

City of Hannibal
OFFICIAL COUNCIL AGENDA

**Tuesday, June 17, 2025
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 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 – June 3, 2025
Special Called Council Meeting – June 4, 2025**

**APPROVAL OF PAYROLL AND CLAIMS
First Half – June 2025**

**PUBLIC COMMENTS
5 Minutes/ Sign Up Required**

MARSHA MAYFIELD– THE HANNIBAL JUNETEENTH COALITION

Re: The Juneteenth Festival – Parade and Street Closures

Saturday, June 21, 2025 - 10:00 a.m. until 3:00 p.m.

CLARK TODD– TRINITY EPISCOPAL

Re: Back Alley Car Care – Closure of Alleyway

Saturday, June 28, 2025 - 6:00 a.m. until 3:00 p.m.

JACOB NACKE– HANNIBAL COMMUNITY PROMOTIONS GROUP

Re: Annual 4th of July Fireworks Display – Road Closure & Discharge of Fireworks

Friday, July 4, 2025, until 9:00 p.m. (Dusk) until 9:30 p.m.

MIKE O'CHELTREE– NEMO SHRINERS CLUB

Re: 70th Anniversary NEMO Shriners Club Parade – Broadway to Main St.

Thursday, July 17, 2025 - 11:00 a.m. until 2:30 p.m.

DARRELL MCCOY – MAYOR

Re: Approval of Re-Appointments

Mark Twain Home Board

Frank Salter – appointment for a term to expire November 2032

Kristy Trevathan – appointment for a term to expire November 2032

Re: Approval of Re-Appointments

Library Board

Raymond Lee – appointment for a term to expire June 2028

Laura Judlowe – appointment for a term to expire June 2028

Re: Approval of Appointments

Library Board

Harry Graves – appointment for a term to expire June 2028

Re: Recommendation of Appointment

Hannibal Housing Authority

Justina Smith – appointment for a term to expire April 2029

ROBERT KOEHN – 3RD WARD COUNCIL MEMBER

Re: Use of Fireworks in the City Limits

(Bill No. 25-053 to follow, for first reading)

JAMES LEMON – CITY ATTORNEY

Re: Amendment to Section 15-32 – Business Closure

(Bill No. 25-052 to follow, for first reading)

ANDY DORIAN – INTERIM CITY MANAGER

Re: HDDC Updated Guidelines

(Bill No. 25-051 to follow, for first reading)

Re: Approval of Appointment

Planning & Zoning Commission

Michael Fleetwood – 5th Ward Council Member

Re: Recommendation of Re-Appointments

Hannibal Parks & Recreation Board

Quintin Heaton – appointment for a term to expire July 2028

Beth Knight – appointment for a term to expire July 2028

Tom Batenhorst – appointment for a term to expire July 2028

Re: Recommendation of Appointment

Hannibal Development District Commission

Michelle Huseman – appointment for a term to expire May 2030

Re: Recommendation of Appointment

Board of Public Works

Lucas Peters – appointment for a term to expire July 2029

Re: Central Park Renovation Construction Observation Agreement

(Resolution No. 2557-25 to follow, for approval)

Re: Sell of City Owned Property 305-307 North Main Street

(Resolution No. 2559-25 to follow, for approval)

Re: Assignment of Agreement – Reed Properties, LLC

(Resolution No. 2558-25 to follow, for approval)

Re: Music Under the Stars Street Closures

TRISHA OCHEL TREE – DIRECTOR OF TOURISM

Re: Purchasing Policy Limitations – Media Buys

Re: Grant Application – Travel South International Showcase Scholarship

(Resolution No. 2556-25 to follow, for approval)

APRIL AZOTEA – 2ND WARD COUNCIL MEMBER

Re: Board of Public Works - FY 25/26 Budget Questions

BILL NO. 25-048

**AN ORDINANCE APPROVING THE FISCAL YEAR 2025-2026
BUDGET AND APPROPRIATING TO THE VARIOUS
DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCIES OF
THE CITY GOVERNMENT OF THE CITY OF HANNIBAL,
MISSOURI FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

Second & Final Reading

BILL NO. 25-049

**AN ORDINANCE AMENDING THE CITY OF HANNIBAL FY
2024/2025 BUDGET (NO. 1) BY AUTHORIZING INCREASES TO
THE GENERAL FUND'S ASSESSMENT, CITY HALL, DPW,
EXECUTIVE, FIRE, LAW, INTERNAL SERVICES, POLICE AND
EMERGENCY MANAGEMENT DEPARTMENT
APPROPRIATIONS, AND SUPPLEMENTAL APPROPRIATIONS
FOR SELF INSURANCE AND CAPITAL IMPROVEMENT FUNDS
AS AMENDED.**

Second & Final Reading

BILL NO. 25-050

**AN ORDINANCE TO PAY OFFICERS AND EMPLOYEES OF THE
CITY OF HANNIBAL, MISSOURI FOR THE FISCAL YEAR
2025/2026**

Second & Final Reading

BILL NO. 25-051

**AN ORDINANCE APPROVING AND ACCEPTING THE UPDATED
HISTORIC DISTRICT DEVELOPMENT COMMISSION DESIGN
GUIDELINES FOR THE H-1 DISTRICT.**

First Reading

BILL NO. 25-052

**AN ORDINANCE REVISING CHAPTER 15, LICENSES TAXATION
AND MISCELLANEOUS BUSINESS REGULATIONS, ARTICLE II. –
BUSINESS LICENSES, BY AMENDING SEC 15-32 CLOSURE OF
BUSINESS LICENSES**

First Reading

BILL NO. 25-053

**AN ORDINANCE REVISING CHAPTER 12, ARTICLE I. - IN
GENERAL,
BY AMENDING SEC 12-1.-SALE AND USE OF FIREWORKS**

First Reading

RESOLUTION NO. 2556-25

**A RESOLUTION OF THE CITY OF HANNIBAL, MISSOURI,
AUTHORIZING THE DIRECTOR OF TOURISM TO APPLY FOR
THE TRAVEL SOUTH SCHOLARSHIP FROM THE MISSOURI
DIVISION OF TOURISM AND AUTHORIZING THE MAYOR TO**

**EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO
SUPPORT SAID APPLICATION.**

RESOLUTION NO. 2557-25

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN
\$18,600 CONSTRUCTION OBSERVATION AGREEMENT
BETWEEN THE CITY OF HANNIBAL AND KLINGNER &
ASSOCIATES
FOR THE RENOVATIONS TO CENTRAL PARK**

RESOLUTION NO. 2558-25

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
AND APPROVING AN ASSIGNMENT OF AN AIRPORT HANGAR
LEASE AGREEMENT TO REDD PROPERTIES, LLC.**

RESOLUTION NO. 2559-25

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE MAYOR TO EXECUTE A SPECIAL WARRANTY DEED TO
BLAKE M. KRAMER AND MEGAN E. KRAMER FOR THE SALE
OF CITY OWNED PROPERTY LOCATED AT 309 MAIN STREET
FOR THE AMOUNT OF \$500.**

CLOSED SESSION

In Accordance with RSMo 610.021 (1), (2), and (12)

ADJOURNMENT



Return to:

Office of the City Clerk

320 Broadway Hannibal, MO 63401

Ph. (573) 221-0111

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: 5/19/25 Date you wish to be placed on Agenda: June 2025
Your Organization: The Hannibal Juneteenth Coalition Special Event: The Juneteenth Festival
Date(s) of Event: June 21, 2025 Requested Times (from-to): 10-3 P.m.
Description of Activity: The Annual Juneteenth Celebration
commemorating the end of Slavery

Primary Contact Person(s): Marsha Matfield Cell Phone: 573 719 7171

Work Phone: 573 719 7171 E-mail: marsha.matfield@yahoo.com

Assistance Needed (location, etc.): Parade needs the wooden horses for
street blockage for B Ball activity as well.
Water accessibility

DEPARTMENTAL COMMENTS (office Use)

Police: No concerns from police. Dept. Cost: 0

-Lieutenant Wilt

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

-Chief Neisen

BPW: HBPW has no issues. Please remind them to follow the application. Dept. Cost: 0

-D. Gordon

Building Inspector: No comments or concerns. **Dept. Cost:** 0

-B. Insp. Office

Parks: Parks has no objections. **Dept. Cost:** 0

-A. Dorian

Streets: Streets has no objections. **Dept. Cost:** 0

-A. Dorian

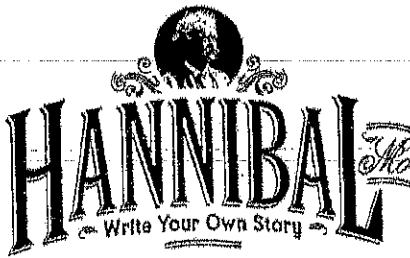
Tourism: No concerns. **Dept. Cost:** 0

-T. O'Cheltree

Administration: The Clerk's Office will need a certificate of insurance before the event. The Clerk's Office also needs the list of vendors with the vendors names, business name, and address NO LATER than a WEEK PRIOR to the event. **Dept. Cost:**

Ms. Mayfield was sent an email to remind her to follow the HBPW application procedures on Thursday, June 5th,

STAFF RECOMMENDS: per the request of D. Gordon.



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 statuterily 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.

Marshall R. Field
By
THJC Director
Title

5/19/25
Date

This checklist is for your planning & to help us better understand the needs for your event. Please check all activities that apply.

ACTIVITY	PROCESS
<input type="checkbox"/> Business License	The business / group promoting and organizing the event for profit must obtain a City of Hannibal Business License. Contact City Hall at 573-221-0111 for more information.
<input type="checkbox"/> Alcohol	1. Review the City of Hannibal, <u>Municipal Code Chapter 3. Alcoholic Beverages</u> . 2. Approval is needed from the City of Hannibal
<input type="checkbox"/> Retail Vendors	If retail sales are being made, vendors are required to collect and report sales tax to Missouri Department of Revenue. Tax Packets may be obtained by calling 573- 751-3505 or by visiting the Business tax Registration Forms at http://dor.mo.gov
<input checked="" type="checkbox"/> Food Vendors	If food is to be served, each food vendor must receive approval from the Marion County Health Department. You may contact them at 573-221-1166.
<input checked="" type="checkbox"/> Parade or other run / walk event	Special Events that occur on public property, require street closures, or involve outdoor retail sales, first require City Council approval. Parades require you to obtain a permit from the Police Department after Council Approval, but prior to your event. You must contact the Police Department 573-221-0987 within 10 days of your event to secure the appropriate parade permit.
<input type="checkbox"/> Security	(Must Provide Own) Method of Security
<input checked="" type="checkbox"/> Waste Removal / Recycling	Responsibility of Event Holder
<input checked="" type="checkbox"/> Port-A-Potties	Not supplied by City
<input checked="" type="checkbox"/> Barricades/Road Closures	If you're requesting a road closure & your area is outside of the map provided in the packet, then you must provide your own map (If you are having trouble with this please contact the Clerk's Office, the office manager will be happy to assist you). Your requested road closures or barricades will need to be marked on the map you've turned in with your packet.
<input checked="" type="checkbox"/> Electric Power	For temporary electric utility service for Festivals, the organizer must contact the HBPW at 573-221-8050. A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend. The pedestals located along Main St. are not for vendor use and will not be energized during events. Service call outs determined to be the fault of the vendor are at the organizer's expense and billed in accordance with the HBPW Schedule of Rates and Fees. For electric utility service at the Riverfront or other park locations, the organizer should contact Parks and Rec at 573-221-0111. Meter Fee and prepayment of usage is required. Any overpayment will be refunded.
<input checked="" type="checkbox"/> Water	For use of water at a fire hydrant, the organizer must contact the HBPW at 573-221-8050. A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend. Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

*** All special events; etc. must contact the Hannibal Fire Department for appropriate permits***

Administration Building
2333 Palmyra Road
Mark Kempker, Training Officer
(573)221-0651



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name The Hannibal Juneteenth Date of Event 6/21/25
Location/Address/Facility Name Celebration (None)
The FACT office at #4 Melgrove Lane
Expected Number of Attendees: 1000

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: Marsha Mayfield
Cell Phone: 573 719 7171

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 Marion Co.

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 *The Parade*
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

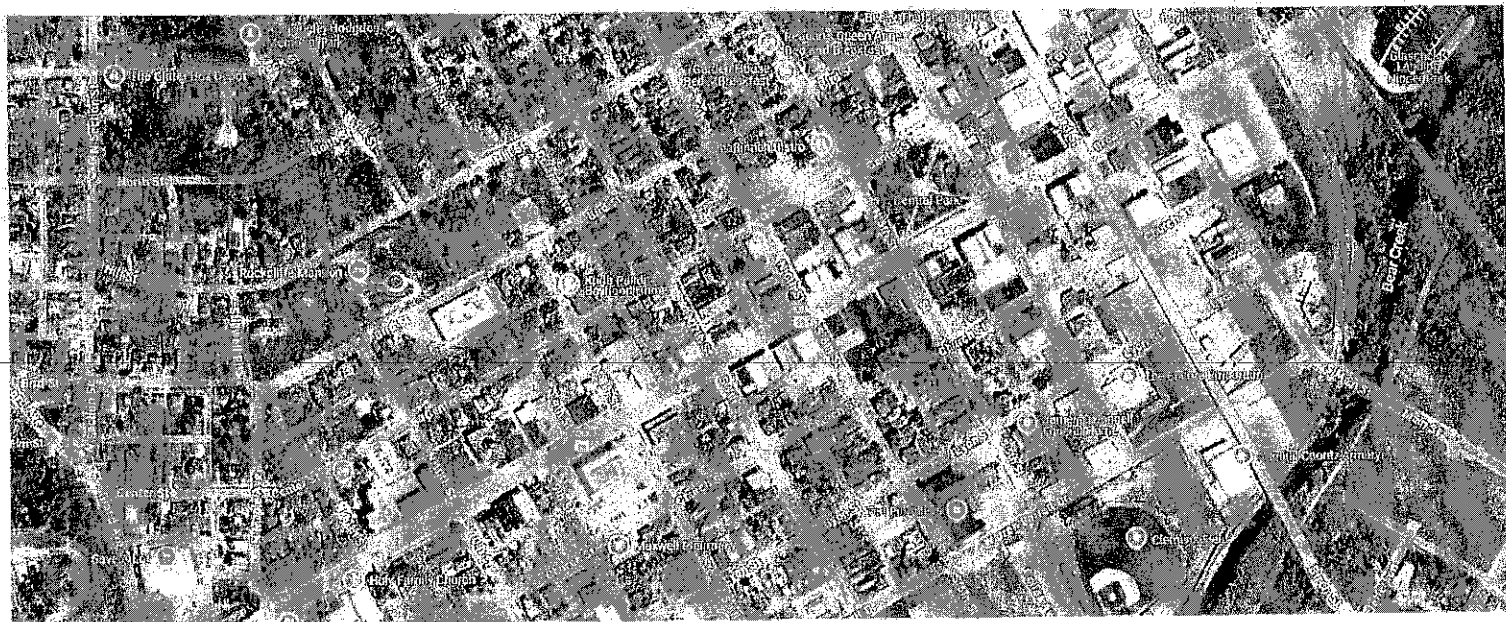
1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed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

V. CONTACT INFORMATION

Primary Contact: Marshall Payfield Cell Phone: 573 719 7171
Secondary Contact: Georgiana Hawkins Cell Phone: 573 248 7405

Dial 911 in case of emergency

disperse at Bird



Need Center

Bird Blocked off

Block off. 30.7th @ Warren
Barret

To Colfax





Return to:
Office of the City Clerk
320 Broadway Hannibal, MO 63401
Ph. (573) 221-0111
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: MAY 31, 2025 Date you wish to be placed on Agenda: JUNE 17, 2025

Your Organization: TRINITY EPISCOPAL Special Event: BACK ALLEY CAR CARE

Date(s) of Event: JUNE 28, 2025 Requested Times (from-to): 6am - 3pm

Description of Activity: MEMBERS OF TRINITY WILL SET-UP SERVICES
AREAS TO CHECK AUTO FLUID LEVELS, TIRE PRESSURE, SIGNALS
LIGHTS AND BATTERY FUNCTION. VOUCHERS FOR SERVICES LOCATED
WILL BE PROVIDED FREE.
Primary Contact Person(s): CLARK TODD Cell Phone: 217-242-2503

Work Phone: 573-293-5933 E-mail: CLARKTODD@SBCGCOBAL.NET

Assistance Needed (location, etc.): NONE BUT COOPERATION IN CLOSING
OFF THE ALLEY BEHIND THE CHURCH FOR THE EVENT.

DEPARTMENTAL COMMENTS (office Use)

Police: No concerns. Dept. Cost: 0

-Lieutenant Wilt

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

-Chief Neisen

BPW: The HBPW has no issues. Dept. Cost: 0

-D. Gordon

Building Inspector: No concerns or comments. Dept. Cost: 0

-B. Insp. Office

Parks: Parks has no objections. Dept. Cost: 0

-A. Dorian

Streets: Streets has no objections. Dept. Cost: 0

-A. Dorian

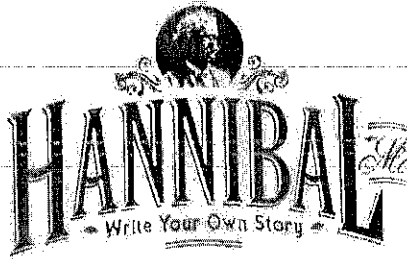
Tourism: No concerns. Dept. Cost: 0

-T. O'Cheltree

Administration: No objections, just need a certificate of insurance before the event. 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 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.

Rev. A. E. M.

By

K. R. R.

Title

[Signature]

6-4-25

Date

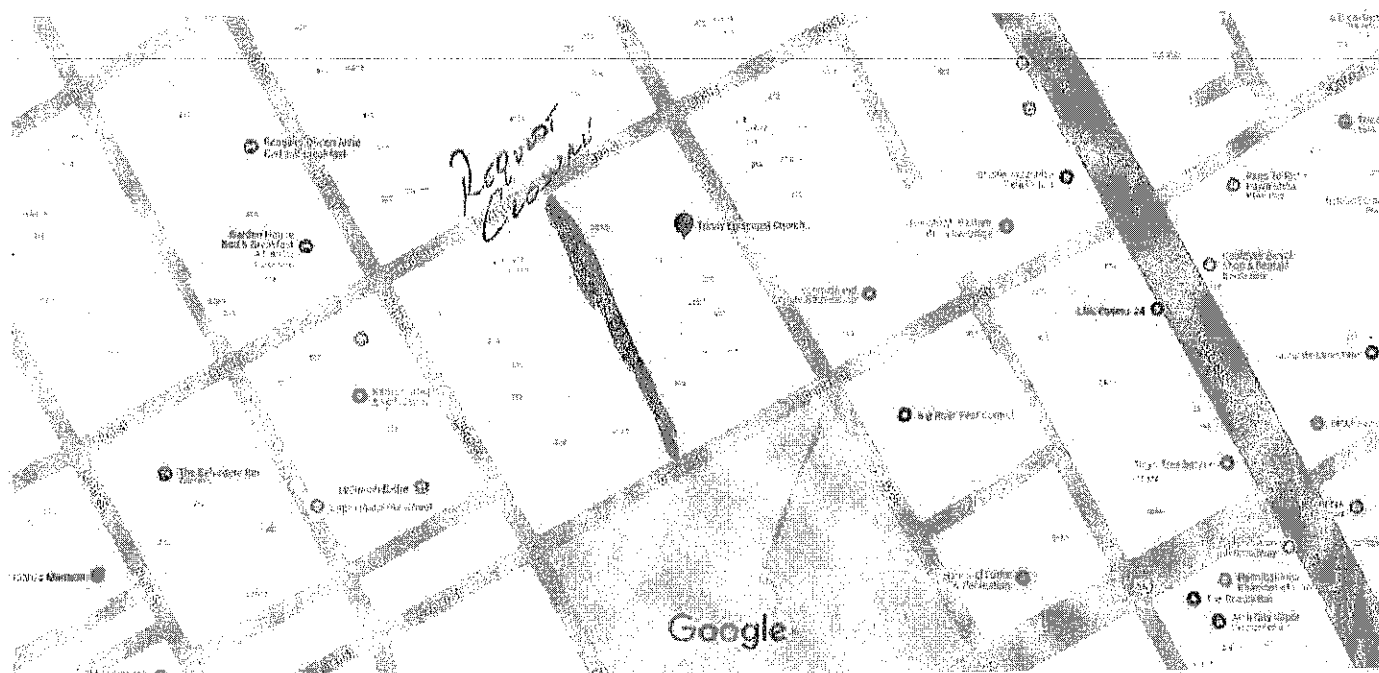
This checklist is for your planning & to help us better understand the needs for your event. Please check all activities that apply.

ACTIVITY	PROCESS
<input type="checkbox"/> Business License	The business / group promoting and organizing the event for profit must obtain a City of Hannibal Business License. Contact City Hall at 573-221-0111 for more information.
<input type="checkbox"/> Alcohol	<ol style="list-style-type: none"> 1. Review the City of Hannibal, <u>Municipal Code Chapter 3 Alcoholic Beverages</u>. 2. Approval is needed from the City of Hannibal
<input type="checkbox"/> Retail Vendors	If retail sales are being made, vendors are required to collect and report sales tax to Missouri Department of Revenue. Tax Packets may be obtained by calling 573- 751-3505 or by visiting the Business tax Registration Forms at http://dor.mo.gov
<input type="checkbox"/> Food Vendors	If food is to be served, each food vendor must receive approval from the Marion County Health Department. You may contact them at 573-221-1166.
<input type="checkbox"/> Parade or other run / walk event	Special Events that occur on public property, require street closures, or involve outdoor retail sales, first require City Council approval. Parades require you to obtain a permit from the Police Department after Council Approval, but prior to your event. You must contact the Police Department 573-221-0987 within 10 days of your event to secure the appropriate parade permit.
<input type="checkbox"/> Security	(Must Provide Own) Method of Security
<input type="checkbox"/> Waste Removal / Recycling	Responsibility of Event Holder
<input type="checkbox"/> Port-A-Potties	Not supplied by City
<input checked="" type="checkbox"/> Barricades/Road Closures <i>See Attached Allow From Bina To Central Street</i>	If you're requesting a road closure & your area is outside of the map provided in the packet, then you must provide your own map (If you are having trouble with this please contact the Clerk's Office, the office manager will be happy to assist you). Your requested road closures or barricades will need to be marked on the map you've turned in with your packet.
<input type="checkbox"/> Electric Power	<p>For temporary electric utility service for Festivals, the organizer must contact the HBPW at 573-221-8050. A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend.</p> <p>The pedestals located along Main St. are not for vendor use and will not be energized during events.</p> <p>Service call outs determined to be the fault of the vendor are at the organizer's expense and billed in accordance with the HBPW Schedule of Rates and Fees.</p> <p>For electric utility service at the Riverfront or other park locations, the organizer should contact Parks and Rec at 573-221-0111.</p> <p>Meter Fee and prepayment of usage is required. Any overpayment will be refunded.</p>
<input type="checkbox"/> Water	For use of water at a fire hydrant, the organizer must contact the HBPW at 573-221-8050. A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend. Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

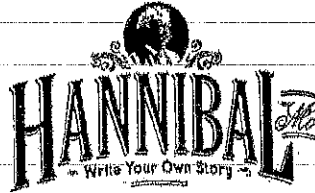
All special events; etc. must contact the Hannibal Fire Department for appropriate permits

Administration Building
2333 Palmyra Road
Mark Kempker, Training Officer
(573)221-0651

Trinity Episcopal Church



Map data ©2025 Google 50 ft



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name Bike Away Car Care Date of Event JUNE 29, 2025
Location/Address/Facility Name Trinity Episcopal Church
213 N. 4TH ST.
Expected Number of Attendees: 50

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: CLARK TODD

Cell Phone: 217-242-2503

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 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: CLARK TODD Cell Phone: 217-242-2503
Secondary Contact: Susan K. Nally Cell Phone: 314-378-6167

Dial 911 in case of emergency



Return to:
Office of the City Clerk
320 Broadway Hannibal, MO 63401
Ph. (573) 221-0111
Email to: bdaoley@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: 06/02/2025 Date you wish to be placed on Agenda: 06/17/2025
Your Organization: Hannibal Community Promotions Group Special Event: 4th of July Fireworks
Date(s) of Event: 07/04/2025 Requested Times (from-to): 2:00 (Dusk) - 2:30
Description of Activity: Annual 4th of July Fireworks Display from Lover's Leap

Primary Contact Person(s): Jacob Nacke Cell Phone:

Work Phone: 573-221-0987 E-mail:

Assistance Needed (location, etc.): 1) Closure of Lover's Leap starting at noon,
2) Disbursement of Fireworks within city limits, 3) HFD fire
protection at Lover's Leap during show, 4) HPD ensure
Lover's Leap is close

DEPARTMENTAL COMMENTS (office Use)

Police: No objections Dept. Cost: 0

Fire: No issues with this event. HFD will provide truck and 2 personnel. Dept. Cost: 0

-Chief Neisen

BPW: The HBPW has no issues. Dept. Cost: 0

-D. Gordon

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

-B. Insp. Office

Parks: Parks has no objections. Dept. Cost: 0

-A. Dorian

Streets: Streets has no objections. Dept. Cost: 0

-A. Dorian

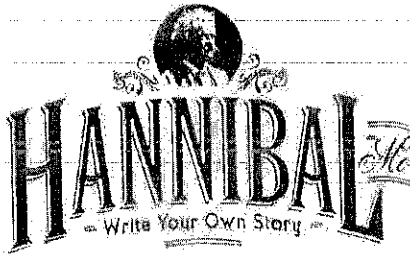
Tourism: No Objections Dept. Cost: 0

-T. O'Cheltree

Administration: No objections, just need a certificate of insurance from the Hannibal Promotions Group before the event. Dept. Cost: 0

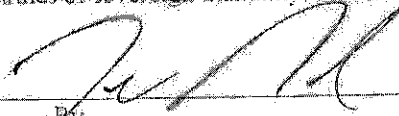
-Clerk's Office

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 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 _____

Chairman, HCPG

Title

6/2/25

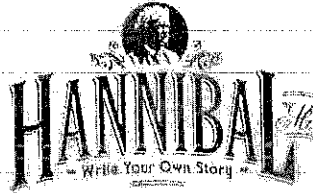
Date

This checklist is for your planning & to help us better understand the needs for your event. Please check all activities that apply.

ACTIVITY	PROCESS
<input type="checkbox"/> Business License	The business / group promoting and organizing the event for profit must obtain a City of Hannibal Business License. Contact City Hall at 573-221-0111 for more information.
<input type="checkbox"/> Alcohol	<ol style="list-style-type: none"> 1. Review the City of Hannibal, <u>Municipal Code Chapter 3 Alcoholic Beverages</u>. 2. Approval is needed from the City of Hannibal
<input type="checkbox"/> Retail Vendors	If retail sales are being made, vendors are required to collect and report sales tax to Missouri Department of Revenue. Tax Packets may be obtained by calling 573- 751-3505 or by visiting the Business tax Registration Forms at http://dor.mo.gov
<input type="checkbox"/> Food Vendors	If food is to be served, each food vendor must receive approval from the Marion County Health Department. You may contact them at 573-221-1166.
<input type="checkbox"/> Parade or other run / walk event	Special Events that occur on public property, require street closures, or involve outdoor retail sales, first require City Council approval. Parades require you to obtain a permit from the Police Department after Council Approval, but prior to your event. You must contact the Police Department 573-221-0987 within 10 days of your event to secure the appropriate parade permit.
<input type="checkbox"/> Security	(Must Provide Own) Method of Security
<input type="checkbox"/> Waste Removal / Recycling	Responsibility of Event Holder
<input type="checkbox"/> Port-A-Potties	Not supplied by City
<input type="checkbox"/> Barricades/Road Closures	If you're requesting a road closure & your area is outside of the map provided in the packet, then you must provide your own map (If you are having trouble with this please contact the Clerk's Office, the office manager will be happy to assist you). Your requested road closures or barricades will need to be marked on the map you've turned in with your packet.
<input type="checkbox"/> Electric Power	<p>For temporary electric utility service for Festivals, the organizer must contact the HBPW at 573-221-8050. A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend.</p> <p>The pedestals located along Main St. are not for vendor use and will not be energized during events.</p> <p>Service call outs determined to be the fault of the vendor are at the organizer's expense and billed in accordance with the HBPW Schedule of Rates and Fees.</p> <p>For electric utility service at the Riverfront or other park locations, the organizer should contact Parks and Rec at 573-221-0111.</p> <p>Meter Fee and prepayment of usage is required. Any overpayment will be refunded.</p>
<input type="checkbox"/> Water	For use of water at a fire hydrant, the organizer must contact the HBPW at 573-221-8050. A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend. Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

All special events; etc. must contact the Hannibal Fire Department for appropriate permits

Administration Building
2333 Palmyra Road
Mark Kempker, Training Officer
(573)221-0651



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name 4th of July Fireworks Date of Event 7/4/25
Location/Address/Facility Name Lovers Leap

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: Jacob Narke

Cell Phone: 573-221-0987

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-site ^{Fire}EMS be provided?

☒ Yes ☐ No

If yes, contact name and phone Hannibal Fire Department

3. Will on-site security be provided?

☒ Yes ☐ No

If yes, contact name and phone Police patrols as necessary (HPD)

C. Severe Weather

NWS support for event will be consulted for NWS.

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? explosive ordinance (fireworks)

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 *EMT on site w/ HFD*
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

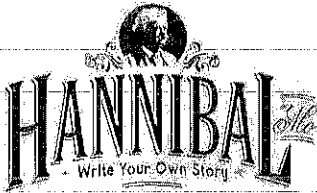
Primary Contact: Jacob Nacke

Cell Phone: 573-221-0987

Secondary Contact: Mark Kempke

Cell Phone: 573-231-6284

Dial 911 in case of emergency



Return to:

Office of the City Clerk

Attn: Britta Dooley

320 Broadway Hannibal, MO 63401

Ph. (573) 221-0111 ext. 221

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: June 9, 2005 Date you wish to be placed on Agenda: ASAP

Your Organization: Nemo Shrine Club Special Event: Parade on Broadway

Date(s) of Event: July 17th Requested Times (from-to): 11⁰⁰ am 12:30 Pm.

Description of Activity: Parade Ser Shrine's

Primary Contact Person(s): Miky O'Chellera Cell Phone: 573-248-7654

Work Phone: 573-248-3451 E-mail: Miky O'Chellera@NativeAmericanTrading.com

Assistance Needed (location, etc.): To Block Side Streets

on Broadway

To main St.

DEPARTMENTAL COMMENTS (office Use)

Police: No Concerns.

Dept. Cost: 0

-Lieutenant Wilt

Fire: No issue with this event.

Dept. Cost: 0

-Chief Neisen

BPW: The HBPW has no issues.

Dept. Cost: 0

-D. Gordon

Building Inspector: No comments or concerns. **Dept. Cost:** 0

-B. Insp. Office

Parks: Parks has no objections. **Dept. Cost:** 0

-A. Dorian

Streets: Streets has no objections. **Dept. Cost:** 0

-A. Dorian

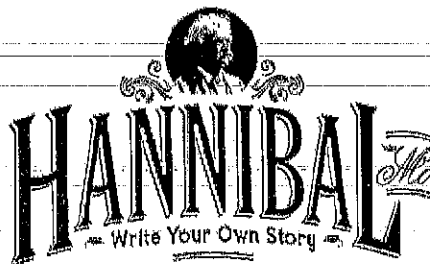
Tourism: No concerns. **Dept. Cost:** 0

-T. O'Cheltree

Administration: The Clerk's office will just need a certificate of insurance on file before the event. **Dept. Cost:** 0

-Clerk's Office

STAFF RECOMMENDS:



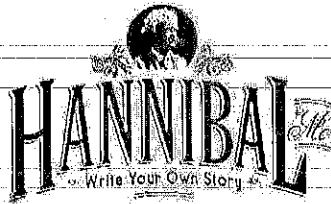
Hold Harmless and Insurance Requirements

- 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.

Michael O'Che Michael O'Che / Treve
By
Kemo Shuman Chb 6/9/25

Title

Date



CITY OF HANNIBAL

Special Event Safety Plan

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

I. GENERAL

Event Name 70th Anniversary Nemo Shrine Club Parade Date of Event July 17th 2025
Location/Address/Facility Name Broadway to Main St.

Expected Number of Attendees: 200-500

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: Mike O'Cheltree

Cell Phone: 573-248-7654

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 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 ☒ Police

V. CONTACT INFORMATION

Primary Contact: Mike O'Connell Cell Phone: 573-248-7654

Secondary Contact: _____ Cell Phone: _____

Dial 911 in case of emergency

Council agenda item 6-17-25

From Mayor <mayor@hannibal-mo.gov>

Date Mon 6/9/2025 4:19 PM

To Melissa Cogdal <MCogdal@hannibal-mo.gov>

 1 attachment (3 MB)

20250519_111843.jpg;

Melissa,

Under my name can you place Justina Smith on the next agenda for a first reading for HHA.
Thank you.

April 2029

Darrell McCoy

Mayor

City of Hannibal, Missouri

320 Broadway; Hannibal, MO 63401

Ph. 573-221-0111 opt. 6

Fax 573-221-8191

mayor@hannibal-mo.gov



Justina Smith

Deputy Public Administrator of Marion County

2121 Chestnut St

Hannibal MO. 63401

5/19/2025

To whom it may concern,

I am currently seeking a position on the board of the Hannibal Housing Authority, and I would like to introduce myself to you. My name is Justina, and I was raised in Joliet Illinois. My family moved here in 2001. My parents started their own businesses and continue to run them to this day. Work ethics are strong in my family, and I have never been without a job since I was 15. I started working in restaurants and then as a cashier at gas stations. I became a mother in 2005 when I had my son and then again in 2014 when I had my daughter. After I had my son, I was introduced to the mental health field, and I started working at Country Aire Estates for Miss Georgia Noland who is also my son's grandmother. I learned so much from her and my own mother about life and business. I strive to do better for myself and my family. I learned management skills from working at the residential home and I am a fast learner. I also did independent in-home care through NEILS and Blue Skies which allowed me to take care of my grandmother full time. Things really changed for me in 2019 when we tragically lost my son's dad in a car accident. This made me re-evaluate my life and what I wanted for my children. I started a new job at Willow care nursing facility as their social service director and started on the road to buy my first home. I will admit it was a hard road to get where I am today. In 2022 I had been asked to join the Marion County public administrator's office, and I purchased my first home as well. I strive to teach my children that if they set goals and work towards them, they can do anything they set their minds to. I still have some goals that I am working towards, and I have faith that I will reach them. I recently reached out to my local councilman because I would like to be more involved in my community. I think people get discouraged and don't really know how to reach out or take that first step. I feel that I can bring an outside view on certain topics due to the fact I have utilized income-based housing. I have received SNAP benefits and Medicaid. I have applied for section 8 assistance in the past though I never received it. I do know people who have. I know the benefits of having Hannibal housing authority in our community.

Respectfully,

A handwritten signature in cursive script that reads "Justina Smith". The signature is written in dark ink and is positioned below the typed name and the word "Respectfully,".

Office of the 3^d Ward Council



Robert "Bob" Koehn

Please place me on the agenda for further discussion on the use of fireworks inside City limits.
Including revised Ordinance attached.

BILL NO. 25-053

ORDINANCE NO.

FIRST READING 06.17.2025

SECOND READING

**AN ORDINANCE REVISING CHAPTER 12, ARTICLE I. - IN GENERAL,
BY AMENDING SEC 12-1.-SALE AND USE OF FIREWORKS**

Be it Ordained by the City Council of the City of Hannibal:

Section 1. WHEREAS, The City of Hannibal previously passed section 12-1 of the Ordinances of the City of Hannibal, which said ordinance prohibits the discharge of fireworks in the City limits of Hannibal

AND WHEREAS, further, that the council has determined that it would be appropriate to allow discharge of fireworks during limited circumstances during the period surrounding the 4th of July;

NOW THEREFORE, the City Council hereby revises Chapter 32 Article XI as follows:

Section 2. Section 12-1 of the Ordinances of the City of Hannibal is hereby revoked and a new Section 12-1 is hereby enacted as follows:

Sec. 12-1. - Sale and use of fireworks.

- (a) No person shall sell, offer for sale, use or discharge any firecrackers or fireworks, including but not limited to toy pistols, cannons or canes in which explosives are used, or any type of balloon which requires fire underneath to cause the same to rise. However, this section shall not apply the following situations:
- (1) The necessary discharge of flares or torpedoes for signal purposes in connection with railroads or other means of transportation.
 - (2) The use of blank cartridges, firearms or species of fireworks in connection with theatrical exhibitions.
 - (3) The activities of any military organization or organization of veterans.
 - (4) The use or activities of any department or division of the city approved by the official head of the department or division.

(5) Any pyrotechnic display given by a civic organization or group or under the supervision or authority thereof, or by an amusement park. Any such display must be licensed as provided herein.

(6) Fireworks discharged on private property between the hours of 8:00 A.M. and 10:00 P.M. on July 3, July 4, or July 5, provided that the person discharging the fireworks is at least 18 years of age, has a method of fire extinguishment within 10 feet which is sufficient and appropriate to extinguish any fire started by the lighting or discharge of the fireworks, and who is discharging the fireworks in the manner recommended or directed on the fireworks.

(b) Permits for the use of fireworks in connection with pyrotechnic displays shall be issued by the chief of the fire department upon written application when he is satisfied that the applicant is a responsible civic group or association, or the responsible management of an amusement park, that the conditions and use of fireworks will not involve undue or unusual danger to person or property, and that proper standards concerning the use of the fireworks will be employed.

(Code 1963, § 301.240; Code 1988, § 12-1; Ord. No. 3296, § 2, 1-4-1983; Ord. No. 4285, § 1, 4-20-2004)

State Law reference— Fireworks, RSMo 320.106 et seq.; authority for local regulation of fireworks, RSMo 320.121.

Section 2 All ordinances and parts of ordinances in conflict with this ordinance, in so far as they conflict, are hereby repealed.

Section 3. That this Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED ON THIS ____ DAY OF _____ 2025.

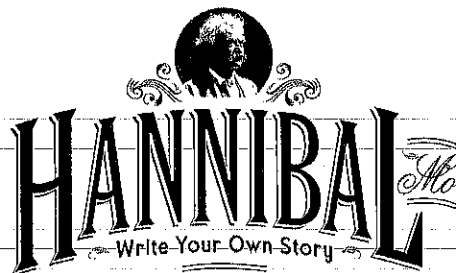
APPROVED ON THIS ____ DAY OF _____ 2025.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

City Clerk's Office



Melissa Cogdal
City Clerk

Place City Attorney James Lemon on the agenda for the discussion on amending Section 15-32
Closure of Business License.

BILL NO. 25-052

ORDINANCE NO.

FIRST READING 06.17.2025

SECOND READING

AN ORDINANCE REVISING CHAPTER 15, LICENSES TAXATION AND MISCELLANEOUS BUSINESS REGULATIONS, ARTICLE II. – BUSINESS LICENSES, BY AMENDING SEC 15-32 CLOSURE OF BUSINESS LICENSES

Be it Ordained by the City Council of the City of Hannibal:

Section 1. WHEREAS, The City of Hannibal previously passed section 15-3 of the Ordinances of the City of Hannibal, which said ordinance provides the process for the closure of unlicensed businesses.

AND WHEREAS, further, that the council has determined that while the appeals process upon an unfavorable decision is to the Circuit Court, that the language is confusing to the public and that it is necessary therefore to amend the Code.

NOW THEREFORE, the City Council hereby revises Chapter 15 as follows:

Section 2. Section 15-32 of the Ordinances of the City of Hannibal is hereby revoked and a new Section 15-32 is hereby enacted as follows:

Sec. 15-32. - Closure of non-licensed businesses.

(a) Failure to obtain a business license or failure to renew a business license under this chapter shall require the closure of the said business. Upon complaint that a business is operating without a license, the city council shall call and have a full and adequate administrative hearing upon the matter, giving the affected party at least 15 days notice, by personal service or certified mail of the hearing. Any party may be represented by counsel, and all parties shall have the opportunity to be heard. If the city council finds a business is operating without a license in violation of this chapter, they shall order the closure of such business. Such closure shall be in addition to any other penalties prescribed in this article.

(1) Any party aggrieved by the finding hereunder may appeal said order by filing a petition in the circuit court of the county in which the property lies. Such appeal petition shall be subject to the rules and procedures set out in Chapter 536 of the Revised Statutes of Missouri regarding appeals of a determination by a State Agency.

- (2) In the event such an appeal is filed, within 30 days of filing the petition in the circuit court, the appealing party must provide written notice to the City Clerk that the appeal has been filed with the Circuit Court, and must at the same time make a request of the City Clerk for the written record.
- (3) Upon the appealing party filing the petition with the circuit court and taking all other required action, then the determination of closure shall be stayed until a final determination has been made by the circuit court or the matter has been dismissed.
- (b) If no appeal is filed within 30 days of a determination under subsection one herein, or as a result of a revocation hearing as provided in section 15-31 of these ordinances, the chief of police or his designee shall lock or chain the doors of said business so as to prevent or bar further sales at retail by such business.
- (c) In the event that the State of Missouri makes a written request to the city for the closure of a business, pursuant to the provisions of RSMo 144.083 regarding the need to have possession of a retail sales license and a statement from the department of revenue that the licensee owes no tax due, then pursuant to the authority granted in RSMo 144.083 to the city, the City of Hannibal may prohibit further sales at retail by such business by directing the chief of police or his designee lock or chain the doors of said business so as to prevent or bar further sales at retail by such business.

(Ord. No. 4593, § 4, 1-17-2012)

Section 2 All ordinances and parts of ordinances in conflict with this ordinance, in so far as they conflict, are hereby repealed.

Section 3. That this Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED ON THIS ____ DAY OF _____ 2025.

APPROVED ON THIS ____ DAY OF _____ 2025.

Darrell McCoy, Mayor

Attest:

Melissa Cogdal, City Clerk

7/29



Outlook

BPW Appointment

From Andy Dorian <ADorian@hannibal-mo.gov>

Date Wed 6/11/2025 4:15 PM

To Melissa Cogdal <MCogdal@hannibal-mo.gov>

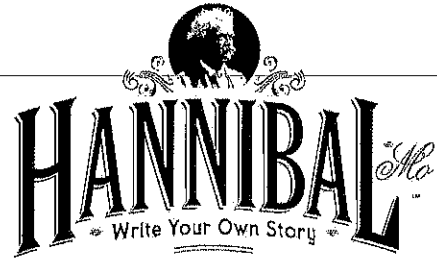
Melissa, I am going to nominate Lucas Peters to the BPW, he will replace Bill Fischer, can you place this on the June 17th Council Meeting for first reading.
Thanks,

Lucas Peters is Vice President of Peters Heating and Air Conditioning, a company with deep roots in the HVAC industry and an even deeper commitment to serving its community. With over 26 years of experience, Lucas has grown through every layer of the business—starting from the ground up—to become a hands-on, forward-thinking leader.

Founded as a family business, Peters Heating and Air Conditioning has become a trusted name across the region, built on a foundation of quality work, honest service, and long-term relationships. Lucas carries that legacy forward by leading with transparency, empowering his team, and championing innovation where it counts—especially when it comes to energy efficiency and customer satisfaction. Known for balancing technical know-how with a calm, confident leadership style, Lucas takes pride in helping people stay comfortable year-round—while keeping the company cool under pressure.

Andy Dorian
Interim City Manager
City of Hannibal, Missouri
Work Phone: 573-221-0154
Email: adorian@hannibal-mo.gov

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



TO: City Clerk, City Council, and Mayor

FROM: Andrew Dorian

DATE: 6/6/2025

RE: HDDC Updated Guidelines

The Hannibal Historic District Development Commission (HDDC) has been working for several months to update the guidelines for the H-1 Historic District. These guidelines are intended to provide the Hannibal Historic District Development Commission (HDDC) and property owners (or representatives) with guidelines for building rehabilitation, new construction, and other changes which would affect the overall appearance of Hannibal's H-1 historic district.

The members of the HDDC submitted the guidelines to the Planning and Zoning Board at their March 2025 meeting where they were approved and sent to the City Council for final acceptance.

Attached to this memo is the City Ordinance accepting these updated guidelines as well as copy of said guidelines.

Hannibal, Missouri

Design Guidelines

Historic District Development Commission

revised 4/2025



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ACKNOWLEDGEMENTS

The following Design Guidelines were re-written in January 2025 to reflect a new era of the Historic District Development Commission and its efforts to create a culture of collaboration, provide resources, and ease of use with property owners in the Hannibal H-1 District.

Considerations of durable materials that reflect historic character, modern usage of properties, affordability, enforceability, and citizen feedback are reflected in these Design Guidelines.

Research of other comparable and aspirant historic district guidelines were utilized in addition to referencing contents of The Secretary of Interiors Standards for Rehabilitation.

Additional acknowledgements to the original HDDC commission of 1988, the dedication of the commissioners and participants for the updated guidelines written in 2008 and to the City of Hannibal's councils and committees that support the Hannibal Historic District Commission.

2025 Historic District Development Commissioners

Steve Ayers, Chairman
Greg Addison
Roy Hark
Sarah North
Stacy Raith
Kristy Trevathan
Andrew Wikstrom

INTRODUCTION

The Design Guidelines are intended to provide the Hannibal Historic District Development Commission (HDDC) and property owners (or representatives) with guidelines for building rehabilitation, new construction, and other changes which would affect the overall appearance of Hannibal's H-1 historic districts. The guidelines provide information on appropriate rehabilitation techniques, recommendations for new construction and guidelines for demolition and relocation. The Design Guidelines is a working document for the HDDC to ensure that future changes to Hannibal's historic districts are in keeping with their architectural and historical character. These guidelines should also be referred to by property owners prior to the initiation of work in Hannibal's historic districts. Familiarity with the guidelines can help property owners formulate plans and designs to enhance Hannibal's H-1 district's character and streamline the review and application process.

The City of Hannibal created the Historic District Development Council in April of 1988. In addition to the establishment of the Commission, the ordinance also created the city's first Historic, or H-1 zone. The area encompassed by this zone included all or parts of two historic districts listed on the National Register: The Mark Twain Historic District and the Moses Bates Historic District (see map). This local historic district was created to provide conditions and regulations for the protection, enhancement and perpetuation of buildings, structures, areas, places or works of art in the city which have special historic and cultural value. The seven-member Commission was established to oversee the district and guide the purpose of the ordinance.

Design Guidelines can have a positive economic effect on historic communities. Design Guidelines can do the following:

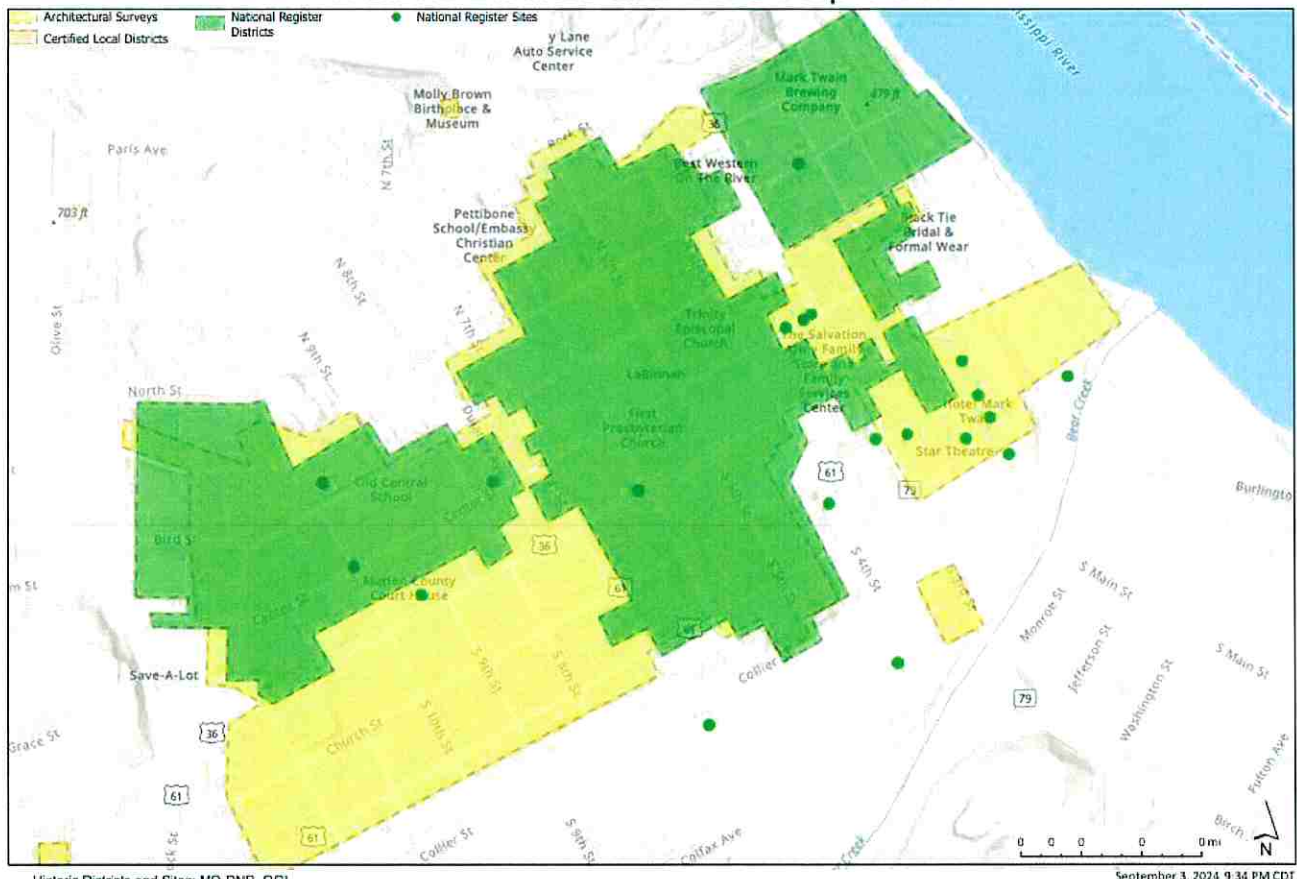
- *Enhance and Protect Property Values
- *Promote Heritage Tourism
- *Reinforce Community Identity and Marketability

Investment in historic neighborhoods and commercial areas has increased significantly in recent decades resulting in the stabilization and enhancement of property values. Design guidelines help to assure property owners that their investment in a historic area will be protected. Guidelines for historic areas help to ensure that rehabilitation and new construction are compatible with its character and that incompatible development which could negatively impact a property owner's investment is minimized.

Hannibal is fortunate to be a desirable tourist destination point as a river town and through its association with author Mark Twain. Heritage or cultural tourism is a major part of America's tourist industry and is of increasing importance for many communities' economic development. Historic preservation is part of a quality-of-life factor that can stimulate growth and development. Preservation of historic and architectural resources is an economic incentive for many communities and is integral to a community's overall marketing efforts.

Hannibal's identity as a historic river town and its large stock of architecturally significant buildings are inherent attributes which can be used to attract new industries and businesses. Design Guidelines reflect a community's commitment to preserving its identity and uniqueness.

Historic Districts and Sites Map Viewer



Historic Districts and Sites: MO DNR, OGI

September 3, 2024 9:34 PM CDT



Disclaimer: Although this map has been compiled by the Missouri Department of Natural Resources, no warranty, expressed or implied, is made by the department as to the accuracy of the data and related materials. The act of distribution shall not constitute any such warranty, and no responsibility is assumed by the department in the use of these data or related materials.

DESIGN REVIEW PROCESS

Design Guidelines help to preserve and protect the existing architecture of an historic area and facilitate compatible new growth and development. Design Guidelines are essential to ensure that the character of an area is enhanced and marketed in a consistent manner. The Hannibal Historic District Development Commission (HDDC) is a governing body established by the city and is responsible for adopting and administering guidelines. The design review process is one of flexibility and interaction with property owners and merchants to protect property values and promote the best possible rehabilitation and new construction in Hannibal's historic districts.

As of February 1, 2025, these guidelines are to be followed for any future improvement in Hannibal's H-1 district. Status of existing buildings will be addressed as follows:

- The Letter of Approval process is required for any exterior change, construction, alteration or rehabilitation and may result in compliance with the Design Guidelines.
- If existing materials or design February 1, 2025, are non-compliant and need to be replaced or extensively altered, the Letter of Approval process is required, and the materials must be replaced with compliant materials. This will strengthen the intentions of keeping with the architectural and historical character in the H-1 district.
- These guidelines shall not be construed to require modification to an existing building to bring it into compliance with current guidelines, provided that the repairs or maintenance do not change the building's appearance or materials used as they existed on February 1, 2025.

No building permit for exterior change, construction, alteration or rehabilitation, moving or demolition within Hannibal's H-1 district shall be issued by the Building Inspector until the project has been submitted and receives a written Letter of Approval (LOA) (see Appendix A). Applications for Letter of Approvals must be requested from the office of the City Clerk, or designee, which is located in the Hannibal City Hall. All applications are then referred by the City Clerk, or designee, to the Building Inspector and HDDC. HDDC can request detailed construction plans and related data such as photographs, as consideration of their review. In any H-1 properties, HDDC may make determinations for the following actions:

1. Appropriateness of altering or demolishing any building or structure within the historic H-1 district.
2. All exterior signs in the historic H-1 district.
3. Appropriateness of the exterior architectural features including signs and other exterior features of any new buildings and structure to be constructed in the historic H-1 district.
4. Appropriateness of exterior design of any new extension of any existing building or structure within the historic H-1 district.
5. The general compatibility of exterior design, arrangement, texture, and material of the building or structure in question and the relation of such factors to similar features of buildings in the immediate surroundings.

The Historic District Development Commission (HDDC) may not make determinations regarding:

1. Exterior paint colors
2. Interior arrangements or design, as long as these arrangements or designs do not visibly affect the exterior appearance of a building or structure.

Applications for Letter of Approvals (LOA) can be requested from the City Clerk, or designee. Upon completion of the LOA application, it should be returned to the City Clerk who shall then forward the application to the HDDC. The HDDC shall then issue to the City Clerk a letter stating its full approval, conditional approval, or denial. Conditional approvals and/or Letters of Denial (LOD) will be provided with explanations. If the HDDC disapproves/denies the application the City Clerk, or designee, will advise the applicant by sending a Letter of Denial (LOD).

In addition to meeting the design guidelines in a historic area, properties are also subject to the regulations in Hannibal's Zoning Ordinance. The Zoning Ordinance governs the use of land and buildings and has standards for height, lot coverage, setbacks, signs, landscaping, and parking requirements. Property owners must follow zoning requirements in addition to design guidelines in the historic district. New construction and renovation must also follow applicable building codes under Hannibal ordinance Sec. 7-25. This code specifies requirements for electrical and plumbing work, fire exits, building construction techniques, and other aspects of renovation and construction. Property owners must also meet these regulations before being issued a building permit.

Properties in the local historic district are also listed on the National Register of Historic Places. (see Appendix E) Buildings that are fifty years old or older retain their original character and are used for income-producing purposes may also be eligible for historic tax incentives for rehabilitation. (see Appendix D) Historical tax incentives rehabilitation must meet certain economic criteria as well as meet the Secretary of the Interior's Standards for Rehabilitation (see Appendix F). This certification process is through the Historic Preservation Program of the Missouri Department of Natural Resources and the review of this rehabilitation work is a separate application procedure from the Letter of Approval application (see Appendix A).

Applications for a Letter of Approval

1. Applications may be obtained in the City Clerk's, or designee's, office in City Hall. Property owners will be given a Letter of Approval application form and informed when the next HDDC meeting will take place.
2. For minor repair and maintenance of a building the application must be completed with a written description of the work to be performed. Applications will be reviewed initially by the Building Inspector and a designated agent of the HDDC to determine if additional submittal materials are required. A full review of the application by the HDDC may be waived by consensus of the Building Inspector and the HDDC representative and a LOA shall be issued if the project is determined to be of a minor nature.

3. Major rehabilitation work and new construction shall require elevations, photographs, ~~site plans, specifications, and designs for lighting and signs to fully illustrate the~~ property and the proposed work. Seven copies of all submittal materials, with the exception of models, shall be provided for HDDC. This documentation must be submitted along with the completed application for LOA form to the City Clerk's office.
4. For applications to demolish a building, an application for LOA must be completed along with photographic documentation and a general historical narrative which details the building's architectural and historical character.
5. Applications for LOA signs must include photographs of the proposed sign location and scaled drawings of the proposed signage indicating dimensions, materials, lettering or script, and design.
6. Applications for LOA of walls, fences, HVAC units, exterior lighting, satellite dishes and other external appurtenances shall require photographs of their proposed location and scaled drawings indicating size, materials, and design.

(see Appendix A for LOA process and application)

FAILURE TO OBTAIN LETTER OF APPROVAL

- a. Any person who initiates any building or improvement subject to the provisions of this division without first applying for and obtaining a "letter of approval" shall be deemed in violation of these guidelines and city ordinance. In such instances, the building inspector or designee shall:
- b. Provide a written notice to the property owner of such violation, allowing ten working days for the property owner to make the changes necessary to be in compliance with this article.
- c. Failure to comply with the provisions of this article shall be punishable by a fine not less than \$100.00 per day and not to exceed \$250.00 per day.
- d. Each day any violation of this article shall constitute a separate offense.
- e. Persons who initiate such improvements after applying for but being denied a letter of approval by the historic district development commission, shall be deemed immediately in violation, and shall be cited without ten days' written notification.

STEPS FOR LETTER OF APPROVAL

- Application for Letter of Approval from City Clerk's office
- Return completed application with required documentation to City Clerk's office
- Review by Building Inspector and HDDC
- Receipt confirmed by city designee and owner/representative contacted as to next HDDC meeting (if determined necessary by building inspector and HDDC designee)
 - Letter of Approval – Building Permit Issued
 - or Letter of Denial – Building Permit Denied
 - or Conditional Approval – Building Permit Denied
 - unless the owner(s) agrees to conditions
- Upon approval of application, the owner has one year from approval date to complete the work as listed on the LOA application.

HISTORIC BUILDINGS GUIDELINES**Materials & Technology**

1. ORIGINAL MASONRY SHALL BE PRESERVED AND MAINTAINED
 - a. Original exterior masonry walls and details shall be preserved and maintained.
 - b. Masonry which requires repair or replacement shall be repaired or replaced with new masonry which matches as closely as possible in color, texture, and profile. The painting of masonry walls that have not been painted shall not take place except for walls with extensive patching or repointing resulting in contrasting mortar joints and surfaces.
 - c. Paint shall not be removed from historically painted masonry.
2. EXTERIOR MASONRY CLEANING
 - a. If exterior masonry must be cleaned, it shall be with the least abrasive means possible such as low-pressure water and detergents and bristle brushes. Low-pressure water cleaning and rinsing should be conducted at or below 600 psi (pounds per square inch). Detergent cleaning or steam cleaning is preferred over the use of chemicals. If chemical cleaning methods are used it is required that a test patch be completed and the effects of the method evaluated by the HDDC, prior to cleaning of building in its entirety.
 - b. Sandblasting with dry or wet grit and other abrasive cleaning methods are strictly prohibited. Cleaning methods involving water or liquid chemicals may not take place during periods of freezing temperatures.
3. MASONRY REPOINT SHALL MATCH THE ORIGINAL
 - a. Mortar which is sound should be retained. Wholesale removal of sound mortar to achieve a unified appearance in repointing shall not take place. Masonry repointing should be with mortar to match the original in composition and appearance. Mortars shall always be softer than brick or stone.
 - b. Mortar joints should be raked to match the original profile.
 - c. Raking joints should be by hand rather than by electric saws, hammer, and other power tools to avoid damaging the brick.
 - d. Masonry shall not be repointed with mortar which has a high portland cement content unless this type of mortar was historically used on the building.
 - e. The use of synthetic caulking compounds and similar bonding agents shall not be used as masonry repointing.

(in addition to the Secretary of Interiors, GSA.gov is another resource for proper historic masonry repair <https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-procedures>)
4. PRESERVE AND MAINTAIN FOUNDATION WALLS
 - a. Original masonry foundations shall be preserved and maintained.
 - b. The concealment of foundation walls through the application of artificial materials such as stone veneers, stucco, aluminum, or vinyl siding shall not take place.
5. PRESERVE AND MAINTAIN EXTERIOR WOOD SIDING
 - a. Exterior wood siding such as weatherboard, clapboard and shingles shall be maintained and preserved.
 - b. Regular maintenance such as painting and repair shall occur to frame buildings.

- c. Wood siding shall be repaired and replaced with materials, profiles, and designs to match original or existing siding.
 - d. Paint that is on wood siding shall be removed through the gentlest means possible such as hand scraping and hand sanding. The use of electric hot-air guns, heat plates or infrared heating devices is acceptable if used with care.
 - e. Sandblasting or water blasting of wood siding is prohibited.
 - f. Replacement of wood siding shall be kept as minimal as possible and overall replacement on primary and secondary facades should not exceed 25% of the façade's total square footage of siding unless significant deterioration can be demonstrated.
6. WOOD SIDING SHALL NOT BE CONCEALED OR OBSCURED
- a. Exterior wood siding materials shall not be concealed, obscured, or otherwise covered with other materials, artificial materials such as aluminum, steel, vinyl, or asbestos sidings. Brick, stucco, and stone veneers shall not be applied over original wood siding.
 - b. Soffits and eaves shall not be enclosed or concealed with artificial sidings.
 - c. Replacement of wood siding shall match the original in material and texture and reveal. It is required that replacement wood siding be either wood clapboards or sawn wood shingles with less than a 5-inch exposure/reveal.
 - d. Rough split wood shakes, plywood siding, pressed wood (T1-11) or barn siding is not allowed.
 - e. Cement board may not be used for repair but may be considered for new structures. Example: trash bin enclosure, landscape boxes
7. PRESERVE AND MAINTAIN EXTERIOR METAL, STONE & BRICK ELEMENTS
- a. Metal elements such as cornices and window hood molding shall be maintained and preserved. Removal of such elements shall not take place.
 - b. Repair of sheet metal details shall be with similar materials designed to match the original
 - c. Repair and replacement of historic metals shall be with compatible metals to avoid galvanic corrosion.
 - d. Soft metals such as lead, tin, copper, and zinc shall be cleaned using chemical methods. Sandblasting or other abrasive cleaning methods are prohibited.
 - e. Wrought and cast-iron elements shall be cleaned by hand scraping and wire brushing. Low pressure dry grit blasting is acceptable as long as it can be demonstrated that the surface of the iron is not damaged.
 - f. Replacement of original metal elements with similar materials is recommended. The use of replacement materials such as wood or glass fiber (GFRP) reinforced concrete may also be allowed.
 - g. Original cast iron columns and pilasters, brick piers, or stone piers on buildings shall be preserved and maintained. Such elements shall not be obscured or concealed.

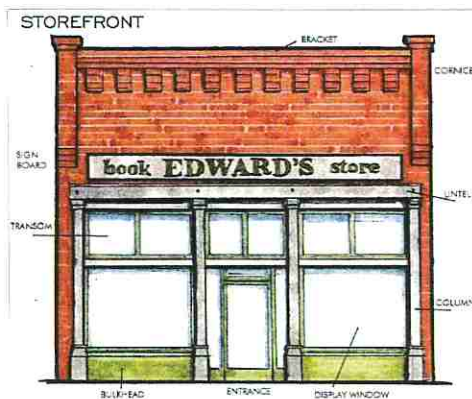


STOREFRONTS and FIRST FLOOR**8. MAINTAIN ORIGINAL STOREFRONT AND FIRST FLOOR CONFIGURATION**

- a. Original materials and design shall be maintained and preserved. Original doors, bulkheads, display windows, transoms, decorative glass, or other elements shall not be removed unless their deterioration can be demonstrated.
- b. Any elements that are clearly deteriorated shall be replaced with new elements to match the original materials.
- c. New designs for historic buildings shall follow traditional composition and arrangement. Original elements remaining during remodel shall be preserved and incorporated into the new design. The replication of replacement or remodel based upon historic photographs, drawings or similar evidence is encouraged. Historic photographs and drawings of many Hannibal buildings can be found at the Hannibal Public Library and Hannibal Arts Council.
- d. New building fronts shall follow historic patterns. Storefronts shall include elements such as recessed entrances, display windows resting on bulkheads and transoms. All replacement of non-original doors, windows or transoms on any building shall be wood framed. Steel or aluminum is not allowed.
- e. Interior storm windows that cannot be seen from the exterior are encouraged and recommended. These will create a thermal break which will reduce condensation and save energy. No application for Letter of Approval is required for this type of storm window treatment.

9. PRESERVE AND MAINTAIN ORIGINAL ENTRANCES

- a. Original entrance elements such as wood doors and transoms shall not be removed and replaced unless extensive deterioration is evident.
- b. Entrance openings shall not be enclosed or removed.
- c. Steel or aluminum doors shall not be added to storefronts.
- d. Original recessed entrance openings shall not be removed or altered.
 - i. If original doors are no longer extant, wood doors appropriate for the building's style and period shall be added. Single light glass and wood doors are appropriate for late 19th and early 20th century buildings.
- e. New entrance openings on storefronts should not be added. If an additional door opening to a building is required to meet fire codes, the rear façade is the most appropriate location. New entrance openings on rear facades should be simple in design such as single light glass and wood doors.
- f. Entrances which must be added on primary storefronts may be either flush with the street and hinged to open outward from the building per building code. Single light glass and wood doors are required for new storefront entrance openings.



10. PRESERVE AND MAINTAIN ORIGINAL WINDOWS *(Storefronts and first floor)*

- a. Original windows shall be preserved and maintained. Original elements such as copper or bronze mullions or other framing features shall be retained, unless excessive deterioration can be shown.
- b. Windows shall not be covered or reduced in size with added materials.
- c. Tinted glass shall not be installed.
- d. Where new windows are required, they shall match the original window dimensions in size and scale.
- e. New windows shall be made of materials matching the original. No steel or aluminum window is allowed. No metal or vinyl cladding is allowed.
- f. New windows can either be clear plate/tempered glass or clear insulated glass. The use of shades or blinds on the inside of the window is more historic than tinted glass.
- g. Interior storm windows that cannot be seen from the exterior are encouraged and recommended. These will create a thermal break which will reduce condensation and save energy. No application for a Letter of Approval is required for this type of storm window treatment.

11. PRESERVE AND MAINTAIN TRANSOM OPENINGS

- a. Original transoms and transom openings shall be preserved and maintained.
- b. Transom openings shall not be enclosed or concealed.
- c. Historic transom materials such as prism glass or leaded glass shall be preserved and maintained.
- d. New transom glass shall be clear. Tinted glass shall not be installed.
- e. Transoms are appropriate locations for painted window signs.
- f. No window air conditioners are allowed on street facing façade.

12. PRESERVE AND MAINTAIN TRANSOM OPENINGS

- a. Mechanical equipment is not allowed on street facades, including but not limited to: meters, electrical service entrances, vents, louvers, air intakes, exhausts.

13. PRESERVE AND MAINTAIN ORIGINAL BULKHEAD DESIGNS AND MATERIALS

- a. Original wood, brick or tile bulkheads shall be preserved and maintained and shall not be altered or obscured.
- b. If original wood bulkheads are missing, new bulkheads or wood design are required. Brick bulkheads may also be added if they match the original brick on a building or if they are painted to complement other storefront elements.
- c. OSB waferboard sheathing, or other rough grade plywood, shall not be used as finish material. Cement board may be used for panels, only.

UPPER FACADES**14. WINDOWS SHALL RETAIN ORIGINAL DIMENSIONS AND DETAILS**

- a. Original window openings, sash elements and details such as cast iron or sheet metal cornices should be preserved and maintained, unless excessive deterioration can be shown.
- b. The use of replacement materials such as wood or glass fiber (GFRC) reinforced concrete may also be allowed.

- c. Original window openings shall not be enclosed or obscured with added materials.
- d. If the original window sash is missing, replacement windows shall be appropriate for the period of the building. For ante-bellum structures, six-over-six or four-over-four sash is appropriate. For late 19th century buildings four-over-four, two-over-two or one-over one sash windows are required. For early 20th century designs one-over-one sash shall be installed. Colonial revival influenced buildings that may have six-over-six, six-over-one or similar sash configuration. Recommended that new windows are made of wood. Metal clad or anodized is acceptable. Raw aluminum or vinyl are not allowed.
- e. Interior storm windows that cannot be seen from the exterior are encouraged and recommended. These will create a thermal break which will reduce condensation and save energy. No application for a Letter of Approval is required for this type of storm window treatment.
- f. Exterior storm windows are appropriate for historic window openings. Acceptable materials are wood, aluminum with baked enamel finish or anodized finish. Storm windows shall be of full view design or built with the meeting rail to match the meeting rail configuration of the window sash in the opening.
- g. Existing shutters shall be retained and preserved. If beyond deterioration, wood is the required replacement.
- h. Shutters shall not be added to windows unless evidence of the authenticity can be shown.
- i. Air conditioning units are not allowed in upper windows that are street facing.
- j. Mechanical equipment is not allowed on street facades including but not limited to meters, electrical service entrances, or exhausts.

BUILDING EXTERIOR

15. ROOF CORNICES AND PARAPET WALLS SHALL BE PRESERVED AND MAINTAINED

- a. Original cornice elements shall not be concealed or obscured.
- b. Original brick, wood, cast iron, or sheet metal, cornices shall be preserved and maintained, unless excessive deterioration can be shown.
- c. For sheet metal cornices which have deteriorated or missing sections, replacement with new sheet metal elements to match the original profile is recommended. Fiberglass, or other synthetic materials may be used if historic patterns are recreated.
- d. Brick, stone, or concrete parapet walls shall not be removed or altered. If repair is necessary, the mortar and masonry should be repaired to match the original dimensions and materials of the parapet wall.
- e. For buildings which have lost their original metal or wood cornices replacement based on historical evidence such as photographs or "ghosts" of cornice designs is recommended. Lacking such evidence, new cornices of wood or sheet metal may be added based on cornices on buildings of similar age and design in the H-1 area. Fiberglass, or other synthetic materials may be used if historic patterns are recreated.

~~16. HISTORIC COLORS AND TEXTURES SHALL BE PRESERVED AND MAINTAINED~~

- a. Masonry walls that have not been previously painted shall not be painted unless repair or additions have resulted in significant contrasts in the brick and mortar. However, if a portion of the building masonry is painted, an Application for Letter of Approval may request masonry painting approval to create consistency within the building.
- b. Stucco or similar exterior insulation systems shall not be applied on primary facades. This surface treatment may be appropriate for secondary or rear facades of masonry buildings which are in poor condition or have been sandblasted.
- c. These Design Guidelines and the ordinances specifically do not control interior or exterior paint colors but suggest colors should be selected to complement the dominant existing colors of dark red and similar hues or historically accurate colors.

17. AWNINGS OR CANOPIES

- a. Original or historic awnings of wood or metal framework shall be retained and preserved unless excessive deterioration can be shown.
- b. The installation of retractable or fixed canvas awnings to storefronts is appropriate.
- c. Canvas or treated canvas are recommended awning coverings. Metal coverings shall not be used.
- d. Awnings shall be placed above windows or transoms and above upper façade windows. Awnings shall not be applied to obscure upper façade masonry and detailing.
- e. Modern metal framework may be retained in a renovation if covered with canvas.
- f. Required awning designs are standard or shed awnings. Also acceptable are circular or accordion designs. Box or casement awnings are more non-traditional and less appropriate, however, these may be installed if requested. Valences should be in keeping with traditional patterns such as scalloped, wave or sawtooth design.
- g. Awnings should be designed to relate to the shape of the opening it covers. Most transoms and display windows are rectangular in shape and rectangular straight sided awnings are recommended for these openings. Arched awnings are suitable for arched entrances or window openings.
- h. Temporary sunbrellas or shade canopies are allowed for outdoor seating areas. It is recommended that the style reflects the historic awning guidelines in material, color, and shape.

18. PRESERVE AND MAINTAIN PORCHES AND BALCONIES

- a. The location and configuration of original porches on buildings in the H-1 district shall be preserved and maintained.
- b. Deteriorated porch elements shall be repaired with materials to match rather than replace.
- c. Original porch elements such as columns, floors, railings, and decorative trims shall not be removed. If replacement is required, new elements should match the original in design, materials, and dimensions.

- d. Porches may be enclosed with screen panels as long as the panels have a ~~minimum number of vertical and horizontal framing members to support the~~ screening. These panels shall be recessed behind existing porch columns and rails. Screen frames shall be made of wood. Aluminum and metal frames shall not be installed.
- e. Porches or balconies shall not be enclosed with glass, wood, aluminum, or similar materials.
- f. Glass panels may be applied to porches on rear facades or secondary facades which are not visible from a public right of way. Glass panels shall be set behind porch columns and railings, and installation shall not result in the removal of any original porch materials.
- g. Porches or balconies may be added to a primary or secondary façade which originally did not have porches or balconies. These additions require the submission of documents supporting the architectural and historical design of the building's era.

19. PRESERVE AND MAINTAIN ORIGINAL PORCH ELEMENTS

- a. Original porch floor materials, such as wood and concrete, shall be maintained and preserved.
- b. Wood porch floors shall be retained and not replaced with concrete or brick.
- c. Wood or concrete porch floor areas which are deteriorated or cracked shall be repaired with matching materials.
- d. Deteriorated porch columns shall be repaired rather than replaced.
- e. If replacement of wood columns is required, wood columns to match the original in size, appearance and dimensions shall be added. Replacement with metal or aluminum columns shall not be allowed.
- f. Wrought iron or similar metal columns or posts shall not be used to replace original wood or brick columns.
- g. Original porch railings shall be preserved and maintained
- h. Repair of porch handrails and balusters shall be undertaken rather than replaced. If replacement is required, it shall be of materials, design, and dimensions to match the original.
- i. The installation of a new porch railing for a porch that was originally built without a railing is discouraged. If required for safety or access reasons the railing shall be simple in design with square or turned balusters.

20. ORIGINAL EXTERIOR STAIRCASES SHALL BE PRESERVED AND MAINTAINED

- a. Original concrete, brick, or wooden staircases leading to a porch or entrance shall be preserved and maintained.
- b. Original wood, brick or concrete staircases shall be replaced with stairs of matching materials.
- c. Pre-cast or pre-formed concrete stairs shall not be installed on front of building or in public view.
- d. Balustrades for new exterior stairs shall be of simple design and made of wood. Wrought iron handrails or rails of other metal material shall not be installed unless missing stairs are being replicated from architectural or pictorial evidence.

- e. If required on building front, accessible ramps will be compatible with the design and detailing of the building. Use simple handrails and square or turned balusters if required for accessible ramp construction. (reference building codes)
- f. The construction of ramps shall result in a minimal loss of historic building elements, as much as possible.

REAR FACADES

21. ADDITIONS ARE APPROPRIATE AT REAR FACADES

- a. Rear facades are actable locations for additions, elevator shafts, exterior staircases
- b. and secondary entrances. These improvements shall be kept simple.
- c. Wood, cement board or masonry construction are acceptable materials for rear additions
- d. Rear additions shall be stepped lower than the roofline of the original building.
- e. The construction of the addition shall not result in the loss of substantial material on the rear façade of the original building. The wholesale removal of sections of the original rear wall shall not take place unless significant structural deficiencies can be demonstrated. Additions shall be designed so that an owner may remove the addition and restore the original façade, if so desired.

22. MECHANICAL OR OTHER EQUIPMENT SHALL BE SCREENED

- a. If passageways and accessibility allow trash receptacles and dumpsters on rear facades, they shall be screened through the use of masonry or wood panels, landscaping, or a combination of the two. The use of frame lattice panels on a brick, or masonry base is recommended. Cement board may be considered for new screening structures. Example: trash bin enclosure, landscape boxes
- b. Mechanical or other equipment, coolers, freezers, communication, ground mount electrical transformers, meters, loading docks shall be screened with above referenced materials.
- c. Storage sheds shall be made of wood. No metal or plastic materials are allowed.

23. COORDINATE REAR FAÇADE COLORS AND SIGNS WITH THE PRIMARY FAÇADE

- a. Rear structures and all signage shall be in keeping with those on the primary façade to provide ready identification of the building and occupant.
- b. Service equipment such as water and electrical conduits shall be painted to blend with the overall exterior color of the building.
- c. Signs for rear facades shall follow sign guidelines for primary facades.

24. ROOFS AND ROOFING

- a. Preserve the existing roof shape.
- b. Retain the existing roofing material whenever possible.
- c. Replace deteriorated roof coverings with new material that matches the old in composition, size, shape, color and texture.
- d. Preserve or replace, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting and weathervanes.
- e. Roofs that cannot be seen by any public right of way may use whatever roof covering is allowed by the building code. Roofs that can be seen from a public right of way with pitch of 3 in 12, or steeper, shall be shingles of fiberglass and

asphalt, sawn wood shingles or standing seam sheet metal $\frac{1}{4}$: 12. Roofs with pitch of 2 in 12, or less, shall be membrane, or flat seam metal.

- f. Rough split wood shakes are not allowed.
- g. Structural ribbed metal panels, or corrugated metal panels, are not allowed for a roof that can be seen from a public right of way.

MAINTENANCE

25. EXTERIOR WOOD SIDING

- a. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
- b. All exposed wood shall be kept painted or treated with preservatives.
- c. Repairs for wood siding such as cracks can be made with waterproof glue or architectural epoxies. Large cracks may be filled with caulk followed by architectural epoxies. The surface should then be sanded, allowed to dry, and painted.
- d. Where exterior siding must be replaced, it shall be replaced with wood that matches in dimension and texture.
- e. Oil based paints are recommended for exterior siding. Wood siding and trim shall not be power washed. The painting of exterior wood siding and trim should be done only when the wood has less than a 15% moisture content. Affordable moisture meters are available online through woodworking supply companies.

26. MASONRY AND MORTAR

- a. Keep exterior brick clean of mildew, efflorescence, and dirt. Also keep exterior brick clean of vines, ivy and other plant materials. Washing with detergents and water is best for exterior masonry and mortar. Sandblasting, water blasting, and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
- b. Repointing of historic mortar shall be with a mortar which matches the original in appearance and composition. Most mortars from before 1900 were composed of lime and sand and a mortar with similar content should be applied. The use of portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick.
- c. Silicone-based waterproof coatings are not recommended. They have proven to have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The Secretary of Interiors recommends applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

27. ROOF, CORNICES, CHIMNEYS

- a. Check the roof regularly for leaks, deterioration of flashing and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water.
- b. Know what metals are used in the cornice or roof's flashing and use only similar metals during replacement or repair. Different metals should not touch each other, or a galvanic reaction may occur, leading to corrosion.

- c. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
- d. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

28. GUTTERS AND DOWNSPOUTS

- a. Gutters and downspouts shall be kept in good repair. They must be properly connected, clean of leaves and other debris, and channeling water effectively away from the building. All cracks in downspouts should be sealed with silicone caulk or sealants.
- b. The use of splash blocks to keep water away from the foundation is recommended.
- c. Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferred versus corrugated designs.

29. FOUNDATIONS

- a. All water should drain away from the building and should not enter the foundation.
- b. Trees, shrubs and other plants should be kept far away from the foundation to prevent damage from moisture and root movement.

30. ENTRANCES

- a. Doors, transoms and sidelights should be kept clean, and the glass should be continually washed.
- b. Original locks and hardware should be oiled and in good repair. If hardware is missing or deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
- c. Painting wooden doors that have natural finishes is not recommended.

31. WINDOWS

- a. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.
- b. Window should be weather stripped to aid in energy conservation.
- c. Shutters and blinds should be kept painted and in good repair.
- d. Old or deteriorated curtains or shades behind windows should be removed or replaced.

32. AWNINGS

- a. Canvas awnings should be washed periodically and kept in good repair.
- b. Awning hardware should be regularly checked for rust or loose mechanisms.
- c. Awnings which become torn or otherwise deteriorated should be replaced.

33. SIGNS

- a. Abandoned signs and sign hardware shall be removed from the buildings if deemed a safety hazard.
- b. Signs should be kept painted and mounting bolts should be checked to make sure they are secure.

- c. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

SIGNS & STREETScape

34. SIGNS SHALL BE PLACED AT TRADITIONAL, SIGN LOCATIONS

- a. Wall signs shall not exceed the height of the building cornice.
- b. Wall signs shall be placed on the flat surface of the building.
- c. Wall signs may be painted or applied directly to the face of the building.
- d. Traditional locations for wall signs are above transoms, on cornice fascia boards, or below cornices.
- e. Sign brackets for projecting signs shall be located no higher than second floor windowsills.
- f. Awning valences may be used for signs.
- g. Neon signage is not allowed on the exterior of buildings.
- h. Signs, symbols and logos provide for ready identification of a business and their use is encouraged.

35. THE NUMBER OF SIGNS PER BUILDING SHALL BE KEPT TO A MINIMUM

- a. Freestanding signs in the downtown H-1 area shall not exceed one per business per street.
- b. No signs shall exceed 20% of the face of the building.
- c. No more than three signs per building are allowed excluding window signs.

36. HISTORIC SIGN MATERIALS SHALL BE USED

- a. Historic sign materials such as finished wood, exterior grade plywood (such as MDO) and brass and copper letters are appropriate for the H-1 district.
- b. Sign brackets shall be made of wood or pre-painted or finished metal.
- c. Signs shall be mounted to minimize damage to historic materials. Mounting bolts on masonry buildings should be applied to go through mortar joints rather than the face of the brick.
- d. Temporary signage for new business may be utilized but shall be replaced with appropriate permanent signage within 90 days of occupancy and temporary signage removed.
- e. No fabric signage of any kind shall be used.

37. SIGN CONTENTS:

- a. Colors should be considered to coordinate with overall building colors.
- b. Dark backgrounds with light letters are appropriate and should be considered for sign colors.
- c. The location, size, and placement of signs shall complement those of neighboring or adjacent buildings.
- d. Signs which are out of scale or have substantially different locations from adjacent buildings shall be avoided.
- e. Contemporary sign designs and signs based on styles from the mid-19th and early 20th century are appropriate.
- f. Signs reflecting an earlier period of history such as Colonial Williamsburg or New England are not allowed.
- g. Historic wall signs painted on exterior masonry walls shall be retained and maintained. Original paint and design wall signs may be touched up with new paint, if desired.

- h. Signs shall not conceal or obscure original decorative designs or detailing on storefronts or upper facades.
- i. Transom panels shall not be covered or obscured with signs.
- j. Letters shall not exceed 18 inches in height on any sign.
- k. No more than 60% of a sign's total area shall be occupied by lettering.
- l. Serif style letters are more appropriate and encouraged.
- m. Light fixtures for signs shall not be readily visible from the street or sidewalk level.
- n. Internally lit signs are not allowed.
- o. Spot or flood lights are not allowed.

38. PARKING LOTS

- a. Parking lots shall be consistent with the alignment found along each block in the H-1 area. All buildings in the H-1 district are flush with the sidewalk or have a setback of only a few feet. Parking lots introduced into the downtown area should maintain this alignment through landscape elements such as trees, hedges, low shrubs, earth berms, brick or wood fences or partial walls.
- b. Parking lots in the H-1 district shall be landscaped through the use of low shrubs, trees, and other plants. Live trees, ten (10") inches or larger in diameter and shall be retained and incorporated into parking lot landscaping.

39. LANDSCAPING SHALL COMPLEMENT BUILDINGS

- a. Trees of appropriate height and dimensions are ideal for the H-1 district. Shade trees have been added along Main Street and are owned and cared for by the City of Hannibal and are not subject to removal or extensive pruning.
- b. Planters in H-1 district have been provided and maintained through volunteer organizations. Assistance with watering and maintenance is appreciated.

ALTERATIONS ACQUIRING SIGNIFICANCE

40. SIGNIFICANT CHANGES OF BUILDINGS BY OWNERS PRIOR TO HDDC SHOULD BE PRESERVED AND MAINTAINED

- a. Additions to historic buildings in the late 19th and early 20th century may be significant and should be preserved and maintained. Hannibal's H-1 area has several buildings constructed in the mid-19th century which were later enlarged by rear additions or altered from their original state. Additions from the late 19th and early 20th century may have achieved significance, in their own right, through their design and detailing. Such additions may be retained and preserved.
- b. Storefronts which were renovated on historic buildings during the early-to-mid 20th century may have achieved significance and should be preserved and maintained. Several of Hannibal's 19th century buildings in the H-1 district were renovated from 1910 to 1940 with materials such as leaded glass and glass materials known as Carrara glass and Vitolite. Other storefronts were renovated to reflect the influences of the Art Deco and Art Moderne styles. Such storefronts are recognized as having achieved their own architectural significance and may be repaired and maintained.

NEW BUILDING GUIDELINES**41. NEW BUILDINGS ON OPEN LOTS SHALL BE OF HISTORICAL ARCHITECTURAL DESIGN THAT IS COMPATIBLE TO NEIGHBORING BUILDINGS**

- a. New buildings must have a placard or indicator that identifies age.
- b. Masonry is the preferred building material for new construction in H-1, although wood is also acceptable. Materials such as glass and metal, vinyl or stucco are not allowed. Design shall follow guidelines for material use of existing buildings as previously explained in this document.

42. NEW BUILDINGS WITH STOREFRONTS SHALL MAINTAIN SIMILAR STOREFRONT AND UPPER FAÇADE DESIGN

- a. New construction should preserve and maintain the existing alignment and spacing of storefronts and upper façade.
- b. Either flush or recessed storefronts are appropriate for new buildings.
 - i. Recessed entrances may allow more flexibility in meeting code requirements.
- c. New construction shall maintain the appearance of the storefront-upper façade arrangement. The first-floor areas of new construction shall have large expanses of display windows while upper facades shall be of solid walls with proportional window openings. The difference between the storefront and upper façade shall be clearly defined and expressed through architectural features such as transom bars, differing materials or paint colors.
- d. Temporary structures should follow application for Letter of Approval.
- e. New buildings shall reinforce the appearance and rhythm of vertical division to maintain consistent façade widths.
- f. Buildings with upper facades of solid brick or glass walls or strong horizontal lines shall not be constructed.
- g. Buildings which are constructed over several lots, or are 50' or more in width, should be built with designs to reinforce the spacing and the arrangements of adjacent buildings. This can be done through the introduction of architectural elements on primary facades such as vertical divisions, through stepping of building heights or widths and through the use of differing textures or colors.
- h. New buildings shall reinforce the existing alignment and lack of setbacks of buildings in the H-1 area.
- i. New buildings in the H-1 area shall continue the existing alignment and proportions of upper façade windows. Windows inconsistent with historic window proportions shall not be installed.
- j. Window openings on new buildings shall be rectangular or arched with vertical, rather than horizontal proportions. Square windows, narrow width horizontal windows and other designs out of keeping with traditional window forms and proportions shall not be installed.
- k. The use of minimal brick corbelling or banding of brick or concrete to define or decorate windows is appropriate.
- l. New buildings shall not exceed the average height of buildings on a block by more than 10% and present zoning prohibits any building over forty-five (45) feet.

43. ROOFTOP ADDITIONS MAY BE APPROPRIATE

- a. Construction of an additional story on the roof of an H-1 building is acceptable as long as the addition is stepped back from the main façade and is not readily visible from the street. Design should reflect compatibility with adjacent buildings.

44. RECONSTRUCTION OF HISTORIC BUILDINGS MAY BE ALLOWED WITH APPROPRIATE MATERIALS AND SIGNAGE INDICATING AGE OF BUILD

- a. Reconstruction of buildings which are clearly documented may take place on their original site. Documentation for H-1 area is extensive and should be basis for any building reproduction.
- b. Reconstructed buildings shall be of materials, detailing, and decorative features to match or closely approximate to the original building utilizing the approved materials and design styles previously stated in these guidelines.
- c. Reconstructed buildings should be clearly designated as reconstruction as opposed to an original historic building. This shall be done through a marker applied to the exterior of the building, freestanding sign, or other method of designation.

RELOCATION AND DEMOLITION**45. HISTORIC BUILDINGS SHOULD NOT BE RELOCATED OUT OF A DISTRICT**

- a. The relocation or moving of a building or structure from H-1 district is inappropriate if the building or structure retains its architectural and historical integrity.
- b. Moving a building that does not contribute to the architectural and historical character of a district may be appropriate if its removal would result in a more positive visual appearance to the district.

46. HISTORIC BUILDINGS SHALL NOT BE RELOCATED WITHIN A DISTRICT

- a. Historic buildings within a district shall not be moved from one site to another except when threatened with demolition or loss of integrity of site and setting.
- b. Buildings which are moved to another location in a district shall be compatible with adjacent buildings in style, height, scale, materials and setbacks and be similar in site and setting.

47. RELOCATION OF HISTORIC BUILDING INTO A DISTRICT MAY BE APPROPRIATE

- a. Relocation of a historic building into a district may be appropriate if it does not result in the loss of a historic building on the site to which it is moved.
- b. A building may be moved into a district if it maintains and supports the district's architectural character through its style, height, scale, massing, materials, texture, site and setting. The building must be architecturally compatible with adjacent structures on its new site.
- c. Where buildings have been moved into a district it is required that they be identified through a plaque or marker with the original construction date, original location and moving date.

48. DEMOLITION OF HISTORIC BUILDINGS SHOULD NOT OCCUR

~~a. Demolition of historic buildings and structures should not take place. Demolition~~
may only be approved if one or more of the following conditions are met:

- i. If a building has lost its architectural and historical integrity and importance and its removal will not result in a more negative, less appropriate visual effect on the district.
- ii. If a building does not contribute to the historical or architectural character and importance of the district and its removal will result in a more positive, appropriate visual effect on the district.
- iii. If the denial of the demolition will result in an unreasonable economic hardship on the applicant as determined by the Historic District Development Commission and Building Inspector.
- iv. If the public safety and welfare requires the removal of a structure or building.
- v. If the structural instability or deterioration of a property is demonstrated through a report by a structural engineer or architect. Such a report must clearly detail the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report there should be a separate report which details future action on the site.

APPENDIX A**HDDC APPLICATION PROCESS****Historic District Development Commission Procedure for Obtaining a Letter of Approval and Building Permit within any "H" district.**

Any owner considering altering the exterior of a property within any "H" district must submit a completed "Letter of Approval" application, according to the City Ordinance 3623, prior to the city building inspector issuing a building permit.

Applicants must also submit the appropriate information as defined in the "Submittal Requirements to Accompany Applications for a Letter of Approval". (attached)

The information described above will be reviewed by the Historic District Development Commission (HDDC). Submittals shall be delivered to the building inspector a minimum of ten (10) days prior to any regularly scheduled HDDC meeting. The HDDC meets regularly on the second and fourth Mondays monthly at 5:00pm at City Hall, Fourth and Broadway.

NOTICES

The following information applies to any property in any "H" Historic District Zone of the City of Hannibal, Missouri.

Each project will be reviewed using the Design Guidelines established by the HDDC and approved by the city council. A copy of said guidelines is available at the city clerk's office and online at Code of Ordinance/City of Hannibal. Submittals shall be based on the most recently updated version of the HDDC Design Guidelines with reference to "The Secretary of the Interiors Standards for Rehabilitation" and documents on file in the office of the city clerk.

“LETTER OF APPROVAL” APPLICATION**For the City of Hannibal, MO**

Application is hereby made to the Historic District Development Commission (HDDC) of the City of Hannibal to obtain a “Letter of Approval” for [Choose applicable classification/s]”

- _____ A. New construction, Reconstruction, Renovation, Infill, Additions
 _____ B. Restoration
 _____ C. Preservation and Maintenance
 _____ D. Demolition
 _____ E. Signage
 _____ F. Miscellaneous

Please complete all of the following questions:

Location: _____ Lot No. _____ Block/Subdivision No. _____

The Building or Property is to be used for: _____

Description of proposed improvements: _____

Owner Information _____
 Name: _____
 Address: _____
 Phone: _____

COMMITTEE USE

APPROVED ☐ CONDITIONAL APPROVAL ☐
 DENIED ☐

I(owner) understand work will not begin until
 This application has been approved and that
 all materials submitted, in addition to this
 application, is correct.

Comments: _____

Signature _____
 Date _____

Signature _____
 Date _____
 Title or Position _____

SUBMITTAL REQUIREMENTS TO ACCOMPANY APPLICATIONS
FOR A LETTER OF APPROVAL

The submittal requirements for various classifications of projects are listed below. Seven (7) copies of all submittal materials, with the exception of models, must be provided. The HDDC may require submission of additional materials and documentation as it deems necessary to evaluate each application. Terms shall be defined as follows:

OWNER: The actual property title holder

HDDC: The Historic District Development Commission of the City of Hannibal

CLASSIFICATION "A"

New construction, reconstruction, renovation, infill, and additions

1. **SITE PLAN:** The site plan shall indicate size, location, landscaping, parking, utilities, public right of ways and easements of all existing and proposed structures, and access provisions shall also be addressed.
2. **ELEVATIONS:** The elevations shall be of sufficient scale to indicate significant architectural features of the design. The elevations should also indicate, to scale, adjacent properties and any significant details or features associated with the adjacent properties.
3. **LIGHTING AND SIGNAGE:** Lighting submittals shall indicate the type and wattage of fixture to be used. Signage shall be clearly defined in the form of drawings of sufficient scale or photographs.
4. **OUTLINE SPECIFICATION:** The outline specification shall be a written submittal indicating the types of material to be used as well as installation methods. The HDDC reserves the right to require samples of materials proposed for use before approval.

NOTE: All drawings must be to scale. Study models and photographs are recommended.

Prior to preparing working drawing and complete specifications, it is recommended that the owner prepare preliminary scaled drawings and outline specifications for an informal review between the owner and the HDDC. This suggestion is made so that the owner may have the chance to fully acquaint themselves with the Design Guidelines that must be adhered to in the H-1 Historic District.

The HDDC Chairperson, together with staff, shall determine the completeness of submitted applications one week prior to the meeting. Should an application be determined to be incomplete, the applicant will be contacted by staff with a request for additional material. In the event that the requested material is not presented by the scheduled meeting, that application shall be withdrawn from the agenda.

NOTE: Where applicable, documents are to be prepared by a licensed architect from the State of Missouri (Missouri revised statute 327) unless exempted under R.S.Mo. 327 101.

CLASSIFICATION "B"**Restoration**

1. **DOCUMENTATION:** The existing conditions and changes to be made shall be documented in the form of scaled drawings or photographs. Historical photographs would be strongly recommended.
2. **SPECIFICATIONS:** Provide outline specifications following the guidelines in Class A-4

NOTE: Where applicable, documents are to be prepared by a licensed architect from the State of Missouri (Missouri revised statute 327) unless exempted under R.S.Mo. 327 101.

CLASSIFICATION "C"**Preservation and Maintenance**

Any person wishing to engage in preservation, maintenance, repair, or emergency repair of a building within the "H-1" Historic District or any future local historic district must obtain a Letter of Approval and a building permit.

Applications for this classification shall consist of a written description of the work to be undertaken. Applications will be reviewed initially by the building inspector and a designated agent of the HDDC to determine if additional submittal materials are required. Full review by the HDDC of applications in this classification may be waived by consensus of the building inspector and the HDDC agent and a Letter of Approval shall be issued if the project is determined to be of a minor nature.

DEADLINE FOR SUBMISSION

Applications for a Letter of Approval shall be submitted ten working days before the monthly meeting when the application is to be heard by the HDDC. Should this day be on a legal holiday, applications for a Letter of Approval shall be due the following day by noon.

CLASSIFICATION "D"**Demolition**

Prior to demolition of any building in the H-1 Historic District, the following information shall be submitted.

1. **DOCUMENTATION:** Document the structure and property as well as adjoining properties in the form of photographs.
2. **HISTORICAL INFORMATION:** Provide general historical information addressing the age, notable occupants, or usage and the current use if any.

CLASSIFICATION “E”**Signage**

Prior to any signage being erected in the H-1 Historic District, the following information shall be submitted:

1. PHOTOGRAPHS: Document the structure and property as well as adjoining properties in the form of photographs.
2. DRAWINGS: Submit scaled drawing of the proposed signage indicating dimensions, materials, working (size and type of script) and design

NOTE: the HDDC will base its consideration on the sign's relation to the individual properties or site and to the Historic District as a whole.

CLASSIFICATION “F”

Miscellaneous (walls, gates, fences, security bars, solar collectors, air conditioners, landscaping, exterior lighting, street furniture, antennas, satellite dishes, etc.)

1. PHOTOGRAPHS: Submit a photograph of proposed location and surroundings. For example, if a fence were proposed, the photograph should show the area to be enclosed and neighboring properties.
2. DRAWINGS: Submit scaled drawing indicating size, materials, and design of the improvement

NOTE: The HDDC will base its consideration on the improvement's relation to the individual site and to the Historic District as a whole.

APPENDIX B

Per City ordinance Sec. 32-479 under Division 4:

- a) Any person who has been aggrieved by a determination of the HDDC may appeal the determination or decision to the Zoning Commission as created and governed under Chapter 13 of the Ordinances of the City of Hannibal. Such an appeal shall be filed in writing with the City Clerk, and shall include at a minimum, a copy of the decision the HDDC complained of, or if such a decision is not available a written description of the action sufficient to allow the Zoning Commission to consider the matter and to make a determination,
- b) Appeals shall be set for hearing no later than 30 days after filing of the appeal with the City Clerk, to allow sufficient time for interested parties to be notified of the hearing.
- c) At least seven (7) days prior to the hearing on any such appeal, the commission shall send a copy of the appeal, and stating the time and place of the hearing, to the last known abode of the owners of all property, according to the city records, adjacent to or lying within one hundred eighty-five (185) feet of all boundaries of the property under consideration. All costs of obtaining a certified list, delivery fees, etc. shall be borne by the applicant.

APPENDIX C

Missouri Historic Tax Incentive Process

<https://ded.mo.gov/programs/community/historic-preservation-tax-credit-program-htc>

APPENDIX D**List of properties on National Register of Historic Places in H-1**

		<i>Current</i>	<i>Previous</i>	<i>Date</i>
110	Bird St.	vacant lot	commercial building	1870s
101	Hill St.	vacant lot	Ice House Theater	1885
115	Hill St.	Anton	commercial building/Palo Alto House	1937
117	Hill St.	Anton	warehouse	1880-90
121	Hill St.	Anton	warehouse	1941
123	Hill St.		Randall House Antiques	1841
328	N. Main St	Hickory Stick	Randall House Antiques/Missouri Courier/H. Lee and Arrogast wholesale	1845
324	N. Main St		Information Center/F. Bell's dry goods	1845
322	N. Main St		Scioto Creek Pottery	1835-38
320	N. Main St	Clody's Nifty Stitches	Show Me Antiques	1830s
318	N. Main St	Becky's Old Fashioned Ice Cream		1845
310	N. Main St	Art Gallery	commercial row	1845
312	N. Main St	Mark Twain Book & Gift Shop	commercial row	1845
314	N. Main St	Ole Wolfhound Pub	commercial row	1845
316	N. Main St	Ole Wolfhound Pub	commercial row	1845
308	N. Main St	From Jankto Swank	Museum of Memories	1830s
112	Hill St	vacant lot	commercial building	1840s
	Front & Hill	vacant lot	commercial building	1940s
409	Front St	vacant lot	commercial building demo 2/1976	1830s
105	North St	vacant lot	cheese factory warehouse	
410-422	N. Main St	Friendship Brewery	Murphy Motor Inc	1880s
406	N. Main St		commercial building	1870-1880
400	N. Main St	vacant lot (Santa house)/Molly Brown	Selme's Store	1830-40s
108	Hill St	vacant lot	Cheese shop	1930s
	Hill St		milk products factory	
206	Hill St	Mark Twain Boyhood Home		1844
208	Hill St	Mark Twain Memorial Museum		1937
423	N. Main St		Hannibal Pizza King	1970
213	North St	vacant	commercial/residential	1900
215	North St	Huckleberry Finn House	215-217 residence	1900s
414-416	N. 3rd St	vacant lot		1870s
410	N. 3rd St	vacant lot		1900s
400	N. 3rd St	Mark Twain Dinette		1960s
208-210	Bird St.	Gordon Harrison reno	Old Robards Flouring Mill	1830s
206	Bird St.		Johnsons Radio Service	1830-40s
204	Bird St.		store/residence	1840s
301	N. Main St	The Loft	Doons Harness Manufactory	1939
303	N. Main St	Wine Stop	commercial building	1849
305-307	N. Main St	Dutch Country	commercial building	1850s?
323	N. Main St	La Azotea	Tom Sawyer Diorama Museum	1840s
325	N. Main St	House of Pilasters & Grant's Drug		1839-44
	Hill St	John M. Clemens law office		1837-42
209-211	Hill St	Becky Thatcher House		1840s
213	Hill St	Mark Twain Book & Gift Shop		1860s
215-217	Hill St	vacant (Haunted House/gift shop)	residence	1900
312, 314, 316	N. 3rd St	vacant lot	commercial building	1960s
310	N. 3rd St	for sale	cottage	1912-15
308	N. 3rd St	Ayers Pottery	H & E Auto Glass	1930s
306	N. 3rd St	antiques	commercial building	1930s
310	N. 3rd St	rear building - for sale	stable/	early 1800s
500	Bridge St	vacant lot	commercial building	
509	Bridge St		duplex	mid 19th c
100	North St		service station	
210	North St	vacant lot	residence	late 1800s
208	North St	residence	residence	
206	North St	rental	residence	ca 1900
202	North St	rental	residence	ca 1900
200	North st	vacant lot	ABC gift shop	

APPENDIX E

The Secretary of the Interior's Standards for Rehabilitation

<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>

BILL NO. 25-051

ORDINANCE NO.

FIRST READING 06.17.2025

SECOND READING

AN ORDINANCE APPROVING AND ACCEPTING THE UPDATED HISTORIC DISTRICT DEVELOPMENT COMMISSION DESIGN GUIDELINES FOR THE H-1 DISTRICT.

WHEREAS, The Design Guidelines are intended to provide the Hannibal Historic District Development Commission (HDDC) and property owners (or representatives) with guidelines for building rehabilitation, new construction, and other changes which would affect the overall appearance of Hannibal's H-1 historic districts, and

WHEREAS, Commission Members of the HDDC have worked for several months to update these guidelines, and

WHEREAS, the Updated Guidelines were approved by the Planning and Zoning Commission at the their March 2025 meeting, and

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

SECTION ONE: That the City Council approves and adopts the updated Hannibal Historic District Development Commission (HDDC) Design Guidelines for properties lying in the H1 Historic District.

SECTION TWO: That this Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this ____ day of _____, 2025.

Approved this ____ day of _____, 2025.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

Park Board Appointments

From Andy Dorian <ADorian@hannibal-mo.gov>

Date Mon 6/9/2025 4:05 PM

To Melissa Cogdal <MCogdal@hannibal-mo.gov>; Mayor <mayor@hannibal-mo.gov>

Cc Mary Bright <MBright@hannibal-mo.gov>

Melissa,

Can you add to the June 17th Council Agenda Park Board Re-Appointments for first reading for;

Tom Batenhorst

Quintin Heaton

Beth Knight

July 2028

Thanks,

Andy Dorian

Interim City Manager

City of Hannibal, Missouri

Work Phone: 573-221-0154

Email: adorian@hannibal-mo.gov



Outlook

Fw: HDDC letter May 24

From Andy Dorian <ADorian@hannibal-mo.gov>

Date Fri 5/30/2025 2:45 PM

To Melissa Cogdal <MCogdal@hannibal-mo.gov>; Mayor <mayor@hannibal-mo.gov>; Mary Bright <MBright@hannibal-mo.gov>

 1 attachment (23 KB)

May 24.pdf;

Melissa, can you place Michelle Huseman on the second council meeting in June for first reading for appointment to the HDDC Board. She will be taking Stacy Raith's seat, Stacy has decided to not seek another term.

Thanks,

5/30

Get [Outlook for iOS](#)

From: Michelle Huseman <mhuseman@socket.net>

Sent: Friday, May 30, 2025 12:06 PM

To: Andy Dorian <ADorian@hannibal-mo.gov>

Subject: HDDC letter May 24

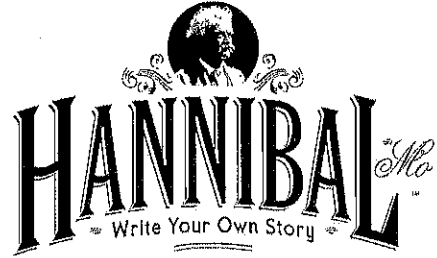
You don't often get email from mhuseman@socket.net. [Learn why this is important](#)

**Andrew Dorian
Interim City Manager
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, and Mayor

FROM: Andrew Dorian

DATE: 6/9/2025

RE: Central Park Renovation Construction Observation Agreement

The City Council recently approved a bid from Bleigh Construction for the renovation of Central Park and the bandstand.

As part of this project the Parks and Recreation Department has asked Klinger & Associates to submit a construction observation service agreement.

This agreement will include;

- 1) Review of RFIs and submittals
- 2) Review of pay applications and recommendation for payment
- 3) Periodic construction observation/documentation estimated at 4 hours/week for 18 weeks
- 4) Review of any change order requests;
- 5) Substantial completion/punch list meeting
- 6) Final inspection.

The Parks Department recommends that the City Council authorize the Mayor to sign a construction observation service agreement with Klingner & Associates for the lump sum not to exceed amount of \$18,600 for the Central Park Renovation Project.

RESOLUTION NO. 2557-25

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN \$18,600
CONSTRUCTION OBSERVATION AGREEMENT BETWEEN THE CITY OF
HANNIBAL AND KLINGNER & ASSOCIATES
FOR THE RENOVATIONS TO CENTRAL PARK**

WHEREAS, The City Council approved a bid from Bleigh Construction for the renovations to Central Park, and

WHEREAS, The Parks Department requested construction observation assistance from Klingner and Associates, and

WHEREAS, Klingner & Associates submitted a lump sum not to exceed construction observation agreement totaling \$18,600.00, and

NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL MISSOURI

SECTION ONE: That the Mayor is hereby authorized to execute a construction observation agreement between the City of Hannibal and Klingner & Associates for a lump sum not to exceed amount of \$18,600.00 for the renovation project in Central Park.

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

ADOPTED THIS 17th DAY OF JUNE 2025.

APPROVED THIS 17th DAY OF JUNE 2025.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

Short Form Agreement For Engineer/Architect/Surveying Services

KLINGNER & ASSOCIATES, P.C.

4510 Paris Gravel Road, Hannibal, MO 63401 - 573.221.0020

www.klingner.com

Date May 21, 2025

Project Type 0809

(Office [Code](#))

Phase Manager (PM) Mark C. Bross, PE

Project Manager (PIC) Mark C. Bross, PE

Client Manager (Billing) Mark C. Bross, PE

PROJECT & SCOPE OF SERVICES:

Primary Company Contact

Client City of Hannibal, Missouri

Project Contact Andy Dorian, Interim City Manager

Address 320 Broadway

City/State/Zip Hannibal, MO 63401

Phone 573-221-0111 Cell _____

Email adorian@hannibal-mo.gov

Billing Contact (To be completed by Client) – Check box if identical to primary company contact ☒

Check box if you would NOT like to receive your invoice via email ☐

Address _____

Billing Contact _____

Phone _____ Cell _____

City/State/Zip _____

Email _____

Project Name Hannibal- Central Park Improvements – Construction Services

We (Klingner & Associates, P.C.) agree to provide to you (the Client) the following consulting, design, advisory, and/or surveying services:

Description and Location of Work:

Services include the following: 1) review of RFIs and submittals; 2) review of pay applications and recommendation for payment; 3) Periodic construction observation/documentation estimated at 4 hours/week for 18 weeks; 4) review of any change order requests; 5) substantial completion/punchlist meeting; and 6) final inspection. The following services are excluded: 1) construction material testing; 2) as-built drawings; 3) startup of any equipment; 4) additional construction observation hours that stretch beyond the estimated 18-week construction timeframe; 5) anything else outside of the included services.

Target Start Date: Upon approval

Target Completion Date: 12/31/2025

FEES AND EXPENSES: Our services will be charged on the following basis (*check all that apply*):

☐ Hourly at standard per diem charges of staff members, plus all "Reimbursable Expenses". For planning purposes, the estimated fees are:

Labor Cost Estimate \$ _____

Reimbursable Cost Estimate \$ _____

Consultant Cost Estimate \$ _____

Total Project Cost Estimate \$ _____

☒ Lump sum basis for the amount of \$ 18,600

☐ Plus reimbursable expenses

☐ A prepaid retainer of \$ _____ is required prior to start of work. Retainer will be applied to the final project invoice.

GENERAL TERMS AND CONDITIONS: Our agreement is subject to the **General Terms and Conditions** following this page, which are a part of this agreement for our services. *Our services do not include special inspections and structural tests as defined in Sections 1701 through 1715 of the International Building Code (IBC) unless specifically noted.*

ACCEPTANCE: The above Scope of Services, Fees, and General Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work.

Signature of Client

Title

Date of Acceptance

Mark Bross

Signature of Consultant

Hannibal Regional Office Manager

Title

5-21-2025

Date of Signature

Project No. 24-1037.002

GENERAL TERMS AND CONDITIONS

DEFINITIONS: The term Client shall be herein interpreted as the person, corporation, or public entity to which this contract is made. The term E/A/S is any division of Klingner & Associates, P.C. providing the professional Engineering, Architectural, or Surveying services.

SCOPE OF SERVICES: Services are limited to those specifically listed; they do not include others not set forth or not listed which are expressly excluded from the scope of the E/A/S's services unless separately provided in writing, including but not limited to special inspections and structural tests as defined in Sections 1701 through 1715 of the International Building Code (IBC). The E/A/S assumes no responsibility to perform or provide any services not specifically listed.

STANDARD OF PRACTICE: Services performed by the E/A/S under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

FIDUCIARY RESPONSIBILITY: The Client confirms that neither the E/A/S nor any of the E/A/S's subconsultants or subcontractors has offered any fiduciary service to the Client and no fiduciary responsibility shall be owed to the Client by the E/A/S or any of the E/A/S's subconsultants or subcontractors as a consequence of the E/A/S's entering into this Agreement with the Client.

CHANGED CONDITIONS: This Agreement is based on conditions actually known by or disclosed to the E/A/S. If other conditions not originally known or disclosed become known or disclosed, the E/A/S may require a renegotiation of appropriate portions of this Agreement (e.g., compensation or scope of service).

INFORMATION PROVIDED BY OTHERS: The Client shall furnish and grant permission to use, at the Client's expense, all information, requirements, reports, data, surveys and instructions as defined in the Scope of Services of this Agreement. The E/A/S may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof without independent verifications or investigation.

UNAUTHORIZED CHANGES: In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the E/A/S without obtaining the E/A/S's prior written consent, the Client shall assume full responsibility for the results or consequences of such changes. Therefore the Client waives any claim against the E/A/S and releases the E/A/S from any liability arising directly or indirectly from such unapproved changes whether or not known by the E/A/S.

Change Orders: The Client agrees not to make any claim directly or indirectly against the E/A/S on the basis of professional negligence, breach of contract, or otherwise with respect to the costs of approved Covered Change Orders unless the costs of such approved Covered Change Orders exceed fifteen percent (15%) of Construction Cost, and then only for an amount in excess of such percentage. For purposes of this paragraph, the cost of Covered Change Orders will not include any costs that Client would have incurred if the Covered Change Order work had been included originally without any imprecision, incompleteness, error, omission, ambiguity, or inconsistency in the Contract Documents and without any other error or omission of the E/A/S related thereto.

BETTERMENT: If, due to the E/A/S's negligence, a required item or component of the Project is omitted from the E/A/S's construction documents, the E/A/S shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the E/A/S be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

COMPENSATION METHODS: The "Lump Sum" method includes compensation for the E/A/S's services and services of outside the E/A/S's, if any. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, profit and may or may not include Reimbursable Expenses. The "Standard Hourly Rate" method is an amount equal to the cumulative hours charged per each classification of employee, times a current Standard Hourly Rate (revised annually on July 1st) for each applicable billing classification for all services performed on a Specific Project, plus Reimbursable Expenses and outside the E/A/S charges, if any. The "Payroll Cost Times Multiplier" method is an amount equal to the cumulative hours charged per each classification of employee, times a specified multiplier of the employee's payroll cost. The "Payroll Cost" is defined as the salary and wage of an employee plus the cost of customary and statutory benefits including, but not necessarily limited to, social security contributions, unemployment, health, sick leave, vacation, workers' compensation, incentive and holiday pay applicable thereto. "Reimbursable Expenses" means the actual expenses incurred directly or indirectly in connection with the work including but not limited to the following: transportation and subsistence, telephone and media expenses, reproduction or printing, computer time, and outside the E/A/Ss.

PAYMENT: The E/A/S may invoice for its services and expenses monthly, based on the proportion of the actual work completed at the time of invoicing. Payment due in 15 days. Interest charged at 1% per month on accounts over 30 days. A 3.5% convenience fee will be charged for electronic payments. Please contact our office to pay electronically. Please return a copy of invoice with payment to assure proper credit. In addition, the Client agrees to pay attorney fees, cost and collection expenses if incurred by the E/A/S to obtain payment. If payment request is passed on to a collection agency, the Client agrees to pay the invoice amount and accrued interest, plus the fee of the collection agency. Any claim for payment will be brought in Adams County, Illinois.

RISK ALLOCATION: The E/A/S's liability to the Client for injury or damage to persons or property arising out of work performed for the Client and for which liability may be found to rest upon the E/A/S, other than for professional errors, omissions or negligence will be limited to the E/A/S's general liability insurance coverage of \$1,000,000.00.

LIMITATION OF LIABILITY: For any damage on account of professional errors, omissions or negligence will be limited to \$100,000.00 or the fee, whichever is less. In no event shall the E/A/S be liable for incidental or consequential damages. This provision is separable from the remainder of this agreement to the extent inconsistent with law.

CONSTRUCTION CONTINGENCY: Client recognizes and expects that certain Change Orders may be required to be issued as the result in whole or part of imprecision, incompleteness, errors, omissions, ambiguities, or inconsistencies in the Drawings, Specifications, and other design documentation furnished by the E/A/S or in the other professional services performed or furnished by the E/A/S under this Agreement ("Covered Change Orders"). Accordingly, Client agrees to budget a minimum of five percent (5%) of the total client's construction contractor's bid amount(s) for contingencies.

DEFECTS IN SERVICE: The Client shall immediately report to the E/A/S any defects or suspected defects in the E/A/S's services of which the Client becomes or should have become aware and allow the E/A/S to take measures to minimize the consequences of such a defect. Failure by the Client to notify the E/A/S shall relieve the E/A/S of the costs of remedying the defects claimed above the sum such remedy would have cost had prompt notification been given when such defects were or should have been first discovered.

ILLINOIS REVISED STATUTES COMPLIANCE: The Consultant and he/she and his/her principals have not been barred from signing this Agreement as a result of a violation of Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (Chapter 38 of the Illinois Revised Statutes).

TIME OF COMPLETION: The E/A/S will use its best efforts to complete the work by the date indicated in the schedule, but the E/A/S shall incur no liability due to any delay for any reason and the Client's obligation to pay fees and expenses shall not be affected by any delay. In addition, if any delay increases the cost or time required by the E/A/S to perform its services in an orderly, professional and efficient manner, the E/A/S shall be entitled to a reasonable and equitable adjustment in schedule and/or compensation.

OWNERSHIP OF DRAWINGS AND ELECTRONIC INFORMATION: Drawings, tracings, plats, specifications, CADD files, electronic information, and other products produced by the E/A/S may be used in connection with the Client's presently proposed project, but shall otherwise be the E/A/S's property and their use for any other project is not authorized. The Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the E/A/S from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with modification, translation, misinterpretation, misuse, or reuse by the Client or others of the machine readable information and data or other electronic data which may be provided by the E/A/S under this Agreement. Contract Documents include both the sealed drawings and the electronic files. If there is a conflict between the two, the sealed drawings will govern.

ACCEPTANCE PERIOD: CADD files shall have an acceptance period of 90 days. During this time, the Client can examine the electronic files and verify their correctness. The E/A/S will remedy any errors discovered in the files during this period. Once the acceptance period ends, the Client has accepted the files and takes responsibility for their ongoing maintenance.

OPINIONS OF PROBABLE COST: In providing opinions of probable cost, the Client understands that the E/A/S has no control over contractor's costs or the price of contractor's labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable cost provided herein are to be made on the basis of the E/A/S's qualifications and experience. The E/A/S makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

HAZARDOUS ENVIRONMENTAL CONDITIONS: Unless expressly stated in writing, the E/A/S does not provide assessments of the existence or presence of any hazardous or other environmental conditions or environmental contaminants or materials ("Hazardous Environmental Conditions"). Client shall inform the E/A/S of any and all known Hazardous Environmental Conditions before services are provided involving or affecting them. If unknown Hazardous Environmental Conditions are encountered, the E/A/S will notify the Client and, as appropriate, government officials of them. The E/A/S may without liability or reduction or delay of compensation due suspend services on the affected portion of the project until Client takes appropriate action to abate, remediate, or remove the Hazardous Environmental Condition. The E/A/S shall not be considered an "arranger", "operator", "generator", "transporter", "owner", or "responsible party" of or with respect to contaminants, materials, or substances: assumes no liability for correction of any Hazardous Environmental Condition; and shall be entitled to payment or reimbursement of expenses, costs, or damages occasioned by undisclosed Hazardous Environmental Conditions.

CONSTRUCTION SERVICES: Should the Client provide construction observation or review with either the Client's representatives or a third party, the E/A/S's services under this Agreement will be considered to be completed upon completion and submittal of the Final Design or the services outlined in the Scope of Work. It is understood and agreed that if the E/A/S's Services under this Agreement do not include project observation, or review of the Contractor's performance, or other construction services, and that such services will be provided by the Client, then the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation or review and waives any claims against the E/A/S that may be in any way connected thereto.

AUTHORITY AND RESPONSIBILITY: The E/A/S (1) does not guarantee the actual bids the Client will receive or the work of any Contractor or Subcontractor, (2) has no authority to stop work by any Contractor or Subcontractor, (3) has no supervision or control as to the work or persons doing the work, (4) does not have charge of the work, (5) is not responsible for safety in, on, or about the job site, and (6) does not have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids. The E/A/S neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to finish and perform its work in accordance with the Contract Documents.

TERMINATION: This agreement may be terminated by either party on written notice. If terminated by either party (with or without cause), the Client agrees to pay for all services and reimburse all expenses performed or incurred to and including the date written notice of termination is received by either party.

DISPUTE RESOLUTION: Any claims or disputes made during design, construction or post-construction between the Client and the E/A/S shall be submitted to non-binding mediation. The Client and the E/A/S agree to include a similar mediation agreement with all Contractors, Subcontractors, Sub consultants, Suppliers and Fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

BINDING EFFECT: This is the entire agreement. It may not be amended except in writing. It shall be binding on both the Client and the E/A/S and their legal representatives, executors, administrators, successors and assigns.

INDEMNIFICATION: The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the E/A/S, his or her officers, directors, employees, agents and sub consultants from and against said damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the E/A/S's providing emergency services under this Agreement, excepting only those damages, liabilities or costs arising directly from the sole negligence or willful misconduct of the E/A/S.

FAST TRACK/DESIGN-BUILD AND CONSTRUCTION: In consideration of the benefits to the Client of employing the "fast track" process (in which some of the E/A/S's design services overlap the construction work and/or are out of sequence with the traditional project performance or delivery method), and in recognition of the inherent risks of fast tracking to the E/A/S which Client accepts, the Client waives all claims against the E/A/S for design changes and modification of portions of the services already constructed due to the Client's decision to employ the fast track process. The Client further agrees to compensate the E/A/S for all Additional Services required to modify, correct, or adjust the Construction Documents and coordinate them in order to meet the Client's Project requirements because of the Client's knowing decision to construct the Project in a fast track manner.

RIGHT OF ENTRY: Client shall provide for E/A/S's right to enter property owned by Client and/or others in order for E/A/S to fulfill the scope of service for this Project. Client understands that use of exploration equipment may unavoidably cause damage, the correction of which is not the responsibility of E/A/S.

BURIED UTILITIES: Client shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. Client agrees to waive any claim against the E/A/S and to defend, indemnify and hold harmless for any claim or liability for injury or loss arising from the E/A/S or other persons encountering utilities or other manmade objects that were not called to the E/A/S's attention or which were not properly located on the plans furnished to the E/A/S. Client further agrees to compensate the E/A/S for any time or expenses incurred by the E/A/S in defense of any such claim, in accordance with the E/A/S's standard hourly per diem fee schedule and expense reimbursement policy.

**Andrew Dorian
Interim City Manager
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, and Mayor

FROM: Andrew Dorian

DATE: 6/9/2025

RE: Central Park Renovation Construction Observation Agreement

The City Council recently approved a bid from Bleigh Construction for the renovation of Central Park and the bandstand.

As part of this project the Parks and Recreation Department has asked Klinger & Associates to submit a construction observation service agreement.

This agreement will include;

- 1) Review of RFIs and submittals
- 2) Review of pay applications and recommendation for payment
- 3) Periodic construction observation/documentation estimated at 4 hours/week for 18 weeks
- 4) Review of any change order requests;
- 5) Substantial completion/punch list meeting
- 6) Final inspection.

The Parks Department recommends that the City Council authorize the Mayor to sign a construction observation service agreement with Klingner & Associates for the lump sum not to exceed amount of \$18,600 for the Central Park Renovation Project.

Short Form Agreement For Engineer/Architect/Surveying Services

KLINGNER & ASSOCIATES, P.C.

4510 Paris Gravel Road, Hannibal, MO 63401 - 573.221.0020

www.klingner.com

Date May 21, 2025

Project Type 0809

(Office [Code](#))

Phase Manager (PM) Mark C. Bross, PE

Project Manager (PIC) Mark C. Bross, PE

Client Manager (Billing) Mark C. Bross, PE

PROJECT & SCOPE OF SERVICES:

Primary Company Contact

Client City of Hannibal, Missouri

Project Contact Andy Dorian, Interim City Manager

Address 320 Broadway

City/State/Zip Hannibal, MO 63401

Phone 573-221-0111 Cell _____

Email adorian@hannibal-mo.gov

Billing Contact (To be completed by Client) – Check box if identical to primary company contact ☒

Check box if you would NOT like to receive your invoice via email ☐

Address _____

Billing Contact _____

Phone _____ Cell _____

City/State/Zip _____

Email _____

Project Name Hannibal- Central Park Improvements – Construction Services

We (Klingner & Associates, P.C.) agree to provide to you (the Client) the following consulting, design, advisory, and/or surveying services:

Description and Location of Work:

Services include the following: 1) review of RFIs and submittals; 2) review of pay applications and recommendation for payment; 3) Periodic construction observation/documentation estimated at 4 hours/week for 18 weeks; 4) review of any change order requests; 5) substantial completion/punchlist meeting; and 6) final inspection. The following services are excluded: 1) construction material testing; 2) as-built drawings; 3) startup of any equipment; 4) additional construction observation hours that stretch beyond the estimated 18-week construction timeframe; 5) anything else outside of the included services.

Target Start Date: Upon approval

Target Completion Date: 12/31/2025

FEES AND EXPENSES: Our services will be charged on the following basis (*check all that apply*):

☐ Hourly at standard per diem charges of staff members, plus all "Reimbursable Expenses". For planning purposes, the estimated fees are:

Labor Cost Estimate \$ _____

Reimbursable Cost Estimate \$ _____

Consultant Cost Estimate \$ _____

Total Project Cost Estimate \$ _____

☒ Lump sum basis for the amount of \$ 18,600

☐ Plus reimbursable expenses

☐ A prepaid retainer of \$ _____ is required prior to start of work. Retainer will be applied to the final project invoice.

GENERAL TERMS AND CONDITIONS: Our agreement is subject to the **General Terms and Conditions** following this page, which are a part of this agreement for our services. *Our services do not include special inspections and structural tests as defined in Sections 1701 through 1715 of the International Building Code (IBC) unless specifically noted.*

ACCEPTANCE: The above Scope of Services, Fees, and General Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work.

Signature of Client

Title

Date of Acceptance

Mark Bross

Signature of Consultant

Hannibal Regional Office Manager

Title

5-21-2025

Date of Signature

Project No. 24-1037.002

GENERAL TERMS AND CONDITIONS

DEFINITIONS: The term Client shall be herein interpreted as the person, corporation, or public entity to which this contract is made. The term E/A/S is any division of Klingner & Associates, P.C. providing the professional Engineering, Architectural, or Surveying services.

SCOPE OF SERVICES: Services are limited to those specifically listed; they do not include others not set forth or not listed which are expressly excluded from the scope of the E/A/S's services unless separately provided in writing, including but not limited to special inspections and structural tests as defined in Sections 1701 through 1715 of the International Building Code (IBC). The E/A/S assumes no responsibility to perform or provide any services not specifically listed.

STANDARD OF PRACTICE: Services performed by the E/A/S under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

FIDUCIARY RESPONSIBILITY: The Client confirms that neither the E/A/S nor any of the E/A/S's subconsultants or subcontractors has offered any fiduciary service to the Client and no fiduciary responsibility shall be owed to the Client by the E/A/S or any of the E/A/S's subconsultants or subcontractors as a consequence of the E/A/S's entering into this Agreement with the Client.

CHANGED CONDITIONS: This Agreement is based on conditions actually known by or disclosed to the E/A/S. If other conditions not originally known or disclosed become known or disclosed, the E/A/S may require a renegotiation of appropriate portions of this Agreement (e.g., compensation or scope of service).

INFORMATION PROVIDED BY OTHERS: The Client shall furnish and grant permission to use, at the Client's expense, all information, requirements, reports, data, surveys and instructions as defined in the Scope of Services of this Agreement. The E/A/S may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof without independent verifications or investigation.

UNAUTHORIZED CHANGES: In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the E/A/S without obtaining the E/A/S's prior written consent, the Client shall assume full responsibility for the results or consequences of such changes. Therefore the Client waives any claim against the E/A/S and releases the E/A/S from any liability arising directly or indirectly from such unapproved changes whether or not known by the E/A/S.

Change Orders: The Client agrees not to make any claim directly or indirectly against the E/A/S on the basis of professional negligence, breach of contract, or otherwise with respect to the costs of approved Covered Change Orders unless the costs of such approved Covered Change Orders exceed fifteen percent (15%) of Construction Cost, and then only for an amount in excess of such percentage. For purposes of this paragraph, the cost of Covered Change Orders will not include any costs that Client would have incurred if the Covered Change Order work had been included originally without any imprecision, incompleteness, error, omission, ambiguity, or inconsistency in the Contract Documents and without any other error or omission of the E/A/S related thereto.

BETTERMENT: If, due to the E/A/S's negligence, a required item or component of the Project is omitted from the E/A/S's construction documents, the E/A/S shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the E/A/S be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

COMPENSATION METHODS: The "Lump Sum" method includes compensation for the E/A/S's services and services of outside the E/A/S's, if any. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, profit and may or may not include Reimbursable Expenses. The "Standard Hourly Rate" method is an amount equal to the cumulative hours charged per each classification of employee, times a current Standard Hourly Rate (revised annually on July 1st) for each applicable billing classification for all services performed on a Specific Project, plus Reimbursable Expenses and outside the E/A/S charges, if any. The "Payroll Cost Times Multiplier" method is an amount equal to the cumulative hours charged per each classification of employee, times a specified multiplier of the employee's payroll cost. The "Payroll Cost" is defined as the salary and wage of an employee plus the cost of customary and statutory benefits including, but not necessarily limited to, social security contributions, unemployment, health, sick leave, vacation, workers' compensation, incentive and holiday pay applicable thereto. "Reimbursable Expenses" means the actual expenses incurred directly or indirectly in connection with the work including but not limited to the following: transportation and subsistence, telephone and media expenses, reproduction or printing, computer time, and outside the E/A/Ss.

PAYMENT: The E/A/S may invoice for its services and expenses monthly, based on the proportion of the actual work completed at the time of invoicing. Payment due in 15 days. Interest charged at 1% per month on accounts over 30 days. A 3.5% convenience fee will be charged for electronic payments. Please contact our office to pay electronically. Please return a copy of invoice with payment to assure proper credit. In addition, the Client agrees to pay attorney fees, cost and collection expenses if incurred by the E/A/S to obtain payment. If payment request is passed on to a collection agency, the Client agrees to pay the invoice amount and accrued interest, plus the fee of the collection agency. Any claim for payment will be brought in Adams County, Illinois.

RISK ALLOCATION: The E/A/S's liability to the Client for injury or damage to persons or property arising out of work performed for the Client and for which liability may be found to rest upon the E/A/S, other than for professional errors, omissions or negligence will be limited to the E/A/S's general liability insurance coverage of \$1,000,000.00.

LIMITATION OF LIABILITY: For any damage on account of professional errors, omissions or negligence will be limited to \$100,000.00 or the fee, whichever is less. In no event shall the E/A/S be liable for incidental or consequential damages. This provision is separable from the remainder of this agreement to the extent inconsistent with law.

CONSTRUCTION CONTINGENCY: Client recognizes and expects that certain Change Orders may be required to be issued as the result in whole or part of imprecision, incompleteness, errors, omissions, ambiguities, or inconsistencies in the Drawings, Specifications, and other design documentation furnished by the E/A/S or in the other professional services performed or furnished by the E/A/S under this Agreement ("Covered Change Orders"). Accordingly, Client agrees to budget a minimum of five percent (5%) of the total client's construction contractor's bid amount(s) for contingencies.

DEFECTS IN SERVICE: The Client shall immediately report to the E/A/S any defects or suspected defects in the E/A/S's services of which the Client becomes or should have become aware and allow the E/A/S to take measures to minimize the consequences of such a defect. Failure by the Client to notify the E/A/S shall relieve the E/A/S of the costs of remedying the defects claimed above the sum such remedy would have cost had prompt notification been given when such defects were or should have been first discovered.

ILLINOIS REVISED STATUTES COMPLIANCE: The Consultant and he/she and his/her principals have not been barred from signing this Agreement as a result of a violation of Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (Chapter 38 of the Illinois Revised Statutes).

TIME OF COMPLETION: The E/A/S will use its best efforts to complete the work by the date indicated in the schedule, but the E/A/S shall incur no liability due to any delay for any reason and the Client's obligation to pay fees and expenses shall not be affected by any delay. In addition, if any delay increases the cost or time required by the E/A/S to perform its services in an orderly, professional and efficient manner, the E/A/S shall be entitled to a reasonable and equitable adjustment in schedule and/or compensation.

OWNERSHIP OF DRAWINGS AND ELECTRONIC INFORMATION: Drawings, tracings, plats, specifications, CADD files, electronic information, and other products produced by the E/A/S may be used in connection with the Client's presently proposed project, but shall otherwise be the E/A/S's property and their use for any other project is not authorized. The Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the E/A/S from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with modification, translation, misinterpretation, misuse, or reuse by the Client or others of the machine readable information and data or other electronic data which may be provided by the E/A/S under this Agreement. Contract Documents include both the sealed drawings and the electronic files. If there is a conflict between the two, the sealed drawings will govern.

ACCEPTANCE PERIOD: CADD files shall have an acceptance period of 90 days. During this time, the Client can examine the electronic files and verify their correctness. The E/A/S will remedy any errors discovered in the files during this period. Once the acceptance period ends, the Client has accepted the files and takes responsibility for their ongoing maintenance.

OPINIONS OF PROBABLE COST: In providing opinions of probable cost, the Client understands that the E/A/S has no control over contractor's costs or the price of contractor's labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable cost provided herein are to be made on the basis of the E/A/S's qualifications and experience. The E/A/S makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

HAZARDOUS ENVIRONMENTAL CONDITIONS: Unless expressly stated in writing, the E/A/S does not provide assessments of the existence or presence of any hazardous or other environmental conditions or environmental contaminants or materials ("Hazardous Environmental Conditions"). Client shall inform the E/A/S of any and all known Hazardous Environmental Conditions before services are provided involving or affecting them. If unknown Hazardous Environmental Conditions are encountered, the E/A/S will notify the Client and, as appropriate, government officials of them. The E/A/S may without liability or reduction or delay of compensation due suspend services on the affected portion of the project until Client takes appropriate action to abate, remediate, or remove the Hazardous Environmental Condition. The E/A/S shall not be considered an "arranger", "operator", "generator", "transporter", "owner", or "responsible party" of or with respect to contaminants, materials, or substances: assumes no liability for correction of any Hazardous Environmental Condition; and shall be entitled to payment or reimbursement of expenses, costs, or damages occasioned by undisclosed Hazardous Environmental Conditions.

CONSTRUCTION SERVICES: Should the Client provide construction observation or review with either the Client's representatives or a third party, the E/A/S's services under this Agreement will be considered to be completed upon completion and submittal of the Final Design or the services outlined in the Scope of Work. It is understood and agreed that if the E/A/S's Services under this Agreement do not include project observation, or review of the Contractor's performance, or other construction services, and that such services will be provided by the Client, then the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation or review and waives any claims against the E/A/S that may be in any way connected thereto.

AUTHORITY AND RESPONSIBILITY: The E/A/S (1) does not guarantee the actual bids the Client will receive or the work of any Contractor or Subcontractor, (2) has no authority to stop work by any Contractor or Subcontractor, (3) has no supervision or control as to the work or persons doing the work, (4) does not have charge of the work, (5) is not responsible for safety in, on, or about the job site, and (6) does not have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids. The E/A/S neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to finish and perform its work in accordance with the Contract Documents.

TERMINATION: This agreement may be terminated by either party on written notice. If terminated by either party (with or without cause), the Client agrees to pay for all services and reimburse all expenses performed or incurred to and including the date written notice of termination is received by either party.

DISPUTE RESOLUTION: Any claims or disputes made during design, construction or post-construction between the Client and the E/A/S shall be submitted to non-binding mediation. The Client and the E/A/S agree to include a similar mediation agreement with all Contractors, Subcontractors, Sub consultants, Suppliers and Fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

BINDING EFFECT: This is the entire agreement. It may not be amended except in writing. It shall be binding on both the Client and the E/A/S and their legal representatives, executors, administrators, successors and assigns.

INDEMNIFICATION: The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the E/A/S, his or her officers, directors, employees, agents and sub consultants from and against said damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the E/A/S's providing emergency services under this Agreement, excepting only those damages, liabilities or costs arising directly from the sole negligence or willful misconduct of the E/A/S.

FAST TRACK/DESIGN-BUILD AND CONSTRUCTION: In consideration of the benefits to the Client of employing the "fast track" process (in which some of the E/A/S's design services overlap the construction work and/or are out of sequence with the traditional project performance or delivery method), and in recognition of the inherent risks of fast tracking to the E/A/S which Client accepts, the Client waives all claims against the E/A/S for design changes and modification of portions of the services already constructed due to the Client's decision to employ the fast track process. The Client further agrees to compensate the E/A/S for all Additional Services required to modify, correct, or adjust the Construction Documents and coordinate them in order to meet the Client's Project requirements because of the Client's knowing decision to construct the Project in a fast track manner.

RIGHT OF ENTRY: Client shall provide for E/A/S's right to enter property owned by Client and/or others in order for E/A/S to fulfill the scope of service for this Project. Client understands that use of exploration equipment may unavoidably cause damage, the correction of which is not the responsibility of E/A/S.

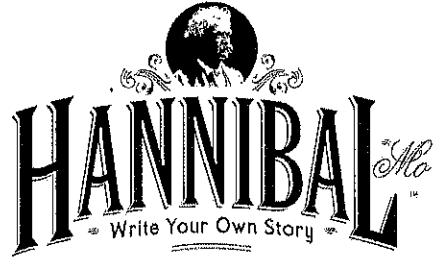
BURIED UTILITIES: Client shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. Client agrees to waive any claim against the E/A/S and to defend, indemnify and hold harmless for any claim or liability for injury or loss arising from the E/A/S or other persons encountering utilities or other manmade objects that were not called to the E/A/S's attention or which were not properly located on the plans furnished to the E/A/S. Client further agrees to compensate the E/A/S for any time or expenses incurred by the E/A/S in defense of any such claim, in accordance with the E/A/S's standard hourly per diem fee schedule and expense reimbursement policy.

Andrew Dorian
Interim City Manager
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, and Mayor

FROM: Andrew Dorian

DATE: 6/9/2025

RE: AUTHORIZATION TO ASSIGN CONTRACT

The City of Hannibal is the owner of the Hannibal Municipal Airport and is currently in a lease agreement with Yankee Air Pirates, LLC which allowed them to construct a Hanger on the property.

Pursuant to the terms of said lease, it is assignable to another entity upon the written approval of the City of Hannibal.

The City of Hannibal has been requested to allow the assignment of the Agreement to Redd Properties, LLC, and upon review of such request we believe that such an assignment is in the best interests of the Citizens of the City of Hannibal.

RESOLUTION NO. 2558-25

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING AND
APPROVING AN ASSIGNMENT OF AN AIRPORT HANGAR LEASE
AGREEMENT TO REDD PROPERTIES, LLC.**

WHEREAS, the City of Hannibal is the owner of the Hannibal Municipal Airport;

WHEREAS, the said City of Hannibal has entered into a lease agreement with Yankee Air Pirates, LLC which allowed them to construct a Hangar on the property, and

WHEREAS, pursuant to the terms of said lease, it is assignable upon the written approval of the City of Hannibal, and

WHEREAS, the City Council has been requested to allow the assignment of the Agreement to Redd Properties, LLC, and upon review of such request, believes that such an assignment is in the best interests of the Citizens of the City of Hannibal, and

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

SECTION ONE: By the signature of the Mayor hereto, with the authority of the City Council of the City of Hannibal, the assignment of lease is hereby authorized to Redd Properties, LLC.

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

ADOPTED THIS 17th DAY OF JUNE 2025

APPROVED THIS 17th DAY OF JUNE 2025

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

AUTHORIZATION TO ASSIGN CONTRACT

WHEREAS, the City of Hannibal is the owner of the Hannibal Municipal Airport;

WHEREAS, the said City of Hannibal has entered into a lease agreement with Yankee Air Pirates, LLC which allowed them to construct a Hangar on the property, and

WHEREAS, pursuant to the terms of said lease, it is assignable upon the written approval of the City of Hannibal, and

WHEREAS, the City Council has been requested to allow the assignment of the agreement to Redd Properties, LLC, and upon review of such request, believes that such an assignment is in the best interests of the Citizens of the City of Hannibal, and

WHEREFORE, by the signature of the Mayor hereto, with the authority of the City Council of the City of Hannibal, the assignment of lease is hereby authorized to Redd Properties, LLC.

APPROVED this _____ day of _____, 2025

HON. DARRELL MCCOY
MAYOR, CITY OF HANNIBAL, MO

ATTEST:

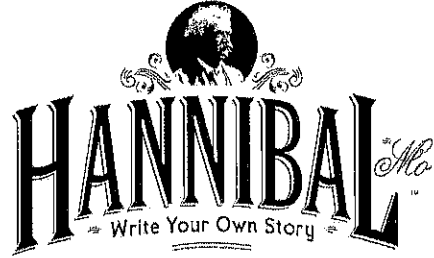
Melissa Cogdal, City Clerk

**Andrew Dorian
Interim City Manager
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, and Mayor

FROM: Andrew Dorian

DATE: 6/10/2025

RE: Sale of City Owned Property

Blake Kramer, the owner of 305-307 North Main Street has requested to purchase an 18.9 square foot of City owned property located between their building and the City owned parking lot.

Mr. Kramer has requested to purchase this small portion of property to build a staircase/platform to access a door to his building. This staircase is needed so that Mr. Kramer can rent out this portion of the building.

City Attorney James Lemon has drafted the attached Special Warranty Deed and staff recommends selling this 18.9 square foot of property for \$500 to Mr. Kramer.

SPECIAL WARRANTY DEED

THIS DEED, executed on this _____ Day of June, 2025, made between
City of Hannibal, a Municipal Corporation of the State of Missouri (GRANTOR)
and
BLAKE M. KRAMER and MEGAN E. KRAMER, Husband and Wife, ("GRANTEES"), their
heirs and assigns, of the county of Marion, State of Missouri

Mailing Address of Grantees: _____

WITNESSETH: That the GRANTOR, in consideration of the sum of Five Hundred DOLLARS (\$500) and other valuable consideration, to the GRANTOR paid by the GRANTEEES, the receipt of which is hereby acknowledged, does by these presents SELL and CONVEY unto the GRANTEEES, their heirs and assigns, the following land situate in Marion County, State of Missouri, which is particularly described as follows, to-wit:

A tract of land being part of Lot 2 in Block 10, City of Hannibal, Marion County, Missouri being more particularly described as follows;

Commencing at the Southeast corner of the North Two-Third of said Lot 2; thence South 62 degrees 00 minutes 08 seconds West along the South line of said North Two-Third a distance of 35.15 feet to the True Point of Beginning; thence continuing along said South line South 62 degrees 00 minutes 08 seconds West a distance of 6.00 feet; thence leaving said South line North 28 degrees 14 minutes 36 seconds West a distance of 3.15 feet; thence North 62 degrees 00 minutes 08 seconds East a distance of 6.00 feet; thence South 28 degrees 14 minutes 36 seconds East a distance of 3.15 feet to the True Point of Beginning, containing 18.9 square feet more or less.

Subject to Easements and restrictions of record.

TO HAVE AND TO HOLD the premises described above, with all and singular, the rights, privileges, appurtenances and immunities thereto belonging or in anywise appertaining unto said GRANTEEES and unto their heirs and assigns forever; said GRANTOR hereby covenanting:

DARRELL MCCOY, Mayor

Page 3 of 4

PLAT OF SURVEY **A TRACT BEING PART OF LOT 2, BLOCK 10,** **ORIGINAL TOWN OF HANNIBAL,** **MARION COUNTY, MISSOURI**

SUGGESTED PROPERTY DESCRIPTION **18.9 SQUARE FEET TRACT**

A TRACT OF LAND BEING PART OF LOT 2, IN BLOCK 10, CITY OF HANNIBAL, MARION COUNTY, MISSOURI BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

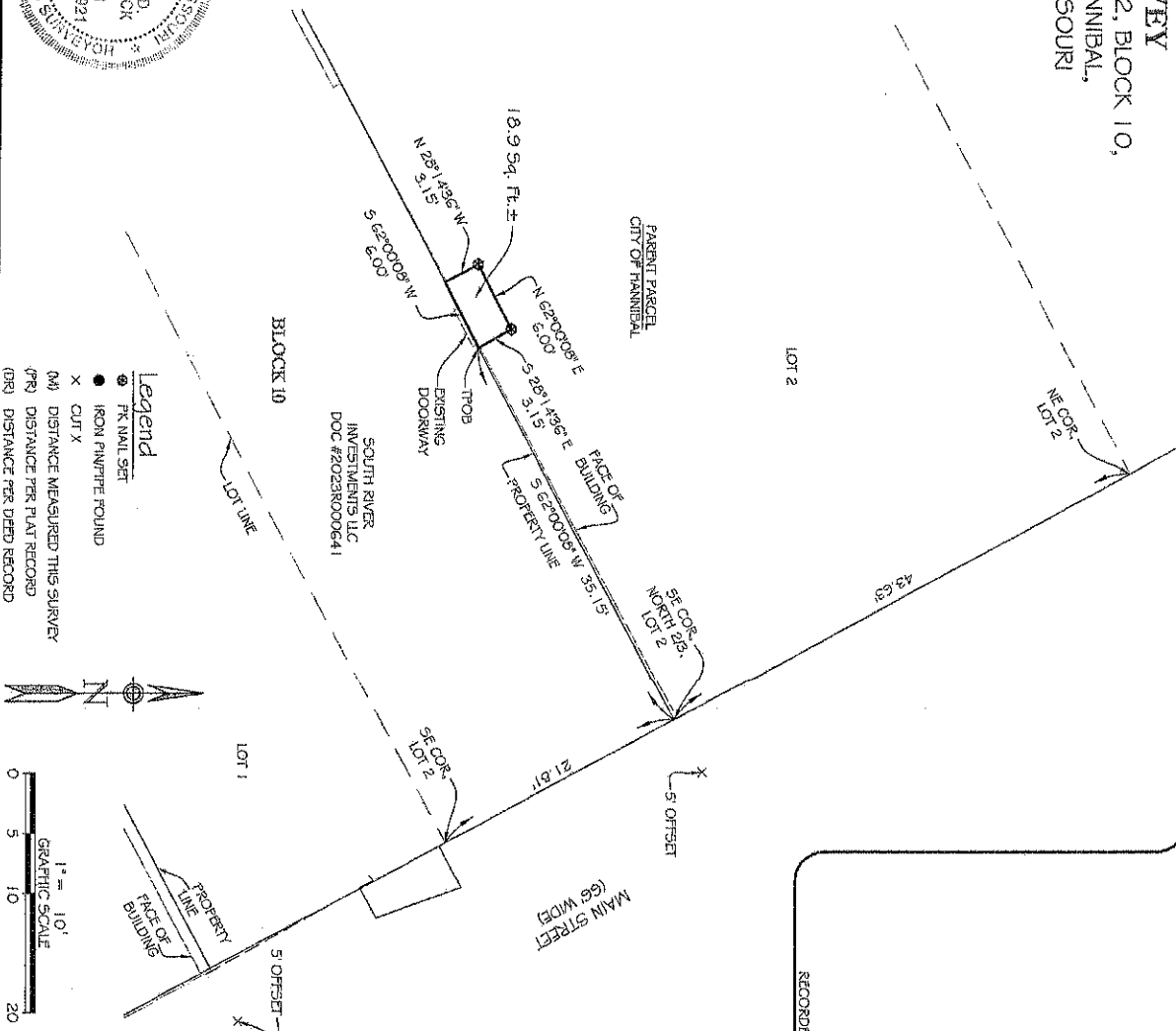
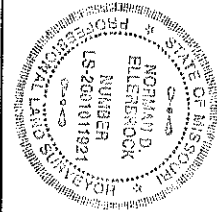
COMMENCING AT THE SOUTHEAST CORNER OF THE NORTH TWO-THIRD OF SAID LOT 2; THENCE SOUTH 62 DEGREES 00 MINUTES 00 SECONDS WEST ALONG THE SOUTH LINE OF SAID NORTH TWO-THIRD A DISTANCE OF 35.15 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SOUTH LINE SOUTH 62 DEGREES 00 MINUTES 00 SECONDS WEST A DISTANCE OF 6.00 FEET; THENCE LEAVING SAID SOUTH LINE NORTH 26 DEGREES 14 MINUTES 36 SECONDS WEST A DISTANCE OF 3.15 FEET; THENCE NORTH 62 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 6.00 FEET; THENCE SOUTH 26 DEGREES 14 MINUTES 36 SECONDS EAST A DISTANCE OF 3.15 FEET TO THE TRUE POINT OF BEGINNING, CONTAINING 18.9 SQUARE FEET MORE OR LESS.

SURVEYOR'S NOTES:

- 1) THE PROFESSIONAL LAND SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EVIDENCE OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE. THERE MAY EXIST OTHER DOCUMENTS OF RECORD OR NOT OF RECORD THAT MAY AFFECT THIS SURVEYED PARCEL.
- 2) THE PROPERTY OWNER NAMES AND RECORDED DEED INFORMATION WERE OBTAINED FROM THE COUNTY RECORDER AND/OR COUNTY ASSESSOR OFFICE AND ARE CONSIDERED TO BE CURRENT. THE PROFESSIONAL LAND SURVEYOR MAKES NO GUARANTEES TO THE CORRECTNESS OF THE DEEDS OR THE CURRENT STATUS OF PROPERTY OWNERSHIP.
- 3) BASIS OF BEARINGS IS BASED UPON THE MISSOURI STATE PLANE COORDINATE SYSTEM OF 1983, EAST ZONE.
- 4) CLASS OF SURVEY: URBAN

THIS IS A RESULT OF MY SURVEY AS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION DURING APRIL 2025, WHICH I CERTIFY TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT SAID SURVEY WAS EXECUTED IN ACCORDANCE WITH THE CURRENT MISSOURI MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

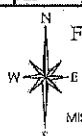
Norman D. Elberbrock 4/22/2025
 NORMAN D. ELBERBROCK
 MISSOURI PROFESSIONAL LAND SURVEYOR #2010035243
 MISSOURI CERTIFICATE OF AUTHORITY #2010035243



SHEET NO.	PROJECT NO.	DRAWING NAME	DRAWN	SURVEY	CHECKED
1 OF 1	24-0216	240216a	PWS	KLB	NDE

BOUNDARY SURVEY

PREPARED FOR:
**SOUTH RIVER
 INVESTMENTS, LLC**



**FOUR POINTS LAND SURVEYING
 AND ENGINEERING, INC.**

17 NORTHPORT PLAZA
 HANNIBAL, MO. 63401
 573-406-5533
 MISSOURI CERTIFICATE OF AUTHORITY #2010035243

RECORDERS USE ONLY

305-7 N Main

Honor Flight Mural

Store front window

Apartment
Door

Stair dimensions will
match width to door.
depth of platform and
stairs will be approx. 36
inches.

Door

PLAyer
Alisa
Quinn
Approved.

RESOLUTION NO. 2559-25

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR
TO EXECUTE A SPECIAL WARRANTY DEED TO BLAKE M. KRAMER AND
MEGAN E. KRAMER FOR THE SALE OF CITY OWNED PROPERTY
LOCATED AT 309 MAIN STREET FOR THE AMOUNT OF \$500.**

WHEREAS, Blake and Megan Kramer own the building at 305-307 North Main Street, and

WHEREAS, The Kramer's need to purchase 18.9 square feet of property from the City to build a staircase to access their building, and

WHEREAS, The City is willing to sell this 18.9 square feet of property to the Kramer's for \$500, and

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

SECTION ONE: That the Mayor is hereby authorized to execute a Special Warranty Deed on behalf of the City of Hannibal for the sale of 18.9 Square Feet of property at the City owned parking lot at 309 Main Street in the amount of \$500 to Blake and Megan Kramer.

SECTION TWO: This resolution shall be effective immediately upon its adoption and approval.

ADOPTED THIS ____ DAY OF _____ 2025.

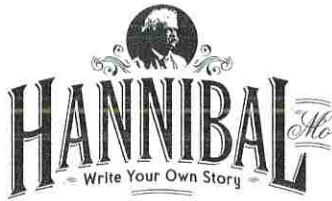
APPROVED THIS ____ DAY OF _____ 2025.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

Please add myself to the agenda to discuss the Music Under the Stars event and street closures.



Return to:

Office of the City Clerk

Attn: Britta Dooley

320 Broadway Hannibal, MO 63401

Ph. (573) 221-0111 ext. 221

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: May 2, 2025

Date you wish to be placed on Agenda: Next Available

Your Organization: Mark Twain Boyhood Home & Museum

Special Event: Music Under the Stars

Date(s) of Event & Requested Times

Thursday, June 5, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, June 12, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, June 19, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, June 16, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, July 10, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, July 17, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, July 24, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, July 31, 2024, 5:00 p.m. until 10:00 p.m.

Thursday, August 7, 2024, 5:00 p.m. until 10:00 p.m.

Description of Activity:

Music Under the Stars

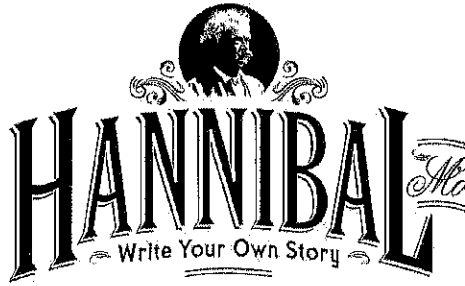
The Mark Twain Boyhood Home & Museum's Music Under the Stars Concert Series is held every Thursday evening from 7:00 p.m. to 9:00 p.m. on the Boyhood Home Stage in Downtown Hannibal during the summer. We provide community concerts for locals and visitors in a range of genres of music, including swing, country, rock, soul, blues, jazz, bluegrass, southern rock, Americana, big band, and more! Come hungry and support area organizations serving as food vendors at each concert. We will have bands every Thursday evening, rain or shine, thanks to a partnership with the [Hannibal Parks & Recreation Department](#), which donates the use of the Admiral Coontz Recreation Center in case of inclement weather.

All food vendors know they must contact the Marion County Health Department. Thanks to the generosity of the Hannibal Parks and Recreation Department, the rain-out location will be at the Admiral Coontz Recreation Center in case of inclement weather. **There will be no alcohol sales. Our insurance information is on file with the city.**

Primary Contact Person(s): Mark Schneider, Development and Marketing Manager Cell Phone: 217-577-3211

Work Phone: 573-221-9010 E-mail: mark.scneider@marktwainmuseum.org

Assistance Needed (location, etc.): None. As the street is a pedestrian mall area between the museum campus buildings, we do not need barricades.



MEMORANDUM

TO: Mayor and Members of City Council
CC: Andy Dorian, City Manager
FROM: Trisha O'Cheltree, Director of Tourism
DATE: June 17, 2025
REGARDS: Purchasing Policy Limitations – Media Buys

PUCHASING POLICY – MEDIA BUYS

The Hannibal Convention & Visitors Bureau (HCVB) would like to request council approval for a bid waiver utilizing the following vendors for media purchases up to \$360,000.00 during FY2025.

The HCVB purchases advertising through a variety of specific vendors that cannot be competitively bid. Unlike, for example, Sharpie highlighters, where you can get bids on the same product from multiple vendors, you cannot do that with advertising. If you want to advertise on Facebook, you place advertising with facebook; there is no way to bid that out.

HCVB recommends continuing with our current marketing strategy and expanding into new online outlets utilizing the following vendors for media buys in FY2025. The vendors are CTM Media Group, Meta, Lamar Advertising, Madden Media, CTV, Rural Missouri Magazine, Sinclair Broadcast Group, McDonald Video, Meredith Travel Marketing, Missouri Meetings & Events, National Public Radio (NPR), Pandora Radio, Spotify Radio, Flying Squirrel Aerial Optics, Quincy Broadcasting Company, Quincy Media, Spectrum Reach, Show Me Missouri Magazine, St. Louis Cardinals, KC Chiefs, Star Radio, ReThink Media, Townsquare Media, Virtual Images, YouTube, OBP, Sally Poole, Go Fish, MIQ, and Google. Firefly drone, Sky Elements and Open Sky are also a possibility. These are examples but not limited to.

The HCVB requests council approval for a bid waiver for media buys utilizing the named vendors for up to \$360,000.00 in HCVB FY2025 budget.



VisitMo.com

Travel South International Showcase Scholarship Application Authorization

The submission of this Travel South International Showcase Scholarship application and the attached documents to the Missouri Division of Tourism signifies that the project outlined within has the approval of those individuals named below and that the named individuals have the authority to implement and consent to the necessary expenditures for the completion of the project on behalf of the applicant destination marketing organization.

It is further signified by this submission, that 1) the appropriate staff has read and understands the program requirements as described in the Travel South International Showcase Scholarship Funding Guidelines concerning this application, and 2) it is understood that materials included in or provided with the application that do not comply with the application instructions will not be considered as a part of the application during the evaluation and review.

Trisha O'Cheltree

Print Name of Project Director

Trisha O'Cheltree

Signature of Project Director

Date

Print Name of President/CEO

Signature of President/CEO

Date

← Back (<https://missouri/tourism.submittable.com/submit>)

Trisha O'Cheltree ▾



(<https://www.submittable.com/help/submitter?orgId=18272>) ⓘ



VisitMo.com

(<https://industry.visitmo.com/>)



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Travel South Scholarship

[Travel South Scholarship Funding Guidelines](https://mcdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/11/FY25-Travel-South-Scholarship-Funding-Guidelines.pdf) (<https://mcdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/11/FY25-Travel-South-Scholarship-Funding-Guidelines.pdf>)

Submission Name (required)

Travel South Scholarship FY26

Please include the name of your DMO in the submission title.

Name of DMO (required)

City of Hannibal CVB

Only one application per DMO

DMO Number (required)

CTL 4

Name of Attendee (required)

First Name (required)

Trisha

Last Name (required)

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O'Cheltree

Title of Attendee (required)

Hannibal Convention and Visitors Bureau Director

Phone Number of Attendee (required)



+1 573 221 2477

☐ I certify that my DMO has participated in and successfully completed a Cooperative Marketing Program in one of the last five fiscal years.
(required)

Is this your first time applying for funding to attend the Travel South International Showcase? (required)

☒ Yes

☐ No

Anticipated Registration Cost: (required)

\$

1,695

USD

Anticipated Hotel Cost: (required)

\$

1,045

USD

Total Requested Amount: (required)

\$

2,740

USD

Do you know who your pod members will include? (required)

☒ Yes

☐ No

Who will your pod members include? (required)

Aaron Smith- St. Genevieve

Do you have a theme selected? If yes, what is it? (required)

☐ I understand that not fulfilling the three year commitment to attending Travel South will result in a reduction of MMG or MPD funding.
(required)

☐ I acknowledge that if the applicant is unable to attend for any reason and registration fees and lodging charges cannot be refunded, and no substitute can be found to attend in place of the original applicant, the DMO shall be responsible for all registration and hotel charges.
(required)

Travel South International Showcase Scholarship Application Authorization:

The Project Director and President/CEO must sign the hyperlinked form and upload it below:

<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/09/Travel-South-Scholarship-Application-Authorization.pdf> (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/09/Travel-South-Scholarship-Application-Authorization.pdf>)

Travel South International Showcase Scholarship Application Authorization Upload: (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Save Draft

Submit

✓ Last Saved a few seconds ago

Drafts may be visible to the administrators of this program.

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RESOLUTION NO. 2556-25

A RESOLUTION OF THE CITY OF HANNIBAL, MISSOURI, AUTHORIZING THE DIRECTOR OF TOURISM TO APPLY FOR THE TRAVEL SOUTH SCHOLARSHIP FROM THE MISSOURI DIVISION OF TOURISM AND AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SUPPORT SAID APPLICATION.

WHEREAS, the Missouri Division of Tourism offers the Travel South Scholarship to support tourism professionals in enhancing their knowledge, skills, and promotional efforts; and

WHEREAS, the City of Hannibal recognizes the importance of professional development and regional collaboration in promoting tourism and economic growth; and

WHEREAS, the Director of Tourism has expressed interest in applying for the Travel South Scholarship to further the City's tourism objectives; and

WHEREAS, the City of Hannibal supports this initiative and wishes to authorize the necessary actions to facilitate the application process.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HANNIBAL, MISSOURI, AS FOLLOWS:

SECTION ONE: The Director of Tourism is hereby authorized to apply for the Travel South Scholarship through the Missouri Division of Tourism.

SECTION TWO: The Mayor is hereby authorized to execute all documents necessary to support the application and administration of the scholarship, including but not limited to letters of support, application forms, and agreements.

SECTION THREE: This Resolution shall be in full force after its passage and approval.

ADOPTED THIS 11th DAY OF JUNE 2025.

APPROVED THIS 11th DAY OF JUNE 2025.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

June 17th Agenda

From 2ndWard <2ndward@hannibal-mo.gov>

Date Wed 6/11/2025 1:54 PM

To Melissa Cogdal <MCogdal@hannibal-mo.gov>

Cc Mayor <mayor@hannibal-mo.gov>; Andy Dorian <ADorian@hannibal-mo.gov>; joxur.the.mighty@gmail.com <joxur.the.mighty@gmail.com>; Darrin Gordon <dgordon@hannibalbpw.org>

Hi Melissa,

Will you please place me on the June 17th agenda regarding my budget questions for HBPW. Please notify Darrin Gordon to attend for further discussion. Additionally, please put this at the end of the agenda to not hold up any other city business, staff or citizens.

Thanks so much,

April Azotea
2nd Ward

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