

City of Hannibal
OFFICIAL COUNCIL AGENDA

**Tuesday, April 7, 2026
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
Regular Council Meeting March 17, 2026**

**APPROVAL OF PAYROLL AND CLAIMS
Second Half – March 2026**

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

**MARK DOWIL – HANNIBAL Y-MENS CLUB
Re: Down By the River
May 15 & June 19, 2026, 4:00 p.m. until 11:00 p.m.
Mud Volleyball
July 1, 2026, from 7:00 a.m. until July 7, at 5:00 p.m.
Alcohol Sales & Road Closure**

TRISHA O'CHELTREE– TOURISM DIRECTOR

Re: Muts & Show Me Hannibal Attraction

June 11, 2026, 7:00 p.m. until 10:00 p.m.

Road Closure

Re: Light Drone Show – Viewing Area

June 6, 2026, 6:00 p.m. until 9:30 p.m.

Road Closure

JEFF VEACH– HANNIBAL JAYCEE'S

Re: 71st Annual National Tom Sawyer Days

June 30, 2026, 7:00 p.m. until July 5, 2026, at 10:00 p.m.

Road Closure – Parade

STEVE GUMBLE– AMERICAN LEGIONS RIDERS CHAPTER 55

Re: 2nd Annual ALR Bike Show

June 20, 2026, 9:00 a.m. until 3:00 p.m.

Road Closure

DARRELL MCCOY – MAYOR

Re: *Recommendation of Appointment*

Library Board

Tom Prater – appointment for a term to expire July 2029

Re: *Approval of Re-Appointment*

Hannibal Housing Authority

Patty Talbert – appointment for a term to expire April 2030

Jay Ghanti – appointment for a term to expire April 2030

Re: Approval of Re-Appointment

Historic Development District Commission

Roy Hark – appointment for a term to expire May 2031

Re: Approval of Re-Appointment

Employee Benefit Trust Board

Bianca Quinn – appointment for a term to expire May 2029

Matt Lay – appointment for a term to expire May 2029

Re: Approval of Re-Appointment

Board of Adjustments

Tom Batenhorst – appointment for a term to expire May 2031

Re: Approval of Re-Appointment

Affirmative Action Committee

Faye Dent – appointment for a term to expire March 2029

Candy Weems – appointment for a term to expire March 2029

Corey King – appointment for a term to expire March 2029

ANDY DORIAN –CITY MANAGER

Re: Hutchison Engineering Agreement – Riverview Trail Washout Repair
(Resolution No. 2599-26 to follow, for approval)

Re: 211 Broadway Settlement & Warranty Deed
(Resolution No. 2596-26 to follow, for approval)

Re: Aviation Project Consultant Supplemental Agreement
(Resolution No. 2597-26 to follow, for approval)

Re: Airport Fuel Farm Grant Application
(Resolution No. 2598-26 to follow, for approval)

JANICE MAGRUDER –CITY COLLECTOR
Re: Abatement of Uncollectible Special Taxes

TRISHA O’CHELTREE –TOURISM DIRECTOR
Re: FY 2027 Missouri Division of Tourism Matching Marketing Grant
(Resolution No. 2600-26 to follow, for approval)

JOHN ORTWERTH –PRESIDENT – BOPW BOARD
Re: Utility Charges for City Owned Property/Facilities/Departments

RESOLUTION NO. 2596-26

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A
NEGOTIATED AGREEMENT REGARDING LIABILITY, TO
EXECUTE DEEDS AND TO SIGN ANY OTHER NECESSARY
DOCUMENTATION**

RESOLUTION NO. 2597-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
\$147,002 AVIATION PROJECT CONSULTANT SUPPLEMENTAL
AGREEMENT 1 WITH WOOLPERT, INC. FOR THE
CONSTRUCTION ADMINISTRATION ENGINEERING SERVICES**

**PORTION OF THE AIRPORT FUEL FARM REPLACEMENT
PROJECT.**

RESOLUTION NO. 2598-26

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN
APPLICATION WITH MODOT AVIATION FOR FEDERAL/STATE
ASSISTANCE FOR UPGRADES TO THE HANNIBAL REGIONAL
AIRPORT FUEL FARM.**

RESOLUTION NO. 2599-26

**A RESOLUTION APPROVING A \$40,000 ENGINEERING DESIGN
AGREEMENT WITH HUTCHISON ENGINEERING FOR THE
REPAIR OF THE TRAIL WASHOUT IN RIVERVIEW PARK**

RESOLUTION NO. 2600-26

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE MAYOR TO EXECUTE THE MISSOURI DIVISION OF
TOURISM MATCHING MARKETING GRANT APPLICATION AND
ANY SUBSEQUENT ACCEPTANCE DOCUMENTS, IN THE
AMOUNT UP TO \$120,000.00**

ADJOURNMENT



Special Event Application

Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO. 63401
(573) 221-0111, Opt. 7

Email to: bdooley@hannibal-mo.gov

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

APPLICANTS INFORMATION

Company/Organization: Hannibal Ymens Club Nonprofit*: Yes No

Mailing Address: 10772 Orchard Rd.

City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Mark Dowil Phone: (573) 822-3030

Email: mdowil54@gmail.com

GENERAL EVENT INFORMATION

Name of Event: Down by the River & Mud Volleyball

Event Date(s): DbtR- 5/15&6/19 Mud-7/1-7/5 Type of Event: Festival Parade/Walk/Run

Event Start: (DbtR)- 5/15 & 6/19 4p-11p Concert/Performance/Live Music

Event End: (Mud)- 7/1 @7am - 7/7 @5pm Other: & Annual Mud Volleyball

Proposed location* of Event: Ymens Pavilion

Description of Event: Down by the River concert series & the Annual Ymens Mud Volleyball Tournament.

Anticipated Attendance: 1,000 ea.event Event History: New Re-occurring*

If re-occurring, how many years has the event taken place: 47 Is this an Annual Event? Yes No

EVENT DETAILS

Set Up - Date/Times: (DbtR)-5/14 & 6/18 Tear Down - Date/Times: (Mud)- 6/28 7a-5p 7/7

Contact Person for media/citizen information: Mark Dowil

Phone: (573) 822 - 3030 Email: mdowil54@gmail.com

ILLUSTRATIVE SITE MAP – A site map of the event including location(s) of all tents, equipment, and activities must be submitted with this application. If the Main Street Map (Attachment A) provided doesn't work for you, you **MUST** provide your own, or your application will be denied automatically. We are unable to make a map for you. Site Map Attached

Clerk's Office Only:

Date of Agenda: 04.07.2026 On Special Event Calendar

Application Documents Received on: 02.19.2026/ 03.06.2026 Documents Emailed to Dept. Heads on: 03.11.2026

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

VENDOR INFORMATION

FOOD AND BEVERAGE VENDORS

Will there be Food &/or Beverage Vendors? Yes* No

*If Yes: Sold Free Caterer Served

Will food be prepared on site? (please describe) _____

Will alcohol be served? Yes No

*If yes, a liquor/caterer's license is required. All vendors selling alcohol will need to be listed (Attachment B) & review the City of Hannibal, Municipal Code, Chapter 3; Alcoholic Beverages.

All food vendors must receive approval from the Marion County Health Department (573) 221-1166.

All food / beverage vendors will still need to be listed on the vendor listing (Attachment B).

All food / beverage vendors must be inspected by the fire department & building inspector.

RETAIL SALES / VENDORS

Will there be Vendors? Yes* No If yes, then number of anticipated vendors: N/A

Will there be retail sales? Yes* No

*If yes, then a list of vendors (Attachment B) **MUST** be submitted to the Clerk's office **AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.**

If the Clerk's office does not have this vendor listing within the 10 business days prior to the event your vendors will **NOT** be able to participate in the event. Upon completion of the vendor list you may email it to Britta, in the City Clerk's Office at bdooley@hannibal-mo.gov.

*If yes, then a the business / group promoting & organizing the event (if for profit) must obtain a City of Hannibal Business License. Contact the City Clerk's office, Britta can assist you with getting that set up. You may contact by email at bdooley@hannibal-mo.gov or by phone at (573) 221-0111, opt. 7.

*If yes, retail sales are being made vendors are required to collect and report sales tax to Missouri Department of Revenue. The Missouri Department of Revenue requires that any vendors selling retail to the public collect and remit sales tax. If vendors need to obtain sales tax license, they can complete and submit the Missouri Special Events Form 2643S to the Missouri Department of Revenue, if vendors have questions they can email them at businesstaxregister@dor.mo.gov. Tax packets may be obtained by calling (573) 751-3505, or by visiting the website at <http://dor.mo.gov>. The event organizer is responsible for providing this information to the vendors.

-The City Council requests that event sponsors be mindful of vendor placements in respect to local businesses (ex: not placing pizza sales in front of a local business who sells pizza).

Clerk's Office:

Vendor Information has been reviewed and approved by: **Britta K. Dooley**

Date Reviewed / Approved: **Mar 11, 2026** *Britta K. Dooley*

Remarks: **No retail vendors. No objections here.**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

FIRE SERVICES

GENERAL

This emergency action plan predetermines actions to take before & during the event in response to an emergency or otherwise hazardous conditions. These actions represent those required prior to the event in preparation for those required during an emergency.

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 may be required. The types of emergencies possible vary & could require the response of Fire & Rescue, Emergency Medical Services & Police.

All questions & inquires should go through the Hannibal Fire Department @ (573) 221-0657.

EAP REPRESENTATIVE / CONTACT

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person should be easily reachable. This person is identified as:

Primary Contact: Ted Sampson(Mud)&Ethan Matchett(Dbtr)

Cell #: 406-8626 & (660)888-9014

Secondary Contact: Mark Dowil

Cell #: (573) 822 - 3030

MEDICAL

Are there limited provisions for on-site Emergency Medical Services at this event? Yes No

Will there be a first aid station on site? Yes No

Will on-site EMS be provided? Yes* No, we will use 911 Dispatch

If yes, contact name: N/A

Cell #: N/A

FIRE

Has a specific hazard been identified as an increased risk of fire at this event? Yes* No

If yes, what has been identified? N/A

Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

Fire lanes & fire hydrants should not be obstructed at any time during the event.

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, & contact name with a good call back #.

OPEN FLAMES

Will there be open flames? Yes* No *If yes, what will open flame usage be? (check all that apply)

Grilling/BBQ Deep Fryer Activity/ Entertainment Other: N/A

Any food vendors will be inspected when appropriate by the fire code & must meet permitting requirements.

FIREWORKS

A fireworks show or display **MUST** be conducted by an independent fireworks operator approved by the Missouri Division of Fire Safety.

HANNIBAL FIRE DEPT:

Fire Services has been reviewed and approved by: **Ryan Neisen**

Date Reviewed / Approved: **03/11/2026**

Ryan Neisen
Ryan Neisen (Mar 11, 2026 15:27:32 CDT)

Remarks:

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PUBLIC SAFETY

If your Special Event involves a parade, City Ordinance requires that you obtain a permit from the Police Department, after Council approval, but prior to your event. Upon completion of your Special Event application approximately 10 days prior to the event Hannibal Police Department will be reaching out to the Event Coordinator to review Public Safety Plans & Procedures.

EMERGENCY NOTIFICATION

Will on-site security be provided? Yes* No

*If yes, please provide the contact name: Mark Dowil #: (573) 822-3030

The City of Hannibal does not provide Security, it will be the responsibility of the event sponser to hire out their security.

SEVERE WEATHER

Weather forecasts & current conditions will be monitored throughout the entirety of the event.

Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions & 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 & during the event.

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 & direct them to shelter.

There are limited provisions for sheltering participants in the event of severe weather.

LAW ENFORCEMENT

Has a need for constant Law Enforcement presence been identified at this event? Yes No

Should an incident occur that requires Law Enforcement, the Safety Plan is to use:

On-site Security or 911 Dispatch for Law Enforcement

*If using 911 the caller will have the nature of the emergency, precise location, & a contact name & number ready.

Crowd control will be managed by: Staff On-site Security

The Event Sponsor understands that it is important that there is access to emergency vehicles & that this is maintained at all times.

HPD Assistance Requested: _____

HANNIBAL POLICE DEPT:

Public Safety has been reviewed and approved by: **Lt Matt Wilt**

Date Reviewed / Approved: **03/11/2026**

Lt. Matt Wilt
Lt Matt Wilt (Mar 11, 2026 20:42:48 CDT)

Remarks:

No issues

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

DPW

STREET CLOSURES

Will this event require any street closures? Yes* No

Requested Road Closure Dates/Times: (DbtR)-5/15&6/19 4p-11p (Mud)-7/3 7a-5p 7/7 (no bollards)

If you're requesting a road closure & the area you're requesting to block off is outside of the map provided in this packet, then you **MUST** provide your own map. Your requested road closures will need to be marked on the map you've turned in with your packet to be presented to the Council. If you are requesting to block off area included in the map provided, then only the barricades/road closures optional are presented on the map for you, as you will just need to circle those you wish to have.

There is absolutely NO stakes allowed to be hammered into City owned parking lots, sidewalks or roads.

HANDICAP PARKING

*If your event requires street closures, will there be additional parking areas restricted for handicap only parking?

Yes No

*If yes, please include on your map or provide an additional map showing designated handicap only parking.

Will your event require the use of sandwich board signs? Yes* No

*If yes, date/time of board placement: N/A

*If yes, date/time requested to be on sandwich boards: N/A

WASTE REMOVAL

Event Sponsor **MUST** take care of all trash inside the blocks they request to close down for their event.

It is the responsibility of the Event Sponsor to ensure that city trash cans are monitored & emptied during the event in the event area and in any closed dedicated blocks.

*The City will monitor & empty trash cans outside the event area.

Will this event require the need for use of the City's roll off dumpster? Yes No

*If yes, this will require a \$600.00 pre-paid fee for the use of the 30 Yard Roll off dumpster.

-Payment MUST be made 10 days prior to the event, in the City Clerk's Office.

It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. The event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the area.

DPW: DPW has been reviewed and approved by: **Andrew Dorian**

Date Reviewed / Approved: **03/12/2026** *Andrew Dorian*

Remarks: **No Objections**

PARKS

PARK RENTALS

Will this event require the use of one of the Park areas/facilities? Yes* No

*If yes, then you must have rented the park area/facility through the Hannibal Parks & Recreation Department.

Name of Park/Facility Rented: Ymens Pavilion

Date/Times Rented: See Attached Schedule

If you have not yet rented your park area/facility you may do so by going to <https://hannibalparks.recdesk.com/Community/Facility>

For assistance you can reach the Parks & Recreation Department at (573) 221-0154.

RESTROOM FACILITIES

The City does not supply Port-A-Potties. If portable restroom facilities are needed the event organizer will need to supply those.

Parks:
Parks Department has reviewed & application approved by: **Andrew Dorian**
Date Reviewed / Approved: **03/12/2026** *Andrew Dorian*
Remarks: **No Objections**

BUILDING INSPECTOR

Building Inspector:
Building Inspector's Office has reviewed & application approved by:
Date Reviewed / Approved:
Remarks:

HCVB

HCVB:
HCVB has been reviewed & application approved by: **Trisha O'Cheltree**
Date Reviewed / Approved: **03/12/2026** *Trisha O'Cheltree*
Trisha O'Cheltree (Mar 13, 2026 08:26:32 CDT)
Remarks: **No concerns**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

BOARD OF PUBLIC WORKS

ELECTRICAL

Is temporary electric needed?

Yes No

For temporary electric utility service for Festivals/Events, the Event Sponsor **MUST** contact the Hannibal Board of Public Works 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 Street are **NOT** for vendor use & will not be energized during events.

Service call outs determined to be the fault of the vendor are at the Event Sponsor's expense and will be billed in accordance with the HBPW's Schedule of Rates and Fees.

Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

*For electric utility service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

WATER

Is the temporary use of water from a fire hydrant needed? Yes No

For use of water at a fire hydrant, the Event Sponsor must contact the Hannibal Board of Public Works 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.

*For water service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

HBPW:

HBPW Services has been reviewed and approved by:

Darrin Gordon

Date Reviewed / Approved: **03/13/2026**

Darrin Gordon
Darrin Gordon (Mar 13, 2026 10:41:52 CDT)

Remarks: **Please meet time frames of notice.**

INSURANCE

In consideration of holding the event and using City property, the applicant agrees to provide general liability insurance and indemnify, defend, and hold the City of Hannibal harmless as set forth in the Insurance Requirement Policy. A copy of the insurance policy with all required endorsements must be provided to the City of Hannibal **(3) days before** the date of the event. (See Attachment I for sample)

TS (INITIALS)

AGREEMENT

Name of Event: Down by the River & Mud Volleyball

Date(s) of Event: (DbtR)-5/15&6/19 (Mud)-7/1-7/5

As coordinator(s) of this event, I (we) have reviewed all regulations and guidelines and, on behalf of the Organization hosting the event agree to comply with City Ordinances and the requirements of this SPECIAL EVENT PACKET and below as they apply to this event.

SAFETY:

- 1 Shall maintain adequate space for emergency vehicle access (fire, ambulance and police throughout the designated area) at all times.
- 2 Shall comply with regulations provide by departments of the City.
- 3 Shall provide detailed event site map with application.
- 4 Shall provide EAP contacts & Emergency Plan on application & have reviewed the Safety Plan with HPD prior to event.

Trash/Cleanup:

1. Shall be responsible for all trash cleanup inside events designated area during event.
2. Shall be responsible for arranging general cleanup of designated event area and areas adjoining event area
3. Shall be responsible for Maintaining/ monitoring/ emptying trash cans during event in designated area.

TAXES, LICENSES, FEES AND PERMITS:

1. Shall distribute guidelines/requirements to all vendors
2. Shall turn in a list of all vendors for temp. licenses into the Clerk's Office **10 days prior** to the event.
3. Shall be responsible for informing vendors of their sales tax obligations for MO Dept. of Revenue.
4. Shall be responsible for payment, pickup & distribution of temp. licenses to all vendors prior to the event.
These must be hanging during the event. Failure to pay for temp. licenses by Event Sponsor prior to event will result in vendors not being able to set up at the event.

INSURANCE:

You are required to provide the City with a Certificate of Liability Insurance. The Certificate must be provided to the City of Hannibal, **three (3) days before** the date of the event.


1. The Certificate must name the City of Hannibal, Missouri, as:
 - a. **The certificate holder** with the correct address of 320 Broadway, Hannibal, Missouri, 63401; and
 - b. **An additional primary insured**
2. You are required to obtain an **Additional Insured Endorsement** to the liability insurance policy.
The Endorsement shall name the City of Hannibal, Missouri as an additional insured.

INDEMNIFICATION AGREEMENT:

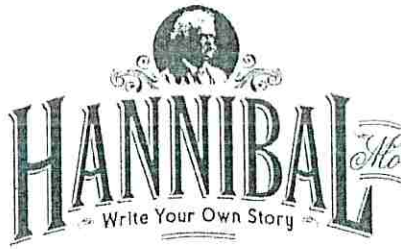
To the fullest extent permitted by law, Hannibal Ymens Club (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with Hannibal Ymens Club (hereinafter, "Event") and agrees to maintain during the term of the Event Commercial General Liability Insurance for personal injury, property damage and death as required. Organization hereby assumes responsibility for the negligence and willful acts or misconduct of its employees, representatives, and invitees and will indemnify, defend and hold harmless the City against any claims or judgments made by Organization's employees, representatives, and invitees against City arising from the Event. The terms of this provision shall survive the expiration, completion of the Event or earlier termination of this Agreement.

I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization, enforceable in accordance with its terms.

I/we are entering into a binding agreement with the City of Hannibal to comply with all City Ordinances and Special Event Policies and that non-compliance may result in cancellation of the event or denial of permission for future events.

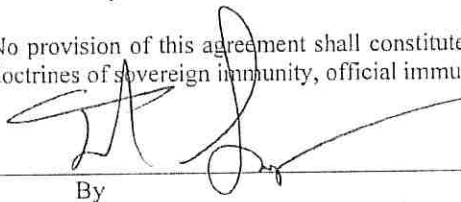
Signature(s): Ted Sampson  Digitally signed by Ted Sampson
Date: 2026.02.10 09:23:35 -06'00'

Date: 2/10/2026



Hold Harmless and Insurance Requirements

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



By

MUD Committee Chairman

Title

02/09/2026

Date

Mud Volleyball Down By the River

2026 Ymens Meeting, Down by the River and Mud Volleyball Dates

April

- 4-1 Regular meeting
- 4-15 Regular meeting

May

- 5-6 Regular meeting
- 5-14 Meeting / DBTR Setup
- 5-15 Down By the River Stree Closure, No Bollards closure 4pm-11pm
- 5-20 Regular Meeting

June

- 6-3 Regular meeting
- 6-10 Regular meeting
- 6-18 Regular meeting / DBTR Setup
- 6-19 Down By the River Stree Closure, No Bollards closure 4pm-11pm
- 6-24 Regular Meeting

July

- 6-28 Mud Volleyball Setup
- 06-29 Mud Volleyball Setup
- 06-30 Mud Volleyball Setup
- 07-01 Mud Volleyball Stree Closure, No Bollards Request closure begining 7 am on 7/03 - 5pm on 7/07
- 07-02 Mud Volleyball Stree Closure, No Bollards
- 07-03 Mud Volleyball Stree Closure, No Bollards
- 07-04 Mud Volleyball Stree Closure, No Bollards
- 07-05 Mud Volleyball Stree Closure, No Bollards
- 7-15 Regular meeting

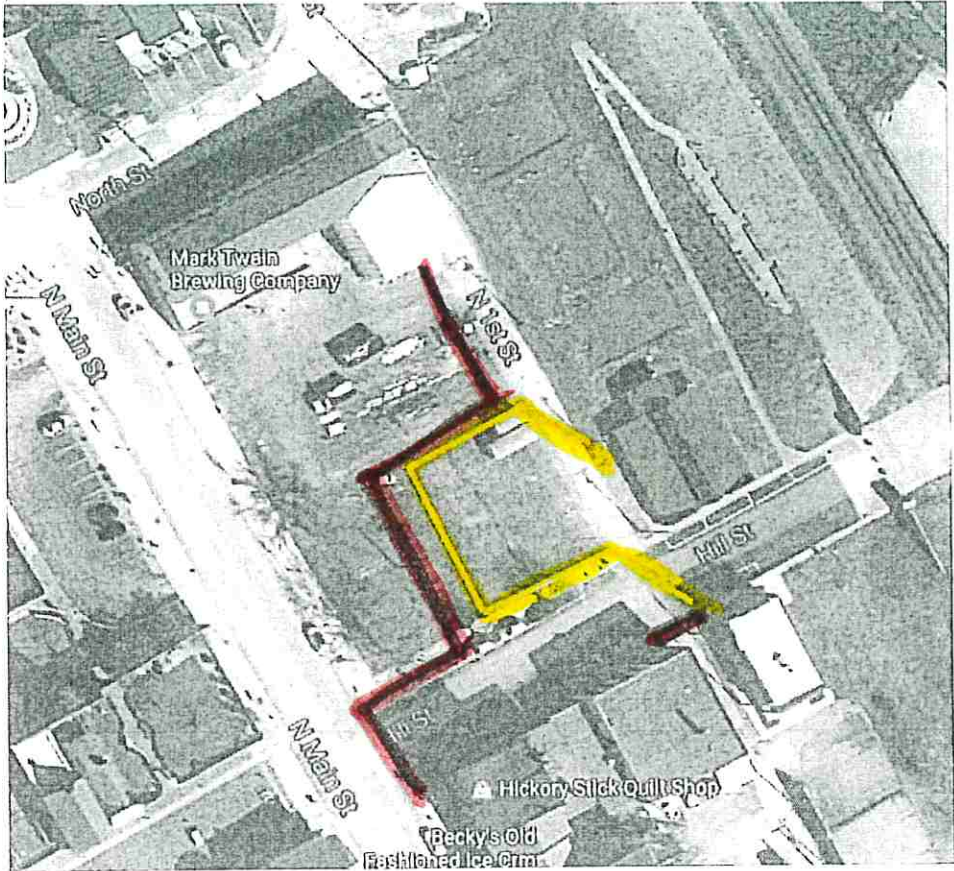
August

- 8-5 Regular meeting
- 8-19 Regular meeting

September

- 9-2 Regular meeting
- 9-16 Regular meeting

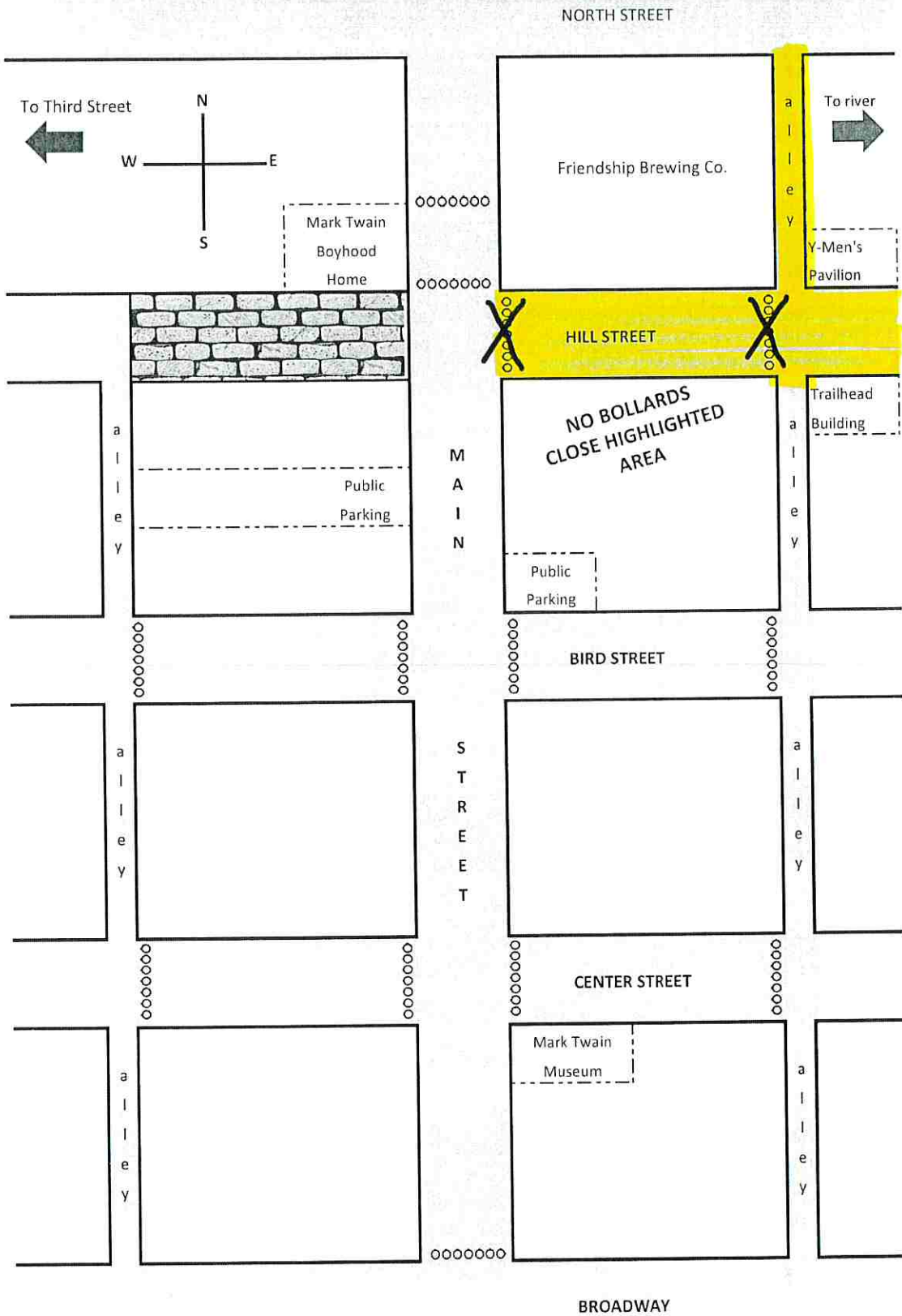
DOWN BY THE RIVER STREET CLOSURE
MUD VOLLEYBALL STREET CLOSURE



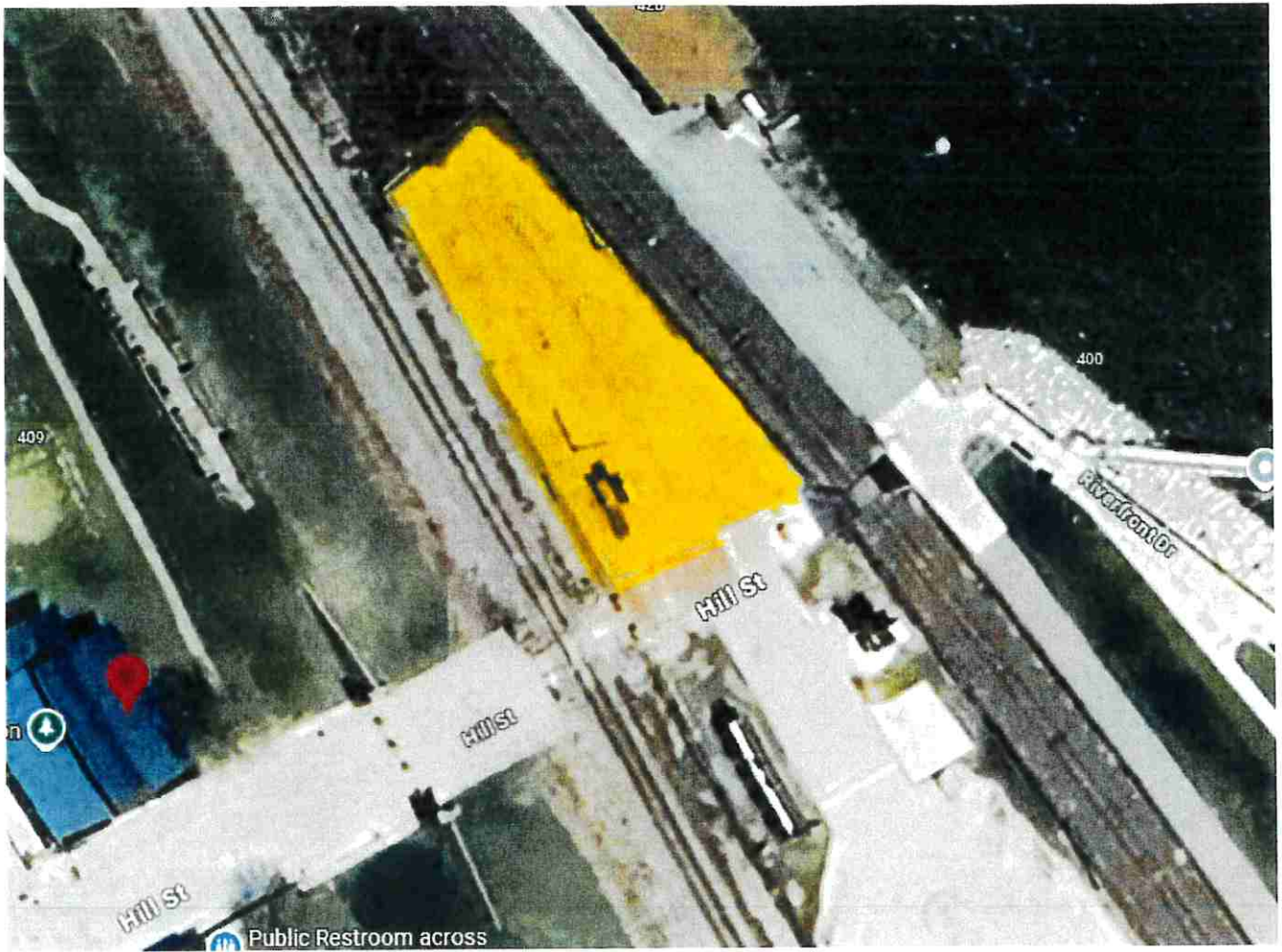
ATTACHMENT A

HISTORIC DISTRICT - REQUESTED STREET CLOSURES

If you are not using this map due to it not being the accurate area of your event, then you MUST submit your own map.



○○○○○○○ Indicates the optional road closures, ONLY circle those where you request to have the road closed. It is not optional to block off any further on the North end of Main other than what is listed as an option.



Public Restroom across



Special Event Application

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO. 63401
(573) 221-0111, Opt. 7
Email to: bdooley@hannibal-mo.gov

APPLICANTS INFORMATION

Company/Organization: HCVB Nonprofit*: Yes No
Mailing Address: 925 Grand Ave.
City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Trisha O'Cheltree Phone: (573) 221-2477
Email: tocheltree@visithannibal.com

GENERAL EVENT INFORMATION

Name of Event: Special MUTS & Show Me Hannibal Attraction Grand Opening
Event Date(s): June 11, 2026 Type of Event: Festival Parade/Walk/Run
 Concert/Performance/Live Music
Event Start: 7PM
Event End: 10PM Other: Street shut down @ 5PM
Proposed location* of Event: North Main 400 & 300 block & Hill Street to flood wall & Ymens
Description of Event: An extra Music Under the Stars concert & grand opening of new free attraction-
needing ample space for attendees to sit & enjoy safely.
Anticipated Attendance: 1,000 Event History: New Re-occurring*
If re-occurring, how many years has the event taken place: 0 Is this an Annual Event? Yes No

EVENT DETAILS

Set Up - Date/Times: Band Loads in 5PM Tear Down - Date/Times: Band out around 10PM
Contact Person for media/citizen information: Trisha O'Cheltree, HCVB Director
Phone: (573) 221-2477 Email: tocheltree@visithannibal.com

ILLUSTRATIVE SITE MAP – A site map of the event including location(s) of all tents, equipment, and activities must be submitted with this application. If the Main Street Map (Attachment A) provided doesn't work for you, you **MUST** provide your own, or your application will be denied automatically. We are unable to make a map for you. Site Map Attached

Clerk's Office Only: Date of Agenda: _____ On Special Event Calendar
Application Documents Received on: _____ Documents Emailed to Dept. Heads on: _____

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

VENDOR INFORMATION

FOOD AND BEVERAGE VENDORS

Will there be Food &/or Beverage Vendors? Yes* No

*If Yes: Sold Free Caterer Served

Will food be prepared on site? (please describe) N/A

Will alcohol be served? Yes No

*If yes, a liquor/caterer's license is required. All vendors selling alcohol will need to be listed (Attachment B) & review the City of Hannibal, Municipal Code, Chapter 3; Alcoholic Beverages.

All food vendors must receive approval from the Marion County Health Department (573) 221-1166.

All food / beverage vendors will still need to be listed on the vendor listing (Attachment B).

All food / beverage vendors must be inspected by the fire department & building inspector.

RETAIL SALES / VENDORS

Will there be Vendors? Yes* No If yes, then number of anticipated vendors: N/A

Will there be retail sales? Yes* No

*If yes, then a list of vendors (Attachment B) **MUST** be submitted to the Clerk's office **AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.**

If the Clerk's office does not have this vendor listing within the 10 business days prior to the event your vendors will **NOT** be able to participate in the event. Upon completion of the vendor list you may email it to Britta, in the City Clerk's Office at bdooley@hannibal-mo.gov.

*If yes, then a the business / group promoting & organizing the event (if for profit) must obtain a City of Hannibal Business License. Contact the City Clerk's office, Britta can assist you with getting that set up. You may contact by email at bdooley@hannibal-mo.gov or by phone at (573) 221-0111, opt. 7.

*If yes, retail sales are being made vendors are required to collect and report sales tax to Missouri Department of Revenue. The Missouri Department of Revenue requires that any vendors selling retail to the public collect and remit sales tax. If vendors need to obtain sales tax license, they can complete and submit the Missouri Special Events Form 2643S to the Missouri Department of Revenue, if vendors have questions they can email them at businesstaxregister@dor.mo.gov. Tax packets may be obtained by calling (573) 751-3505, or by visiting the website at <http://dor.mo.gov>. The event organizer is responsible for providing this information to the vendors.

-The City Council requests that event sponsors be mindful of vendor placements in respect to local businesses (ex: not placing pizza sales in front of a local business who sells pizza).

Clerk's Office:

Vendor Information has been reviewed and approved by:

Britta Dooley, Office Manager

Date Reviewed / Approved: **March 26, 2026**

Britta K. Dooley
Britta K. Dooley (Mar 26, 2026 15:08:23 CDT)

Remarks: **No objections to the event from the City Clerk's Office.**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

FIRE SERVICES

GENERAL

This emergency action plan predetermines actions to take before & during the event in response to an emergency or otherwise hazardous conditions. These actions represent those required prior to the event in preparation for those required during an emergency.

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 may be required. The types of emergencies possible vary & could require the response of Fire & Rescue, Emergency Medical Services & Police.

All questions & inquires should go through the Hannibal Fire Department @ (573) 221-0657.

EAP REPRESENTATIVE / CONTACT

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person should be easily reachable. This person is identified as:

Primary Contact: Trisha O'Cheltree Cell #: (636) 734-1938

Secondary Contact: Kami Harsell Cell #: (573) 795-6233

MEDICAL

Are there limited provisions for on-site Emergency Medical Services at this event? Yes No

Will there be a first aid station on site? Yes No

Will on-site EMS be provided? Yes* No, we will use 911 Dispatch

If yes, contact name: N/A Cell #: N/A

FIRE

Has a specific hazard been identified as an increased risk of fire at this event? Yes* No

If yes, what has been identified? N/A

Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

Fire lanes & fire hydrants should not be obstructed at any time during the event.

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, & contact name with a good call back #.

OPEN FLAMES

Will there be open flames? Yes* No *If yes, what will open flame usage be? (check all that apply)

Grilling/BBQ Deep Fryer Activity/ Entertainment Other: N/A

Any food vendors will be inspected when appropriate by the fire code & must meet permitting requirements.

FIREWORKS

A fireworks show or display **MUST** be conducted by an independent fireworks operator approved by the Missouri Division of Fire Safety.

HANNIBAL FIRE DEPT:

Fire Services has been reviewed and approved by:

Ryan Neisen

Date Reviewed / Approved:

3/26/26

 Ryan Neisen (Mar 26, 2026 18:05:41 CDT)

Remarks:

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PUBLIC SAFETY

If your Special Event involves a parade, City Ordinance requires that you obtain a permit from the Police Department, after Council approval, but prior to your event. Upon completion of your Special Event application approximately 10 days prior to the event Hannibal Police Department will be reaching out to the Event Coordinator to review Public Safety Plans & Procedures.

EMERGENCY NOTIFICATION

Will on-site security be provided? Yes* No

*If yes, please provide the contact name: N/A #: N/A

The City of Hannibal does not provide Security, it will be the responsibility of the event sponsor to hire out their security.

SEVERE WEATHER

Weather forecasts & current conditions will be monitored throughout the entirety of the event.

Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions & 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 & during the event.

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 & direct them to shelter.

There are limited provisions for sheltering participants in the event of severe weather.

LAW ENFORCEMENT

Has a need for constant Law Enforcement presence been identified at this event? Yes No

Should an incident occur that requires Law Enforcement, the Safety Plan is to use:

On-site Security or 911 Dispatch for Law Enforcement

*If using 911 the caller will have the nature of the emergency, precise location, & a contact name & number ready.

Crowd control will be managed by: Staff On-site Security

The Event Sponsor understands that it is important that there is access to emergency vehicles & that this is maintained at all times.

HPD Assistance Requested: Clearing the street of all parked vehicles at 5pm.

HANNIBAL POLICE DEPT:

Lt. Matt Wilt

Public Safety has been reviewed and approved by:

Date Reviewed / Approved: 03-26-2026

Lieutenant M. Wilt
Lieutenant M. Wilt (Mar 26, 2026 15:55:31 CDT)

Remarks: Request event attempt to avoid seating people in the roadway since only temporary barricades shutting it down. We will try to have a Patrol car to assist in blocking roadway.

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

DPW

STREET CLOSURES

Will this event require any street closures? Yes* No

Requested Road Closure Dates/Times: 300-400 Blocks N. Main & Hill St. to Flood Wall & Ymens from 5PM-10PM on June 11, 2026

If you're requesting a road closure & the area you're requesting to block off is outside of the map provided in this packet, then you **MUST** provide your own map. Your requested road closures will need to be marked on the map you've turned in with your packet to be presented to the Council. If you are requesting to block off area included in the map provided, then only the barricades/road closures optional are presented on the map for you, as you will just need to circle those you wish to have.

There is absolutely NO stakes allowed to be hammered into City owned parking lots, sidewalks or roads.

HANDICAP PARKING

*If your event requires street closures, will there be additional parking areas restricted for handicap only parking?

Yes No

*If yes, please include on your map or provide an additional map showing designated handicap only parking.

Will your event require the use of sandwich board signs? Yes* No

*If yes, date/time of board placement: 6/11/2026 300-400 Block N. Main & Hill St. - Put out at 8AM

*If yes, date/time requested to be on sandwich boards: No Parking after 5PM on June 11, 2026

WASTE REMOVAL

Event Sponsor **MUST** take care of all trash inside the blocks they request to close down for their event.

It is the responsibility of the Event Sponsor to ensure that city trash cans are monitored & emptied during the event in the event area and in any closed dedicated blocks.

*The City will monitor & empty trash cans outside the event area.

Will this event require the need for use of the City's roll off dumpster? Yes No

*If yes, this will require a \$600.00 pre-paid fee for the use of the 30 Yard Roll off dumpster.

-Payment MUST be made 10 days prior to the event, in the City Clerk's Office.

It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. The event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the area.

DPW:

DPW has been reviewed and approved by: **Andy Dorian**

Date Reviewed / Approved: **3/26/2026**

Andrew Dorian

Remarks: **No Objections**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PARKS

PARK RENTALS

Will this event require the use of one of the Park areas/facilities? Yes* No

*If yes, then you must have rented the park area/facility through the Hannibal Parks & Recreation Department.

Name of Park/Facility Rented: YMens Pavillion

Date/Times Rented: June 11, 2026 5PM-10PM

If you have not yet rented your park area/facility you may do so by going to <https://hannibalparks.recdesk.com/Community/Facility>

For assistance you can reach the Parks & Recreation Department at (573) 221-0154.

RESTROOM FACILITIES

The City does not supply Port-A-Potties. If portable restroom facilities are needed the event organizer will need to supply those.

Parks: Andy Dorian
Parks Department has reviewed & application approved by:
Date Reviewed / Approved: 3/26/2026 *Andrew Dorian*
Remarks: **No Objections**

BUILDING INSPECTOR

Building Inspector: Mark Kempker
Building Inspector's Office has reviewed & application approved by:
Date Reviewed / Approved: 3/26/26 *M. Kempker*
Remarks: No Objection
Mark Kempker, Building Inspector (Mar 26, 2026 15:47:53 CDT)

HCVB

HCVB: Trisha O'Cheltree
HCVB has been reviewed & application approved by:
Date Reviewed / Approved: 03/26/26 *Trisha O'Cheltree, HCVB Director*
Remarks: Looking forward to a large crowd to enjoy another event celebrating 150th anniversary and America 250!
Trisha O'Cheltree, HCVB Director (Mar 26, 2026 15:14:05 CDT)

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

BOARD OF PUBLIC WORKS

ELECTRICAL

Is temporary electric needed?

Yes No

For temporary electric utility service for Festivals/Events, the Event Sponsor **MUST** contact the Hannibal Board of Public Works 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 Street are **NOT** for vendor use & will not be energized during events.

Service call outs determined to be the fault of the vendor are at the Event Sponsor's expense and will be billed in accordance with the HBPW's Schedule of Rates and Fees.

Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

*For electric utility service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

WATER

Is the temporary use of water from a fire hydrant needed? Yes No

For use of water at a fire hydrant, the Event Sponsor must contact the Hannibal Board of Public Works 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.

*For water service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

HBPW:

HBPW Services has been reviewed and approved by:

Date Reviewed / Approved:

Remarks:

Darrin Gordon, HBPW General Manager

Darrin Gordon, HBPW General Manager (Mar 29, 2026 16:02:39 CDT)

INSURANCE

In consideration of holding the event and using City property, the applicant agrees to provide general liability insurance and indemnify, defend, and hold the City of Hannibal harmless as set forth in the Insurance Requirement Policy. A copy of the insurance policy with all required endorsements must be provided to the City of Hannibal **(3) days before** the date of the event. (See Attachment I for sample)

TD (INITIALS)

AGREEMENT

Name of Event: Special MUTS & Show Me Hannibal Attraction Grand Opening

Date(s) of Event: June 11, 2026

As coordinator(s) of this event, I (we) have reviewed all regulations and guidelines and, on behalf of the Organization hosting the event agree to comply with City Ordinances and the requirements of this SPECIAL EVENT PACKET and below as they apply to this event.

SAFETY:

- 1 Shall maintain adequate space for emergency vehicle access (fire, ambulance and police throughout the designated area) at all times.
- 2 Shall comply with regulations provide by departments of the City.
- 3 Shall provide detailed event site map with application.
- 4 Shall provide EAP contacts & Emergency Plan on application & have reviewed the Safety Plan with HPD prior to event.

Trash/Cleanup:

1. Shall be responsible for all trash cleanup inside events designated area during event.
2. Shall be responsible for arranging general cleanup of designated event area and areas adjoining event area
3. Shall be responsible for Maintaining/ monitoring/ emptying trash cans during event in designated area.

TAXES, LICENSES, FEES AND PERMITS:

1. Shall distribute guidelines/requirements to all vendors
2. Shall turn in a list of all vendors for temp. licenses into the Clerk's Office **10 days prior** to the event.
3. Shall be responsible for informing vendors of their sales tax obligations for MO Dept. of Revenue.
4. Shall be responsible for payment, pickup & distribution of temp. licenses to all vendors prior to the event. These must be hanging during the event. Failure to pay for temp. licenses by Event Sponsor prior to event will result in vendors not being able to set up at the event.

INSURANCE:

You are required to provide the City with a Certificate of Liability Insurance. The Certificate must be provided to the City of Hannibal, **three (3) days before** the date of the event.

1. The Certificate must name the City of Hannibal, Missouri, as:
 - a. **The certificate holder** with the correct address of 320 Broadway, Hannibal, Missouri, 63401; and
 - b. **An additional primary insured**
2. You are required to obtain an **Additional Insured Endorsement** to the liability insurance policy. The Endorsement shall name the City of Hannibal, Missouri as an additional insured.

INDEMNIFICATION AGREEMENT:

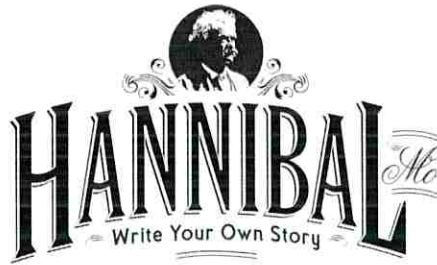
To the fullest extent permitted by law, HCVB (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with MUTS/Show Me Hannibal (hereinafter, "Event") and agrees to maintain during the term of the Event Commercial General Liability Insurance for personal injury, property damage and death as required. Organization hereby assumes responsibility for the negligence and willful acts or misconduct of its employees, representatives, and invitees and will indemnify, defend and hold harmless the City against any claims or judgments made by Organization's employees, representatives, and invitees against City arising from the Event. The terms of this provision shall survive the expiration, completion of the Event or earlier termination of this Agreement.

I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization, enforceable in accordance with its terms.

I/we are entering into a binding agreement with the City of Hannibal to comply with all City Ordinances and Special Event Policies and that non-compliance may result in cancellation of the event or denial of permission for future events.

Signature(s): Trisha O'Cheltree, HCVB Director
Trisha O'Cheltree: HCVB Director (Mar 26, 2026 15:14:05 CDT)

Date: 03/26/2026



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.

Trisha O'Cheltree, HCVB Director

Trisha O'Cheltree, HCVB Director (Mar 26, 2026 15:14:05 CDT)

By

HCVB Tourism Director

Title

03/26/2026

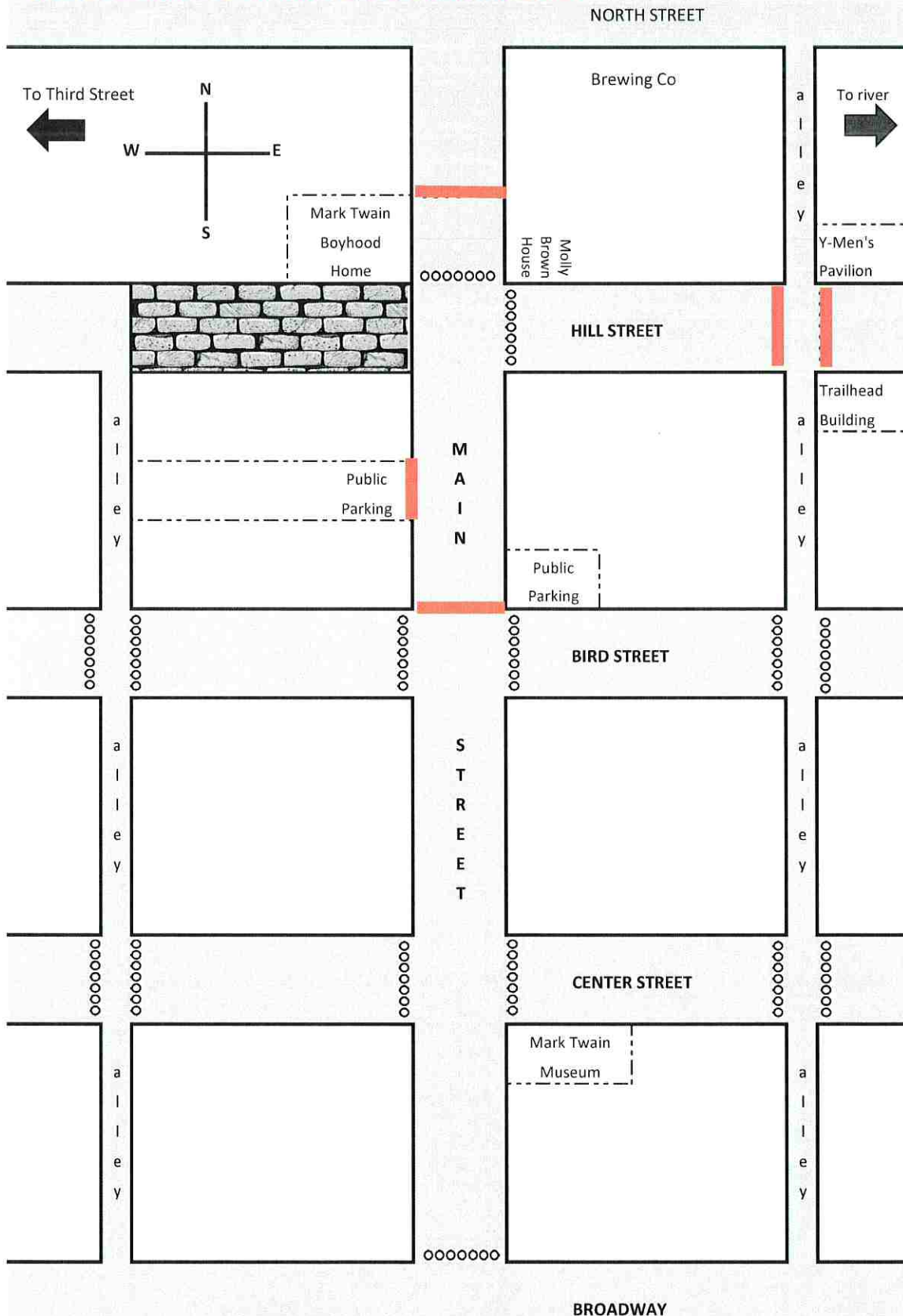
Date

ATTACHMENT A

HISTORIC DISTRICT - REQUESTED STREET CLOSURES

If you are not using this map due to it not being the accurate area of your event, then you MUST submit your own map.

NO BALLARDS- JUST MOVEABLE BARRICADES



○○○○○○○ Indicates the optional road closures, ONLY circle those where you request to have the road closed. It is not optional to block off any further on the North end of Main other than what is listed as an option.



Special Event Application

Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO. 63401
(573) 221-0111, Opt. 7

Email to: bdooley@hannibal-mo.gov

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

APPLICANTS INFORMATION

Company/Organization: HCVB Nonprofit*: Yes No

Mailing Address: 925 Grand Ave.

City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Trisha O'Cheltree Phone: (573) 221-2477

Email: tocheltree@visithannibal.com

GENERAL EVENT INFORMATION

Name of Event: Lighted Drone Show - Viewing Area

Event Date(s): June 6, 2026 Type of Event: Festival Parade/Walk/Run

Event Start: 8:00 PM

Concert/Performance/Live Music

Event End: 9:30 PM Other: _____

Proposed location* of Event: 4th & 5th St. (Center to Broadway) & Central Park

Description of Event: Optimal viewing location for drone show.

Anticipated Attendance: 500-1,000 Event History: New Re-occurring*

If re-occurring, how many years has the event taken place: _____ Is this an Annual Event? Yes No

EVENT DETAILS

Set Up - Date/Times: 6/6/26 Barricades 8PM Tear Down - Date/Times: 6/6/26 @ 9:30PM

Contact Person for media/citizen information: Trisha O'Cheltree

Phone: (573) 221 - 2477 Email: Tocheltree@visithannibal.com

ILLUSTRATIVE SITE MAP – A site map of the event including location(s) of all tents, equipment, and activities must be submitted with this application. If the Main Street Map (Attachment A) provided doesn't work for you, you MUST provide your own, or your application will be denied automatically. We are unable to make a map for you. Site Map Attached

Clerk's Office Only:

Date of Agenda: 04.07.2026 On Special Event Calendar

Application Documents Received on: None Documents Emailed to Dept. Heads on: 03.23.2026

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

VENDOR INFORMATION

FOOD AND BEVERAGE VENDORS

Will there be Food &/or Beverage Vendors? Yes* No

*If Yes: Sold Free Caterer Served

Will food be prepared on site? (please describe) N/A

Will alcohol be served? Yes No

*If yes, a liquor/caterer's license is required. All vendors selling alcohol will need to be listed (Attachment B) & review the City of Hannibal, Municipal Code, Chapter 3; Alcoholic Beverages.

All food vendors must receive approval from the Marion County Health Department (573) 221-1166.

All food / beverage vendors will still need to be listed on the vendor listing (Attachment B).

All food / beverage vendors must be inspected by the fire department & building inspector.

RETAIL SALES / VENDORS

Will there be Vendors? Yes* No If yes, then number of anticipated vendors: _____

Will there be retail sales? Yes* No

*If yes, then a list of vendors (Attachment B) **MUST** be submitted to the Clerk's office **AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.**

If the Clerk's office does not have this vendor listing within the 10 business days prior to the event your vendors will **NOT** be able to participate in the event. Upon completion of the vendor list you may email it to Britta, in the City Clerk's Office at bdooley@hannibal-mo.gov.

*If yes, then a the business / group promoting & organizing the event (if for profit) must obtain a City of Hannibal Business License. Contact the City Clerk's office, Britta can assist you with getting that set up. You may contact by email at bdooley@hannibal-mo.gov or by phone at (573) 221-0111, opt. 7.

*If yes, retail sales are being made vendors are required to collect and report sales tax to Missouri Department of Revenue. The Missouri Department of Revenue requires that any vendors selling retail to the public collect and remit sales tax. If vendors need to obtain sales tax license, they can complete and submit the Missouri Special Events Form 2643S to the Missouri Department of Revenue, if vendors have questions they can email them at businesstaxregister@dor.mo.gov. Tax packets may be obtained by calling (573) 751-3505, or by visiting the website at <http://dor.mo.gov>. The event organizer is responsible for providing this information to the vendors.

-The City Council requests that event sponsors be mindful of vendor placements in respect to local businesses (ex: not placing pizza sales in front of a local business who sells pizza).

| | |
|---|---|
| Clerk's Office: | Britta K. Dooley, Office Manager |
| Vendor Information has been reviewed and approved by: | <u>Britta K. Dooley</u> |
| Date Reviewed / Approved: <u>03.23.2026</u> | <small>Britta K. Dooley (Mar 23, 2026 16:36:40 CDT)</small> |
| Remarks: No objections to this event. | |

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

FIRE SERVICES

GENERAL

This emergency action plan predetermines actions to take before & during the event in response to an emergency or otherwise hazardous conditions. These actions represent those required prior to the event in preparation for those required during an emergency.

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 may be required. The types of emergencies possible vary & could require the response of Fire & Rescue, Emergency Medical Services & Police.

All questions & inquires should go through the Hannibal Fire Department @ (573) 221-0657.

EAP REPRESENTATIVE / CONTACT

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person should be easily reachable. This person is identified as:

Primary Contact: Trisha O'Cheltree Cell #: (636) 734-1938

Secondary Contact: Kami Harsell Cell #: (573) 795 - 6233

MEDICAL

Are there limited provisions for on-site Emergency Medical Services at this event? Yes No

Will there be a first aid station on site? Yes No

Will on-site EMS be provided? Yes* No, we will use 911 Dispatch

If yes, contact name: N/A Cell #: N/A

FIRE

Has a specific hazard been identified as an increased risk of fire at this event? Yes* No

If yes, what has been identified? N/A

Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

Fire lanes & fire hydrants should not be obstructed at any time during the event.

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, & contact name with a good call back #.

OPEN FLAMES

Will there be open flames? Yes* No *If yes, what will open flame usage be? (check all that apply)

Grilling/BBQ Deep Fryer Activity/ Entertainment Other: N/A

Any food vendors will be inspected when appropriate by the fire code & must meet permitting requirements.

FIREWORKS

A fireworks show or display **MUST** be conducted by an independent fireworks operator approved by the Missouri Division of Fire Safety.

HANNIBAL FIRE DEPT:

Fire Services has been reviewed and approved by:

Ryan Neisen

Date Reviewed / Approved: 03.23.2024

Ryan Neisen (Mar 23, 2026 17:11:51 CDT)

Remarks:

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PUBLIC SAFETY

If your Special Event involves a parade, City Ordinance requires that you obtain a permit from the Police Department, after Council approval, but prior to your event. Upon completion of your Special Event application approximately 10 days prior to the event Hannibal Police Department will be reaching out to the Event Coordinator to review Public Safety Plans & Procedures.

EMERGENCY NOTIFICATION

Will on-site security be provided? Yes* No

*If yes, please provide the contact name: N/A #: N/A

The City of Hannibal does not provide Security, it will be the responsibility of the event sponser to hire out their security.

SEVERE WEATHER

Weather forecasts & current conditions will be monitored throughout the entirety of the event.

Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions & 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 & during the event.

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 & direct them to shelter.

There are limited provisions for sheltering participants in the event of severe weather.

LAW ENFORCEMENT

Has a need for constant Law Enforcement presence been identified at this event? Yes No

Should an incident occur that requires Law Enforcement, the Safety Plan is to use:

On-site Security or 911 Dispatch for Law Enforcement

*If using 911 the caller will have the nature of the emergency, precise location, & a contact name & number ready.

Crowd control will be managed by: Staff On-site Security

The Event Sponsor understands that it is important that there is access to emergency vehicles & that this is maintained at all times.

HPD Assistance Requested: Clearing 4th & 5th Streets of parked cars @ 8PM.

HANNIBAL POLICE DEPT:

Public Safety has been reviewed and approved by:

Lt Matt Wilt

Date Reviewed / Approved: **03/23/2026**

Lt Matt Wilt
Lieutenant M. Wilt (Mar 23, 2026 16:00:08 CDT)

Remarks: **No concerns**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

DPW

STREET CLOSURES

Will this event require any street closures? Yes* No

Requested Road Closure Dates/Times: 6/6/26 8PM-9:30PM

If you're requesting a road closure & the area you're requesting to block off is outside of the map provided in this packet, then you MUST provide your own map. Your requested road closures will need to be marked on the map you've turned in with your packet to be presented to the Council. If you are requesting to block off area included in the map provided, then only the barricades/road closures optional are presented on the map for you, as you will just need to circle those you wish to have.

There is absolutely NO stakes allowed to be hammered into City owned parking lots, sidewalks or roads.

HANDICAP PARKING

*If your event requires street closures, will there be additional parking areas restricted for handicap only parking?

Yes No

*If yes, please include on your map or provide an additional map showing designated handicap only parking.

Will your event require the use of sandwich board signs? Yes* No

*If yes, date/time of board placement: 6/6/26 by 9AM

*If yes, date/time requested to be on sandwich boards: 6/6/26 - NO Parking after 6PM

WASTE REMOVAL

Event Sponsor **MUST** take care of all trash inside the blocks they request to close down for their event.

It is the responsibility of the Event Sponsor to ensure that city trash cans are monitored & emptied during the event in the event area and in any closed dedicated blocks.

*The City will monitor & empty trash cans outside the event area.

Will this event require the need for use of the City's roll off dumpster? Yes No

*If yes, this will require a \$600.00 pre-paid fee for the use of the 30 Yard Roll off dumpster.

-Payment MUST be made 10 days prior to the event, in the City Clerk's Office.

It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. The event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the area.

DPW: DPW has been reviewed and approved by: **Andy Dorian**

Date Reviewed / Approved: 03.23.2026 *Andrew Dorian*

Remarks: **No Objections**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PARKS

PARK RENTALS

Will this event require the use of one of the Park areas/facilities? Yes* No

*If yes, then you must have rented the park area/facility through the Hannibal Parks & Recreation Department.

Name of Park/Facility Rented: Central Park

Date/Times Rented: 6/6/26 8PM-9:30PM

If you have not yet rented your park area/facility you may do so by going to <https://hannibalparks.recdesk.com/Community/Facility>

For assistance you can reach the Parks & Recreation Department at (573) 221-0154.

RESTROOM FACILITIES

The City does not supply Port-A-Potties. If portable restroom facilities are needed the event organizer will need to supply those.

Parks: **Andy Dorian**
Parks Department has reviewed & application approved by:
Date Reviewed / Approved: **03/23/2026** *Andrew Dorian*
Remarks: **No Objections**

BUILDING INSPECTOR

Building Inspector: **Mark Kempker**
Building Inspector's Office has reviewed & application approved by:
Date Reviewed / Approved: **03/24/2026** *Mark Kempker*
Remarks: **No objection**

HCVB

HCVB: **Trisha O'Cheltree**
HCVB has been reviewed & application approved by:
Date Reviewed / Approved: **03/23/2026** *Trisha O'Cheltree*
Remarks: **Central Park is the optimal viewing area and by shutting those blocks down it will give more room for people to see the show safely. We are excited to bring this experience to Hannibal.**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

BOARD OF PUBLIC WORKS

ELECTRICAL

Is temporary electric needed?

Yes No

For temporary electric utility service for Festivals/Events, the Event Sponsor **MUST** contact the Hannibal Board of Public Works 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 Street are **NOT** for vendor use & will not be energized during events.

Service call outs determined to be the fault of the vendor are at the Event Sponsor's expense and will be billed in accordance with the HBPW's Schedule of Rates and Fees.

Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

*For electric utility service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

WATER

Is the temporary use of water from a fire hydrant needed? Yes No

For use of water at a fire hydrant, the Event Sponsor must contact the Hannibal Board of Public Works 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.

*For water service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

HBPW:

HBPW Services has been reviewed and approved by:

Date Reviewed / Approved: **03/24/2026**


Darrin Gordon (Mar 24, 2026 08:19:09 CDT)

Remarks:

INSURANCE

In consideration of holding the event and using City property, the applicant agrees to provide general liability insurance and indemnify, defend, and hold the City of Hannibal harmless as set forth in the Insurance Requirement Policy. A copy of the insurance policy with all required endorsements must be provided to the City of Hannibal **(3) days before** the date of the event. (See Attachment I for sample)

TO
TO (INITIALS)

AGREEMENT

Name of Event: Lighted Drone Show

Date(s) of Event: June 6, 2026

As coordinator(s) of this event, I (we) have reviewed all regulations and guidelines and, on behalf of the Organization hosting the event agree to comply with City Ordinances and the requirements of this SPECIAL EVENT PACKET and below as they apply to this event.

SAFETY:

- 1 Shall maintain adequate space for emergency vehicle access (fire, ambulance and police throughout the designated area) at all times.
- 2 Shall comply with regulations provide by departments of the City.
- 3 Shall provide detailed event site map with application.
- 4 Shall provide EAP contacts & Emergency Plan on application & have reviewed the Safety Plan with HPD prior to event.

Trash/Cleanup:

1. Shall be responsible for all trash cleanup inside events designated area during event.
2. Shall be responsible for arranging general cleanup of designated event area and areas adjoining event area
3. Shall be responsible for Maintaining/ monitoring/ emptying trash cans during event in designated area.

TAXES, LICENSES, FEES AND PERMITS:

1. Shall distribute guidelines/requirements to all vendors
2. Shall turn in a list of all vendors for temp. licenses into the Clerk's Office **10 days prior** to the event.
3. Shall be responsible for informing vendors of their sales tax obligations for MO Dept. of Revenue.
4. Shall be responsible for payment, pickup & distribution of temp. licenses to all vendors prior to the event.
These must be hanging during the event. Failure to pay for temp. licenses by Event Sponsor prior to event will result in vendors not being able to set up at the event.

INSURANCE:

You are required to provide the City with a Certificate of Liability Insurance. The Certificate must be provided to the City of Hannibal, **three (3) days before** the date of the event.

1. The Certificate must name the City of Hannibal, Missouri, as:
 - a. **The certificate holder** with the correct address of 320 Broadway, Hannibal, Missouri, 63401; and
 - b. **An additional primary insured**
2. You are required to obtain an **Additional Insured Endorsement** to the liability insurance policy.
The Endorsement shall name the City of Hannibal, Missouri as an additional insured.

INDEMFICATION AGREEMENT:

To the fullest extent permitted by law, HCVB (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with Lighted Drone Show (hereinafter, "Event") and agrees to maintain during the term of the Event Commercial General Liability Insurance for personal injury, property damage and death as required. Organization hereby assumes responsibility for the negligence and willful acts or misconduct of its employees, representatives, and invitees and will indemnify, defend and hold harmless the City against any claims or judgments made by Organization's employees, representatives, and invitees against City arising from the Event. The terms of this provision shall survive the expiration, completion of the Event or earlier termination of this Agreement.

I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization, enforceable in accordance with its terms.

I/we are entering into a binding agreement with the City of Hannibal to comply with all City Ordinances and Special Event Policies and that non-compliance may result in cancellation of the event or denial of permission for future events.

Signature(s): *Trisha O'Choltree*
Trisha O'Choltree (Mar 23, 2026 15:54:14 CDT)

Date: 03/23/2026



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.

Trisha O'Cheltree

Trisha O'Cheltree (Mar 23, 2026 15:54:14 CDT)

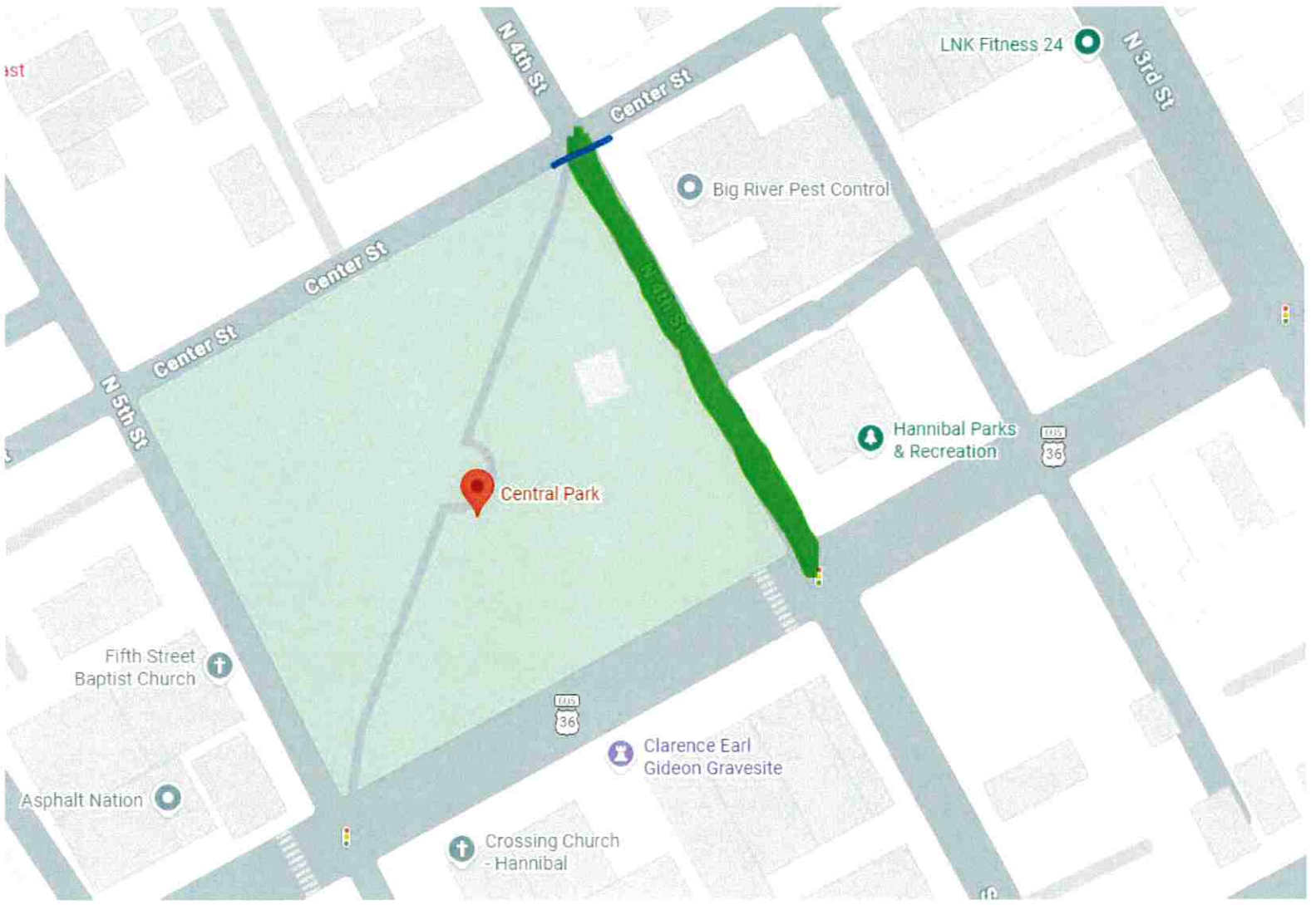
By _____

Tourism Director

Title

03/23/2026

Date





Special Event Application

Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO. 63401
(573) 221-0111, Opt. 7

Email to: bdooley@hannibal-mo.gov

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

APPLICANTS INFORMATION

Company/Organization: Hannibal Jaycee's Nonprofit*: Yes No

Mailing Address: 320 South 3rd St.

City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Jeff Veach Phone: (573) 795-2555

Email: jeffveach38@gmail.com

GENERAL EVENT INFORMATION

Name of Event: 71st Annual National Tom Sawyer Days

Event Date(s): June 30 - July 5, 2026 Type of Event: Festival Parade/Walk/Run

Event Start: June 30, 2026 Concert/Performance/Live Music

Event End: July 5, 2026 Other: _____

Proposed location* of Event: Please see attached Letter.

Description of Event: Hannibal's National Tom Sawyer Days- 71st Annual festivities (Parade, Carnival, Fence Painting, etc.)

Anticipated Attendance: 2,500 + Event History: New Re-occurring*

If re-occurring, how many years has the event taken place: 71 Is this an Annual Event? Yes No

EVENT DETAILS

Set Up - Date/Times: 06/30/2026 Tear Down - Date/Times: 07/05/2026

Contact Person for media/citizen information: Jeff Veach

Phone: (573) 795 - 2555 Email: jeffveach38@gmail.com

ILLUSTRATIVE SITE MAP – A site map of the event including location(s) of all tents, equipment, and activities must be submitted with this application. If the Main Street Map (Attachment A) provided doesn't work for you, you **MUST** provide your own, or your application will be denied automatically. We are unable to make a map for you. Site Map Attached

Clerk's Office Only:

Date of Agenda: 04.07.2026 On Special Event Calendar

Application Documents Received on: 03.20.2026 Documents Emailed to Dept. Heads on: 03.27.2026

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

VENDOR INFORMATION

FOOD AND BEVERAGE VENDORS

Will there be Food &/or Beverage Vendors? Yes* No

*If Yes: Sold Free Caterer Served

Will food be prepared on site? (please describe) Yes, Mobile Food Trucks

Will alcohol be served? Yes No

*If yes, a liquor/caterer's license is required. All vendors selling alcohol will need to be listed (Attachment B) & review the City of Hannibal, Municipal Code, Chapter 3; Alcoholic Beverages.

All food vendors must receive approval from the Marion County Health Department (573) 221-1166.

All food / beverage vendors will still need to be listed on the vendor listing (Attachment B).

All food / beverage vendors must be inspected by the fire department & building inspector.

RETAIL SALES / VENDORS

Will there be Vendors? Yes* No If yes, then number of anticipated vendors: N/A

Will there be retail sales? Yes* No

*If yes, then a list of vendors (Attachment B) **MUST** be submitted to the Clerk's office **AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.**

If the Clerk's office does not have this vendor listing within the 10 business days prior to the event your vendors will **NOT** be able to participate in the event. Upon completion of the vendor list you may email it to Britta, in the City Clerk's Office at bdooley@hannibal-mo.gov.

*If yes, then a the business / group promoting & organizing the event (if for profit) must obtain a City of Hannibal Business License. Contact the City Clerk's office, Britta can assist you with getting that set up. You may contact by email at bdooley@hannibal-mo.gov or by phone at (573) 221-0111, opt. 7.

*If yes, retail sales are being made vendors are required to collect and report sales tax to Missouri Department of Revenue. The Missouri Department of Revenue requires that any vendors selling retail to the public collect and remit sales tax. If vendors need to obtain sales tax license, they can complete and submit the Missouri Special Events Form 2643S to the Missouri Department of Revenue, if vendors have questions they can email them at businesstaxregister@dor.mo.gov. Tax packets may be obtained by calling (573) 751-3505, or by visiting the website at <http://dor.mo.gov>. The event organizer is responsible for providing this information to the vendors.

-The City Council requests that event sponsors be mindful of vendor placements in respect to local businesses (ex: not placing pizza sales in front of a local business who sells pizza).

Clerk's Office:

Vendor Information has been reviewed and approved by: *Britta K. Dooley, Office manager*

Date Reviewed / Approved: *03.27.2024*

Britta K. Dooley

Remarks: *All documents received and on file. Just send over a list of vendors before event.*

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

FIRE SERVICES

GENERAL

This emergency action plan predetermines actions to take before & during the event in response to an emergency or otherwise hazardous conditions. These actions represent those required prior to the event in preparation for those required during an emergency.

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 may be required. The types of emergencies possible vary & could require the response of Fire & Rescue, Emergency Medical Services & Police.

All questions & inquires should go through the Hannibal Fire Department @ (573) 221-0657.

EAP REPRESENTATIVE / CONTACT

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person should be easily reachable. This person is identified as:

Primary Contact: Jeff Veach Cell #: (573) 795 - 2555
Secondary Contact: Amanda Brown Cell #: (573) 719 - 7253

MEDICAL

Are there limited provisions for on-site Emergency Medical Services at this event? Yes No

Will there be a first aid station on site? Yes No

Will on-site EMS be provided? Yes* No, we will use 911 Dispatch

If yes, contact name: Marshall Miller Cell #: (573) 221 - 5510 ext. 102

FIRE

Has a specific hazard been identified as an increased risk of fire at this event? Yes* No

If yes, what has been identified? N/A

Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

Fire lanes & fire hydrants should not be obstructed at any time during the event.

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, & contact name with a good call back #.

OPEN FLAMES

Will there be open flames? Yes* No *If yes, what will open flame usage be? (check all that apply)

Grilling/BBQ Deep Fryer Activity/ Entertainment Other: Food Vendors May be using Fryers, but not Jaycees

Any food vendors will be inspected when appropriate by the fire code & must meet permitting requirements.

FIREWORKS

A fireworks show or display **MUST** be conducted by an independent fireworks operator approved by the Missouri Division of Fire Safety.

| | |
|--|---|
| HANNIBAL FIRE DEPT: | Ryan Neisen |
| Fire Services has been reviewed and approved by: | |
| Date Reviewed / Approved: <u>3/28/26</u> |  (Mar 28, 2026 13:27:08 CDT) |
| Remarks: | |

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PUBLIC SAFETY

If your Special Event involves a parade, City Ordinance requires that you obtain a permit from the Police Department, after Council approval, but prior to your event. Upon completion of your Special Event application approximately 10 days prior to the event Hannibal Police Department will be reaching out to the Event Coordinator to review Public Safety Plans & Procedures.

EMERGENCY NOTIFICATION

Will on-site security be provided? Yes* No

*If yes, please provide the contact name: N/A #: N/A

The City of Hannibal does not provide Security, it will be the responsibility of the event sponser to hire out their security.

SEVERE WEATHER

Weather forecasts & current conditions will be monitored throughout the entirety of the event.

Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions & 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 & during the event.

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 & direct them to shelter.

There are limited provisions for sheltering participants in the event of severe weather.

LAW ENFORCEMENT

Has a need for constant Law Enforcement presence been identified at this event? Yes No

Should an incident occur that requires Law Enforcement, the Safety Plan is to use:

On-site Security or 911 Dispatch for Law Enforcement

*If using 911 the caller will have the nature of the emergency, precise location, & a contact name & number ready.

Crowd control will be managed by: Staff On-site Security

The Event Sponsor understands that it is important that there is access to emergency vehicles & that this is maintained at all times.

HPD Assistance Requested: The Jaycees would like to request that HPD periodically walk through the carnival.

HANNIBAL POLICE DEPT:

Lt. Matt Wilt

Public Safety has been reviewed and approved by:

Date Reviewed / Approved: 03/28/2026

Matt Wilt
Lieutenant M. Wilt (Mar 28, 2026 23:17:35 CDT)

Remarks: **No issues. Full details will be arranged closer to event.**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

DPW

STREET CLOSURES

Will this event require any street closures? Yes* No

Requested Road Closure Dates/Times: Please see attached Letter.

If you're requesting a road closure & the area you're requesting to block off is outside of the map provided in this packet, then you MUST provide your own map. Your requested road closures will need to be marked on the map you've turned in with your packet to be presented to the Council. If you are requesting to block off area included in the map provided, then only the barricades/road closures optional are presented on the map for you, as you will just need to circle those you wish to have.

There is absolutely NO stakes allowed to be hammered into City owned parking lots, sidewalks or roads.

HANDICAP PARKING

*If your event requires street closures, will there be additional parking areas restricted for handicap only parking?

Yes No

*If yes, please include on your map or provide an additional map showing designated handicap only parking.

Will your event require the use of sandwich board signs? Yes* No

*If yes, date/time of board placement: N/A

*If yes, date/time requested to be on sandwich boards: N/A

WASTE REMOVAL

Event Sponsor **MUST** take care of all trash inside the blocks they request to close down for their event.

It is the responsibility of the Event Sponsor to ensure that city trash cans are monitored & emptied during the event in the event area and in any closed dedicated blocks.

*The City will monitor & empty trash cans outside the event area.

Will this event require the need for use of the City's roll off dumpster? Yes No

*If yes, this will require a \$600.00 pre-paid fee for the use of the 30 Yard Roll off dumpster.

-Payment MUST be made 10 days prior to the event, in the City Clerk's Office.

It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. The event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the area.

DPW: **Andy Dorian**
DPW has been reviewed and approved by:

Date Reviewed / Approved: **3/30/2026** *Andrew Dorian*

Remarks: **No Objections**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PARKS

PARK RENTALS

Will this event require the use of one of the Park areas/facilities? Yes* No

*If yes, then you must have rented the park area/facility through the Hannibal Parks & Recreation Department.

Name of Park/Facility Rented: N/A

Date/Times Rented: N/A

If you have not yet rented your park area/facility you may do so by going to <https://hannibalparks.recdesk.com/Community/Facility>

For assistance you can reach the Parks & Recreation Department at (573) 221-0154.

RESTROOM FACILITIES

The City does not supply Port-A-Potties. If portable restroom facilities are needed the event organizer will need to supply those.

Parks:
Parks Department has reviewed & application approved by: **Andy Dorian**
Date Reviewed / Approved: 3/30/2026 *Andrew Dorian*
Remarks: **No Objections**

BUILDING INSPECTOR

Building Inspector:
Building Inspector's Office has reviewed & application approved by: **Mark L. Kempker**
Date Reviewed / Approved: 03/31/2026 *Mark Kempker, Building Inspector*
Mark Kempker, Building Inspector (Mar 31, 2025 07:52:53 CDT)
Remarks: **No Objections**

HCVB

HCVB:
HCVB has been reviewed & application approved by: **Trisha O'Cheltree**
Date Reviewed / Approved: 3/30/26 *Trisha O'Cheltree, HCVB Director*
Trisha O'Cheltree, HCVB Director (Mar 30, 2025 09:10:29 CDT)
Remarks:

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

BOARD OF PUBLIC WORKS

ELECTRICAL

Is temporary electric needed?

Yes No

For temporary electric utility service for Festivals/Events, the Event Sponsor **MUST** contact the Hannibal Board of Public Works 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 Street are **NOT** for vendor use & will not be energized during events.

Service call outs determined to be the fault of the vendor are at the Event Sponsor's expense and will be billed in accordance with the HBPW's Schedule of Rates and Fees.

Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

*For electric utility service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

WATER

Is the temporary use of water from a fire hydrant needed? Yes No

For use of water at a fire hydrant, the Event Sponsor must contact the Hannibal Board of Public Works 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.

*For water service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

HBPW:

HBPW Services has been reviewed and approved by:

Date Reviewed / Approved:

Darrin Gordon, HBPW General Manager
Darrin Gordon, HBPW General Manager (Mar 27, 2025 17:34:30)

Remarks:

INSURANCE

In consideration of holding the event and using City property, the applicant agrees to provide general liability insurance and indemnify, defend, and hold the City of Hannibal harmless as set forth in the Insurance Requirement Policy. A copy of the insurance policy with all required endorsements must be provided to the City of Hannibal **(3) days before** the date of the event. (See Attachment I for sample)

JV _____ (INITIALS)

AGREEMENT

Name of Event: Hannibal Jaycees 71st Annual National Tom Sawyer Days

Date(s) of Event: June 30 - July 5, 2026

As coordinator(s) of this event, I (we) have reviewed all regulations and guidelines and, on behalf of the Organization hosting the event agree to comply with City Ordinances and the requirements of this SPECIAL EVENT PACKET and below as they apply to this event.

SAFETY:

- 1 Shall maintain adequate space for emergency vehicle access (fire, ambulance and police throughout the designated area) at all times.
- 2 Shall comply with regulations provide by departments of the City.
- 3 Shall provide detailed event site map with application.
- 4 Shall provide EAP contacts & Emergency Plan on application & have reviewed the Safety Plan with HPD prior to event.

Trash/Cleanup:

1. Shall be responsible for all trash cleanup inside events designated area during event.
2. Shall be responsible for arranging general cleanup of designated event area and areas adjoining event area
3. Shall be responsible for Maintaining/ monitoring/ emptying trash cans during event in designated area.

TAXES, LICENSES, FEES AND PERMITS:

1. Shall distribute guidelines/requirements to all vendors
2. Shall turn in a list of all vendors for temp. licenses into the Clerk's Office **10 days prior** to the event.
3. Shall be responsible for informing vendors of their sales tax obligations for MO Dept. of Revenue.
4. Shall be responsible for payment, pickup & distribution of temp. licenses to all vendors prior to the event.
These must be hanging during the event. Failure to pay for temp. licenses by Event Sponsor prior to event will result in vendors not being able to set up at the event.

INSURANCE:

You are required to provide the City with a Certificate of Liability Insurance. The Certificate must be provided to the City of Hannibal, **three (3) days before** the date of the event.

1. The Certificate must name the City of Hannibal, Missouri, as:
 - a. **The certificate holder** with the correct address of 320 Broadway, Hannibal, Missouri, 63401; and
 - b. **An additional primary insured**
2. You are required to obtain an **Additional Insured Endorsement** to the liability insurance policy.
The Endorsement shall name the City of Hannibal, Missouri as an additional insured.

INDEMNIFICATION AGREEMENT:

To the fullest extent permitted by law, Hannibal Jaycees (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with National Tom Sawyer Days (hereinafter, "Event") and agrees to maintain during the term of the Event Commercial General Liability Insurance for personal injury, property damage and death as required. Organization hereby assumes responsibility for the negligence and willful acts or misconduct of its employees, representatives, and invitees and will indemnify, defend and hold harmless the City against any claims or judgments made by Organization's employees, representatives, and invitees against City arising from the Event. The terms of this provision shall survive the expiration, completion of the Event or earlier termination of this Agreement.

I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization, enforceable in accordance with its terms.

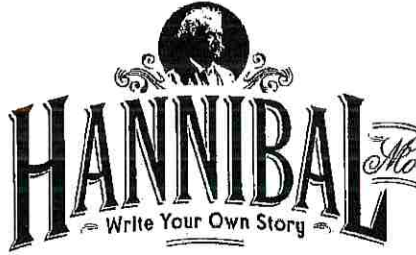
I/we are entering into a binding agreement with the City of Hannibal to comply with all City Ordinances and Special Event Policies and that non-compliance may result in cancellation of the event or denial of permission for future events.

Signature(s):

Ashley D. Veach

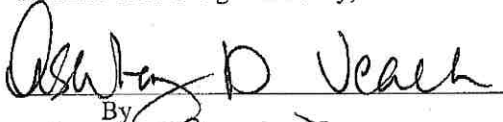
Date:

03/09/2024



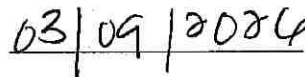
Hold Harmless and Insurance Requirements

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

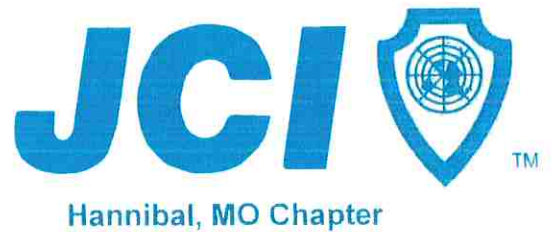

By _____



Title



Date



Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming

To City of Hannibal Officials,

Listed below are the street closures the Hannibal Jaycees are requesting for the 71st annual National Tom Sawyer Days. We appreciate the cities continued support for this event and thank you for your approval.

- Closure for 06/30/26 to 07/05/26. Please place barricades at S. Main St. at Lyon, one at Lyon and S 4th St., Church St. at 3rd and also at S. Main. This closure is requested for a Fence painting event and carnival set up. Jaycees can set barricades. Also request use of Armory parking lot for carnival campers. Place concrete barricades for carnival 06/30/26. We are requesting the exclusive use of the 2 city owned parking lots on 3rd St. between Broadway and Church for the duration of the carnival. We are also requesting to close Church St from 3rd St. to S. Main. We will leave the alleys open for residents and emergencies.
- Parade Closure. Close Broadway from 7am to 1pm 07/04/26. Including both sides of Maple St. and 10th St. for line ups.
- Fence Painting Closure. Close N Main St. at Hill St. 07/04/26 and 07/05/26 from 11am to 5pm. Request barricades to close road and not bollards. Jaycees can set barricades.

Thank you,
Jeff Veach

Jeff Veach

jeffveach38@gmail.com

573-795-2555



Hannibal Chapter
P.O. Box 484, Hannibal, MO 63401
www.hannibaljaycees@gmail.com
www.hannibaljaycees.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/12/2026

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

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

| | | | |
|---|--|---|-------------------------------|
| PRODUCER First State Insurance Agency, Inc. 123 N. 6th Street | | CONTACT NAME: Ashley Gibson | |
| Hannibal MO 63401 | | PHONE (A/C, No, Ext): (573) 221-8484 | FAX (A/C, No): (573) 248-1311 |
| INSURED Hannibal Jaycees PO Box 484 Hannibal MO 63401 | | E-MAIL ADDRESS: agibson@fsia.bz | |
| | | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | | INSURER A: West Bend Mutual Insurance Company | 15350 |
| | | INSURER B: | |
| | | INSURER C: | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER: 26-27 COI

REVISION NUMBER:

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


| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | | 1403507 15 | 02/03/2026 | 02/03/2027 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Voluntary Property \$ 2,500 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | | | | 1412472 15 | 02/03/2026 | 02/03/2027 | |

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

WB1890 01 13 - ADDITIONAL INSURED - AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONTRACT WITH YOU
 WB2000GL 01 18 - PLUS PAK - LIABILITY
 CG2026 12 19 - ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION
 Event: National Tom Sawyer Days - June 30, 2026 - July 5, 2026

CERTIFICATE HOLDER

CANCELLATION

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

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

City of Hannibal

320 Broadway, Hannibal, MO 63401-4406

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

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

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

However:

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

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

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

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.



Special Event Application

Return to:
Office of the City Clerk
320 Broadway
Hannibal, MO. 63401
(573) 221-0111, Opt. 7

Email to: bdooley@hannibal-mo.gov

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

APPLICANTS INFORMATION

Company/Organization: American Legion Riders Ch. 55 Nonprofit*: Yes No

Mailing Address: 3819 Hwy MM

City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Steve Gumble Phone: (573) 406-8975

Email: stevegumble@yahoo.com

GENERAL EVENT INFORMATION

Name of Event: 2nd Annual ALR Bike Show

Event Date(s): June 20, 2026 Type of Event: Festival Parade/Walk/Run

Event Start: 9AM Concert/Performance/Live Music

Event End: 3PM Other: Bike Show

Proposed location* of Event: N. Main St. & Hill to Bird St.

Description of Event: Motorcycle Show

Anticipated Attendance: 150+ Event History: New Re-occurring*

If re-occurring, how many years has the event taken place: _____ Is this an Annual Event? Yes No

EVENT DETAILS

Set Up - Date/Times: June 20, 2026 @ 8AM Tear Down - Date/Times: June 20, 2026 @ 4PM

Contact Person for media/citizen information: Steve Gumble, Director

Phone: (573) 406-8975 Email: stevegumble@yahoo.com

ILLUSTRATIVE SITE MAP – A site map of the event including location(s) of all tents, equipment, and activities must be submitted with this application. If the Main Street Map (Attachment A) provided doesn't work for you, you **MUST** provide your own, or your application will be denied automatically. We are unable to make a map for you. Site Map Attached

Clerk's Office Only:

Date of Agenda: 04.07.2026 On Special Event Calendar

Application Documents Received on: [initials] Documents Emailed to Dept. Heads on: 03.23.2026

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

VENDOR INFORMATION

FOOD AND BEVERAGE VENDORS

Will there be Food &/or Beverage Vendors? Yes* No

*If Yes: Sold Free Caterer Served

Will food be prepared on site? (please describe) Currently working to get a food vendor, but we are not positive if we will have one yet, at this time.

Will alcohol be served? Yes No

*If yes, a liquor/caterer's license is required. All vendors selling alcohol will need to be listed (Attachment B) & review the City of Hannibal, Municipal Code, Chapter 3; Alcoholic Beverages.

All food vendors must receive approval from the Marion County Health Department (573) 221-1166.

All food / beverage vendors will still need to be listed on the vendor listing (Attachment B).

All food / beverage vendors must be inspected by the fire department & building inspector.

RETAIL SALES / VENDORS

Will there be Vendors? Yes* No If yes, then number of anticipated vendors: N/A

Will there be retail sales? Yes* No

*If yes, then a list of vendors (Attachment B) **MUST** be submitted to the Clerk's office **AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.**

If the Clerk's office does not have this vendor listing within the 10 business days prior to the event your vendors will **NOT** be able to participate in the event. Upon completion of the vendor list you may email it to Britta, in the City Clerk's Office at bdooley@hannibal-mo.gov.

*If yes, then a the business / group promoting & organizing the event (if for profit) must obtain a City of Hannibal Business License. Contact the City Clerk's office, Britta can assist you with getting that set up. You may contact by email at bdooley@hannibal-mo.gov or by phone at (573) 221-0111, opt. 7.

*If yes, retail sales are being made vendors are required to collect and report sales tax to Missouri Department of Revenue. The Missouri Department of Revenue requires that any vendors selling retail to the public collect and remit sales tax. If vendors need to obtain sales tax license, they can complete and submit the Missouri Special Events Form 2643S to the Missouri Department of Revenue, if vendors have questions they can email them at businesstaxregister@dor.mo.gov. Tax packets may be obtained by calling (573) 751-3505, or by visiting the website at <http://dor.mo.gov>. The event organizer is responsible for providing this information to the vendors.

-The City Council requests that event sponsors be mindful of vendor placements in respect to local businesses (ex: not placing pizza sales in front of a local business who sells pizza).

Clerk's Office:

Vendor Information has been reviewed and approved by:

Britta Dooley, Office Manager

Date Reviewed / Approved: 03.23.2026

Britta K. Dooley
Britta K. Dooley (Mar 23, 2026 13:29:00 CDT)

Remarks: No issues with this event, but will need insurance & if they decided to get a food vendor our office will need to know 10days prior to event for inspection & licensing procedures.

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

FIRE SERVICES

GENERAL

This emergency action plan predetermines actions to take before & during the event in response to an emergency or otherwise hazardous conditions. These actions represent those required prior to the event in preparation for those required during an emergency.

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 may be required. The types of emergencies possible vary & could require the response of Fire & Rescue, Emergency Medical Services & Police.

All questions & inquires should go through the Hannibal Fire Department @ (573) 221-0657.

EAP REPRESENTATIVE / CONTACT

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person should be easily reachable. This person is identified as:

Primary Contact: Steve Gumble Cell #: (573) 406 - 8975
Secondary Contact: Erin Brace Cell #: (573) 541 - 9063

MEDICAL

Are there limited provisions for on-site Emergency Medical Services at this event? Yes No

Will there be a first aid station on site? Yes No

Will on-site EMS be provided? Yes* No, we will use 911 Dispatch

If yes, contact name: _____ Cell #: _____

FIRE

Has a specific hazard been identified as an increased risk of fire at this event? Yes* No

If yes, what has been identified? _____

Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

Fire lanes & fire hydrants should not be obstructed at any time during the event.

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, & contact name with a good call back #.

OPEN FLAMES

Will there be open flames? Yes* No *If yes, what will open flame usage be? (check all that apply)

Grilling/BBQ Deep Fryer Activity/ Entertainment Other: _____

Any food vendors will be inspected when appropriate by the fire code & must meet permitting requirements.

FIREWORKS

A fireworks show or display **MUST** be conducted by an independent fireworks operator approved by the Missouri Division of Fire Safety.

HANNIBAL FIRE DEPT:

Fire Services has been reviewed and approved by: **Ryan Neisen**

Date Reviewed / Approved: 03.23.2020

Chief Neisen
Chief Neisen (Mar 23, 2020 13:12:28 GMT)

Remarks:

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PUBLIC SAFETY

If your Special Event involves a parade, City Ordinance requires that you obtain a permit from the Police Department, after Council approval, but prior to your event. Upon completion of your Special Event application approximately 10 days prior to the event Hannibal Police Department will be reaching out to the Event Coordinator to review Public Safety Plans & Procedures.

EMERGENCY NOTIFICATION

Will on-site security be provided? Yes* No

*If yes, please provide the contact name: _____ #: _____

The City of Hannibal does not provide Security, it will be the responsibility of the event sponser to hire out their security.

SEVERE WEATHER

Weather forecasts & current conditions will be monitored throughout the entirety of the event.

Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions & 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 & during the event.

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 & direct them to shelter.

There are limited provisions for sheltering participants in the event of severe weather.

LAW ENFORCEMENT

Has a need for constant Law Enforcement presence been identified at this event? Yes No

Should an incident occur that requires Law Enforcement, the Safety Plan is to use:

On-site Security or 911 Dispatch for Law Enforcement

*If using 911 the caller will have the nature of the emergency, precise location, & a contact name & number ready.

Crowd control will be managed by: Staff On-site Security

The Event Sponsor understands that it is important that there is access to emergency vehicles & that this is maintained at all times.

HPD Assistance Requested: N/A

HANNIBAL POLICE DEPT:

Public Safety has been reviewed and approved by:

Lt Matt Wilt

Date Reviewed / Approved: **03/23/2026**

Matt Wilt

Lieutenant Matt Wilt (Mar 23, 2026 15:29:01 CDT)

Remarks: **No concerns**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

DPW

STREET CLOSURES

Will this event require any street closures? Yes* No

Requested Road Closure Dates/Times: 8AM-4PM Saturday, June 20, 2026

If you're requesting a road closure & the area you're requesting to block off is outside of the map provided in this packet, then you **MUST** provide your own map. Your requested road closures will need to be marked on the map you've turned in with your packet to be presented to the Council. If you are requesting to block off area included in the map provided, then only the barricades/road closures optional are presented on the map for you, as you will just need to circle those you wish to have.

There is absolutely NO stakes allowed to be hammered into City owned parking lots, sidewalks or roads.

HANDICAP PARKING

*If your event requires street closures, will there be additional parking areas restricted for handicap only parking?

Yes No

*If yes, please include on your map or provide an additional map showing designated handicap only parking.

Will your event require the use of sandwich board signs? Yes* No

*If yes, date/time of board placement: Friday, June 19, 2026

*If yes, date/time requested to be on sandwich boards: Closed Saturday, June 20 8a-4p

WASTE REMOVAL

Event Sponsor **MUST** take care of all trash inside the blocks they request to close down for their event.

It is the responsibility of the Event Sponsor to ensure that city trash cans are monitored & emptied during the event in the event area and in any closed dedicated blocks.

*The City will monitor & empty trash cans outside the event area.

Will this event require the need for use of the City's roll off dumpster? Yes No

*If yes, this will require a \$600.00 pre-paid fee for the use of the 30 Yard Roll off dumpster.

-Payment MUST be made 10 days prior to the event, in the City Clerk's Office.

It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. The event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the area.

DPW: DPW has been reviewed and approved by: **Andy Dorian**

Date Reviewed / Approved: 03.23.2026 *Andrew Dorian*

Remarks: **No Objections**

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

PARKS

PARK RENTALS

Will this event require the use of one of the Park areas/facilities? Yes* No

*If yes, then you must have rented the park area/facility through the Hannibal Parks & Recreation Department.

Name of Park/Facility Rented: N/A

Date/Times Rented: N/A

If you have not yet rented your park area/facility you may do so by going to <https://hannibalparks.recdesk.com/Community/Facility>

For assistance you can reach the Parks & Recreation Department at (573) 221-0154.

RESTROOM FACILITIES

The City does not supply Port-A-Potties. If portable restroom facilities are needed the event organizer will need to supply those.

Parks:
Parks Department has reviewed & application approved by: **Andy Dorian**
Date Reviewed / Approved: **03/23/2026** *Andrew Dorian*
Remarks:

BUILDING INSPECTOR

Building Inspector:
Building Inspector's Office has reviewed & application approved by: **Mark Kempker**
Date Reviewed / Approved: **03/24/26** *M. Kempker*
Remarks: **No objection**
Mark Kempker (Mar 25, 2026 16:22:13 CDT)

HCVB

HCVB:
HCVB has been reviewed & application approved by: **Trisha O'Cheltree**
Date Reviewed / Approved: **03/23/26** *Trisha O'Cheltree*
Remarks: **Please see Feedback Memo sent to Clerk's office regarding this request.**
Trisha O'Cheltree (Mar 23, 2026 14:43:19 CDT)

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

BOARD OF PUBLIC WORKS

ELECTRICAL

Is temporary electric needed?

Yes No

For temporary electric utility service for Festivals/Events, the Event Sponsor **MUST** contact the Hannibal Board of Public Works 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 Street are **NOT** for vendor use & will not be energized during events.

Service call outs determined to be the fault of the vendor are at the Event Sponsor's expense and will be billed in accordance with the HBPW's Schedule of Rates and Fees.

Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

*For electric utility service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

WATER

Is the temporary use of water from a fire hydrant needed? Yes No

For use of water at a fire hydrant, the Event Sponsor must contact the Hannibal Board of Public Works 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.

*For water service at any of the Park areas/facilities, the Event Sponsor should contact the Parks & Recreation Department at (573) 221-0154.

HBPW:

HBPW Services has been reviewed and approved by:

Date Reviewed / Approved: **03/24/2026**


Darrin Gordon (Mar 24, 2026 08:14:46 CDT)

Remarks:

INSURANCE

In consideration of holding the event and using City property, the applicant agrees to provide general liability insurance and indemnify, defend, and hold the City of Hannibal harmless as set forth in the Insurance Requirement Policy. A copy of the insurance policy with all required endorsements must be provided to the City of Hannibal **(3) days before** the date of the event. (See Attachment I for sample)

SA (INITIALS)

AGREEMENT

Name of Event: American Legion Riders Bike Show

Date(s) of Event: June 20, 2026

As coordinator(s) of this event, I (we) have reviewed all regulations and guidelines and, on behalf of the Organization hosting the event agree to comply with City Ordinances and the requirements of this SPECIAL EVENT PACKET and below as they apply to this event.

SAFETY:

- 1 Shall maintain adequate space for emergency vehicle access (fire, ambulance and police throughout the designated area) at all times.
- 2 Shall comply with regulations provide by departments of the City.
- 3 Shall provide detailed event site map with application.
- 4 Shall provide EAP contacts & Emergency Plan on application & have reviewed the Safety Plan with HPD prior to event.

Trash/Cleanup:

1. Shall be responsible for all trash cleanup inside events designated area during event.
2. Shall be responsible for arranging general cleanup of designated event area and areas adjoining event area
3. Shall be responsible for Maintaining/ monitoring/ emptying trash cans during event in designated area.

TAXES, LICENSES, FEES AND PERMITS:

1. Shall distribute guidelines/requirements to all vendors
2. Shall turn in a list of all vendors for temp. licenses into the Clerk's Office **10 days prior** to the event.
3. Shall be responsible for informing vendors of their sales tax obligations for MO Dept. of Revenue.
4. Shall be responsible for payment, pickup & distribution of temp. licenses to all vendors prior to the event.
These must be hanging during the event. Failure to pay for temp. licenses by Event Sponsor prior to event will result in vendors not being able to set up at the event.

INSURANCE:

You are required to provide the City with a Certificate of Liability Insurance. The Certificate must be provided to the City of Hannibal, **three (3) days before** the date of the event.

1. The Certificate must name the City of Hannibal, Missouri, as:
 - a. **The certificate holder** with the correct address of 320 Broadway, Hannibal, Missouri, 63401; and
 - b. **An additional primary insured**
2. You are required to obtain an **Additional Insured Endorsement** to the liability insurance policy.
The Endorsement shall name the City of Hannibal, Missouri as an additional insured.

INDEMNIFICATION AGREEMENT:

To the fullest extent permitted by law, Choice 55 American Legion Pk (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with Bike Show (hereinafter, "Event") and agrees to maintain during the term of the Event Commercial General Liability Insurance for personal injury, property damage and death as required. Organization hereby assumes responsibility for the negligence and willful acts or misconduct of its employees, representatives, and invitees and will indemnify, defend and hold harmless the City against any claims or judgments made by Organization's employees, representatives, and invitees against City arising from the Event. The terms of this provision shall survive the expiration, completion of the Event or earlier termination of this Agreement.

I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization, enforceable in accordance with its terms.

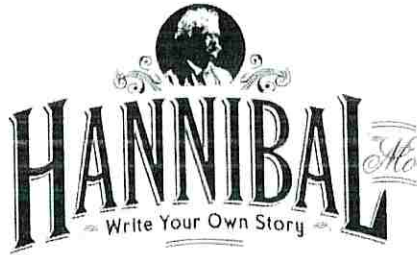
I/we are entering into a binding agreement with the City of Hannibal to comply with all City Ordinances and Special Event Policies and that non-compliance may result in cancellation of the event or denial of permission for future events.

Signature(s):

[Handwritten Signature]


Date:

Feb 18, 2024



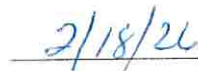
Hold Harmless and Insurance Requirements

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


By _____



Title

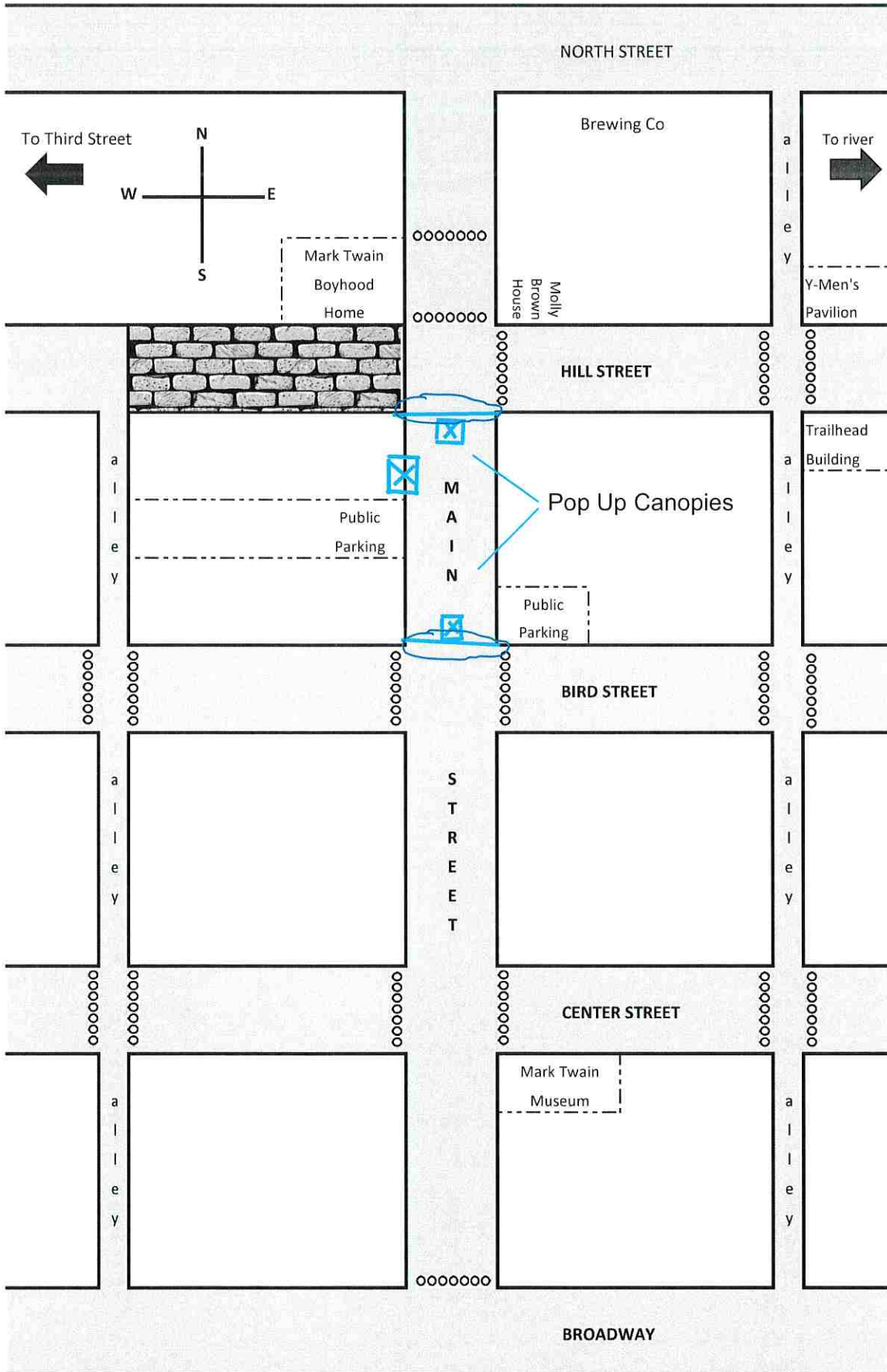


Date

ATTACHMENT A

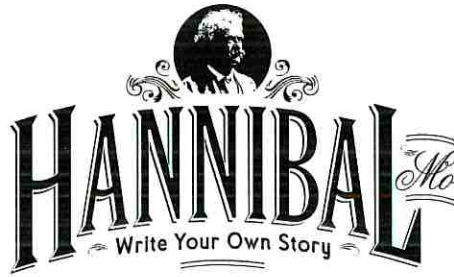
HISTORIC DISTRICT - REQUESTED STREET CLOSURES

If you are not using this map due to it not being the accurate area of your event, then you MUST submit your own map.



○ ○ ○ ○ ○ ○ ○ ○ Indicates the optional road closures, ONLY circle those where you request to have the road closed. It is not optional to block off any further on the North end of Main other than what is listed as an option.

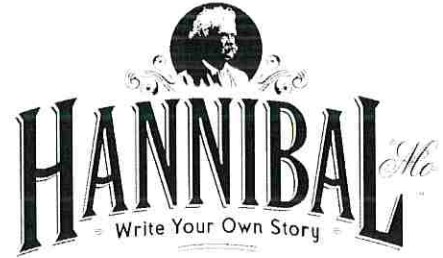
Office of the Mayor



Darrell McCoy

Please place Tom Prater to the Library Board for a term to expire in July 2029.

Andrew Dorian
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: 3/26/2026

RE: Approval of Engineer Design Agreement with Hutchison Engineering for Riverview Park Trail Washout Repair

Purpose

The purpose of this memorandum is to request City Council approval of an engineering design services agreement with Hutchison Engineering for the repair of the trail washout located in Riverview Park. This project represents the first major implementation effort following adoption of the Riverview Park Master Plan.

Background

Several years ago, severe stormwater runoff caused significant damage to a section of the multi-use trail within Riverview Park. The resulting washout has compromised trail stability, public safety, and accessibility. Temporary barriers were installed, but a full engineering assessment and permanent repair are required to restore the trail and mitigate future erosion.

With the recent approval of the Riverview Park Master Plan, this repair is identified as an early-action priority to preserve the park's core trail system and support long-term investment in the park's infrastructure and amenities.

Selection of Engineering Services

Hutchison Engineering has previously completed work for the City and is familiar with local site conditions, trail design standards, and stormwater considerations. Their proposed scope includes:

- Detailed site survey and assessment
- Evaluation of erosion causes and long-term stabilization strategies
- Design of the trail reconstruction and associated drainage improvements
- Preparation of construction documents and cost estimates

- Coordination with City staff and applicable regulatory agencies

Financial Impact

The total cost of the design agreement is \$40,000.

Total cost of the project is estimated at \$700,000.

The Parks Department will be applying in August of 2026 for a Land Water Conservation Fund Grant in the amount of \$500,000. Design work for the project will need to be completed before we apply for the grant.

Recommendation

Staff recommends that the City Council approve the \$40,000 engineering design agreement with Hutchison Engineering for the Riverview Park trail washout repair project and authorize the Mayor to execute the agreement.

RESOLUTION NO. 2599-26

**A RESOLUTION APPROVING A \$40,000 ENGINEERING DESIGN AGREEMENT
WITH HUTCHISON ENGINEERING FOR THE REPAIR OF THE TRAIL WASHOUT
IN RIVERVIEW PARK**

WHEREAS, Riverview Park experienced a significant trail washout caused by stormwater runoff in 2025, resulting in damage to the multi-use trail,

WHEREAS, the City has adopted the Riverview Park Master Plan, which identifies the repair of the damaged trail segment as an early-action priority to protect essential park infrastructure and support phased improvements; and

WHEREAS, restoration of the trail requires professional engineering services to assess site conditions, design long-term stabilization measures, and prepare construction documents necessary for permanent repair; and

WHEREAS, Hutchinson Engineering has demonstrated experience with trail and park infrastructure projects, familiarity with local site conditions, and the qualifications required to provide detailed engineering design services for the Riverview Park trail washout repair; and

WHEREAS, the proposed scope of services from Hutchinson Engineering includes site survey and assessment, drainage and erosion analysis, trail reconstruction design, preparation of construction plans and cost estimates, and coordination with City staff and regulatory agencies; and

WHEREAS, the City Council finds it in the best interest of the community to move forward with this project as the first major step toward implementing the newly approved Riverview Park Master Plan.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL MISSOURI

SECTION ONE: That the Mayor is hereby authorized to execute an engineering design agreement between the City of Hannibal and Hutchison Engineering for a lump sum not to exceed amount of \$40,000.00 for the Riverview Park Trail Washout Project

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

ADOPTED THIS 7th DAY OF APRIL, 2026.

APPROVED THIS 7th DAY OF APRIL, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk



Agreement for Professional Services

This AGREEMENT is entered into on March 23rd, 2026, between The City of Hannibal ("OWNER") and HUTCHISON ENGINEERING, INC., 1801 W. Lafayette Ave. P.O. Box 820., Jacksonville, IL 62651 ("CONSULTANT") AND COLLECTIVELY KNOWN AS THE PARTY OR PARTIES for the professional services outlined in the attached Exhibit A ("SERVICES").

The SERVICES provided pursuant to this AGREEMENT are limited exclusively to the following PROJECT and are to be completed with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality:

The PROJECT shall be defined as:

The general scope of the project is to perform all tasks required to repair trail wash-out and recreational trail in Riverview Park. Project is located below Turtle Island Overlook and between the old Quarry and County Road 410 also known as North River Road Trail.

*See below – Exhibit A for full scope details.

The OWNER and CONSULTANT agree that the SERVICES herein described are subject to the following terms and conditions:

1. BILLING AND PAYMENT –

The CONSULTANT agrees to perform the SERVICES in accordance with the generally accepted standard of care on an hourly basis in accordance with the attached SCHEDULE OF HOURLY CHARGES Not to Exceed - \$40,000.00. Upon execution of this AGREEMENT, the OWNER shall make an initial payment of \$0 ("RETAINER"). This RETAINER shall be held by the CONSULTANT and applied against the final invoice.

The OWNER will be billed at an interval of no less than 30 days or as outlined below for milestone submittals:

Invoices are due/payable upon receipt and will be deemed past due if not paid in full within fifteen (15) calendar days of receipt of the invoice regardless of any funding reimbursement agreements the OWNER may have with outside agencies.

Invoices not paid within thirty (30) days from the date of the invoice will be considered delinquent and shall bear interest at the rate of 12% per annum from the date of invoice until fully paid and OWNER shall be liable to CONSULTANT for any reasonable attorney's fees, court costs or related expenses incurred in connection with the effort to collect said delinquencies. Additionally, SERVICES may be suspended by the CONSULTANT if payments are not made within thirty (30) days of the date of the invoice. In the event the CONSULTANT deems that a lien or other legal action is necessary to enforce collection of services rendered, the OWNER shall bear all lien fees, legal expenses and court costs.

2. LIMITATION OF LIABILITY

To the maximum extent permitted by law, the OWNER agrees to limit the CONSULTANT's liability for the CONSULTANT's damages to the sum of \$0 or the CONSULTANT's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

3. WAIVER OF CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this AGREEMENT, and to the fullest extent permitted by law, neither the OWNER nor the CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the PROJECT or to this AGREEMENT. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

4. OWNERSHIP OF INSTRUMENTS OF SERVICE

The CONSULTANT shall retain ownership of all reports, drawings, plans, specifications, electronic files, field data, notes and other documents and instruments prepared by the CONSULTANT (INSTRUMENTS OF SERVICE). The CONSULTANT shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto.

The OWNER agrees the INSTRUMENTS OF SERVICES are intended solely for this PROJECT, and the OWNER shall not reuse or make any modification to the construction documents without the prior written authorization of the CONSULTANT. The OWNER agrees to release the CONSULTANT, its officers, directors, employees and subconsultants from any and all claims arising out of unauthorized use of the INSTRUMENTS OF SERVICE, and The OWNER agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the CONSULTANT against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the INSTRUMENTS OF SERVICE by the OWNER or any person or entity that acquires or obtains the INSTRUMENTS OF SERVICE from or through the OWNER without the written authorization of the CONSULTANT.

5. CONSTRUCTION MEANS AND METHODS AND JOBSITE SAFETY

Construction means and methods and jobsite safety are the sole responsibility of the general contractor. The CONSULTANT has no liability for and no control over construction means and methods and jobsite safety.

6. DISPUTE RESOLUTION

The OWNER and CONSULTANT agree to engage in mediation as a condition precedent to filing any lawsuit. The costs of the mediation will be shared equally by all parties involved. The OWNER shall not make resolution of any dispute or payment of any amount due contingent upon the CONSULTANT's signing a certification, guarantee or warranty as to the existence of any conditions that the CONSULTANT cannot personally ascertain.

7. TERMINATION

This AGREEMENT may be terminated by either The OWNER or CONSULTANT at any time with or without cause upon ten (10) days written notice to the other PARTY. The OWNER's failure to timely pay invoices will constitute grounds for termination by the CONSULTANT. In the event of termination by either PARTY, the OWNER will pay for all SERVICES rendered by the CONSULTANT, including all expenses incurred, up to and including the date SERVICES are terminated. Final payment will be due immediately upon receipt of the final invoice.


8. GOVERNING LAW AND VENUE

The OWNER and CONSULTANT agree that the laws of the State of Missouri govern this AGREEMENT, and any lawsuit arising out of this AGREEMENT or the SERVICES herein shall be brought in the county where the PROJECT is located.

9. MISCELLANEOUS

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the OWNER or CONSULTANT. The CONSULTANT makes no warranties, express or implied, and none of the SERVICES provided under this AGREEMENT or on the PROJECT constitute the sale of goods. This AGREEMENT contains the entire AGREEMENT between the OWNER and CONSULTANT and can only be modified in writing and signed by both PARTIES. This AGREEMENT may be executed in counterparts.

IN WITNESS WHEREOF, the PARTIES hereto have caused this AGREEMENT to be duly executed by their duly authorized representatives, effective as of the day and year first above mentioned.

| | |
|---|---|
| <p>HUTCHISON ENGINEERING INC.</p> <p>By:  (Signature)</p> <p>Name: <u>Michael Puro</u> (Printed)</p> <p>Title: <u>Director of Operations – MO</u></p> | <p>The City of Hannibal, MO</p> <p>By: _____ (Signature)</p> <p>Name: <u>Darrell McCoy</u> (Printed)</p> <p>Title: <u>Mayor</u></p> |
|---|---|

HUTCHISON ENGINEERING, INC.

SCHEDULE OF HOURLY CHARGES

Effective January 1, 2026

| | |
|-------------------------------------|--------------------------------------|
| Engineering Technician 1..... | 95.00 per hour |
| Engineering Technician 2..... | 115.00 per hour |
| Engineering Technician 3..... | 130.00 per hour |
| Engineering Technician 4..... | 155.00 per hour |
| Engineering Technician 5..... | 175.00 per hour |
| Engineering Technician 6..... | 195.00 per hour |
| Engineer 1..... | 115.00 per hour |
| Engineer 2..... | 135.00 per hour |
| Engineer 3..... | 160.00 per hour |
| Engineer 4..... | 195.00 per hour |
| Engineer 5..... | 225.00 per hour |
| Architect 3..... | 190.00 per hour |
| Architect 2..... | 140.00 per hour |
| Architect Associate..... | 105.00 per hour |
| Project Manager..... | 265.00 per hour |
| Principal of Firm..... | 275.00 per hour |
| Computer Aided Design/Drafting..... | 14.00 per hour |
| Nuclear Density Equipment..... | 50.00 per day (\$25.00 Minimum) |
| Breaking Concrete Cylinders | 50.00 Each |
| GPS Equipment..... | 200.00 per day (\$100.00 Minimum) |
| Robotic Survey Equipment..... | 100.00 per day (\$50.00 Minimum) |
| Miovision Traffic Camera..... | 100.00 per day (\$50.00 Minimum) |
| Utility Location Equipment..... | 50.00 per day |

Expenses such as sub-surface investigations, laboratory testing, bituminous proportioning, printing, mileage, subsistence, traffic counter processing and overtime premium shall be billed at actual cost.

The above rates shall apply to any services for the calendar year in effect, after which the rates shall be adjusted to the then current calendar year schedule used by the firm.

EXHIBIT A - SCOPE OF SERVICES

City of Hannibal – Department of Parks and Recreation

The general scope of the project is to perform all tasks required to repair trail wash-out and recreational trail in Riverview Park. Project is located below Turtle Island Overlook and between the old Quarry and County Road 410 also known as North River Road Trail.

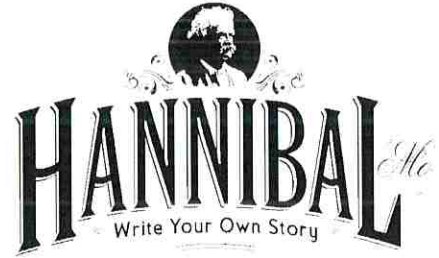
SERVICES: Hutchison Engineering's scope of services will be limited to the following:

1. Make such detailed surveys as necessary for the preparation of detailed repair plans. Including Railroad right-of-way line.
2. Develop proposed cross section and grading plan
3. Develop preliminary alignment and profile for reconstruction.
4. Develop intersection geometric plans for intersection with U.S. 61 and General Mills entrance.
5. Attend and assist with meetings with stakeholders.
6. Prepare the necessary environmental documents in accordance with regulatory requirements including erosion control plan.
7. Make complete general and detailed plans, special provisions, proposals and estimates of cost and time, and furnish the local agency with copies of the plans, special provisions, proposals and estimates.
8. Checking of shop drawings as may be required.
9. Provide administrative oversight for the project through the preliminary engineering and design engineering phases. HEI staff will provide a trip to the site to visit with all stakeholders prior to submittal of Construction Documents.
10. Construction Documents will consist of Drawings and specification required to obtain bids and construct the desired improvements.

Estimated Fee: \$40,000.00

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

Fax: 573 221-0707



TO: City Clerk, City Council, and Mayor

FROM: Andrew Dorian

DATE: 3/10/2026

RE: 211 Broadway Settlement & Warranty Deed

The City of Hannibal owns certain real property at 211 Broadway, which they acquired pursuant to a settlement agreement with Cindy Benjamin.

The adjacent property located at 209 Broadway is owned by Jim Smith; and due to its imminent danger of collapse the City of Hannibal was forced to begin demolition of 211 Broadway to protect the safety of the general public.

Jim Smith expressed concerns that the demolition would make his building unstable, but offered that if the City would transfer 211 Broadway to him, he had a plan to stabilize both locations and was willing to thereafter free the City of liability for further potential building collapse in the area.

After negotiations directed by the City Council, Jim Smith has offered the attached Settlement and Release Agreement.

The City has reviewed the matter, and finds that due to the need to take certain actions for stabilization of 209 Broadway, as well as the extraordinary circumstances that the stability of the building must be dealt with in an expedited period of time, the City finds appropriate for application of Section 2-4(h) of the ordinances of the City of Hannibal.

As a result of all of the foregoing, the City has determined that the terms of the agreement are fair and reasonable, and that it is in the best interest of the Citizens of the City of Hannibal to enter into the agreements, and execute a deed.

RESOLUTION NO. 2596-26

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A NEGOTIATED AGREEMENT REGARDING LIABILITY, TO EXECUTE DEEDS AND TO SIGN ANY OTHER NECESSARY DOCUMENTATION

WHEREAS, the City of Hannibal owns certain real property at 211 Broadway, which they acquired pursuant to a settlement agreement with Cindy Benjamin; and

WHEREAS, the adjacent property located at 209 Broadway is owned by Jim Smith; and

WHEREAS, due to its imminent danger of collapse the City of Hannibal was forced to begin demolition of 211 Broadway to protect the safety of the general public;

WHEREAS, Jim Smith expressed concerns that the demolition would make his building unstable, but offered that if the City would transfer 211 Broadway to him, he had a plan to stabilize both locations and was willing to thereafter free the City of liability for further potential building collapse in the area;

WHEREAS, after negotiation, Jim Smith has offered the attached Settlement and Release Agreement; and

WHEREAS, the council has reviewed the matter, and finds that due to the need to take certain actions for stabilization of 209 Broadway, as well as the extraordinary circumstances that the stability of the building must be dealt with in an expedited period of time, the council finds appropriate for application of Section 2-4(h) of the ordinances of the City of Hannibal; and

WHEREAS, As a result of all of the foregoing, the Council has determined that the terms of the agreement are fair and reasonable, and that it in the best interest of the Citizens of the City of Hannibal to enter into the agreements, and execute a deed.

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

SECTION ONE: That the Mayor is hereby authorized to sign on behalf of the City of Hannibal the attached Settlement & Release Agreement, the Deed to Stay, LLC and any other documents required to effectuate the settlement and transfer.

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

ADOPTED this 7th day of April, 2026.

APPROVED this 7th day of April, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

SPECIAL WARRANTY DEED

THIS DEED, executed on this _____ Day of _____, 2026 made between **City of Hannibal, a Municipal Corporation of the State of Missouri** (GRANTOR) and **STAY, LLC, A Missouri Limited Liability Company**, ("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 TEN DOLLARS (\$10.00) and other valuable consideration, to the GRANTOR paid by the GRANTEES, the receipt of which is hereby acknowledged, does by these presents SELL and CONVEY unto the GRANTEES, their heirs and assigns, the following land situate in Marion County, State of Missouri, which is particularly described as follows, to-wit:

211 Broadway, Hannibal, MO 63401

SEE ATTACHED EXHIBIT "A"

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 GRANTEES and unto their heirs and assigns forever; said GRANTOR hereby covenanting:

1. That the said premises described above are free and clear from any encumbrance done or suffered by GRANTOR or those under whom GRANTOR claims; and

2. That GRANTOR will warrant and defend the title to said premises described above unto said Grantee and unto their heirs and assigns forever, against the lawful claims and demands of all persons claiming under GRANTOR, but none other.

SETTLEMENT & RELEASE
AGREEMENT

This Agreement, by and between THE CITY OF HANNIBAL, A MISSOURI MUNICIPAL CORPORATION (hereinafter "CITY"), and STAY, LLC, A MISSOURI LIMITED LIABILITY COMPANY (hereinafter NEIGHBOR"), witnesseth:

WHEREAS the said CITY owns certain real property located within the confines of the City limits of the City of Hannibal, which they acquired as the result of a settlement agreement with the prior owner, Cindy Benjamin which is located on Broadway in Hannibal Missouri and is popularly known as 211 Broadway; AND

WHEREAS said 211 Broadway is a condemned building which was determined to be unstable, in danger of collapse and which poses a substantial risk to the public at large; AND

WHEREAS, NEIGHBOR is the owner of certain real property located within the confines of the City limits of the City of Hannibal, which is located on Broadway in Hannibal Missouri and is popularly known as 209 Broadway; AND

WHEREAS, CITY has partially demolished 211 Broadway to prevent its imminent collapse removing the upper section of the building in order to allow further review of said 211 Broadway to determine what additional actions must be taken and what actions are necessary for CITY to take in regard to their legal obligations regarding 209 Broadway; AND

WHEREAS, NEIGHBOR has advised CITY that they wish to acquire 211 Broadway and are willing to enter into an agreement to accomplish such transfer; AND

WHEREAS, NEIGHBOR has further advised CITY, that NEIGHBOR has a plan to stabilize both 209 and 211 Broadway, which plan however requires certain engineering input during the stabilization project; AND

WHEREAS, CITY is willing to transfer said property to NEIGHBOR, in consideration of a release of liability and an agreement that completion of the actions contemplated of them herein fully and finally satisfy all obligations they may hold to NEIGHBOR in regard to the matters contemplated herein.

NOW THEREFORE, for and in consideration of the transfer of the subject property to NEIGHBOR, the release of CITY and the other mutual benefits conveyed by this agreement, the parties agree as follows:

1. CITY agrees to transfer the property commonly and popularly known as 211 Broadway, Hannibal Missouri 63401 by Special Warranty Deed to NEIGHBOR.
2. CITY agrees to utilize the retained City Engineering firm of Klingner Engineering to provide certain necessary advice and input during the stabilization project utilizing them on an hourly basis per the CITY's on call engineering agreement. Engineer shall, where possible, provide options affecting cost and practical implementation for NEIGHBOR's input.
3. CITY will provide all necessary backfill and dumpsters for 211 Broadway as determined to be necessary by the parties to accomplish the stabilization project and will repair sidewalks following completion. CITY shall provide dumpsters for NEIGHBOR's use for three full months from the date of this Agreement.
4. To the extent any additional demolition of 211 Broadway is required prior to, concurrently with, or following the stabilization program of NEIGHBOR, CITY will provide such demolition at NEIGHBOR and engineer's discretion.
5. NEIGHBOR will provide invoices totaling at least \$15,000.00 and thereafter CITY will pay \$15,000.00 to NEIGHBOR to be used toward the purchase of materials and labor required to stabilize 211 and 209 Broadway.
6. NEIGHBOR hereby releases CITY herein of and from all causes of action, damages, liabilities, expenses and costs whatsoever arising by reason of the demolition of 211 Broadway, the stabilization of 211 Broadway or 209 Broadway, or any other cause of action relating to 209, or 211 Broadway, whether heretofore or hereafter accruing and whether now known or not known to the parties hereto. NEIGHBOR acknowledges that if CITY performs all duties of this agreement then they have fully and finally satisfied all obligations they may hold to NEIGHBOR in regard to the matters contemplated herein.
7. NEIGHBOR agrees that no further lawsuit or claim shall be made by NEIGHBOR or any person making a claim by or through them regarding the underlying facts and circumstances, and agrees to indemnify and hold CITY harmless from any such claims arising by NEIGHBOR or any person making a claim by or through them, and in the event any further litigation should be instituted that such indemnity shall include a reasonable attorney fee.

CITY OF HANNIBAL

STAY, LLC

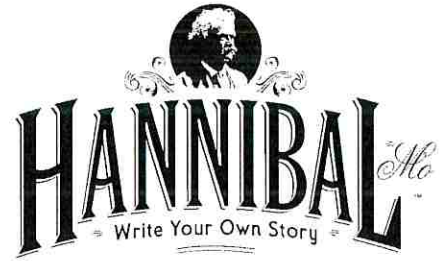
By _____
DARRELL MCCOY, Mayor

DocuSigned by:
By *Jim Smith*
5D570F81193E473
Jim Smith, Sole Member

3/2/2026

Attest _____
Melissa Cogdal, City Clerk

Andrew Dorian
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: 3/23/2026

RE: Aviation Project Consultant Supplemental Agreement #1 Memo

As part of the Hannibal Regional Airport Fuel Farm Replacement Project, the City is required to enter into an Aviation Project Consultant Agreement with Woolpert, Inc for the engineering design, bidding and construction administration services portions of the project.

Woolpert is our Airport Engineering firm and was selected utilizing the Request for Qualification process. Woolpert has submitted a lump sum not to exceed amount of \$147,002 for the construction administration portion of the project.

The BIL Grant will pay for 95% of this contract, with the City paying \$7,351

The Department of Public Works recommends the City Council authorize the Mayor to sign a \$147,002 Aviation Project Consultant Supplemental Agreement #1 with Woolpert, Inc for the engineering construction administration portion of the Hannibal Regional Airport Fuel Farm Replacement Project.

RESOLUTION NO. 2597-26

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A \$147,002 AVIATION PROJECT CONSULTANT SUPPLEMENTAL AGREEMENT 1 WITH WOOLPERT, INC. FOR THE CONSTRUCTION ADMINISTRATION ENGINEERING SERVICES PORTION OF THE AIRPORT FUEL FARM REPLACEMENT PROJECT.

WHEREAS, The City will utilize BIL Grant and Non-Entitlement Funding for the Hannibal Regional Airport Fuel Farm Replacement Project, and

WHEREAS, Woolpert, Inc has provided a \$147,002 engineering contract for the construction administration services portion of the project, and

WHEREAS, the City of Hannibal's costs will be \$7,351, and

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

SECTION ONE: That the Mayor is hereby authorized to execute a \$147,002 Aviation Project Consultant Supplemental Agreement 1 with Woolpert, Inc for the construction administration services portion of the Airport Fuel Farm Replacement Project.

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

ADOPTED this 7th day of April, 2026.

APPROVED this 7th day of April, 2026.

Darryl McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

Airport Name: Hannibal Regional Airport
Project No.: 25-049A-1
County: Marion

**AVIATION PROJECT CONSULTANT SUPPLEMENTAL AGREEMENT NO. 1
CONSTRUCTION SERVICES**

THIS SUPPLEMENTAL AGREEMENT NO. 1 for Construction Services is entered into by the City of Hannibal, Missouri (hereinafter, "Sponsor") and Woolpert, Inc.(hereinafter, "Consultant").

WITNESSETH:

WHEREAS, the Sponsor and the Consultant entered into an Agreement on March 7, 2025, to accomplish a project at the Hannibal Regional Airport, (hereinafter, "Original Agreement"); and

WHEREAS, the Sponsor and the Consultant now desire to enter into Supplemental Agreement No. 1 to otherwise complete, extend or continue the Original Agreement as provided herein.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and representations contained herein the parties agree as follows:

(1) SCOPE OF SERVICES:

(A) The Services to be provided by the Consultant under Supplemental Agreement No. 1 are additional services which are beyond the scope of services provided in the Original Agreement. These additional professional services are generally described and defined in Section (17) of the Original Agreement and Exhibit II - SA1, which is attached hereto and incorporated herein by reference.

(2) FEES AND PAYMENTS:

(A) The Consultant shall be reimbursed in accordance with Section (8)(State) or (9)(Federal) of the Original Agreement.

(B) The costs of Supplemental Agreement No. 1 shall be in addition to the cost of the Original Agreement.

(C) The lump sum fee and maximum amount payable included in Section (9) of the Original Agreement are hereby modified for Supplemental Agreement No. 1 to be cost plus fixed fee not to exceed as follows:

| | ORIGINAL AMOUNT | SUPPLEMENTAL AGREEMENT NO. 1 | TOTAL |
|------------------|-----------------|------------------------------|--------------|
| Fixed Fee | \$0.00 | \$0.00 | \$0.00 |
| Max. Fee Payable | \$224,986.00 | \$147,002.00 | \$371,988.00 |

(D) Estimated costs for the services in Supplemental Agreement No. 1 are defined in Exhibit IV - SA1 and Exhibit V - SA1, which are attached hereto and incorporated herein by reference.

(3) PERIOD OF SERVICE: Exhibit VI, Performance Schedule, of the Original Agreement is hereby revised to include time for the performance of these additional services. The projected completion date is revised to December 31, 2026, which includes time for performance of all remaining services in the Original Agreement and the services in Supplemental Agreement No. 1 and submittal of all deliverables.

(4) DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS:

(A) DBE Goal: The following DBE goal has been established for this Supplemental Agreement No. 1. The dollar value of services and related equipment, supplies, and materials used in furtherance thereof which is credited toward this goal will be based on the amount actually paid to DBE firms. The goal for the percentage of services to be awarded to DBE firms is 0% of the total Supplemental Agreement No. 1 dollar value.

(B) DBE Participation Obtained by Consultant: The Consultant has obtained DBE participation, and agrees to use DBE firms to complete 0% of the total services to be performed under this Supplemental Agreement No. 1 by dollar value. The DBE firms which the Consultant shall use, and the type and dollar value of the services each DBE will perform, is as follows:

| DBE FIRM NAME, STREET AND COMPLETE MAILING ADDRESS | TYPE OF DBE SERVICE | TOTAL \$ VALUE OF THE DBE SUBCONTRACT | CONTRACT \$ AMOUNT TO APPLY TO TOTAL DBE GOAL | % OF SUBCONTRACT \$ VALUE APPLICABLE TO TOTAL GOAL |
|--|------------------------|---|---|--|
| TSi Geotechnical, Inc. 1340 N. Price Rd., Ste. Louis, MO 63132 | Geotech | \$20,440.00 | \$20,440.00 | 100% |
| | | | | |

(5) SUBCONSULTANTS:

(A) The Consultant agrees that except for those firms and for those services listed below, there shall be no transfer of engineering services performed under this Supplemental Agreement No. 1 without the written consent of the Sponsor. Subletting, assignment, or transfer of the services or any part thereof to any other corporation, partnership, or individual is expressly prohibited. Any violation of this clause will be deemed cause for termination of this Supplemental Agreement No. 1.

Exceptions (Subconsultant Information):

| FIRM NAME | COMPLETE ADDRESS | NATURE OF SERVICES |
|-------------------------------------|---|--------------------|
| Roundtable Technical Resources, LLC | 2155 Reliable Cir. Colorado Springs, CO 80906 | Fuel System |
| | | |

(6) ORIGINAL AGREEMENT: Except as otherwise modified, amended, or supplemented by this Supplemental Agreement No. 1, the Original Agreement between the parties shall remain in full force and effect and the terms of the Original Agreement shall extend and apply to this Supplemental Agreement No. 1.

IN WITNESS WHEREOF, the parties have entered into this Supplemental Agreement No. 1 on the date last written below.

Executed by the Consultant this ____ day of _____, 2026.

Executed by the Sponsor this ____ day of _____, 2026.

CONSULTANT:
Woolpert, Inc.

SPONSOR:
City of Hannibal

By _____

By _____

Title Vice President

Title _____

ATTEST:

ATTEST:

By _____

By _____

Title _____

Title _____

EXHIBIT II - SA1
SCOPE OF SERVICES

**SCOPE OF WORK
FOR
HANNIBAL REGIONAL AIRPORT
Hannibal, Missouri
MoDOT Project No. 25-049A-1
Install Fuel System
(Construction Administration/Construction Management Only)**

This is an Appendix attached to, made a part of and incorporated by reference with the Professional Services Agreement dated February 4, 2020, between the City of Hannibal and Woolpert, Inc., for providing professional services. For the remainder of this scope the Hannibal Regional Airport is indicated as "Sponsor" and Woolpert, Inc., is indicated as "Engineer." The construction budget for this project is approximately \$1,100,000.00. This construction budget does not include administrative, legal, or professional fees.

This project shall consist of Construction Administration, Post-Construction Coordination, and On-Site Construction Coordination for the Install Fuel System Project. This scope of work is for the consulting services provided by the Engineer for the Sponsor. See Exhibit No. 1 below for the project location.

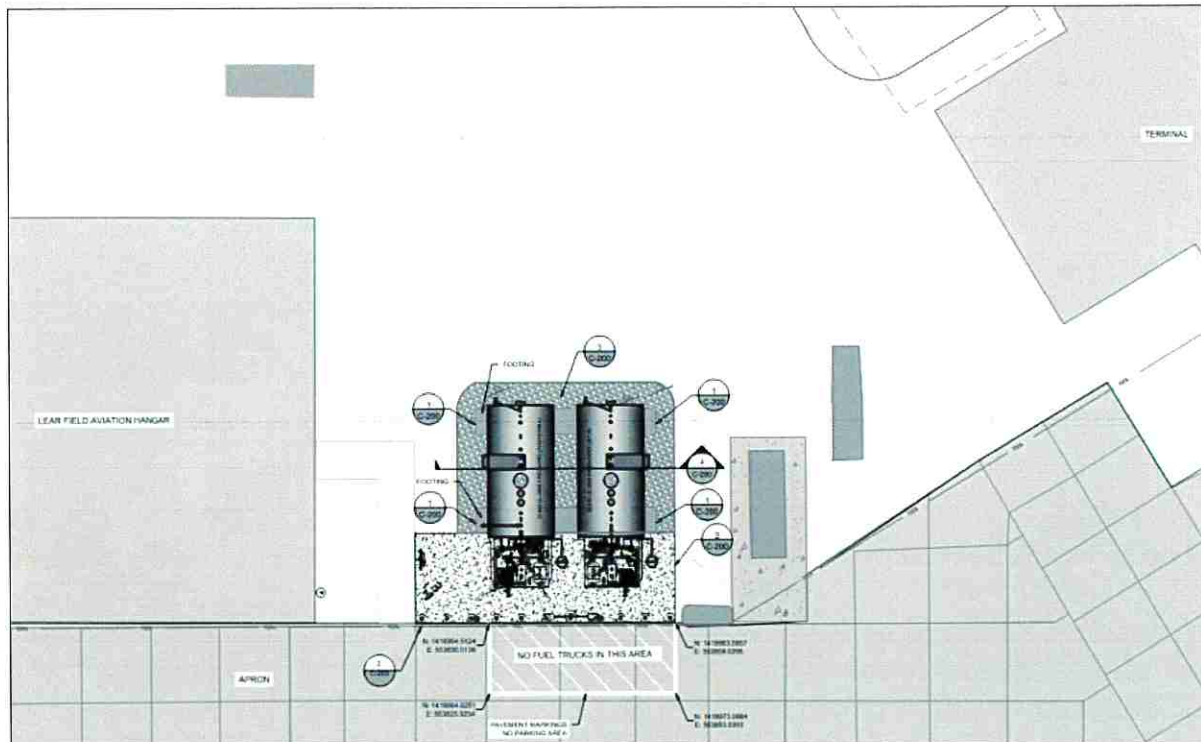


EXHIBIT NO. 1

DESCRIPTION

This project shall consist of the construction administration on the previously designed fuel system project, designated as MoDOT Project No. 25-049A-1. This project, designed in Fall 2025, shall consist of one new 12,000 gallon above ground skid type self-serve Jet A fuel system, concrete support foundation, containment bollards, electrical, and associated equipment that meets current FAA, NFPA, and Missouri

Revised Statutes standards and requirements. This project shall also consist of the design for one new 12,000 gallon above ground skid type self-serve AVGAS fuel system, concrete support foundation, containment bollards, electrical, and associated equipment that meets current FAA, NFPA, and Missouri Revised Statutes standards and requirements.

The engineering fees for this project will consist of one part. **Part B-Special Services**, which includes; 5) Construction Administration Phase, 6) Post-Construction Coordination Phase and Reimbursable Costs During Construction. Additional services that will be completed by subconsultants to the Engineer, including the proposed fuel system construction administration and quality assurance testing during construction will also be included under **Part B-Special Services**. Part B and the three phases are described in more detail below.

PART B - SPECIAL SERVICES consists of the Construction Administration Phase, and Post-Construction Coordination Phase, which are invoiced on a lump sum basis. Also included are direct subcontract costs for the proposed fuel system construction administration and quality assurance testing during construction.

5.0 Construction Administration Phase

5.01 Prepare Project Scope of Work and Contract. This task includes establishing the scope of work. Fees shall be negotiated with the Sponsor and may be subject to an independent fee estimate conducted by a third party hired by the Sponsor. This task also includes drafting the contract for the work to be completed by the Engineer for the Sponsor once negotiations are complete.

5.02 Prepare Construction Contract and Documents. In agreement with the FAA, the Engineer shall prepare the Notice of Award, Notice to Proceed, and Contract Agreements, including bonds and insurance documents, which will be updated to include all addenda items issued during bidding, for the Sponsor's approval and signatures. Approximately five copies will be submitted to the successful Contractor for their signatures.

The Engineer will ensure the construction contracts are in order, the bonds have been completed, and the Contractor has been provided with adequate copies of the Construction Plans, Specifications, and Contract Documents, which will be updated to include all addenda items issued during bidding.

5.03 Provide Project Coordination. The Engineer shall provide project management and coordination services to ensure the completion of all construction management tasks required of the Engineer. These duties include:

- Time the Engineer spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.
- Attend weekly Owner-Engineer-Contractor meetings throughout the duration of the project. It is estimated to take 70 Calendar Days to complete the project.
- The Project Manager will review progress reports weekly and monthly.

- Assist with change orders and supplemental agreements as necessary. All change orders and supplemental agreements will be coordinated with the Sponsor and FAA staff prior to execution. All change orders and supplemental agreements will be prepared in accordance with the FAA Standard Operating Procedure (SOP) 7.0, *Airport Improvement Program Construction Project Change Orders*.
- Senior construction management staff will consult with and provide guidance to the on-site Construction Manager regarding unique project elements; material quality, production, and/or placement issues; and any other difficulties encountered during construction.
- Clerical staff shall prepare the quantity sheets, testing sheets, construction report format, etc.
- Office engineering staff, CAD personnel and clerical staff shall be required to assist the Field Personnel as necessary during construction. Specific tasks to be accomplished include providing secondary engineering opinions on issues arising during construction, maintaining project files as necessary and various other tasks necessary in the day-to-day operations.
- The Engineer will prepare and submit monthly invoicing.
- Coordinate, review, and provide a response to construction and general project Requests for Information (RFIs).
- Review payments to subcontractors and ensure timely payment of retainage to subcontractors when payment to the Contractor is made.

The Engineer will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Engineer's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.

5.04 Review Environmental Documentation. This task includes the review of the overall environmental exhibit in relation to final construction documents as well as coordination throughout construction to ensure environmental commitments are maintained and environmental resources are protected.

5.05 Coordinate Quality Assurance Testing. This task includes preparing the requirements for quality assurance testing. Negotiating with the quality assurance firm for a cost to perform the work is also included in this task.

5.06 Coordinate Local Authority Testing. This task includes coordination with the local city and fire officials. After construction of the fuel system is complete and before it is put into active use, the local authority will be required to perform testing on the new system. The Engineer will coordinate with the appropriate local authorities on the testing requirements for the new fuel system as part of this task.

5.07 Coordinate with Fuel System Subconsultant. This task includes coordination with Roundtable Technical Resources (Roundtable), the subconsultant which designed the new Fuel System. Coordination with the subconsultant will be required to ensure the execution of all tasks required during construction of the Fuel System. These duties include the effort to answer all RFI's, review submittals, and provide updated details and drawings to address field conditions and changes. This task also includes the Engineer preparing the requirements for construction administration services and negotiating with the fuel system subconsultant for a cost to perform the work.

5.08 Prepare/Conduct Pre-Construction Meeting. The Engineer will conduct a pre-construction meeting to review FAA requirements as required per FAA AC 150/5370-12 (Current Edition), *Quality Management for Federally Funded Airport Construction Projects*, prior to the commencement of construction. It is anticipated that representatives of the Engineer will include the Project Manager and Construction Manager. As a part of this meeting, the Engineer will also discuss the environmental plan sheet, surveyed areas, and environmental commitments. The meeting will be held at the airport and will include the Sponsor, MoDOT (if possible), Contractor, subcontractors, and airport tenants affected by the project.

5.09 Prepare/Submit Construction Observation Program. This task includes preparing and submitting the Construction Observation Program, which includes resumes of project personnel representing the stakeholders, detailed inspection procedures, required submittal processes, quality control testing methods, quality assurance testing methods, final test result summary forms, and the Contractor's Quality Control Program (CQCP). The Construction Observation Program shall be prepared to follow the requirements of FAA AC 150/5370-12 (Current Edition), *Quality Management for Federally Funded Projects*.

5.10 Review Contractor's Safety Plan Compliance Document. This task includes reviewing and providing comments on the Contractor's Safety Plan Compliance Document (SPCD) as required per FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*. The Engineer shall review to ensure that all applicable construction safety items are addressed and meet the requirements of AC 150/5370-2 (Current Edition) and the Contract's Construction Safety and Phasing Plan (CSPP). The intent of the SPCD is to detail how the Contractor will comply with the CSPP. Following award of the project to the successful Contractor, and prior to the issuance of the Notice to Proceed, the Engineer will review the SPCD, provide comments, and, ultimately, approval of the document. It is anticipated that the document will require at least one re-submittal by the Contractor to address any missing information. An approved copy of the SPCD shall be provided to the FAA.

5.11 Review Contractor's Quality Control Program. This task includes reviewing and providing comments on the Contractor's Quality Control Program (CQCP) as required per Item C-100 of FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*. The Engineer shall review the CQCP to ensure that all applicable quality control items are addressed and meet the requirements of Item C-100 and the project's technical specifications. The intent of the CQCP is to detail the methods and procedures that will be utilized to ensure that all materials and construction items are provided and completed in conformance with the project's plans, technical specifications, and/or other applicable requirements. Furthermore, the CQCP shall establish and describe corrective action plans to be implemented should any materials or production processes vary beyond pre-established quality control limits. Following the award of the project to the successful Contractor, and prior to the issuance of the Notice to Proceed, the Engineer will review the CQCP, provide comments, and, ultimately, approval of the document. It is anticipated that the document will require at least one re-submittal by the Contractor to address any missing information. The approved CQCP will be incorporated into the Engineer's Construction Observation Program and submitted to MoDOT.

5.12 Review Construction Submittals. This task includes the review of construction submittals, including shop drawings and materials proposed for use on the project, submitted by the Contractor, for general conformance with the Construction Plans, Specifications, and Contract Documents. The Engineer will prepare and maintain a submittal register to log the submittals received. The submittal register will include information on the submitted items including date received, date returned, and action taken, and will be made available to the Sponsor and Contractor upon request. The submittals anticipated to be required and the estimated time it will take to review each submittal are detailed below.

| Submittal Description | Estimated Time to Review (Hours) |
|---|----------------------------------|
| Item C-102 Erosion Control Products | 2 |
| Item P-152 Pre-Construction Survey | 4 |
| Item P-152 Embankment/Imported Fill Material | 4 |
| Item P-153 Flowable Fill (CLSM) Mix Design | 2 |
| Item P-208 Crushed Aggregate Base Course | 4 |
| Item P-208 Separation Geotextile Fabric | 2 |
| Item P-610 Structural Concrete Mix Design | 8 |
| Item P-610 Miscellaneous Components (Rebar, Curing Matl., Joint Filler, etc.) | 4 |
| Item P-620 Paint and Beads | 2 |
| Item T-901 Seed/Fertilizer/Tackifier/Hydromulch | 2 |
| MO-1006 Aggregate for Surfacing | 2 |
| Total Review Time | 36 |

Additionally, it is anticipated that there will be a number of resubmittals for the various items to address comments from the Engineer's initial review. It is estimated that reviews of these resubmittals will add approximately 25%, or 8 hours, to the estimated submittal review time from the table above, resulting in an overall estimated submittal review time of 44 hours.

5.13 Prepare Requests for Reimbursement. This task includes preparing the FAA Standard Form 271 for Sponsor reimbursement of eligible expenses incurred on a monthly basis. The Engineer will submit the completed form along with appropriate supporting documentation to the Sponsor for review and approval. Upon approval, the Engineer or the Sponsor will submit the completed forms and supporting documentation to MoDOT for reimbursement. It is estimated there will be eight RFRs for expenses incurred during the construction and closeout phase of the project.

5.14 Perform Site Visits During Construction. The Project Manager shall make on-site visits, as required, throughout the duration of the project. At this time, it is estimated that the Project Manager will make up to five site visits to the project.

| TASK 5 DELIVERABLES | TO FAA/STATE | TO SPONSOR |
|---|--------------|------------|
| 5.01 Construction SOW and Contract | ✓ | ✓ |
| 5.02 Notice of Award, Notice to Proceed, and Contract Agreement | ✓ | ✓ |
| 5.02 Issue Construction Plans, Specifications, and Contract Documents | ✓ | ✓ |
| 5.03 Monthly Invoice and Monthly PSR | | ✓ |
| 5.03 Pay Request Review Documentation | | ✓ |
| 5.03 Weekly/Monthly Reports | ✓ | ✓ |
| 5.03 Change Orders/Supplemental Agreements | ✓ | ✓ |
| 5.03 Coordinate RFIs | ✓ | ✓ |
| 5.03 Payroll Reviews | ✓ | ✓ |
| 5.08 Pre-Construction Agenda and Meeting Minutes | ✓ | ✓ |
| 5.09 Construction Observation Program | ✓ | ✓ |
| 5.10 Approved Safety Plan Compliance Document (SPCD) | ✓ | ✓ |
| 5.11 Approved Contractor Quality Control Program (CQCP) | ✓ | ✓ |
| 5.13 Requests for Reimbursement | ✓ | ✓ |

| TASK 5 MEETINGS/SITE VISITS | LOCATION/ATTENDEES/DURATION |
|--|---|
| 5.08 Conduct Pre-Construction Meeting | <ul style="list-style-type: none"> Hannibal, MO One (1) Project Manager and one (1) Project Engineer Assume full day site visit (1 site visit) Assume travel to/from Kansas City, MO to Hannibal, MO for each staff member for the site visit |
| 5.14 Perform Site Visits During Construction | <ul style="list-style-type: none"> Hannibal, MO One (1) Project Manager Assume full day site visit (5 site visits) Assume travel to/from Kansas City, MO to Hannibal, MO for Project Manager for each site visit |

6.0 Post-Construction Coordination Phase

6.01 Prepare Final Testing Report. The Engineer will submit the quality assurance testing summary report, which will include a narrative of tests taken, verification for minimum number of tests, discussion of problems and tests necessary, and a table (from Construction Observation Program) including the actual number of tests taken for each specification item to MoDOT for review and approval.

6.02 Prepare Clean-up Item List. The Engineer will ensure the Contractor has removed all construction equipment and construction debris from the airport, that all access points have been re-secured (fences repaired, gates closed and locked, keys returned, etc.), and the site is clean.

6.03 Conduct Final Inspection. The Engineer, along with the Sponsor and MoDOT (if available), shall conduct the final inspection. The quality assurance testing summary report must be accepted by MoDOT prior to final inspection.

6.04 Prepare Engineering Record Drawings. The Engineer will prepare the record drawings indicating modifications made during construction. The record drawings will be provided to MoDOT electronically.

6.05 Prepare Final Construction Report. The Engineer will prepare the final construction report to meet the applicable FAA closeout checklist requirements.

6.06 Update and Modify Airport Layout Plan (ALP). The Engineer will review and update the ALP to reflect the work completed for this project. A draft version of each sheet will be submitted to the ADO for review. Upon approval by MoDOT, the Engineer shall assist the Sponsor in preparing copies for signature of the revised sheets and submitting to MoDOT for final approval.

6.07 Summarize Project Costs. The Engineer will be required to obtain all administrative expenses, engineering fees and costs, testing costs, and construction costs associated with the project and assemble a total project summary. The summary will be analyzed with the associated project funding.

| TASK 6 DELIVERABLES | TO FAA/STATE | TO SPONSOR |
|--------------------------------|--------------|------------|
| 6.01 Final Testing Report | ✓ | ✓ |
| 6.02 Clean-up List | | ✓ |
| 6.03 Punchlists | ✓ | ✓ |
| 6.04 Record Drawings | ✓ | ✓ |
| 6.05 Final Construction Report | ✓ | ✓ |
| 6.06 Updated ALP | ✓ | ✓ |
| 6.07 Project Cost Summary | ✓ | ✓ |

| TASK 6 MEETINGS/SITE VISITS | LOCATION/ATTENDEES/DURATION |
|-------------------------------|---|
| 6.03 Conduct Final Inspection | <ul style="list-style-type: none"> Hannibal, MO One (1) Project Manager and one (1) Project Engineer Assume full day site visit (1 site visit) Assume travel to/from Kansas City, MO to Hannibal, MO for each staff member for the site visit |

EX Reimbursable Costs During Construction. This section includes reimbursable items such as auto rental, lodging, per diem, travel and other miscellaneous costs incurred in order to complete **Part B – Special Services**. Section 5 and 6 Reimbursables are invoiced on a lump sum basis.

Special Considerations

The following special considerations are required for this project but will be completed by subconsultants to the Engineer. The cost for this work will be included in the engineering contract agreement with the Sponsor and the costs are in addition to the engineering fees outlined above.

Fuel System Construction Administration. A Fuel System Subconsultant will be retained to provide construction administration services for the project, including the review of construction submittals and RFIs pertaining to the fuel system. The Fuel System Subconsultant will provide updated details and drawings to address field conditions and changes during construction.

Quality Assurance Testing. Quality assurance testing will be performed by an independent testing firm under the direct supervision of the Engineer. All quality assurance test summaries must be accepted by the FAA prior to final inspection. Certified materials technicians will perform the necessary material quality assurance testing for the following items, as detailed in the project specifications:

- Item P-152 Excavation and Embankment
- Item P-153 Controlled Low-Strength Material (CLSM)
- Item P-208 Crushed Aggregate Base Course
- Item P-610 Structural Portland Cement Concrete
- SP-1 Fuel Tanks – Piping electrical connections, electrical installation, and connection to monitoring system.

Assumptions

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the Engineer and Sponsor.

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the Engineer, the cost of per diem and lodging are calculated in accordance with current GSA rates. The actual amount to be invoiced for per diem will be in accordance with the published GSA rate at the time of service and may vary from the rate used in the fee estimate. Lodging will be invoiced as an actual expense incurred.
2. During periods of On-Site Construction Coordination covered under Task 7, a \$5/day surcharge will be added to the daily vehicle charge which will be reflected in the Engineering Fee as a daily "Field Vehicle and Equipment" expense. This surcharge is intended to cover consumables (such as marking paint, lath, etc.) and the replacement of tools (such as measuring wheels, airfield radios, infrared thermometers, etc.) necessary to monitor and identify the various aspects of the work.
3. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
4. The Sponsor will provide existing mapping data including as-builts available for the project areas, aerial orthoimagery, subsurface conditions information such as prior geotechnical investigations in the project area and other available information in the possession of the Sponsor.
5. The Sponsor will provide an electronic copy of the current ALP to allow for updating of the plan upon completion of the project.
6. The Sponsor will furnish escorts as needed for the Engineer to conduct field work.
7. The Sponsor will coordinate with tenants as required to facilitate field evaluations and construction.
8. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Central Region's Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.

9. The Engineer will utilize the following plan standards for the project:
 - Plans will be prepared using the Engineer's standards, unless the Sponsor provides its own standards upon Notice to Proceed.
 - Plan elevations will be vertical datum NAVD 88 derived from the existing control network.
 - Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
 - All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.
 - Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the Engineer.
 - The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated and will supplement the Engineer's standards.

10. The Engineer will utilize the following assumptions when preparing the project manual for bidding and construction of the project:
 - The project manual Contract Documents will be developed jointly by the Sponsor and the Engineer.
 - The Engineer is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the Sponsor.
 - FAA General Provisions and required contract language will be used.

11. The Engineer must maintain records of design analyses and calculations consistent with typical industry standards, as required by the FAA, for a period of three years after the project is closed by the FAA.

12. Because the Engineer has no control over the cost of construction-related labor, materials, or equipment, the Engineer's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The Engineer does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from Engineer's estimates of construction cost.

13. An AC 150/5300-18B (or Current Edition) compliant survey is not required as a part of this project. No data will be submitted to Airports GIS (AGIS) through the Airport Data and Information Portal (ADIP).

Additional Services

The following items are not included under this agreement but will be considered as extra work:

- Due to the recent changes to the Federal DBE program, no services for setting DBE Program or Project Goals can be provided at this time, and are not included in this scope of work. If these services are requested after the new certification process has been completed, and notice of completion is provided by the Civil Rights Office, Certifying Agencies, or FAA, they will be under a separate scope of work, or an amendment to this scope of work.

- Redesign for the Sponsor's convenience or due to changed conditions after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Engineer is prepared to assist the Sponsor in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Additional or extended services during construction made necessary by extension of contract time, non-concurrent work, or changes in the work.
- Legal, surety, or insurance support, coordination, and representation.
- On-Site Construction Management services are not part of this scope of work, if during construction it is determined that On-Site Construction Management services are required they will be provided as an Additional Service at a unit rate of \$185/hr and include vehicle, per diem and lodging expenses as necessary.

Extra Work will be as directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the Engineer.

EXHIBIT IV - SA1

DERIVATION OF CONSULTANT PROJECT COSTS (CONSTRUCTION)

-

EXHIBIT V - SA1

ENGINEERING CONSTRUCTION SERVICES-COST BREAKDOWN

AIRPORT: Hannibal Regional Airport
 AIP/FIPII NO.: 25-089A-1
 PROJECT NAME: Inland Ponds System (CM/CM Only)
 DATE: February 23, 2016



WOOLPERT

LABOR HOUR BREAKDOWN

| LABOR CATEGORY | Total Hours | Billing Rate | Total Cost |
|---|-------------------------------|---------------------|---------------------|
| LABOR CATEGORY | Total Hours | Billing Rate | Total Cost |
| E.0 Construction Administration Phase (Lump Sum) | 2 hrs. x \$ 320.00 /hr = \$ | 640.00 | 640.00 |
| E.01 Construction Administration Phase (Lump Sum) | 2 hrs. x \$ 320.00 /hr = \$ | 640.00 | 640.00 |
| E.02 Construction Administration Phase (Lump Sum) | 4 hrs. x \$ 320.00 /hr = \$ | 1,280.00 | 1,280.00 |
| E.03 Construction Administration Phase (Lump Sum) | 2 hrs. x \$ 295.00 /hr = \$ | 590.00 | 590.00 |
| E.04 Construction Administration Phase (Lump Sum) | 117 hrs. x \$ 295.00 /hr = \$ | 34,515.00 | 34,515.00 |
| E.05 Construction Administration Phase (Lump Sum) | 117 hrs. x \$ 165.00 /hr = \$ | 19,305.00 | 19,305.00 |
| E.06 Construction Administration Phase (Lump Sum) | 4 hrs. x \$ 280.00 /hr = \$ | 1,120.00 | 1,120.00 |
| E.07 Construction Administration Phase (Lump Sum) | 32 hrs. x \$ 150.00 /hr = \$ | 4,800.00 | 4,800.00 |
| SUBTOTAL | 296 hrs. | \$ 64,740.00 | \$ 64,740.00 |
| Reimbursable | 7 Day x \$ 130.00 /Day = \$ | 910.00 | 910.00 |
| Auto Rental | 7 Day x \$ 130.00 /Day = \$ | 910.00 | 910.00 |
| Per Diem | 7 Day x \$ 68.00 /Day = \$ | 476.00 | 476.00 |
| Travel & Airline Costs | 7 Day x \$ 500.00 /Trip = \$ | 3,500.00 | 3,500.00 |
| SUBTOTAL | 7 Days | \$ 5,806.00 | \$ 5,806.00 |
| PHASE SUBTOTAL | | \$ 70,546.00 | \$ 70,546.00 |

| LABOR CATEGORY | Start Date | End Date | Task | Practice Operations | Prgrm Dir II | Engineer Project Mgr | Quality Control | Engineer in Training | Project Coordinator | Planner III | Grants Administrator | Phase Item Costs |
|---|------------|------------|--|---------------------|--------------|----------------------|-----------------|----------------------|---------------------|-----------------|----------------------|---------------------|
| E.0 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 5,510.00 |
| E.01 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,380.00 |
| E.02 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 14,490.00 |
| E.03 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 1,760.00 |
| E.04 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 1,760.00 |
| E.05 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,620.00 |
| E.06 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 4,300.00 |
| E.07 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,000.00 |
| E.08 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 1,760.00 |
| E.09 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 1,760.00 |
| E.10 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 6,800.00 |
| E.11 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 10,400.00 |
| E.12 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 10,400.00 |
| E.13 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 6,800.00 |
| E.14 Construction Administration Phase (Lump Sum) | 11/15/2016 | 10/31/2026 | Construction Administration Phase (Lump Sum) | Jason Vot | Joe Pucko | Kevin Scherr | Chris Gehring | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 10,400.00 |
| TOTALS | 2 | 2 | 15% | 2 | 2 | 4 | 2 | 112 | 8 | 4 | 32 | \$ 64,740.00 |
| PERCENTAGES | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 38% | 35% | 1% | 11% | \$ |

| LABOR CATEGORY | Total Hours | Billing Rate | Total Cost |
|--|-------------------------------|---------------------|---------------------|
| LABOR CATEGORY | Total Hours | Billing Rate | Total Cost |
| E.0 Post Construction Coordination Phase (Lump Sum) | 34 hrs. x \$ 265.00 /hr = \$ | 9,010.00 | 9,010.00 |
| E.01 Post Construction Coordination Phase (Lump Sum) | 34 hrs. x \$ 265.00 /hr = \$ | 9,010.00 | 9,010.00 |
| E.02 Post Construction Coordination Phase (Lump Sum) | 100 hrs. x \$ 185.00 /hr = \$ | 18,500.00 | 18,500.00 |
| E.03 Post Construction Coordination Phase (Lump Sum) | 16 hrs. x \$ 150.00 /hr = \$ | 2,400.00 | 2,400.00 |
| E.04 Post Construction Coordination Phase (Lump Sum) | 8 hrs. x \$ 160.00 /hr = \$ | 1,280.00 | 1,280.00 |
| E.05 Post Construction Coordination Phase (Lump Sum) | 8 hrs. x \$ 160.00 /hr = \$ | 1,280.00 | 1,280.00 |
| E.06 Post Construction Coordination Phase (Lump Sum) | 162 hrs. x \$ 150.00 /hr = \$ | 24,300.00 | 24,300.00 |
| SUBTOTAL | 162 hrs. | \$ 51,700.00 | \$ 51,700.00 |
| Reimbursable | 2 Day x \$ 130.00 /Day = \$ | 260.00 | 260.00 |
| Auto Rental | 2 Day x \$ 130.00 /Day = \$ | 260.00 | 260.00 |
| Per Diem | 2 Day x \$ 68.00 /Day = \$ | 136.00 | 136.00 |
| Travel & Airline Costs | 2 Day x \$ 500.00 /Trip = \$ | 1,000.00 | 1,000.00 |
| SUBTOTAL | 2 Days | \$ 2,616.00 | \$ 2,616.00 |
| PHASE SUBTOTAL | | \$ 54,316.00 | \$ 54,316.00 |

| LABOR CATEGORY | Start Date | End Date | Task | Practice Operations | Prgrm Dir II | Engineer Project Mgr | Quality Control | Engineer in Training | Project Coordinator | Planner III | Grants Administrator | Phase Item Costs |
|--|------------|------------|---|---------------------|--------------|----------------------|-----------------|----------------------|---------------------|-----------------|----------------------|---------------------|
| E.0 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,670.00 |
| E.01 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 4,300.00 |
| E.02 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 8,200.00 |
| E.03 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 1,000.00 |
| E.04 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 1,000.00 |
| E.05 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,000.00 |
| E.06 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,000.00 |
| E.07 Post Construction Coordination Phase (Lump Sum) | 10/1/2026 | 12/31/2026 | Post Construction Coordination Phase (Lump Sum) | Kevin Scherr | Tyler Dawson | Jason Whimpey | Steve Ghaziz | Jason Whimpey | Steve Ghaziz | Morgan Elmepair | Wendy Werner | \$ 2,000.00 |
| TOTALS | 4 | 4 | 2% | 4 | 34 | 100 | 16 | 62% | 10% | 0 | 0 | \$ 32,240.00 |
| PERCENTAGES | 2% | 2% | 2% | 2% | 21% | 62% | 10% | 0% | 0% | 0% | 0% | \$ |

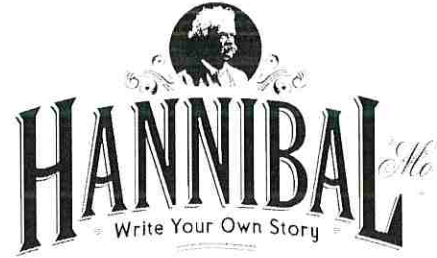
| CONTRACT HOURS | PHASE FEE | REIMBURSABLE COSTS | TOTAL COST |
|-----------------|---------------------|--------------------|---------------------|
| 406 | \$ 64,740.00 | \$ 1,380.00 | \$ 66,120.00 |
| 162 | \$ 54,316.00 | \$ 396.00 | \$ 54,712.00 |
| 458 | \$ 96,980.00 | \$ 1,782.00 | \$ 98,762.00 |
| SUBTOTAL | \$ 96,980.00 | \$ 1,782.00 | \$ 98,762.00 |
| SUBTOTAL | \$ 96,980.00 | \$ 1,782.00 | \$ 98,762.00 |
| SUBTOTAL | \$ 96,980.00 | \$ 1,782.00 | \$ 98,762.00 |

PART B - SPECIAL SERVICES (LUMP SUM)
 E.0 Post Construction Coordination Phase (Lump Sum)
 E.01 Post Construction Coordination Phase (Lump Sum)
 E.02 Post Construction Coordination Phase (Lump Sum)
 E.03 Post Construction Coordination Phase (Lump Sum)
 E.04 Post Construction Coordination Phase (Lump Sum)
 E.05 Post Construction Coordination Phase (Lump Sum)
 E.06 Post Construction Coordination Phase (Lump Sum)
 E.07 Post Construction Coordination Phase (Lump Sum)

SUBCONSULTANT 1
 Reimbursable Technical Resources, LLC
 SUBCONSULTANT 2
 T3 Consulting, Inc.

TOTAL
 For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoice, mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

Andrew Dorian
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: 3/24/2026

RE: Airport Fuel Farm Replacement Project Construction Grant Application

As part of the Airport Fuel Farm Replacement Project the City is required to submit a grant application for the funding for the bidding/design and construction portions of the project.

The bidding/design phase is completed and the City has awarded the project to Mid-State Petroleum. In order to receive reimbursement funding the construction contract and engineering administration portion of the contract we need to submit a new application.

Attached is an application to MODOT Aviation in the amount of \$1,257,604.

- Federal Share = \$1,179,834

- City Share = \$77,770

The Department of Public Works recommends the City Council authorize the mayor to sign the MODOT Aviation Application for Federal/State Assistance for the upgrades to the Airport Fuel Farm.

RESOLUTION NO. 2598-26

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN APPLICATION WITH MODOT AVIATION FOR FEDERAL/STATE ASSISTANCE FOR UPGRADES TO THE HANNIBAL REGIONAL AIRPORT FUEL FARM.

WHEREAS, the design/bidding phase of the Airport Fuel Farm Replacement project is complete with Mid-State Petroleum being awarded the bid, and

WHEREAS, a signed application for financial assistance with MODOT is required to obtain access to state/federal funds that are allocated to the airport for the construction portion of the project, and

WHEREAS, the City will be required to enter into an additional agreement with the Highway Commission to access the grant funding for the construction portion of the project, and

NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL MISSOURI

SECTION ONE: That the Mayor is hereby authorized to sign the attached application with MODOT Aviation for federal/state assistance for upgrades to the Hannibal Regional Airport Fuel Farm

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

ADOPTED THIS 7th DAY OF A APRIL, 2026.

APPROVED THIS 7th DAY OF APRIL, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk



APPLICATION FOR FEDERAL/STATE ASSISTANCE

Aviation Section

Airport Name:
Hannibal Regional Airport

| | | | |
|--|---|--|-----------------------------|
| 1. TYPE OF SUBMISSION | | 2. DATE SUBMITTED | |
| Application | Funding Type Requested | 3. DATE RECEIVED BY STATE | |
| <input checked="" type="checkbox"/> Construction | <input checked="" type="checkbox"/> Federal (Block Grant – 90% Funds) | | |
| <input type="checkbox"/> Non-Construction | <input type="checkbox"/> State (Trust Fund – 90% Funds) | ASM Input Date (Internal use only): | |
| | <input type="checkbox"/> Federal & State | | |
| 4. APPLICANT INFORMATION | | | |
| Sponsor's Name: City of Hannibal | | Organizational Unit: Department: | |
| Address: 320 Broadway | | Division: | |
| Street: | | Name and telephone of person to be contacted on matters involving this application (give area code): | |
| City: Hannibal | | Prefix: Mr. | First Name: Andy |
| County: Marion | | Middle Name: | |
| State: Missouri | | Last Name: Dorian | |
| Zip Code: 63401-4406 | | Suffix: | |
| Country: United States | | Email: Adorian@hannibal-mo.gov | |
| 5. TYPE OF APPLICATION | | Phone Number (give area code) | Fax Number (give area code) |
| <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | | 573.600.5226 | () - |
| If Revision, check appropriate type: | | 6. TYPE OF APPLICANT | |
| <input type="checkbox"/> Increase Award | | <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> County | |
| <input type="checkbox"/> Decrease Award | | Other (Specify) | |
| <input type="checkbox"/> Increase Duration | | | |
| <input type="checkbox"/> Decrease Duration | | | |
| 7. DESCRIPTIVE TITLE OF SPONSOR'S PROJECT (brief description): Fuel System Install | | | |
| 8. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Hannibal, Marion County | | 9. MoDOT TRANSPORTATION DISTRICT: NE | |
| 10. NUMBER OF BASED AIRCRAFT: | | Jet: 1 Helicopter: Glider: | |
| SE: 12 ME: 1 | | Ultraflight: | |
| Military: | | | |
| 11. NUMBER OF ANNUAL OPERATIONS (an operation is a takeoff or a landing): | | | |
| 12. PROPOSED PROJECT TIMELINE | | 13. STATE & FEDERAL CONGRESSIONAL DISTRICTS OF | |
| Start Date: | Ending Date: | a. Sponsor | b. Project Location |
| 2/1/26 | 12/31/26 | State: 18 Federal: 6 | State: 18 Federal: 6 |
| 14. ESTIMATED FUNDING: | | 15. ESTIMATED FUNDING: | |
| <i>FEDERAL FUNDING (90%)</i> | | <i>STATE FUNDING (90%)</i> | |
| a. Federal | \$ 1,179,834. ⁰⁰ | a. State | \$. ⁰⁰ |
| b. Local | \$ 77,770. ⁰⁰ | b. Local | \$. ⁰⁰ |
| c. Other | \$. ⁰⁰ | c. Other | \$. ⁰⁰ |
| d. TOTAL | \$. ⁰⁰ | d. TOTAL | \$. ⁰⁰ |
| e. TOTAL (combined funding) | \$ 1,257,604. ⁰⁰ | | |
| 16. IS THE APPLICANT DELINQUENT ON ANY STATE/FEDERAL DEBT? <input type="checkbox"/> Yes, If "Yes", attach an explanation <input checked="" type="checkbox"/> No | | | |
| 17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. | | | |
| a. Authorized Representative | | | |
| Prefix Mr. | First Name: Darrell | Middle Name: | |
| Last Name: McCoy | Suffix: | | |
| b. Title: Mayor | c. Telephone: 573-221-0111 | | |
| d. Signature of Authorized Representative: | e. Date Signed: | | |

PART II

PROJECT APPROVAL INFORMATION

Item 1.

Does this assistance request require State, local, regional, or other priority rating?

Yes No

Name of Governing Body:

Priority: MoDOT Aviation

Item 2.

Does this assistance request require State, or local advisory, educational or health clearances?

Yes No

Name of Agency or Board:
(Attach Documentation)

Item 3.

Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?

Yes No

(Attach Comments)

Item 4.

Does this assistance request require State, local, regional or other planning approval?

Yes No

Name of Approving Agency:

Date: / /

Item 5.

Is the proposal project covered by an approved comprehensive plan?

Yes No

Check one:

State Local Regional

Location of Plan:

Item 6.

Will the assistance requested serve a Federal installation?

Yes No

Name of Federal Installation:

Federal Population benefiting from Project:

Item 7.

Will the assistance requested be on Federal land or installation?

Yes No

Name of Federal Installation:

Location of Federal Land:

Percent of Project:

Item 8.

Will the assistance requested have an impact or effect on the environment?

Yes No

(See instructions for additional information to be provided.)

Item 9.

Will the assistance requested cause the displacement of individuals, families, businesses, or farms?

Yes No

Number of:

Individuals:

Families:

Businesses:

Farms:

Item 10.

Is there other related Federal assistance on this project previous, pending, or anticipated?

Yes No

(See instructions for additional information to be provided.)

PART II-A**The Sponsor hereby represents and certifies as follows:**

1. Compatible Land Use - The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Project is on land owned by Airport.

2. Defaults - The Sponsor is not in default on any obligation to the State of Missouri, United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

Sponsor is not in default

3. Possible Disabilities - There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

There are no known circumstances preventing the Sponsor from carrying out the completion of this project.

4. Consistency with Local Plans - The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State of Missouri to plan for the development of the area surrounding the airport.

N/A

5. Consideration of Local Interest - It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users - In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport which project is proposed.

Yes

7. Public Hearings - In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

8. Air and Water Quality Standards – In federally-funded projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the State of Missouri to certify in writing to the Secretary of the United States Department of Transportation that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

PART II-A (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

No exclusive rights have been granted.

10. Land. – (a) The sponsor holds the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

The airport currently owns the property where the project is located. The current Exhibit A is on file with the Missouri Department of Transportation.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

N/A

**State character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.*

**PART III
SECTION A. GENERAL**

MISSOURI DEPARTMENT OF TRANSPORTATION – AVIATION SECTION

FUNDING APPLICATION Rev. 1-2016

MISSOURI DEPARTMENT OF TRANSPORTATION – AVIATION SECTION

FUNDING APPLICATION Rev. 1-2016

| PART III - BUDGET INFORMATION – CONSTRUCTION OR NON-CONSTRUCTION | | | | |
|---|------------------------|---------------------|------------------------|-----------------------|
| SECTION A - CALCULATION OF FEDERAL BLOCK GRANT OR STATE TRUST FUND GRANT | | | | |
| Cost Classification | Use only for revisions | | Federal (95%) | State (90%) |
| | Latest Approved Amount | Adjustment + or (-) | Estimated Costs (100%) | Estimated Costs (90%) |
| 1. Administration expense | \$.00 | \$.00 | \$.00 | \$.00 |
| 2. Preliminary expense | .00 | .00 | .00 | \$.00 |
| 3. Architectural/engineering design basic fees | .00 | .00 | .00 | \$.00 |
| 4. Other Architectural engineering fees | .00 | .00 | .00 | .00 |
| 5. Project Construction costs | .00 | .00 | \$1,103,802.00 | .00 |
| 6. Project inspection fees | .00 | .00 | \$147,002.00 | .00 |
| 7. Land, structures, right-of-way acquisition | .00 | .00 | .00 | .00 |
| 8. Relocation Expenses | .00 | .00 | .00 | .00 |
| 9. Demolition and removal | .00 | .00 | .00 | .00 |
| 10. Planning | .00 | .00 | .00 | .00 |
| 11. Environmental | .00 | .00 | .00 | .00 |
| 12. Equipment | .00 | .00 | .00 | .00 |
| 13. Miscellaneous | .00 | .00 | \$6,800.00 | .00 |
| 14. Total Estimated Costs (100%)(Lines 1 through 13) | \$.00 | \$.00 | \$ 1,257,604.00 | \$.00 |
| 15. Federal Funding Amount (95%) | .00 | .00 | \$ 1,179,834.00 | |
| 16. Sponsor Share (5%) | .00 | .00 | \$ 77,770.00 | |
| 17. State Funding Amount (100%) | .00 | .00 | | \$.00 |
| 18. Sponsor Share (10%) | .00 | .00 | | .00 |

SECTION B - EXCLUSIONS

| DESCRIPTION | Ineligible for Participation |
|-----------------|------------------------------|
| a. | \$ |
| b. | |
| c. | |
| d. | |
| e. | |
| f. | |
| g. TOTAL | \$ |

SECTION C - PROPOSED METHOD OF FINANCING NON-FEDERAL OR NON-STATE SHARE

| | |
|----------------------------------|------------------------|
| Grantee Share | |
| a. Securities | |
| b. Mortgages | |
| c. Appropriations (By Applicant) | |
| d. Bonds | |
| e. Tax Levies | |
| f. Non Cash | |
| g. Other (Explain) | \$6,800. ⁰⁰ |
| h. TOTAL - Grantee share | \$6,800. ⁰⁰ |
| Other Shares | |
| a. Other Government Agency | |
| b. Other | |
| c. TOTAL - Other Shares | \$ |
| TOTAL | \$6,800. ⁰⁰ |

SECTION D - REMARKS

| |
|--|
| |
|--|

PART IV
PROGRAM NARRATIVE
(Suggested Format)

MISSOURI DEPARTMENT OF TRANSPORTATION – AVIATION SECTION

FUNDING APPLICATION Rev. 1-2016

PROJECT : Fuel System Install

AIRPORT : Hannibal Regional

1. Objective:

To meet current fuel system standards and safety requirements.

2. Benefits Anticipated:

Fuel system will meet current weights and Measures standards and will meet current airport capacity requirements, as well as improve safety at the airport.

3. Approach:

Proposed approach is design, bid, build process

4. Geographic Location:

Hannibal, Missouri

Latitude – 39-43-30.6000N

Longitude – 91-26-37.9000W

5. If Applicable, Provide Additional Information:

6. Sponsor's Representative: *(include address & telephone number)*

Andrew Dorian, City Manager

City of Hannibal, 320 Broadway, Hannibal, MO 63401-4406

573.600.5226

INSTRUCTIONS

PART II PROJECT APPROVAL INFORMATION

Negative answers will not require an explanation unless MoDOT requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions.

- Item 1** - Provide the name of the governing body establishing the priority system and the priority rating assigned to this project.
- Item 2** - Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval.
- Item 3** - Attach the clearinghouse comments for the application in accordance with the instructions contained in Office of Management and Budget Circular No. A-95. If comments were submitted previously with a preapplication, do not submit them again, but any additional comments received from the clearinghouse should be submitted with this application.
- Item 4** - Furnish the name of the approving agency and the approval date.
- Item 5** - Show whether the approved comprehensive plan is State, local, or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.
- Item 6** - Show the Federal population residing or working on the federal installation who will benefit from this project.
- Item 7** - Show the percentage of the project work that will be conducted on federally-owned, State-owned, or leased land. Give the name of the Federal/State installation and its location.
- Item 8** - Briefly describe the possible beneficial and/or harmful impact on the environment because of the proposed project. If an adverse environment impact is anticipated, explain what action will be taken to minimize the impact. MoDOT will provide separate instructions if additional data is needed.
- Item 9** - State the number of individuals, families, businesses, or farms this project will displace. MoDOT will provide separate instructions if additional data is needed.
- Item 10** - Show the program name, the type of assistance, the status and amount of each project where there is related previous, pending, or anticipated assistance. Use additional sheets, if needed.

PART III BUDGET INFORMATION SECTION A - CALCULATION OF FEDERAL OR STATE GRANT

When applying for a new Federal or State grant, use the Estimated Costs column only. When requesting revisions of previously awarded amounts, use all columns.

- Line 1** - Enter amounts needed for administration expenses including such items as travel, legal fees, rental of vehicles and any other expense items expected to be incurred to administer the grant. Include the amount of interest expense when authorized by program legislation and also show this amount under Section D Remarks.
- Line 2** - Enter amounts pertaining to the work of locating and designing, making surveys and maps, sinking test holes, and all other work required prior to actual construction.
- Line 3** - Enter basic fees for architectural engineering/design services.
- Line 4** - Enter amounts for other architectural engineering services, such as surveys, tests, and borings.
- Line 5** - Enter amount for actual construction of/development.
- Line 6** - Enter fees for inspection and audit of construction and related programs such as Construction Observation Program.
- Line 7** - Enter amounts directly associated with the acquisition/easement of land, existing structures, and related right-of-way.
- Line 8** - Enter the dollar amounts needed to provide relocation advisory assistance, relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing, and the net amounts for replacement (last resort) housing.
- Line 9** - Enter the gross salaries and wages of employees of the grantee who will be directly engaged in performing demolition or removal of structures from developed land. This line should also show the cost of demolition or removal of improvements on developed land under a third party contract. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by MoDOT.
- Line 10** - Enter the costs to complete planning studies such as ALPs, Master Plans, capacity analysis, noise, etc.
- Line 11** - Enter the costs to complete CATEXs, EA, EISs or any other environmental coordination required for a project.
- Line 12** - Enter the costs associated with the acquisition of airfield or terminal equipment.

Line 13- Enter amounts for items not specifically mentioned above.

Line 14- Enter the sum of Lines 1-13.

Line 15- Show the Federal Funding Amount (90% of Line 14).

Line 16- Show the Sponsor's Share (10% of Line 14).

Line 17- Show the State Funding Amount (90% of Line 14).

Line 18- Show the Sponsor's Share (10% of Line 14).

SECTION B – EXCLUSIONS

Identify and list those costs that are part of the project cost but are not subject to Federal or State participation because of program legislation or Federal grantor agency instructions.

SECTION C – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE OR NON-STATE SHARE

Grantee Share - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section D Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

Other Shares - Show the amount that will be contributed by any other government agency or contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section D Remarks.

Show the Total. This amount must be the same as the amount shown in Section A, Line 16 or 18, as applicable.

SECTION D – OTHER REMARKS

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

PART IV PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution.

Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

3. APPROACH

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements.

b. Provide each grant program monthly or quarterly quantitative projections of the accomplishments to be achieved, if possible. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in Item 2 are being achieved.

d. List each organization, cooperator, consultant, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project and area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. Describe the relationship between this project and other work planned, anticipated, or underway under the Federal Assistance listed under Part II, Item 10.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded or if individual budget items have changed more than the prescribed limits contained in Attachment K, Office of Management and Budget Circular No. A-102, explain and justify the change and its effect on the project.

FEDERAL GRANT ASSURANCES

Airport Sponsors

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of the grant offer by the sponsor, these assurances are incorporated in and become part of the grant agreement.

B. Duration and Applicability.

1. **Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.** The terms, conditions and assurances of the grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.
2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.** The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.
3. **Airport Planning Undertaken by a Sponsor.** Unless otherwise specified in the grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in section C apply to planning projects. The terms, conditions, and assurances of the grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification. The sponsor hereby assures and certifies, with respect to this grant that:

1. **General Federal Requirements.** It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation:

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.1
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.2
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.1 2
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).1
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.1
- h. Native Americans Grave Repatriation Act -25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.1
- l. Title 49 ,U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 state.252) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12010 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.1
- s. Power Plant and Industrial Fuel Use Act of 1978 -Section 403- 2 U.S.C. 8373.1

- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.1
- u. Copeland Anti-Kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.1
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.2
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

Executive Orders:

- a. Executive Order 11246 -Equal Employment Opportunity1
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11988 – Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 -Seismic Safety of Federal and Federally Assisted New Building Construction1
- f. Executive Order 12898 - Environmental Justice

Federal Regulations:

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations].4,5,6
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- e. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- f. 14 CFR Part 150 - Airport noise compatibility planning.
- g. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 1 - Procedures for predetermination of wage rates.1
- j. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.1
- k. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).1
- l. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).1
- m. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.3
- n. 49 CFR Part 20 -New restrictions on lobbying.
- o. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- p. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- q. 49 CFR Part 24 - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.1,2
- r. 49 CFR Part 26 – Participation By Disadvantaged Business Enterprises in Department of Transportation Programs.
- s. 49 CFR Part 27 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.1
- t. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.
- u. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- v. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).
- w. 49 CFR Part 37- Transportation Services for Individuals with Disabilities (ADA).
- x. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.1

Specific Assurances:

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in the grant agreement.

Footnotes to Assurance C.1.:

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by these regulations shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR Part 220; Circular A-87 or 2 CFR Part 225; and A-22, 2 CFR Part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR Section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- ⁵ Cost principles established in 2 CFR Part 200 Subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁶ Audit requirements established in 2 CFR Part 200 Subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

- a. **Public Agency Sponsor:** It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- b. **Private Sponsor:** It has legal authority to apply for the grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of the grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in the grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of the grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
 - c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
 - d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
 - e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
 - f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in the grant agreement and shall insure that such arrangement also requires compliance therewith.
 - g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.
6. **Consistency with Local Plans.** The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.
7. **Consideration of Local Interest.** It has given fair consideration to the interest of communities in or near where the project may be located.
8. **Consultation with Users.** In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.
9. **Public Hearings.** In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.
10. **Metropolitan Planning Organization.** In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon

request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. **Pavement Preventive Maintenance.** With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.
12. **Terminal Development Prerequisites.** For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.
13. **Accounting System, Audit, and Record Keeping Requirements.**
 - a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the project in connection with which the grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
 - b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.
14. **Minimum Wage Rates.** It shall include, in all contracts in excess of \$2,000 for work on any projects funded under the grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.
15. **Veteran's Preference.** It shall include in all contracts for work on any project funded under the grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.
16. **Conformity to Plans and Specifications.** It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under the grant agreement, and, upon approval of the Secretary, shall be incorporated into the grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into the grant agreement.
17. **Construction Inspection and Approval.** It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.
18. **Planning Projects.** In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for
 1. Operating the airport's aeronautical facilities whenever required;
 2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions;
 3. Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation. It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use. It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its

jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to
 - i. furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - ii. charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. **Exclusive Rights.** It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and;
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting,

aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure. It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations by other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of Title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections. It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;

- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of the grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - i. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - ii. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft. It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that-

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or,
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities. It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; (3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and (4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities

except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. **Civil Rights.** It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.
- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
 - b. Applicability.
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance for any of the sponsor's programs and activities.
 - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 - 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.
 - c. Duration. The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:
 - 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
 - 2) So long as the sponsor retains ownership or possession of the property.
 - d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under the grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source: "The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
 - e. Required Contract Provisions.
 - 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
 - 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
 - 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.

- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instrument entered into by the sponsor with other parties: (a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and (b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of Title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of Title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested in another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of Title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of Title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. **Engineering and Design Services.** It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.
33. **Foreign Market Restrictions.** It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.
34. **Policies, Standards, and Specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated _____ (the latest approved version as of this grant offer) and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.
35. **Relocation and Real Property Acquisition.** (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.
36. **Access By Intercity Buses.** The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.
37. **Disadvantaged Business Enterprises.** The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in the grant agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801).
38. **Hangar Construction.** If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.
39. **Competitive Access.**
 - a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of Title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - i. Describes the requests;
 - ii. Provides an explanation as to why the requests could not be accommodated; and
 - iii. Provides a time frame within which, if any, the airport will be able to accommodate the requests.

- c. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date

STATE GRANT ASSURANCES

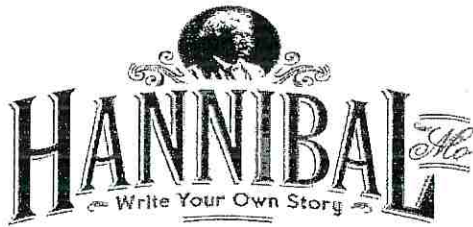
1. **Title Evidence To Existing Airport Property.** Sponsor certifies that it holds satisfactory evidence of title to all existing airport property and aviation easements.
2. **Control of Airport.** The Sponsor agrees to continue to control the airport, either as owner or as lessee, for ____ years following receipt of the last payment from this grant. Applicable agreement periods are as follows:
 - a. Land interests - Fifty (50) years.
 - b. Improvements – Useful life, as determined by the Commission.
3. **Audit of Records.** The Sponsor must maintain all records including but not limited to invoices, payrolls, etc. These records must be available at all reasonable times at no charge to the Commission and/or its designees or representatives during the period of the grant agreement and any extension thereof, and for three (3) years from the date of final payment made under the grant agreement.
4. **Nondiscrimination Clause.** The Sponsor shall comply with all state and federal statutes applicable to the Sponsor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. §2000d and §2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. §12101, *et seq.*).
5. **Confidentiality.** The Sponsor shall not disclose to third parties confidential factual matters provided by the Commission except as may be required by statute, ordinance or order of court, or as authorized by the Commission. The Sponsor shall notify the Commission immediately of any request for such information.
6. **Nonsolicitation.** The Sponsor warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Sponsor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Commission shall have the right to annul this Agreement without liability, or in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
7. **Safety Inspection.** The Sponsor shall eliminate all deficiencies identified in its most recent safety inspection letter. If immediate elimination is not feasible, as determined by the Commission, the Sponsor shall provide a satisfactory plan to eliminate the deficiencies.
8. **Land Interests.** When grant funds are used to pay for land or aviation easements, the following requirements apply:
 - a. Acquisition of Land - Fee Simple Title: The Sponsor shall obtain a qualified attorney's title opinion to assure the Sponsor receives fee simple title, free and clear of any encumbrance that could adversely affect the operation, maintenance or development of the airport. The attorney's title opinion shall be furnished by the Sponsor to the Commission for review. The Sponsor shall acquire the property in fee simple absolute by general warranty deed from the grantors. A copy of the deed shall be furnished to the Commission for review. The Sponsor shall record the deed in the land records of the county recorder's office in the county where the airport is located.
 - b. Acquisition of Aviation Easements: The Sponsor shall obtain a qualified attorney's title opinion to assure that the Sponsor has obtained the required interest in and to the easements to be acquired, free and clear of any encumbrances that would be incompatible with or would interfere with the exercise and enjoyment by the Sponsor of the rights and interests conveyed, and that the grantors of easements constituted all of the owners of the land affected by the easements.
 - c. Land Cost Reimbursement by Federal Government Use as Local Share Only: Since it is the intent of the state of Missouri that funds provided under the Agreement be used only for aeronautical purposes, the Sponsor hereby covenants and agrees that it will not request reimbursement from the United States Government for the cost of land acquired with the funds granted under this Agreement; provided, however, that nothing in this

paragraph shall be construed to prevent the Sponsor from using all or any part of the acquisition cost of this land to make up its share of eligible project costs incurred under any airport development grant from the United States Government.

d. Aeronautical Use: If land interests are not used for aeronautical purposes within five (5) years, the Sponsor shall at the request of the Commission return the full amount of those grant funds used to purchase the land interests. The Sponsor may request an extension of this time period in writing to the Commission.

9. **Airport Use.** The Sponsor agrees to operate the airport for the use and benefit of the public. The Sponsor further agrees that it will keep the airport open to all types, kinds, and classes of aeronautical use on fair and reasonable terms without discrimination between such types, kinds and classes. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Commission. Otherwise, at no time shall the airport be closed to accommodate a non-aeronautical event or activity.

10. **Safe Operation of Airport.** The Sponsor agrees to operate and maintain in a safe and serviceable condition the airport and all connected facilities which are necessary to serve the aeronautical users of the airport other than facilities owned or controlled by the United States. The Sponsor further agrees that it will not permit any activity on the airport's grounds that would interfere with its safe use for airport purposes. Nothing contained in this Agreement shall be construed to require that the airport be operated for aeronautical uses during temporary periods when snow, ice, or other climatic conditions interfere with safe operations.



City of Hannibal

Office of City Collector
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Phone: 573-221-0111 Ext. 207 Fax: 573-221-0707
Website: Hannibal-mo.gov
Email: jmagruder@hannibal-mo.gov

March 26, 2026

MEMORANDUM

To: City Clerk, City Council, and Mayor

From: Janice Magruder, Collector

Date: March 23, 2026

Subject: Request for Abatement of Uncollectible Special Taxes

I am writing to formally request the abatement of certain special taxes that have proven to be uncollectible despite all reasonable collection efforts. I have attached a list of properties that I am requesting abatement for. The properties have either been deeded over to Marion Co-Trustee for delinquent tax sale and the county would not add the amount to the tax billing, the current property owner was not the owner at the time of special tax assessment, uncollectible due to old invoicing (10 years old or older) with no lien having been filed, there is not adequate paperwork to support the invoicing, or city chose not to redeem property or is in the process of acquiring property.

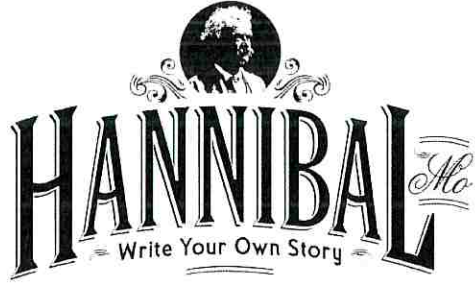
Continuing to carry these amounts on our books does not reflect the fiscal reality and artificially inflates our receivables. Abating these taxes would help ensure our financial reporting is accurate and in compliance with accounting best practices. I recommend that the Council vote to abate these taxes in the upcoming session.

Please let me know if you have any questions or require additional information.

Respectfully,

Janice Magruder
Collector

| Parcel | Last Name | First Name | Address of Special Tax Assessment | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Total Due | Lien | Reason For Abatement |
|------------------------|---------------------------------|---------------|-----------------------------------|------|-----------|-----------|------|------|------|------|------|-----------|-----------|--------------|------|------|------|------|------|--------------|------|---|
| 010.08.29.1.24.008.000 | Bank Deutsche National TR | | 7th N | | | | | | | | | | | | | | | | | \$ 7,920.00 | NO | Property Sold and no lien had been filed |
| 010.08.28.3.24.003.000 | FN A Investments | | Walnut | | | | | | | | | | | | | | | | | \$ 135.00 | NO | Property Sold and no lien had been filed |
| 010.08.32.2.10.019.000 | Bates | David | 910 Vermont | | \$ 310.00 | | | | | | | | | | | | | | | \$ 310.00 | NO | Property Sold and no lien had been filed |
| 010.09.29.3.40.015.000 | Clark | Josh | 1804 Hope | | \$ 185.00 | | | | | | | | | | | | | | | \$ 185.00 | NO | Too old to collect |
| 010.08.33.2.06.013.000 | Copper | Richard | 726 Pine | | \$ 185.00 | | | | | | | | | | | | | | | \$ 185.00 | NO | Too old to collect |
| 010.08.33.2.06.013.000 | Flowers | Sherry | 1174 Elm | | \$ 100.00 | | | | | | | | | | | | | | | \$ 100.00 | NO | Too old to collect |
| 010.08.29.3.38.008.000 | Miles | Robert | 1610-12 Hope | | \$ 85.00 | | | | | | | | | | | | | | | \$ 85.00 | NO | Too old to collect |
| 010.09.29.4.19.014.000 | Powell | Dennis | 1226-8 Lyon | | \$ 135.00 | | | | | | | | | | | | | | | \$ 135.00 | NO | Too old to collect |
| 010.08.29.2.29.008.000 | Smith | Sharon | 301 Sunshine Terrace | | | | | | | | | | | | | | | | | \$ 185.00 | NO | Council Decided not to redeem |
| 010.08.33.2.01.004.000 | Thomure | David | 1008 Union | | \$ 435.00 | \$ 110.00 | | | | | | | | | | | | | | \$ 110.00 | NO | Prop. on 5/06/25 |
| 010.09.29.3.21.020.000 | Williams | Stephen | 1728 Broadway | | | | | | | | | | | | | | | | | \$ 435.00 | NO | Too old to collect |
| 010.09.32.2.05.028.000 | Howard | Jacklyn | 1904-1906 Settles | | | | | | | | | | \$ 405.00 | \$ 15,447.34 | | | | | | \$ 15,447.34 | NO | House was demolished but owner was not notified properly. |
| 010.09.30.4.01.007.000 | Johson | Arnelle | 2116 Grace | | | | | | | | | \$ 135.00 | | | | | | | | \$ 135.00 | NO | No supporting documents |
| 010.09.29.1.25.020.000 | May Vineyards | | 7th N | | | | | | | | | | | | | | | | | \$ 100.00 | NO | No supporting documents |
| 010.09.36.4.12.004.000 | May Vineyards | | 2217 Broadway | | | | | | | | | | \$ 110.00 | | | | | | | \$ 110.00 | NO | No supporting documents |
| 010.08.33.2.13.003.000 | Wilson | Derek | 1224 Valley | | | | | | | | | | | | | | | | | \$ 210.00 | Yes | County Trustee Deed |
| 010.08.33.2.03.007.000 | Wisdom | Patricia | 213 Terrace W | | | | | | | | | | | | | | | | | \$ 320.00 | Yes | County Trustee Deed |
| 010.04.19.3.02.001.010 | Smith | Kenneth | 4415 McHesters Ave | | | | | | | | | | | | | | | | | \$ 750.00 | Yes | County Trustee Deed |
| 010.09.29.3.19.009.000 | Waiering | Mark | 1410 Broadway | | | | | | | | | | | | | | | | | \$ 245.00 | Yes | County Trustee Deed |
| 010.04.20.4.04.010.000 | Christiw | William | 614 Hayward | | | | | | | | | | | | | | | | | \$ 410.00 | Yes | County Trustee Deed |
| 010.09.31.3.30.008.000 | Griffin | Sean & Amanda | 2924 Kenwood | | | | | | | | | | | | | | | | | \$ 7,095.25 | Yes | Property is being decded over to the City |
| Grand Total | | | | | | | | | | | | | | | | | | | | \$ 34,937.59 | | |



MEMORANDUM

TO: Mayor and Members of City Council
CC: Andy Dorian, City Manager
FROM: Trisha O'Cheltree- HCVB Director
DATE: April 1, 2026
REGARDS: FY27 Missouri Division of Tourism Matching Marketing Grant

A resolution will follow requesting City Council to authorize the Mayor to execute the Missouri Division of Tourism Matching Marketing Grant application and any subsequent acceptance documents for Fiscal Year 2027 (FY27), in an amount up to **\$120,000.00**.

The Hannibal Convention & Visitors Bureau (HCVB) participates annually in the Missouri Division of Tourism's **Promote Missouri Fund – Matching Marketing Grant Program**, which supports tourism-driven communities through state-matched marketing investments.

For FY27, the HCVB intends to apply for this competitive grant to support **digital advertising and promotional efforts** aimed at increasing visitation, overnight stays, and regional awareness of Hannibal as a tourism destination.

As part of the grant application process, the **Mayor's signature** is required to submit the application. Should the grant be awarded, the Mayor's execution of acceptance and related documents will also be required.

Grant Details

- **Grant Program:** Missouri Division of Tourism – Matching Marketing Grant
- **Maximum Award Amount:** Up to \$120,000.00
- **Purpose of Funds:** Digital advertising and marketing efforts promoting the Hannibal community

Resolution NO. 2600-26

A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE THE MISSOURI DIVISION OF TOURISM MATCHING MARKETING GRANT APPLICATION AND ANY SUBSEQUENT ACCEPTANCE DOCUMENTS, IN THE AMOUNT UP TO \$120,000.00

WHEREAS, the Hannibal Convention & Visitors Bureau participates in the Missouri Division of Tourism's Promote Missouri Fund program, and

WHEREAS, the Hannibal Convention & Visitors Bureau is requesting approval for submission of a matching marketing grant application and subsequent acceptance of the grant in the amount of \$120,000.00 if awarded, and

WHEREAS, the purpose of the grant is to provide additional funding for digital advertising opportunities in the promotion of the Hannibal community, and

WHEREAS, the Mayor's signature is needed to submit this grant application and subsequent acceptance documents.

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

SECTION ONE: The Mayor is hereby authorized to execute the Missouri Division of Tourism's Matching Marketing Grant Program application and any subsequent acceptance documents in the amount up to \$120,000.00

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

Adopted this 7th day of April, 2025.

Approved this 7th day of April, 2025.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk



Grant/Sponsorship E-Verify Affidavit – Missouri Division of Tourism

I certify the following:

1. I am at least 18 years old.
2. I have authority to make the representations in this statement on behalf of the organization named below ("Organization").
3. Organization understands that the receipt of funds from the State is covered by § 285.530 of the Revised Statutes of Missouri ("RSMo"), which requires, as a condition for the award of any grant or sponsorship in excess of \$5,000 by DED to a business organization (as defined in § 285.525(1) RSMo), that the organization provide a sworn affidavit regarding employment of unauthorized aliens (§ 285.525(10) RSMo) and participation in a federal work authorization program (§ 285.525(6) RSMo), which currently is the E-Verify program.
4. Organization does not and will not knowingly employ an unauthorized alien in connection with the grant or sponsorship, and activities conducted under it, for the duration of the grant or sponsorship.
5. Organization hereby affirms (check the applicable box):

Organization is enrolled in, and will continue to participate in, the E-Verify federal work authorization program with respect to employees hired after enrollment who are proposed to work in connection with activities to be conducted under the project for which the grant or sponsorship was made, for the duration of the project. Organization is providing a copy of its E-Verify Memorandum of Understanding with the U.S. Department of Homeland Security as an attachment to this Affidavit.

OR

Organization has no employees.

Signature of Authorized Representative of Organization

Type or Legibly Print Name of Authorized Representative of Organization

Type or Legibly Print Title of Authorized Representative of Organization

Type or Legibly Print Organization's Name

State of _____)
County (or City) of _____) ss.

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ [name of organization's authorized representative], _____ [authorized representative's title or office] of _____ [name of organization], proved to me through identification documents or personally known to me to be the person who signed this document in my presence, and acknowledged to me that such person signed it voluntarily for its stated purpose on behalf of the organization.

[Affix Notary Seal]

Notary Public



VisitMo.com

Marketing Matching Grant Application Authorization

The submission of this Marketing Matching Grant application and the attached documents to the Missouri Division of Tourism signifies that the marketing 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 Marketing Matching Grant Program and Reports Guide concerning this request, 2) it is understood that materials included in or provided with the request that do not comply with the reimbursement instructions will not be considered as a part of the reimbursement during the evaluation and review, and 3) the DMO acknowledges that all vendor invoices (including from the agency and from the agency's vendors) must be kept and available at the request of the State of Missouri for the five most recently completed fiscal years. If the documentation is not available upon request, the DMO may be responsible to repay the State of Missouri for those expenses previously reimbursed by the State of Missouri, may have their available grant funding reduced by a commensurate amount, or be deemed ineligible to participate in the Cooperative Marketing Program in the future.

Trisha O'Cheltree

Print Name of Project Director

Trisha O'Cheltree

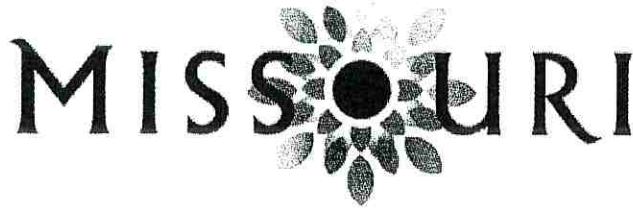
Signature of Project Director

Date

Print Name of President/CEO

Signature of President/CEO

Date



VisitMo.com

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



=182 / 2)

Marketing Matching Grant - FY27

Ends on Thu, Apr 30, 2026 11:59 PM

Here you will find information you'll need to successfully complete and submit required documentation for MMG FY2027. Once this application has expired, you can find this information on our Industry Portal under the [Programs](https://industry.visitmo.com/programs/2019-program-info) (<https://industry.visitmo.com/programs/2019-program-info>) section.

- [FY27 Marketing Matching Grant Guidelines](https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2026/03/FY27_Marketing-Matching-Grant_guide.pdf) (https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2026/03/FY27_Marketing-Matching-Grant_guide.pdf)
- [Social Guide](https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2025/03/Social-Guide.pdf) (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2025/03/Social-Guide.pdf>)
- [Program Calendar](https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/12/CY25-Coop-Calendar.pdf) (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/12/CY25-Coop-Calendar.pdf>)
- [FY27 CTL Amounts](https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2026/03/FY27-CTL-Map.pdf) (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2026/03/FY27-CTL-Map.pdf>)

Organization Name: (required)

Hannibal Convention and Visitors Bureau

39 / 300 characters

DMO Number (required)

091 - City of Hannibal CVB

City of Hannibal CVB

FEIN: 43-6001552 06

MO Charter Number: Not Required

CTL: 4

Physical Address: (required)

Country (required)

 X ▾

Address (required)

Address Line 2 (optional)

City (required)

State, Province, or Region (required)

Zip or Postal Code (required)

County(s): (required)

Phone Number: (required)

 🇺🇸 ▾

Website: (required)

All landing pages and/or websites where the consumer is first directed by the advertisement must include the MDT logo that links to the MDT website (VisitMo.com).

Type of Organization: (required)

- Chamber of Commerce
- City Department
- County Department
- Convention & Visitors Bureau
- Other

BUSINESS E-VERIFY DOCUMENTATION AND AFFIDAVIT OF WORK AUTHORIZATION:

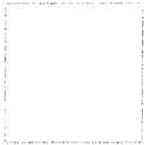
The organization will need to supply a notarized affidavit dated for 2026. The organization will also need to upload their E-Verify Employment Eligibility Verification page or Memorandum Of Understanding (MOU).

E-Verify Documentation

The organization must be enrolled in E-Verify and provide a copy of its signed Memorandum of Understanding with the U.S. Department of Homeland Security, as required by § 285.530 RSMo3 (<https://revisor.mo.gov/main/OneSection.aspx?section=285.530>).

The E-Verify Program is currently the only federal work authorization program as described in § 285.530 RSMo. If applicant is not already enrolled in E-Verify, go to <https://e-verify.uscis.gov/enroll/> (<https://ldp.uscis.gov/enroll/everify>) to enroll in the program.

E-Verify Upload: (required)



Everify.pdf



No more files may be attached here.

Acceptable file types: .doc, .docx, .pdf

Affidavit of Work Authorization:

This hyperlinked Affidavit of Work Authorization needs to be signed, notarized and uploaded below. It must be dated for 2026.

<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/09/DED-Tourism-Grant-Sponsorship-E-Verify-Affadavit-2024.pdf> (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/09/DED-Tourism-Grant-Sponsorship-E-Verify-Affadavit-2024.pdf>)

Notarized Affidavit Upload: (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

PROJECT INFORMATION:

Project Name: (required)

Hannibal CVB Advertising MMG FY27

This is the name that will appear on the MMG contract.

Briefly describe the area marketed and the applicant DMO's marketing arrangements throughout the county(s) that make this project a "countywide marketing initiative:" (required)

Our DMO markets attractions to Marion and Ralls counties. Our largest attractions center around the man that put Hannibal on the map, Mark Twain (Samuel Clemmens). We have successfully moved the Molly Brown (Margret Tobin) home to Main Street and been open for 10 months. This has been a drastic increase in visibility and admissions. Major attractions we promote are the Mark Twain Boyhood Home and Museum Campus, Mark Twain Cave, Mark Twain Riverboat, Mark Twain Live stage performances and Jim's Journey. We also are proud dockings for American Cruise Lines and Viking. The CVB also highlights our historic district downtown for its locally owned unique shops and restaurants, our wonderful parks, outdoor murals, riverfront, festivals, Veteran's memorial, lighthouse, Tom & Huck statue, Lover's Leap and Sawyer's Creek who plans to open mid-May of 2026 with mini-golf, bumper boats and snacks. We also have Mark Twain Lake area full of boating, camping, hiking and outdoor activities. Major annual festivals continue to grow. This year marks 71 years of National Tom Sawyer Days. We also have the largest Steampunk festival in the U.S., Twain On Main, Folklife Festival, Great Girlfriend Getaway, Chocolate Extravaganza, Big River Comic Convention, Music Under the Stars, Victorian Festival of Christmas and a few concerts in the summer that bring in national recording artists that bring a ton of people to town. Also, we are celebrating the 150th Anniversary of The Adventures of Tom Sawyer being published in 2026 with several events planned to draw visitors to town, such as a drone show for the first time ever in our area based on the book.

List regions, cities and towns as well as attractions and activities in the area that would be of interest to a tourist. Include major attractions, fairs & festivals, events, etc.

Indicate the specific total funds (\$) requested from the Division of Tourism with this application: (required)

\$ USD

This should be half of the total project budget indicated on the budget grid, up to the maximum award based on the DMO CTL.

Complete Project Budget Grid:

The MMG Itemized Budget Grid is used for MMG applications and any requests for modification. If a line items needs to be changed, a new MMG Itemized Budget Grid must be **emailed** to a Co-Op staff member for approval.

The budget grid can be downloaded here:

- **BUDGET GRID** (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2026/03/FY27-MMG-Budget-Grid.xlsx>)

Reminder: Work from left to right when filling in rows on the budget grid.

Upload Budget Grid: (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .xls, .xlsx

Please check one of the following, if part of the media will be placed independently (by the DMO) and part will be placed by another agency/3rd party vendor, indicate the percentage for each: (required)

- Ads will be placed through MDT's agency of record (OBP)
- Ads will be placed by another agency or 3rd party vendor
- Ads will be placed independently (DMO)

A 3rd party vendor is any vendor placing media on a platform they do not own.

What media types will be placed through MDT's agency? (required)

- Print
- Out of Home
- TV
- Radio
- Digital
- SEM

MEDIA ACTIVITIES

What was the total DMO budget (\$) for travel and tourism in FY26? (required)

\$ USD

This should include all marketing costs and administration costs.

For a CVB, this would be the total budget.

For a city or county, this would be only the budget allocated to tourism.

What was the total DMO budget (\$) for travel and tourism **MARKETING** in FY26? (required)

\$ USD

This should include **ONLY** marketing costs and **NO** administration costs.

Both costs that will be matched through MMG and costs that will be outside of the grant.

AUTHORIZING AGENTS

Complete the contact information for 1) the applicant who is designed to serve as primary contact with MDT (known as the Project Director), and 2) the DMO President/CEO, who is authorized to enter into this marketing contract with the State of Missouri.

Project Director Name: (required)


Project Director Title: (required)

Director

Project Director E-Mail Address: (required)

director@visithannibal.com

Project Director Phone Number: (required)

 1 (573) 221-2477

DMO President/CEO Name: (required)

Darrell McCoy


DMO President/CEO Title: (required)

Mayor

DMO President/CEO E-Mail Address: (required)

mayor@hannibal-mo.gov

DMO President/CEO Phone Number: (required)

 1 (573) 221-0111

MMG Application Authorization Form:

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/2/2023/03/MMG-Application-Auth-Form.pdf> (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2023/03/MMG-Application-Auth-Form.pdf>)

Authorization Form Upload: (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

For Informational Purposes:


If you or someone you know served in the U.S. Armed Forces, we encourage you to visit <http://veteranbenefits.mo.gov> (<http://veteranbenefits.mo.gov>) or call (573) 751-3779 to learn about available resources.

Are you having difficulty submitting?


If you click submit and nothing happens, double check that you have answered all required questions. If you still receive an error, email a Co-Op staff member. If you believe it is a technical issue, please email support@submittable.com (<mailto:support@submittable.com>).

Save Draft

Submit

 Last Saved 2 minutes ago

Drafts may be visible to the administrators of this program.

 [Technical Help \(https://www.submittable.com/help/submitter?orgId=18272\)](https://www.submittable.com/help/submitter?orgId=18272) | [Privacy Policy \(http://www.submittable.com/privacy\)](http://www.submittable.com/privacy)

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January 16, 2026

Dear Mayor & Council Members,

The Board is willing to consider and ultimately align with the City Council's decision regarding the provision of no-charge utilities for the Convention & Visitors Bureau and the Molly Brown House. In light of this issue, we believe this approach represents the most transparent way to proceed.

After discussion, the Board determined that it does not support providing free utilities at this time, based on the following considerations:

- Funds used for the Convention & Visitors Bureau expenses are provided by tourists, not local citizens.
- Providing free utilities would add additional costs to current ratepayers.
- The Convention & Visitors Bureau has already budgeted for utility expenses in its current fiscal year.

For these reasons, the Board initially decided not to provide free utilities. However, we acknowledge the City Council's authority and are open to its guidance. If, after reviewing our reasoning, the City Council reaches a different conclusion, the Board will comply with whatever decision the Council agrees upon.

We also recognize that other city-owned buildings currently receive utilities at no charge. As the current Board was not in place when that policy was established, there may be underlying reasons or logic that warrant further consideration. In light of this, we defer to the City Council's final determination and will honor its decision.

Respectfully,



John Ortwerth
HBPW Board President