

*City of Hannibal*  
**OFFICIAL COUNCIL AGENDA**

**Tuesday March 1, 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.*

*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](http://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**

**Regularly Scheduled Council Meeting – February 15, 2022**

**APPROVAL OF PAYROLL AND CLAIMS**

**Second Half – February 2022**

**JEFF LANDRUM – YMCA**

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

**DONNA WILLIAMS – EMBASSY CHRISTIAN CENTER**

**Re: Shelter Services**

**JAMES R. HARK – MAYOR**

**Re: Oath of Office – Hannibal Police Officers**

- *Cade Bergman*
- *Shane Grimes*
- *Cameron Perkins*
- *Mathew Rose*

**Re: Presentation - Articles of Impeachment and Hearing Dates**  
*3<sup>rd</sup> Ward Council Member – Stephan Franke*

**Re: Truck Traffic – St. Mary’s Avenue to Pleasant Street**

**Re: Code Amendment, Chapter 26, *Signs***  
*(Bill No. 22-003, to follow)*

**LISA PECK – CITY MANAGER**

**Re: Approval, Request for Qualifications - City Hall HVAC**  
**Engineering/Architectural Design**

**Re: Code Amendment, Chapter 17, Article II – Administration and**  
**Enforcement, Division 2 – *Committee for Management of Traffic Problems***  
*(Bill No. 22-004, to follow)*

**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**

***Second and Final Reading***

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## **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**

#### ***Second and Final Reading***

## **BILL NO. 22-003**

### **AN ORDINANCE OF THE CITY OF HANNIBAL REVISING CHAPTER 26 – SIGNS, IN ORDER TO CLARIFY CERTAIN GUIDELINES REGARDING PORTABLE SIGNS, LOCATIONS IN WHICH THEY MAY BE USED AND RESTRICTIONS ON SUCH USE**


#### ***First Reading***

## **BILL NO. 22-004**

### **AN ORDINANCE OF THE CITY OF HANNIBAL REVISING CHAPTER 17, ARTICLE II –ADMINISTRATION AND ENFORCEMENT, OF THE REVISED ORDINANCES OF THE CITY OF HANNIBAL BY REVOKING DIVISION 2 – COMMITTEE FOR MANAGEMENT OF TRAFFIC PROBLEMS AND ENACTING A NEW DIVISION 2 IN ITS PLACE**

#### ***First Reading***

**ADJOURNMENT**



# HANNIBAL

Write Your Own Story

2-7-2022 rec'd via online submission *AB*  
2-7-2022 email 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 Lybana. City Clerk

YMCA OF HANNIBAL  
SHAMROCK SHUFFLE 5K RUN/WALK

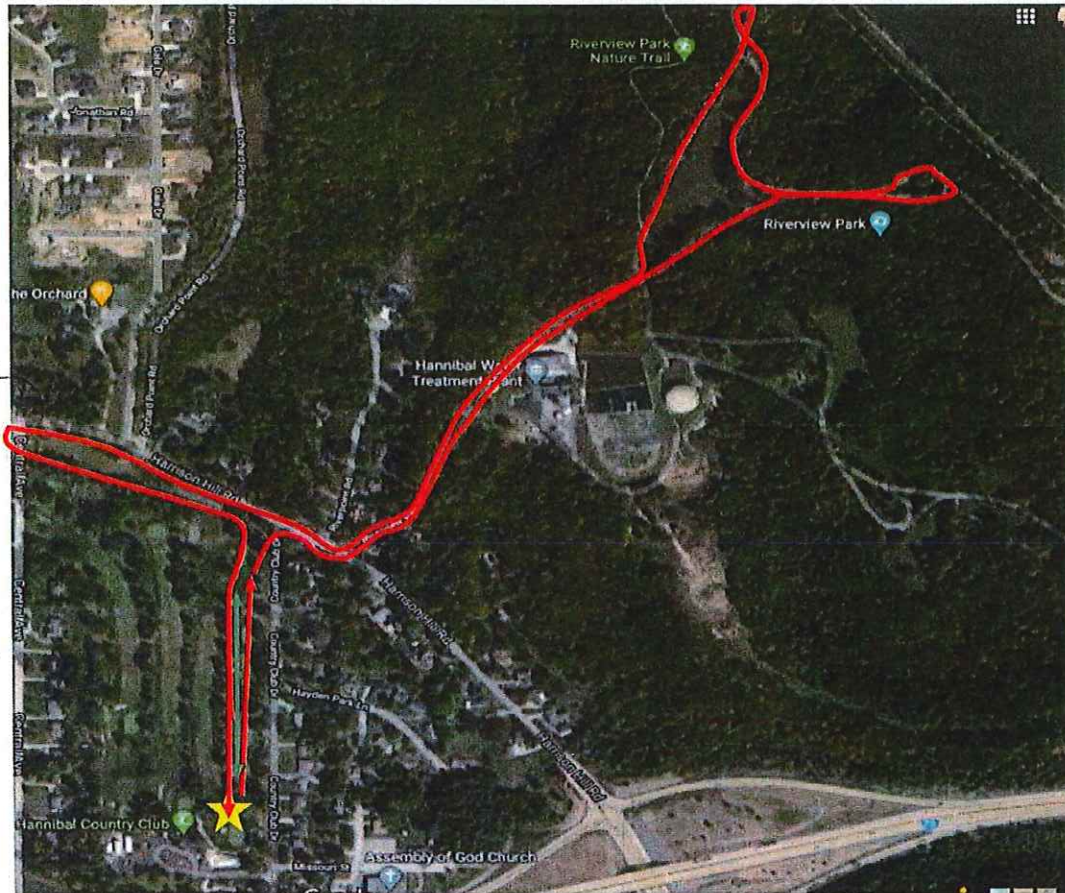
March 27, 2021

9:00am

Hannibal Country Club



Ignore the road running dk to keep



=Start/Finish Line



= 5K Running route



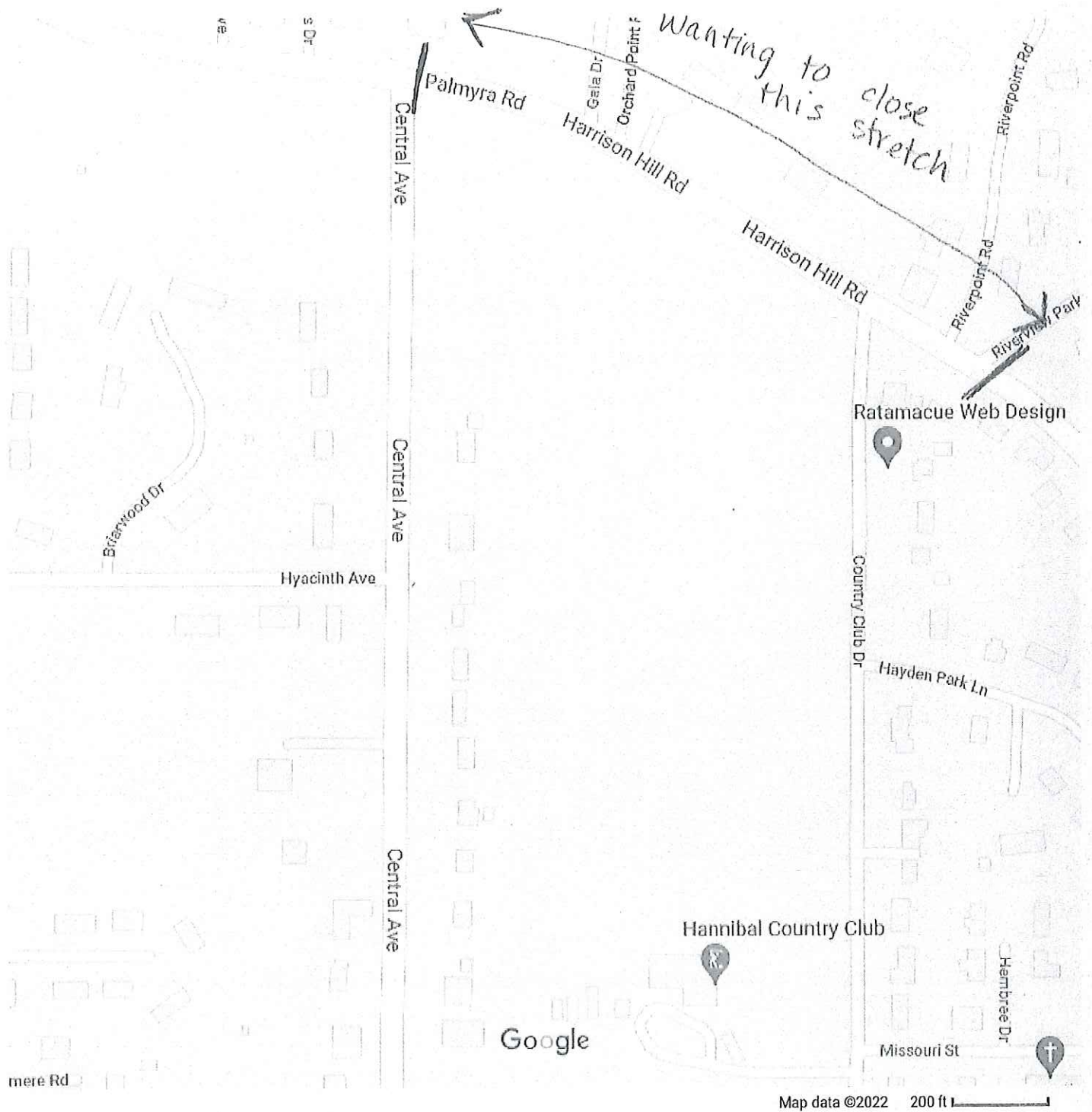
= Little Leprechaun

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**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)**

# AMENDED ROUTE & STAFF RESPONSES

**From:** [Crystal Freeman](#)  
**To:** [Angel Zerbonia](#)  
**Subject:** Approval from Andy Dorian  
**Date:** Thursday, February 24, 2022 10:49:24 AM

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Angel,  
Here is the approval from Andy as well. Let me know if you need anything else.  
Thank you,

Crystal Freeman  
Community Engagement Director  
YMCA of Hannibal  
#1 YMCA Dr.  
Hannibal, MO 63401

(P) 573-221-0586  
(F) 573-221-2292  
(W) [ymcaofhannibal.com](http://ymcaofhannibal.com)



The Y: We're for Youth Development, Healthy Living, and Social Responsibility

**SUPPORT OUR STRONG COMMUNITY CAMPAIGN TODAY!** [CLICK HERE](#)

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**From:** Andy Dorian [mailto:[ADorian@hannibal-mo.gov](mailto:ADorian@hannibal-mo.gov)]  
**Sent:** Thursday, February 24, 2022 10:26 AM  
**To:** Crystal Freeman <[Crystal.Freeman@ymcaofhannibal.com](mailto:Crystal.Freeman@ymcaofhannibal.com)>  
**Subject:** Re: Directory Contact Form Submission

Sounds good, we will have those barricades on the side of the road at those locations the night before.

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**From:** Crystal Freeman <[Crystal.Freeman@ymcaofhannibal.com](mailto:Crystal.Freeman@ymcaofhannibal.com)>  
**Sent:** Thursday, February 24, 2022 10:06:46 AM  
**To:** Andy Dorian <[ADorian@hannibal-mo.gov](mailto:ADorian@hannibal-mo.gov)>  
**Subject:** RE: Directory Contact Form Submission

Andy,

Attached is the map that Jeff and Lieutenant Grote went over together. We are requesting 5 barricades, they are marked with a B on the map. One barricade on the southbound side of Harrison Hill at Central Ave to route traffic down Central, 2 barricades at the closure location on Harrison Hill marked on the map in red, and 2 barricades at the park entrance. We will have volunteers posted at each of the barricades to move if there is an emergency, as well as to put the barricades out at the start of the race and to move them once the race has concluded. If you have any concerns please let me know.

Thank you,

Crystal Freeman  
Community Engagement Director  
YMCA of Hannibal  
#1 YMCA Dr.  
Hannibal, MO 63401

(P) 573-221-0586  
(F) 573-221-2292  
(W) [ymcaofhannibal.com](mailto:ymcaofhannibal.com)



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**From:** Andy Dorian [<mailto:ADorian@hannibal-mo.gov>]

**Sent:** Wednesday, February 23, 2022 6:45 PM

**To:** Crystal Freeman <[Crystal.Freeman@ymcaofhannibal.com](mailto:Crystal.Freeman@ymcaofhannibal.com)>

**Subject:** Re: Directory Contact Form Submission

Hey Crystal, unfortunately I am booked solid this week, if you want to email it to me I'll take a look and comment.

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**From:** [website=hannibalparks.org@mg.hannibalparks.org](mailto:website=hannibalparks.org@mg.hannibalparks.org)

<[website=hannibalparks.org@mg.hannibalparks.org](mailto:website=hannibalparks.org@mg.hannibalparks.org)> on behalf of Hannibal Parks and Recreation  
<[website@hannibalparks.org](mailto:website@hannibalparks.org)>

**Sent:** Tuesday, February 22, 2022 4:07:54 PM

**To:** Andy Dorian <[ADorian@hannibal-mo.gov](mailto:ADorian@hannibal-mo.gov)>

**Subject:** Directory Contact Form Submission

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**To** Andy Dorian

---

**Send Email To** [adorian@hannibal-mo.gov](mailto:adorian@hannibal-mo.gov)

---

**Your Name** Crystal

---

**Last** Freeman

---

**Your Email Address** [crystal.freeman@ymcaofhannibal.com](mailto:crystal.freeman@ymcaofhannibal.com)

---

**Message** Andy,  
Good afternoon, I have the map for our March 19th Shamrock Shuffle through the YMCA, I was hoping to go over it with you before the March 1 city council meeting. Do you have any availability this week?  
Thank you,  
Crystal Freeman  
Community Engagement Director  
YMCA of Hannibal

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Google Maps



Red = closure

Green = Initial crossing

Blue = Return crossing

## **UPDATED Department Comments – YMCA Shamrock Shuffle**

### **Police Department**

I sat down with Jeff Landrum about Monday afternoon. We agreed to the attached route and barricade and road closures. He indicated they would provide volunteers for traffic control and local residential traffic wouldn't be blocked and could get through. The barricades on Palmyra would let traffic detour on both Country Club and Central. As agreed upon, this will not require police participation.

***Lieutenant J. Alex Grote***

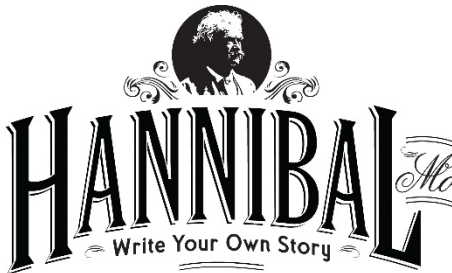
### **Fire Department**

Approve if barricades are monitored by YMCA volunteers to allow an emergency response to pass through. (per Chief R. Neisen)

### **Central Services**

Parks and Streets have no objections.

Streets will place barricades in the grass adjacent to the designated areas the night before. (per A. Dorian)



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## MEMORANDUM

**TO: MAYOR HARK AND FELLOW CITY COUNCIL MEMBERS**

**FROM: MICHAEL J. DOBSON, MAYOR PRO TEM/ 2<sup>ND</sup> WARD COUNCIL MEMBER**

**DATE: FEBRUARY 22, 2022**

**SUBJECT: CODE AMENDMENT – SECTION 26 *SIGNS***

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The HHMC has proposed an amended ordinance in relationship to A-frame signs permitted in the E-1 and H-1 zones. The new ordinance removes the May through October limitation and allows signs on the sidewalks year-round. The merchants feel the need to have advertising for their business year-round. This simple compromise is acceptable to both the HHMC and the HDDC with the HDDC being represented by Kristy Trevathan at the meetings. I am presenting to you the old ordinance and the proposal for its replacement.

**Present Ordinance:**

Sec. 26-8. - A-frame signs.

A-frame-type signs, sandwich signs, may be allowed continuously within the E-1 and H-1 zones during the months of May through October. Such signs must conform to the guidelines established for each zoning district; provided, however, that in no event shall such signs exceed 20 square feet in total sign area or four feet by 2½ feet per side in dimension.

(Code 1963, § 268.130; Code 1988, § 26-7(3); Ord. No. 3376, § 2, 2-7-1984; Ord. No. 3779, § 2, 3-17-1992)

**Proposed new Ordinance:**

Sec. 26-8. - A-frame signs.

A-frame-type signs, sandwich signs, may be allowed year round within the E-1 and H-1 zones under the following limitations.

- (1) Such signs must conform to the guidelines established for each zoning district.
- (2) Total size of the portable sign may not exceed 20 square feet, the maximum dimension of the sign shall not exceed four feet by 2½ feet.

- (3) Obstruction of the sidewalk to pedestrian traffic shall not be permitted, except as allowed by the city sidewalk regulations.
- (4) There shall be no visual obstruction to motorists on adjacent streets.
- (5) Signs shall be removed from the sidewalk at the end of each business day.
- (6) Only one sign allowed per building.



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# MEMORANDUM

**To:** Mayor James Hark and Members of the City Council

**From:** Lisa Peck, City Manager

**Re:** Engineering RFQ re: City Hall HVAC

**Date:** February 16, 2022

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I am requesting permission to issue an RFQ for engineering/architectural design to remedy the HVAC issues at City Hall. The boiler is oversized due to the removal of many of the radiators and the introduction of a combination of some window unit heating and cooling and some force air heating and cooling for some of the offices. The current systems experience frequent replacements and are unreliable.

## CITY OF HANNIBAL, MISSOURI

### REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES

The City of Hannibal, Missouri, requests qualifications for engineering/architectural design, bidding, and construction services to assist in an HVAC and window replacement project at its City Hall located at 320 Broadway. The City Hall building was built in the early 1900s and currently has a partial boiler system and a partial forced ventilation system. The project currently contemplated by the City includes replacement of the existing HVAC system and replacement of exterior windows throughout the building. Funding for the project may utilize ARPA funds, city funds, or other grant funds.

Information provided to the City must include:

- a) The specialized experience and technical competence of the firm with respect to HVAC system improvements and window replacements, or related work;
- b) The capacity and capability of the firm to perform the work in questions, including specialized services, within a period of twelve to eighteen months;
- c) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- d) The firm's proximity to and familiarity with the area in which the project is located; and
- e) References from previous clients of related work with the firm within the past five years.

The firm will be selected based on the above qualifications. Once the most qualified firm is selected, a cost for the required engineering services will be negotiated.

The ability to begin work immediately plus (c) above shall receive primary consideration. Solicitations from WBE/MBE firms are invited and encouraged.

Responses shall be submitted in writing (six copies), in a sealed envelope, delivered to the Office of the City Clerk, City Hall, 320 Broadway, Hannibal, Missouri, 63401, with the outside of the envelope clearly marked "STATEMENT OF QUALIFICATIONS – CITY HALL HVAC". The City reserves the right to reject responses it receives after **4:00 PM on April 7, 2022**. The City will open and review the responses and review them at a time convenient for City personnel. Any questions may be directed to Lisa Peck, City Manager at 573-221-0111.



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# MEMORANDUM

**To: Mayor James Hark and Members of the City Council**

**From: Lisa Peck, City Manager**

**Re: Changes to Traffic Committee**

**Date: February 16, 2022**

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There have been changes since this ordinance was enacted, making it outdated. The new ordinance corresponds to current staffing positions, removes some burdensome language regarding individual members collecting data on accidents (a function of the police department), and removing the semiannual report. This language also allows the Director of Central Services to issue Handicapped Parking Permits that meet the criteria for such.