

City of Hannibal
OFFICIAL COUNCIL AGENDA

**Tuesday February 15, 2022
Council Chambers
7:00 p.m.**

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

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

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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.*

ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

**Closed Session Minutes – June 15, 2021, September 21, 2021
& October 19, 2021
Regularly Scheduled Council Meeting – February 1, 2022**

**APPROVAL OF PAYROLL AND CLAIMS
First Half – February 2022**

**JOHN LYNG – 625 GRAND AVENUE
Re: Missouri Open Meeting/Open Records Statute**

**SHERRY CLINGSMITH – YMCA
Re: Request, Street Closure – 8th Annual Shamrock Shuffle 5k Run/Walk
Saturday, March 19, 2022 – 9:00 a.m. – 11:00 a.m.**

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JONATHAN ROBISON – Y MEN’S CLUB OF HANNIBAL
Re: Request, Street Closures – Down By The River & Mud Volleyball
DBTR – Friday, May 20th, June 17th, August 19th, September 23, 2022
Mud Volleyball – June 30 – July 4, 2022

WESLEY METZ – FINANCE DIRECTOR
Re: 2022/2023 Annual Bid Limit Amendments
(Bill No. 22-001, to follow)

ANDY DORIAN – DIRECTOR, CENTRAL SERVICES
Re: Braeburn Drive – Dedication of Street to Public Use
(Bill No. 22-002, to follow)

Re: Airport Runway Light Replacement Project – Aviation Project
Consultant Agreement
Jviation - \$169,829.90
(Resolution No. 2393-22, to follow)

MEGAN RAPP – DIRECTOR, HANNIBAL CONVENTION
VISITORS’ BUREAU
Re: Missouri Division of Tourism – “Tourism Roadshow”
Thursday, March 3, 2022 – 8:00 a.m. – 12:00 p.m.

RESOLUTION NO. 2393-22

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE MAYOR TO EXECUTE AN AVIATION PROJECT
CONSULTANT AGREEMENT IN THE AMOUNT OF \$169,829.90
BETWEEN THE CITY AND JVIATION, INC A WOOLPERT
COMPANY FOR THE DESIGN, BIDDING & CONSTRUCTION
ADMINISTRATION SERVICES FOR THE RUNWAY LIGHT
REPLACEMENT PROJECT AT THE HANNIBAL REGIONAL
AIRPORT**

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BILL NO. 22-001

AN ORDINANCE OF THE CITY OF HANNIBAL AMENDING THE ANNUAL BID LIMITS IN ACCORDANCE WITH SECTION 9.13 (b) OF THE CITY OF HANNIBAL CHARTER

First Reading

BILL NO. 22-002

AN ORDINANCE OF THE CITY OF HANNIBAL APPROVING AND ACCEPTING DEDICATION OF *BRAEBURN DRIVE* IN FETTE SUBDIVISION, FIRST ADDITION, IN THE CITY OF HANNIBAL, MARION COUNTY, MISSOURI

First Reading

CLOSED SESSION

In Accordance with RSMo. 610.021 (1)

ADJOURNMENT

*John Lyng
625 Grand Avenue
Hannibal, Missouri 63401
Telephone (573) 221-6921*

January 14, 2022

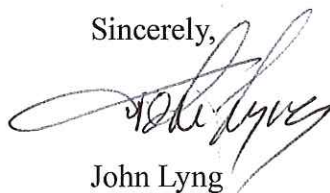
Angelica Zerbonia, City Clerk
City of Hannibal
City Hall
Hannibal, Missouri

Dear Ms. :Zerbonia:

Please accept this as my request to address the Hannibal City Council at its first meeting in February, which I believe will be February 1. Your agenda entry may disclose that my topic will be resolving current and future litigation over the council's violations of the Missouri Open Meeting/Open Records statute.

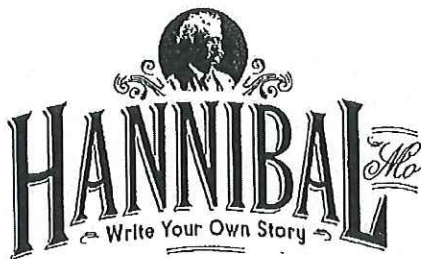
Thank you for your assistance in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lyng", written over a horizontal line.

John Lyng

ncil 01.13.2022



Return to:
Office of the City Clerk
Attention: Debbie White
320 Broadway
Hannibal, Mo 63401
Phone (573) 221-0111 ext.221
Fax (573) 221-8191

SPECIAL EVENT APPLICATION

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

Today's Date: 2-7-22 Date you wish to be placed on Agenda: 2-15-22

Your Organization: YMCA Special Event: Shamrock Shuffle

Date(s) of Event: 3-19-22 Requested Times (from - to) 9a to 11a

Description of Activity: This is our 8th annual 5K run/walk fundraiser. All proceeds from the event benefit our Strong Community Campaign which makes memberships and programs to the YMCA available to all through scholarships.

Primary Contact Person(s): Sherry Clingsmith Home Phone: _____

Work Phone: 573-221-0586 X 373 Cell Phone: 217-430-0709 E-mail: Sherry.Clingsmith@ymcaofhannibal.com

Assistance Needed (location, etc.): Requesting closure of a portion of Palmyra road during the 5K to keep runners/walkers safe. Map is attached.

HPD
As per our conversation earlier today, closing Palmyra Rd will make it difficult for local residential addresses to get out or receive emergency services, should they be necessary. The proposed closing south of the entrance to Riverview Park will not allow northbound traffic anywhere to turn around or detour. I have spoken with Sherry Clingsmith, the contact listed on the safety plan, and she understands my problems. I also worry about overflow parking at the Country Club given the amount of people she says she expects to have. The plan lists 120, but she said she thinks it will be higher. She is working with some of the coordinators to come up with a solution, but as it is I can't give it my approval. I have attached the proposed route they want the run to take. She agreed the runners will be off the roadway and on Country Club property along both streets.

Fire: no issues per R. Reisen. UPDATE: 2-10-2022 - Not comfortable closing access to all residents of neighborhood. Suggesting conduct race to either side of Harrison St (Riverview or Country Club golf course) per R. Reisen
Public Works: See Central Services below Dept. Cost 0

Building Inspector: no comments per M. Murphy Dept. Cost 0

Parks: YMCA must reserve Riverview Park and Street Dept can provide barricades but event sponsor would be required to put in place and pull aside before and after event. Dept. Cost 0

Street: How to move barricades. Each barricade should be staffed should emergency personnel need to get through they don't Dept. Cost 0

* How will people of Orchard + River point get in + out for this 2-hour period? per A. Roman

Central Division
2-7-2022 rec'd via online submission AB
2-7-2022 emailed to dept AB 12:42pm A

Tourism: No comments - will place the event on
calendar of events, if approved by Council
per M. Rapp Dept. Cost 0

Administration: _____ Dept. Cost 0

STAFF RECOMMENDS: Concerns with closing Palmyra Road, for safety

and residents would prefer alternative route.

Regardles must have certificate of
insurance prior to event

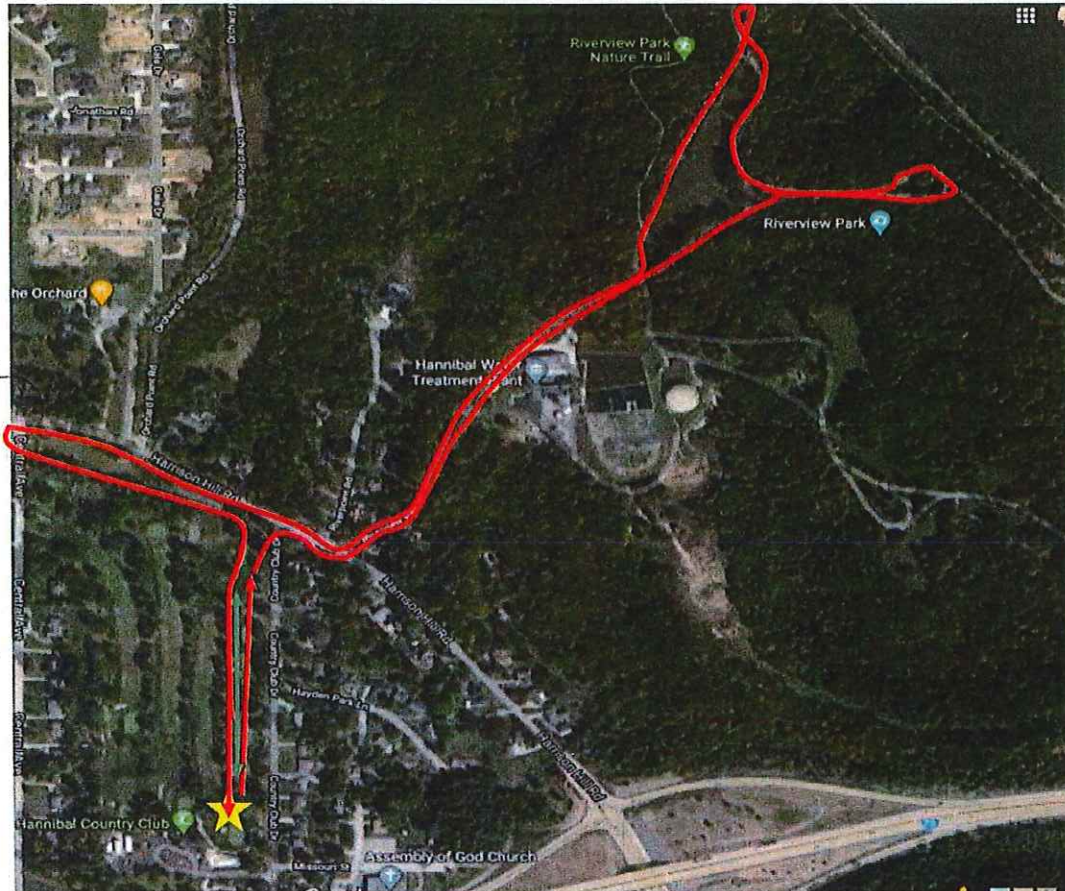
Off to Lyndia, City Clerk

YMCA OF HANNIBAL
SHAMROCK SHUFFLE 5K RUN/WALK

March 27, 2021

9:00am

Hannibal Country Club



=Start/Finish Line



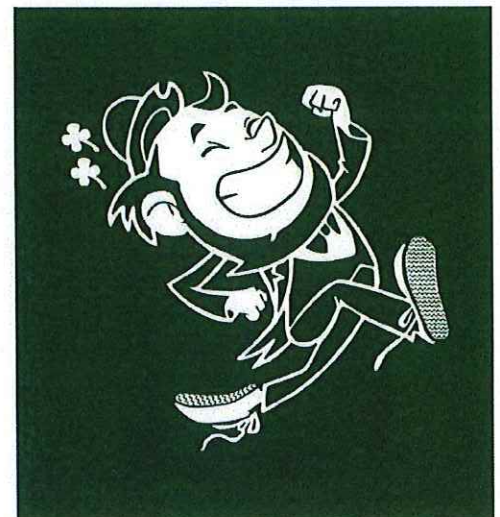
= 5K Running route



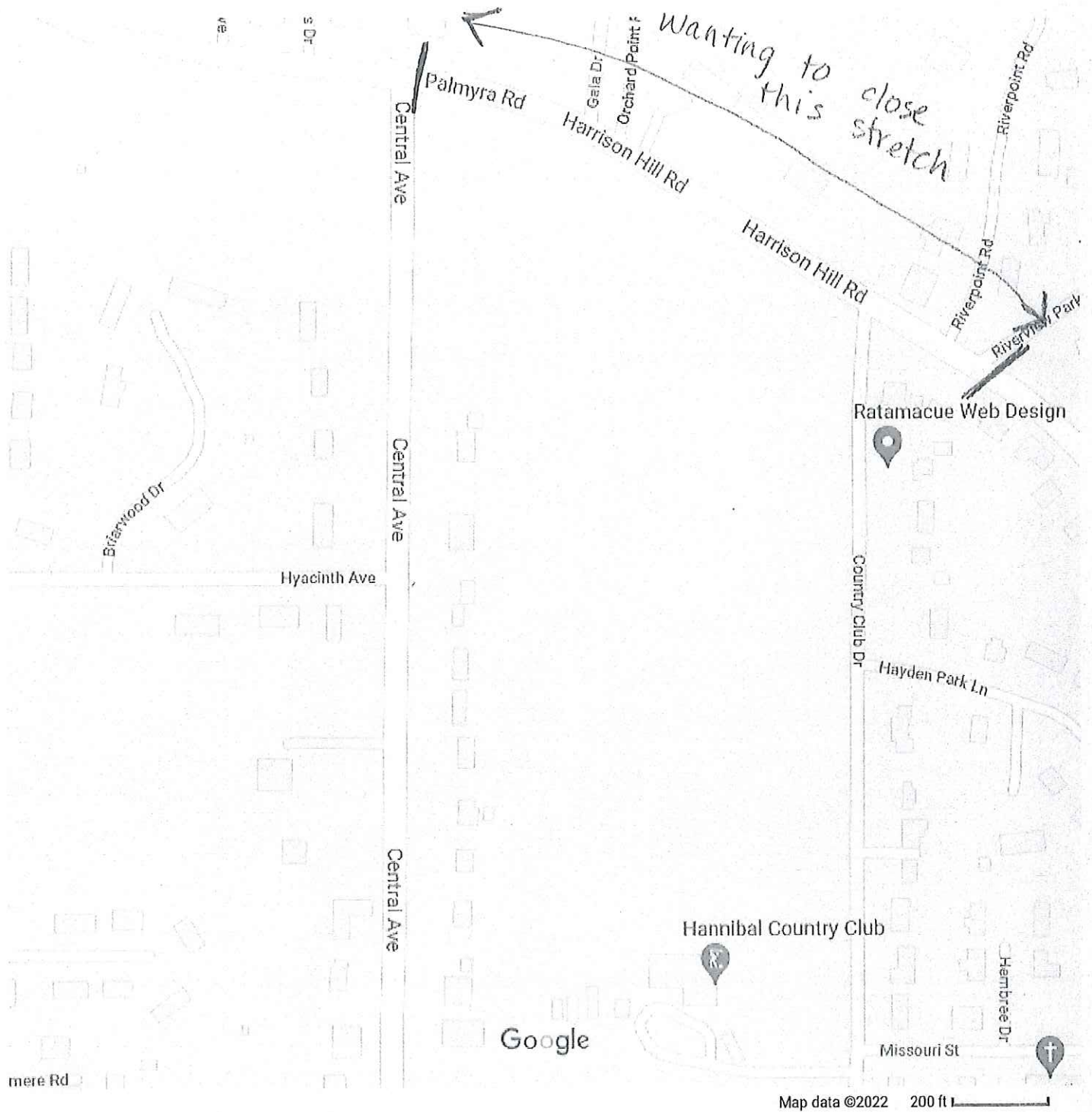
= Little Leprechaun

SPONSORED BY:

James O'Donnell 
A Life Celebration Home



Google Maps





CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Shamrock Shuffle Date of Event 3-19-22
Location/Address/Facility Name Ymca
to be held at Country Club
and Riverview Park
Expected Number of Attendees: 120

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: Sherry Clingensmith
Cell Phone: 217-430-0709

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

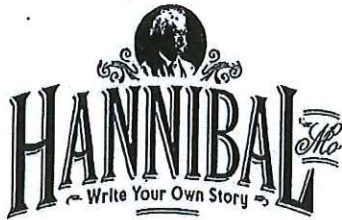
1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed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

V. CONTACT INFORMATION

Primary Contact: Sherry Clingingsmith Cell Phone: 217-430-0709
Secondary Contact: Crystal Freeman Cell Phone: 314-686-2429

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)



Return to:
Office of the City Clerk
Attention: Debbie White
320 Broadway
Hannibal, Mo 63401
Phone (573) 221-0111 ext.221
Fax (573) 221-8191

SPECIAL EVENT APPLICATION

Today's Date: 01/27/2022 Date you wish to be placed on Agenda: 02-15-2022

Your Organization: Y men's Club of Hannibal Special Event: Down by the River & Mud Volleyball

Date(s) of Event: D.B.T.R. - See Attachment Requested Times (from - to) D.B.T.R. - See Attachment
Mud V.B. - See Attachment Mud V.B. - See Attachment

Description of Activity: Down by the River - Street entertainment to raise money for the Y.M.C.A
Mud Volleyball is a tournament to raise money for the Y.M.C.A.

Primary Contact Person(s): Jonathan Robison Home Phone: _____

Work Phone: _____ Cell Phone: 573-822-8683 E-mail jdrobison@gmail.com

Assistance Needed (location, etc.) _____

DEPARTMENTAL COMMENTS:

Police: This won't have any extra cost or involvement from HPD Dept. Cost 0

Lt J'Grote

Fire: No issue with this event Dept. Cost 0

R Nelson

City Clerk: Approval, upon Certificate of Insurance, hold harmless & emergency plan Dept. Cost 0

A Zerkonia

Building Inspector: No comment Dept. Cost 0

M Murphy

Parks: Y Men's Pavilion has been Rented Dept. Cost 0
No objections

A Dorian

Street: No objections Dept. Cost 0

A Dorian

Tourism: Would like to receive the names of Dept. Cost 0
the bands as soon as available, so they can be promoted
on the calendar of events M. Rapp

Administration: _____ Dept. Cost 0

STAFF RECOMMENDS: Approval upon Certificate of Insurance
John H. Egan, City Clerk

2022 Y-Men's Meetings, Down By the River and Mud Volleyball Dates

DATES TO RESERVE THE PAVILION AND STREET CLOSURE:

May –

5-4-2022 -Regular Meeting –6:00 PM –Meet at the pits

5-19-2022 –Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

5-20-2022 –D.B.T.R.

5-21-2022 –D.B.T.R. Clean up

June –

6-1-2022 –Regular Meeting –6:00 PM –Meet at the pits

6-8-2022 –Regular Meeting. 6:00 PM –Meet at the pits

6-17-2022 –Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

6-19-2022 –D.B.T.R.

6-20-2022 –D.B.T.R. Clean up

6-22-2022 -Regular Meeting –6:00 PM –Meet at the pits

July -

6-26-2022- Setup for Mud Volleyball

6-27-2022 –Setup for Mud Volleyball

6-28-202 –Setup for Mud Volleyball

06-29-2022 - Practice for Youth Tourney

06-30-2022 – Youth Mud Volleyball

7-01-2022 –Mud Volleyball

7-02-2022 – Mud Volleyball

7-03-2022 - Mud Volleyball

07-04-2022- YMENSs Club Dinner

07-06-2022 -Regular Meeting –6:00 PM –Meet at the pits

07-20-2022 -Regular Meeting –6:00 PM –Meet at the pits

August

8-3-2022 -Regular Meeting –6:00 PM –Meet at the pits

8-18-2022–Setup for D.B.T.R. & Regular Meeting –6:00 PM –Meet at the pits

8-19-2022 –D.B.T.R.

8-20-2022 –D.B.T.R. Clean up

September

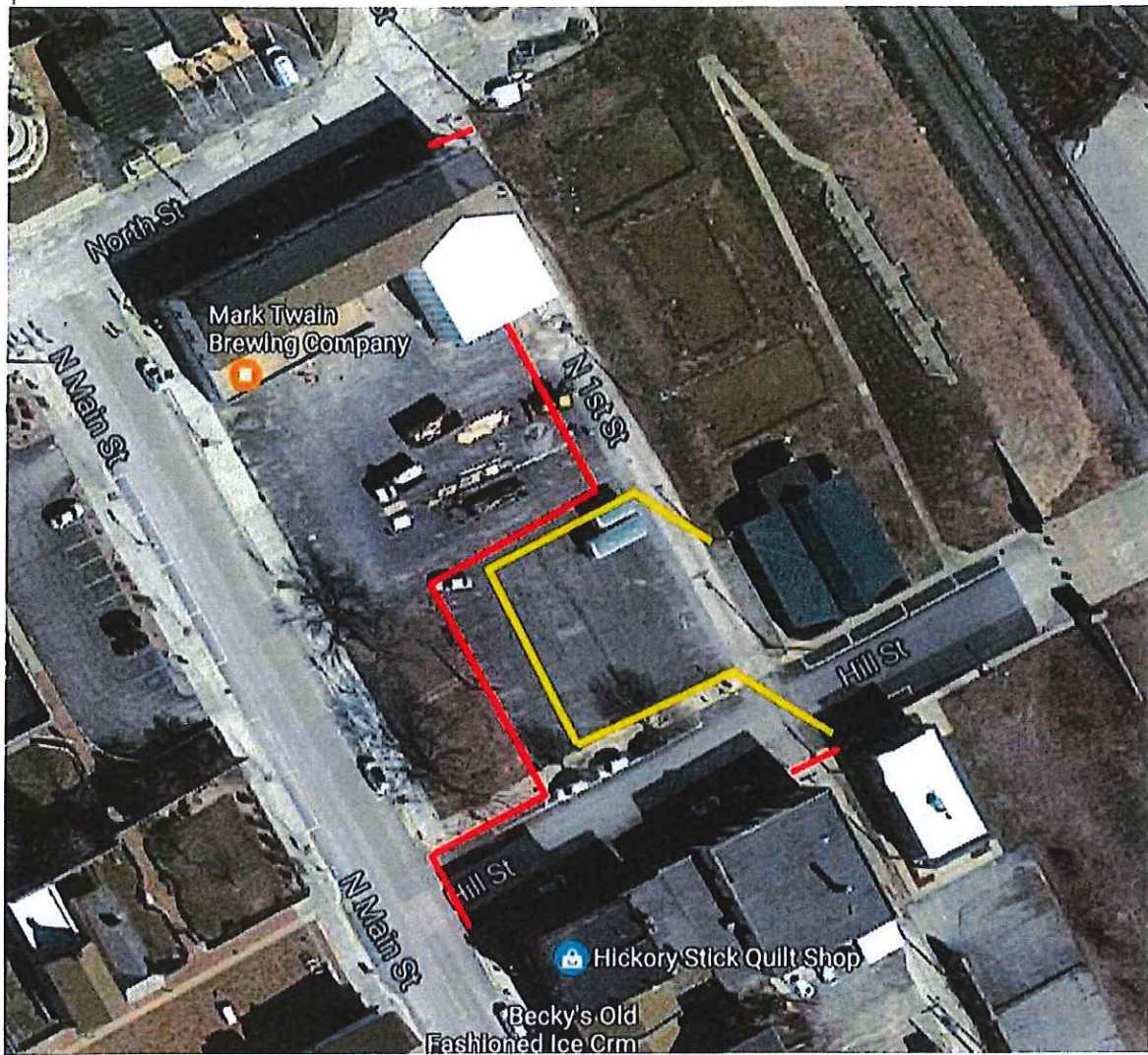
9-07-2022 -Regular Meeting –6:00 PM –Meet at the pits

9-22-2022-Regular Meeting –6:00 PM –Meeting & DBTR Setup

9-23-2021 –D.B.T.R.

9-24-2021 –D.B.T.R. Clean up

- DOWN BY THE RIVER STREET CLOSURE
- MUD VOLLEYBALL STREET CLOSURE





CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Mud Volleyball Date of Event 6/30-7/03
Location/Address/Facility Name YMCA Pavilion
100 Hill St
Expected Number of Attendees: 4000

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

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IV. BASIC PLAN

A. EAP Event Representative

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Primary Contact: Jonathan Robison

Cell Phone: 573 822-8683

B. Emergency Notification

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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.
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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: Jonathan Robison Cell Phone: 573-822-8683
Secondary Contact: Ted Sampson Cell Phone: 573-406-8626

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)

DOWN BY THE RIVER STREET CLOSURE

MUD VOLLEYBALL STREET CLOSURE





MEMORANDUM

To: James Hark, Mayor
City Council

From: Wesley Metz, Director of Finance

Date: February 7, 2022

Subject: Bid Limits

This memo is in reference to the bid limit increases pursuant to Section 9.13 (b) of the Charter of the City of Hannibal, which states that the Council of the City of Hannibal shall amend the bid limits annually.

In past practice Council has used the “National All Urban Consumers – (base 1984)” Table of the Bureau of Labor Statistics’ Consumer Price Index (CPI). Utilizing the December to December comparison, the index increased 7.00% from December 2020 to December 2021.

No purchase shall be made without first advertising for sealed bids shall be amended as follows:

- “(1) For purchases of personal property at or above **\$5,366.00 (up from \$5,015).***
- (2) For purchases for repairs on buildings and light equipment at or above **\$14,424.00 (up from \$13,480.00).***
- (3) For purchases for repairs on heavy equipment or for construction of infrastructural facilities at or above **\$31,699.00 (up from \$29,625.00).***
- (4) For purchases of service contracts at or above **\$6,543.00 (up from \$6,115.00).**”*

All purchases made under bid limits shall be substantiated by two (2) or more quotes from reliable firms or individuals. Policy set forth under the guideline of the City Manager state that all purchases shall be competitively shopped. Procurement under the bid limit but above \$1,000.00 requires proof of the competitive process (documents of telephone quotes obtained, who called, date called amount quoted. Under \$1,000.00 though competitively obtained do not require documented proof.

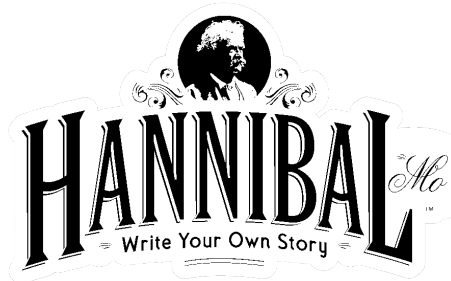
The council shall have the right to waive the bidding requirements in the event of a state of emergency directly affecting the City of Hannibal and as so declared by council action.

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 Manager, City Council and Mayor

FROM: Andrew Dorian

DATE: 1/29/2022

RE: Braeburn Drive Street Dedication

Brad Peters has finished construction of Braeburn Drive in the Fette Subdivision and wishes to dedicate this street to the City of Hannibal for public use as well as permanent, ongoing and future maintenance.

City Engineer, Mark Bross and I, recently inspected the street and it is built in conformance with city street standards.

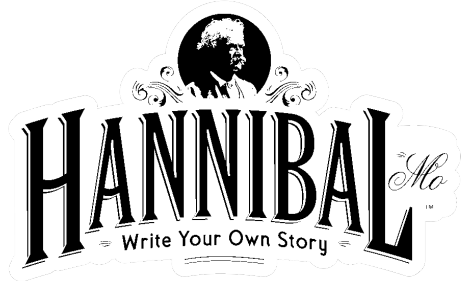
Mark and I recommend the City Council accept Braeburn Drive and formally dedicate it as a public Street.

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 Manager, City Council and Mayor

FROM: Andrew Dorian

DATE: 1/31/2022

RE: Runway Light Project Engineering Contract.

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

Jviation, our aviation engineering firm, has provided us a \$169,829.90 contract for the design, bidding and construction administration portion of the project.

Late last year the City was awarded a State Block Grant in the amount of \$155,546 for the engineering portion of the project.

This agreement includes use of the City's Non-Primary Entitlement Aviation Funds to pay for the project, the breakdown is

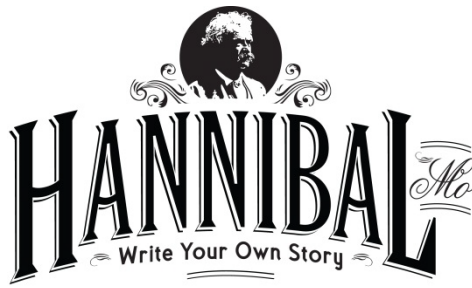
- \$5,216 from 2017
- \$150,000 from 2018
- \$330 from 2019.

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

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

The City will enter into a second State Block Grant Agreements once the bids are received to pay for the construction portion of the project.

The Department of Public Works recommend that the City Council authorize the Mayor to sign a \$169,829.90 engineering contract with Jviation for the design and construction administration services for the renovations of the runway lighting, Papi's and Reil's at the Hannibal Regional Airport.



MEMORANDUM

TO: Mayor James Hark and Members of City Council
CC: Lisa Peck, City Manager
FROM: Megan Rapp, Director of Conventions & Tourism
DATE: February 10, 2022
REGARDS: Missouri Division of Tourism Coming to Hannibal

The Board and Staff of the Convention & Visitors Bureau would like to formally invite you to the Missouri Division of Tourism's "Tourism Roadshow", held in Hannibal on Thursday, March 3, 8 AM – Noon. Even if you can only attend for a few hours, we would be happy to have you.

Benefits of attending:

- Learn more about collaborative efforts to strengthen Missouri's tourism industry.
- Hear from **Missouri Tourism Director** Stephen Foutes and staff about their work to increase tourism across the state.
- Meet representatives from the Missouri Department of Economic Development Regional Engagement Team, the Missouri Travel Alliance and the Missouri Association of Convention and Visitors Bureaus.
- Learn about the significant impact tourism has on Missouri's economy.

Who should attend?

Anyone interested in Missouri tourism, including:

- elected officials
- community and business leaders
- CVBs
- chambers of commerce
- economic development organizations
- owners and managers of tourism-related businesses

If you are able to attend that day, please contact me directly either by email – director@visithannibal.com or call/text – 573-719-0342 and we will be happy to register you.

Anyone else interested in registering can email me and I will be happy to send them the registration link.