor Pro Tem

ATTEST: _____
Melissa Cogdal, City Clerk



MEMORANDUM

TO: Mayor Pro Tem Dobson and City Council Members

FROM: Bianca Quinn, Finance Director

DATE: August 9, 2023

SUBJECT: 2023 Ad Valorem Property Tax Levy

The Marion and Ralls County Assessors have provided notice of the 2023 aggregate assessed values to the City and the Missouri State Auditor. The State Auditor's review of submitted data determined the 2023 tax rate ceiling for the City's taxing entities will remain unchanged:

Taxing Entity	2022	2023
General Fund	0.7590	0.7590
Library	0.2854	0.2854
Police & Fire Retirement	0.1334	0.1334
TOTAL	\$1.1778	\$1.1778

The Ad Valorem Property Tax rate is based on every \$100.00 dollars of assessed values for both real and personal property taxes. The above table indicates of the \$1.1778 total the General Fund receives approximately 75 cents of every \$100 of assessed value; with 28 cents going to the Library and 13 cents going to the Police and Fire Retirement Pension fund.

The State adjusts the rates to allow for inflation and increases in assessed values and depreciation. Any additional tax revenue to the City would solely occur from new construction and improvements. The following summary provides the assessed values for 2023:

Hannibal - Marion & Ralls

2023 Aggregate Assessed Valuation

Class	Marion	Ralls	Total
Residential Real Estate	112,678,900	1,017,140	111,660,580
Agricultural Real Estate	107,010	1,270	105,900
Commercial Real Estate	59,360,630	16,238,980	75,551,860
Personal Property	47,439,502	18,142,766	64,019,385
Loc. Assess RR & Util R.E.	234,700	0	707,600
Loc. Assess RR & Util Per. Prop.	64,080	0	669,880
State Assess RR & Util R.E.	2,876,946	117,491	3,800,556
State Assess RR & Util Per. Prop.	1,357,927	49,373	1,714,967
Total	224,119,695	35,567,020	259,686,715
Total Attributed to New Constr. & Improvements R.E. (included above)	384,390	66,830	451,220

SUMMARY 2023

Real Property (all sources above)	175,258,186	17,374,881	192,633,067
Personal Property (all sources above)	48,861,509	18,192,139	67,053,648
Total 2023	224,119,695	35,567,020	259,686,715

PRIOR YEAR (2022)

Real Estate Property	176,443,193	17,767,940	194,211,133
Personal Property	49,857,465	14,161,920	64,019,385
Total 2022	226,300,658	31,929,860	258,230,518

Increase in 2023 from 2022

\$1,456,197

Due to time constraints and as allowed for in section 2.20 of the City Charter, an emergency reading to the Ordinance is requested. This will allow for the pro formas to be completed and sent to both the Marion and Ralls County Clerks by the end of August deadline.

BILL NO. 23029

ORDINANCE NO. _____

EMERGENCY READING: 8-15-2023

**AN ORDINANCE OF THE CITY OF HANNIBAL FIXING AND ADOPTING
THE RATE OF TAXATION FOR THE YEAR OF 2023 AND LEVYING TAXES
THEREFORE**

WHEREAS, the City of Hannibal annually sets and affixes the ad valorem rate of taxation to be levied upon all real property and tangible personal property located within the City of Hannibal, Counties of Marion and Ralls, State of Missouri, subject to taxation, and

WHEREAS, based on the Missouri State Auditor's Office determination, the maximum taxation rate allowable per \$100 of assessed valuation has been computed to be:

- **General Fund** **\$0.7590**
- **Hannibal Free Public Library** **\$0.2854**
- **Police & Firemen's Retirement Fund** **\$0.1334**

for a combined total of **\$1.1778**

**NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
HANNIBAL, MISSOURI:**

SECTION ONE: That the following general, special and annual municipal taxes are hereby levied for the year 2023, and upon all real property and tangible personal property within the Counties of Marion and Ralls, State of Missouri, subject to taxation, to-wit:

FIRST: A tax for general municipal purpose of .7590/100 dollars (\$0.7590) on the One Hundred Dollars (\$100.00) valuation, as authorized by Article 10, Section 11, Constitution of the State of Missouri, and Section 94.340 Revised Statutes of Missouri, 1978.

SECOND: A Special Tax for the purpose and benefit of the Hannibal Free Public Library of said City of .2854/100 dollars (\$0.2854) on the One Hundred Dollars (\$100.00) valuation voted by the majority vote of the citizens of the City of Hannibal on June 9, 1964, in pursuance of Section 182.140 as amended, Revised Statutes of Missouri, 1978, as amended at the General Election April 4, 1989 which a \$0.30 special tax was approved.

THIRD: A Special Tax for the purpose and benefit of the Policemen's and Firemen's Retirement (Pension) Fund of the City of Hannibal .1334/100 (\$.1334) on the One Hundred Dollars (\$100.00) valuation as authorized at the General

Election of the City of Hannibal, May 6, 1947, as amended at the General
Election of the City of Hannibal, May 1, 1956.

SECTION TWO: All ordinances or parts of ordinances in conflict herewith are
hereby repealed.

SECTION THREE: This ordinance shall be effective immediately upon its adoption
and approval.

Adopted this _____ day of _____, 2023.

Approved this _____ day of _____, 2023.

Michael Dobson, Mayor Pro Tem

ATTEST:

Melissa Cogdal, City Clerk



MEMORANDUM

TO: Mayor Pro Tem Dobson and Members of City Council

FROM: Bianca Quinn, Finance Director

DATE: August 9, 2023

SUBJECT: Budget Process Overhaul

In accordance with the directive from Council on June 6, 2023, the City Manager, City Clerk and I met on several occasions to create an improved budget process.

The attached Budget Process Timeline is a comprehensive plan that incorporates:

- Integration with the Capital Improvement Plan timeline
- Two budget workshops that are held earlier in the process
- Budget adoption planned for May to allow for extensions if necessary

We ask for your consideration and approval of this updated Budget Process Plan.

Budget Process Timeline

January	Mid-month- Revenue projections complete and Capital Improvement/ Operational Budgets sent to Department Heads
February	Beginning of the month- Budget prep meetings with the Department Heads Mid-month- Budget submissions due from Department Heads End of month- Budget review by City Manager and Finance Director
March	Beginning of the month- Electronic submission of draft versions of the Capital Improvement/ Operational Budgets to the Council Mid- Month- Budget Workshop #1 Third Thursday- P&Z Public hearing and presentation of Capital Improvement Plan
April	Beginning of the month- Budgets are updated with any changes and electronically submitted to Council First Tuesday- Set Public Hearing for first Tuesday in May Second Tuesday- Budget Workshop #2 End of month- Finalize Budget and submit for the Council Agenda
May	First Tuesday- Public Hearing and 1 st Reading Third Tuesday- 2 nd Reading and Adoption



MEMORANDUM

TO: Mayor Pro Tem Mike Dobson and Members of City Council
CC: Lisa Peck, City Manager
FROM: Trevor McDonald, Sales and Marketing Manager, Conventions & Tourism
DATE: August 3, 2023
REGARDS: FY24 Website Maintenance Estimate – Osborn, Barr & Paramore

FY MAINTENANCE

The Hannibal Convention & Visitors Bureau (HCVB) would like to request council approval for an agreement covering website maintenance with Osborn, Barr & Paramore (OBP), including bug repairs and minor updates for \$3,150 during FY2024.

The HCVB previously received 30 days of post-launch support for the new tourism website to address bugs and updates related to the new system. The estimate totaling \$3,150 factors in up to 20 hours of website maintenance and up to \$150 in hard costs for plugin fees related to the website.

If OBP personnel encounter a bug or minor update that requires less than two hours, they will fix the issue immediately and notify HCVB. Anything that requires more time will require approval from HCVB.

The maintenance is on an annual basis, and the service will be re-estimated in January 2024.

The HCVB requests council approval for the FY24 Website Estimate in the amount of \$3,150 in HCVB FY2024 budget. HCVB will keep council members updated on any issues which would be presented by OBP for HCVB approval.



Osborn & Barr Communications, Inc. • 2 City Place • Suite 200 • Creve Couer, MO 63141

Estimate

Hannibal Convention & Visitors Bureau
925 Grand Ave
P.O. Box 188
Hannibal, MO 63401

Estimate : 43704 - 1

Date : 7/21/2023

Page : 1 of 2

Estimate: 043704 FY24 Website Maintenance
Quote: 01

Job: 063346 FY24 Website Maintenance
Client Reference:

This estimate includes agency fees associated with maintaining vistihannibal.com from July 15, 2023 until December 31, 2023. Allows for bug fixes to current functionality and plugin updates. This estimate includes up to 20 hours of website maintenance and up to \$150 in hard costs for plugin fees associated with the site. If there is a bug/minor update less than 2 hours, OBP will fix immediately and notify the client. Anything over 2 hours, we will require client approval.

Maintenance will be re-estimated in January 2024.

Total For Estimate: \$3,150.00

This estimate is subject to a +/- 10% variance.

The costs are based upon our understanding at this time. These costs do not include any allowances for revisions or changes after this date. This estimate is subject to review if not approved within (30) days or if production is not complete within (60) days. Photo and broadcast estimates do not allow for "Rain Out" or "Cancellation Fees".

Payment:

Upon termination of the agreement Osborn & Barr Communications, Inc shall be entitled to receive the compensation and expenses in its entirety as provided herein for its services as outlined herein for advertising/public relations purchased, and for any uncancellable materials and/or contracts finished or in preparation. Photo illustrations are based upon a "usage fee" unless otherwise noted. Freight, delivery and postage expenses are estimates only. Actual costs will be billed accordingly.

All information about Osborn & Barr Communications, Inc and its clients, shall be deemed confidential information. You agree to keep all information confidential and not to use or disclose any confidential information to any person or entity without Osborn & Barr Communications, Inc's prior written approval. You acknowledge that any breach by you of the foregoing could cause irreparable injury to Osborn & Barr Communications, Inc. and may not be measurable or fully or adequately compensable in money damages.

Remit Payment to: PO Box 11750, St. Louis, Missouri 63105



Osborn & Barr Communications, Inc. • 2 City Place • Suite 200 • Creve Couer, MO 63141

Estimate

Agency
Authorization: *Jameson Ellis*

Date: 7/21/2023

Client Approval
Approved By: _____

Date: _____

Remit Payment to: PO Box 11750, St. Louis, Missouri 63105