

CITY OF HANNIBAL
OFFICIAL PUBLIC HEARING

**Tuesday, August 18, 2026
6:45 p.m.
Council Chambers**

CALL TO ORDER

JANICE MAGRUDER – CITY COLLECTOR
Re: 2026 Ad Valorem Property Tax Levy

PUBLIC COMMENTS

ADJOURNMENT

City of Hannibal
OFFICIAL COUNCIL AGENDA

**Tuesday, August 18, 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 August 4, 2026**

**APPROVAL OF PAYROLL AND CLAIMS
First Half – August 2026**

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

**ANNA LEMON – CHILD ADVOCACY CENTER
Re: Street Closures/Use of City Property – Strings to Mend
Thursday, September 17, 2026, from 5:00 p.m. until 9:00 p.m.**

**MICHAEL FULLER – HANNIBAL HIGH SCHOOL
Re: Street Closures – 77TH Annual Band Day Parade
Saturday, September 19, 2026, from 3:00 p.m. until 5:00 p.m.
*Parade line-up starts at 2:45 p.m.***

MATT FINDLAY – HANNIBAL Y-MENS

**Re: Street Closures, Use of City Owned Property and Sale of Alcohol - Octoberfest
Saturday, October 3 at 10:00 a.m. through Sunday, October 4, 2026, till 3:00 p.m.**

TRISHA O'CHELTREE– DIRECTOR OF TOURISM

**Re: The 150 Years of American Tradition– Parade and Street Closures -
Saturday, September 26, 2026 – 11:00 a.m. to 3:00 p.m.**

RYAN RICHARDS – KNIGHTS OF COLUMBUS

Re: Approval to Collect Donations on City Property

DARRELL MCCOY – MAYOR

Re: Recommendation of Appointment

Hannibal Convention & Visitor Bureau

Sherri Steinmann – appointment for an un-expired term to expire September 2027

ANDY DORIAN –CITY MANAGER

**Re: Approval of Change Order #4 – Market Street Sidewalk
\$20,667.74**

(Resolution No.2629-26 to follow, for approval)

Re: Approval of Annual Material Bids

Aggregates, Asphalt, Concrete, Gasoline & Diesel, Snow Removal Salt

MELISSA COGDAL –CITY CLERK

Re: User Agreement – Civic Plus

Code of Ordinance Software - \$5,250.00

(Resolution No.2630-26 to follow, for approval)

JANICE MAGRUDER –CITY COLLECTOR

Re: Set the 2026 Ad Valorem Tax Levy

(Bill No. 26-012 to follow for Emergency Reading)

RYAN NEISEN –FIRE CHIEF
Re: Approval to Surplus Property

BILL NO. 26-012

**AN ORDINANCE OF THE CITY OF HANNIBAL FIXING AND
ADOPTING THE RATE OF TAXATION FOR THE YEAR OF 2026
AND LEVYING TAXES THEREFORE**

Emergency Reading

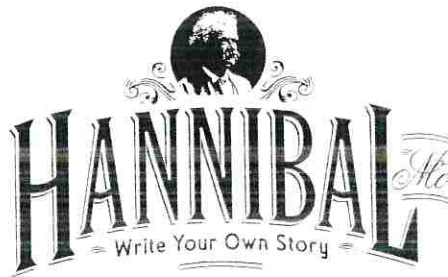
RESOLUTION NO. 2629-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
CHANGE ORDER NO. 4 WITH BLEIGH CONSTRUCTION
COMPANY FOR THE TAP 2804(304) MARKET STREET
SIDEWALK PROJECT**

RESOLUTION NO. 2630-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN
AGREEMENT WITH CIVIC PLUS FOR AN ANNUAL SERVICE
CONTRACT IN THE AMOUNT OF FIVE THOUSAND TWO
HUNDRED FIFTY DOLLARS (\$5,250.00).**

ADJOURNMENT



MEMORANDUM

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

FROM: Janice Magruder, Collector

DATE: Aug 5th 2026

SUBJECT: 2026 Ad Valorem Property Tax Levy

The Marion and Ralls County Assessors have provided notice of the 2026 aggregate assessed values to the City and the Missouri State Auditor. The State Auditor's review of submitted data determined the 2026 tax rate ceiling for the City's taxing entities will be remained unchanged:

Taxing Entity	2025	2026
General Fund	0.7278	0.7278
Library	0.2737	0.2737
Police & Fire Retirement	0.1279	0.1279
TOTAL	\$1.1294	\$1.1294

The Ad Valorem Property Tax rate is based on every \$100.00 dollars of assessed values for both real and personal property taxes. The above table indicates the \$1.1294 total; the General Fund receives approximately 72 cents of every \$100 of assessed value; with 27 cents going to the Library and 12 cents going to the Police and Fire Retirement Pension fund.

The State adjusts the rates to allow for inflation and increases in assessed values and depreciation. Any additional tax revenue to the City would solely occur from new construction and improvements. The following summary provides the assessed values for 2026:

Hannibal – Marion & Ralls

2026 Aggregate Assessed Valuation

Class	Marion	Ralls	Total
Residential Real Estate	131,128,230	1,167,770	132,296,000
Agricultural Real Estate	93,160	1,270	94,430
Commercial Real Estate	65,768,600	16,711,490	82,480,090
Personal Property	59,528,407	18,376,290	77,904,697
Loc. Assess RR & Util R.E.	169,880	2,404	172,284
Loc. Assess RR & Util Per. Prop.	103,480	0	103,480
State Assess RR & Util R.E.	2,943,772	526,671	3,470,443
State Assess RR & Util Per. Prop.	1,072,449	199,059	1,271,508
Total	260,807,978	36,984,954	297,792,932
Total Attributed to New Constr. & Improvements R.E. (included above)	1,451,770	2,430	1,454,200

SUMMARY 2026

Real Property (all sources above)	200,103,642	18,409,605	218,513,247
Personal Property (all sources above)	60,704,336	18,575,349	79,279,685
Total 2026	260,807,978	36,984,954	297,792,932

PRIOR YEAR (2025)

Real Estate Property	197,632,934	18,083,650	215,716,584
Personal Property	56,337,856	18,806,037	75,143,893
Total 2024	253,970,790	36,889,687	290,890,477

Increase in valuation 2026 from 2025

6,902,455

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



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: Child Advocacy Center Nonprofit*: ☒ Yes ☐ No
Mailing Address: 119 S 10th
City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Anna Lemon Phone: 5734067650
Email: anna@lmhlawfirm.net

GENERAL EVENT INFORMATION

Name of Event: Strings to Mend
Event Type: ☐ Festival ☐ Parade/Walk/Run ☒ Concert/Performance OR Other: _____
Event Date(s): Sept 17, 2026
Event Start Time / Date: 5pm
Event End Time / Date: 9pm
Proposed location* of Event: Main Street concert stage
Description of Event: Live music provided by Seth Wade. Concession food and nonalcoholic beverages

Anticipated Attendance: 150 Event History: _____ New Yes Re-occurring*
If re-occurring, how many years has the event taken place: 8 Is this an Annual Event? ☒ Yes ☐ No

EVENT DETAILS

Set Up - Date/Time: 4pm 9/17 Tear Down - Date/Time: 9pm 9/17
Contact Person for media/citizen information: Anna Lemon
Phone: 5734067650 Email: anna@lmhlawfirm.net

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: Council Agenda: 08.18.2026
Notified Organizer/Event Sponsor of Council Agenda date on: ✓ 08.13.2026
Event added to Special Event Calendar: ☒ added 08.13.2026

(Handwritten signature/initials)

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 ☐ Catered

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

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. Those vendors selling alcohol who need a permission letter to sell on City property will need to reach out to bdooley@hannibal-mo.gov for their letter after Council has approved the special event.

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 retail sales? ☐ Yes* ☒ No

If yes, then number of anticipated vendors: _____

***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 the business / group promoting & organizing the event is **for profit**, they 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 the 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 businessstaxregister@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 Comments:

The Clerk's Office will just need a Certificate of Insurance with Endorsement page showing the City of Hannibal listed as the additional insured prior to the event.

Approved By: Britta Dooley, Office Manager

Britta K. Dooley

Date of Approval:

08/03/2026

Pending Insurance

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 & inquiries 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: Anna Lemon

Cell #: 5734067650

Secondary Contact: Seth Wade

Cell #: 5738225115

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.

Fire Department Comments:

No issue with event

Approved By: Ryan Neisen, Fire Chief

Date of Approval:

08/04/2026


Ryan Neisen (Aug 4, 2026 07:42:28 CDT)

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 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: Na

Police Department Comments:

No concerns

Approved By: Captain Matt Wilt

Matt Wilt

Matt Wilt (Aug 5, 2026 09:11:04 CDT)

Date of Approval:

08/05/2026

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

STREETS

STREET CLOSURES

Will this event require any street closures? ☐ Yes* ☒ No

Requested Road Closure Dates/Times: None

None

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: None

*If yes, date/time requested to be on sandwich boards: None

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, event patrons or spectators that impact the area.

Street Department Comments:

No concerns

Approved By: Aaron Davis, Streets Supervisor

Aaron Davis
Aaron Davis (Aug 5 2025 11:23:58 CDT)

Date of Approval:

08/05/2026

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: None

Date/Times Rented: None

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 Department Comments:

No Concerns

Approved By: Chad Collier, Assistant Director of Central Services-Parks

Chad Collier
Chad Collier (Aug 10, 2026 09:51:44 CDT)

Date of Approval:

08/10/2026

DPW

DPW Comments:

No Concerns

Approved By: Mark Kempker, Assistant Director of Central Services-DPW Division

Mark Kempker
Mark Kempker (Aug 10, 2026 11:34:42 CDT)

Date of Approval:

08/10/2026

HCVB

Tourism Comments:

No Concerns

Approved By: Trisha O'Cheltree, Director of Tourism

Trisha O'Cheltree
Trisha O'Cheltree (Aug 10, 2026 11:40:55 CDT)

Date of Approval:

08/10/2026



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.

Board of Public Works Comments:

No concerns.

Approved By: Darrin Gordon, HBPW General Manager

Darrin Gordon
Darrin Gordon (Aug 10, 2025 11:44:36 CDT)

Date of Approval:

08/10/2026

CITY MANAGER

City Manager Comments:

N/A

Approved By: Andy Dorian, City Manager

Andrew Dorian

Date of Approval:

08/10/2026

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)

AL (INITIALS)

AGREEMENT

Name of Event: Strings to Mend

Date(s) of Event: Sept 17, 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:

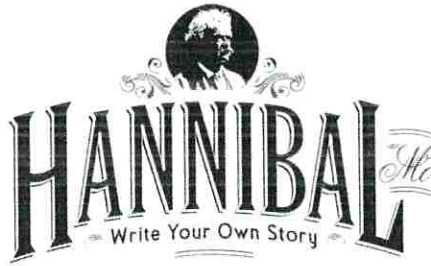
To the fullest extent permitted by law, CAC (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with Strings to Mend (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): 
Anna Lemon (Jul 30, 2026 21:48:40 CDT)

Date: Jul 30, 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.


Anna Lemon (Jul 30, 2026 21:46:40 CDT)
By _____

Co Chairman

Title _____

Jul 30, 2026

Date _____



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: Hannibal High School Nonprofit*: ☒ Yes ☐ No
Mailing Address: 4500 McMasters Avenue
City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Michael Fuller Phone: 314-435-9176
Email: mfuller@hannibal60.com

GENERAL EVENT INFORMATION

Name of Event: 77th Hannibal Band Day Parade
Event Type: ☐ Festival ☒ Parade/Walk/Run ☐ Concert/Performance OR Other: _____
Event Date(s): Saturday, September 19th, 2026
Event Start Time / Date: 3 pm (9/19/26) Parade line up will begin at 2:45 pm
Event End Time / Date: 5 pm (or earlier 9/19/26)
Proposed location* of Event: Parade will be down Broadway
Description of Event: Parade schools will meet in Dulaney Park and travel up
Grand to Broadway ending down the by the river front to load busses.
Anticipated Attendance: 300 Event History: _____ New ☒ Re-occurring*
If re-occurring, how many years has the event taken place: 77 Is this an Annual Event? ☒ Yes ☐ No

EVENT DETAILS

Set Up - Date/Time: 2:30 pm (9/19/26) Tear Down - Date/Time: 5 pm (9/19/26)
Contact Person for media/citizen information: Michael Fuller
Phone: 314-435-9176 Email: mfuller@hannibal60.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: Council Agenda:
Notified Organizer/Event Sponsor of Council Agenda date on:
Event added to Special Event Calendar: ☐

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 ☐ Catered

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. Those vendors selling alcohol who need a permission letter to sell on City property will need to reach out to bdooley@hannibal-mo.gov for their letter after Council has approved the special event.

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 retail sales? ☐ Yes* ☒ No

If yes, then number of anticipated vendors: _____

***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 the business / group promoting & organizing the event is **for profit**, they 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 the 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 Comments:

The Clerk's Office has no objections to this event & Insurance for this event has already been provided.

Approved By: Britta Dooley, Office Manager

Britta K. Dooley

Date of Approval

08/05/2026

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 & inquiries 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: Michael Fuller

Cell #: 314-435-9176

Secondary Contact: Ted Sampson

Cell #: 573-406-8626

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.

Fire Department Comments:

N/A

Approved By: Ryan Neisen, Deputy Fire Chief

Date of Approval:

Dane Riefesel

08/06/2026

Dane Riefesel (Aug 6, 2026 08:01:03 CDT)

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 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: Just for street closure related to the parade route on Grand and Broadway.

Police Department Comments:

No new concerns

Approved By: Captain Matt Wilt

Matt Wilt
Matt Wilt (Aug 6, 2026 13:36:24 CDT)

Date of Approval:

08/06/2026

APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

STREETS

STREET CLOSURES

Will this event require any street closures? ☒ Yes* ☐ No

Requested Road Closure Dates/Times: 2:40 pm (9/19/26) South Grand to Broadway

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: _____

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

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, event patrons or spectators that impact the area.

Street Department Comments:

No concerns

Approved By: Aaron Davis, Streets Supervisor

Aaron Davis

Aaron Davis (Aug 6, 2026 14:12:02 CDT)

Date of Approval:

08/06/2026

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: _____

Date/Times Rented: _____

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 Department Comments:

No Concerns

Approved By: Chad Collier, Assistant Director of Central Services-Parks

Chad Collier
Chad Collier (Aug 10, 2026 09:50:10 CDT)

Date of Approval:

08/10/2026

DPW

DPW Comments:

No Concerns

Approved By: Mark Kempker, Assistant Director of Central Services-DPW Division

Mark L. Kempker
Mark L. Kempker (Aug 10, 2026 11:38:29 CDT)

Date of Approval:

08/10/2026

HCVB

Tourism Comments:

The Harvest Hootenany is scheduled to be going on as well, at the Riverfront so buses may run into congestion at the Riverfront.

Approved By: Trisha O'Cheltree, Director of Tourism

Trisha O'Cheltree
Trisha O'Cheltree (Aug 10, 2026 12:16:46 CDT)

Date of Approval:

08/10/2026

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.

Board of Public Works Comments:

No issues.

Approved By: Darrin Gordon, HBPW General Manager

Darrin Gordon

Darrin Gordon (Aug 10, 2026 14:26:53 CDT)

Date of Approval:

08/10/2026

CITY MANAGER

City Manager Comments:

N/A

Approved By: Andy Dorian, City Manager

Andrew Dorian

Date of Approval:

08/10/2026

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)

MF
MF

(INITIALS)

AGREEMENT

Name of Event: 77th Hannibal Band Day Parade

Date(s) of Event: Saturday, September 19th, 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:

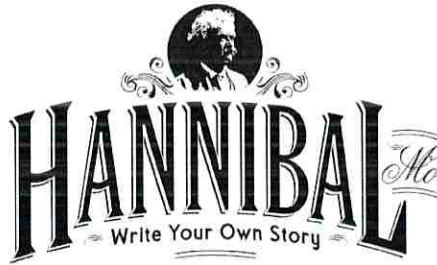
To the fullest extent permitted by law, Hannibal High School Band (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, 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 77th Hannibal Band Day Parade (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): *Michael Fuller*
Michael Fuller (Aug 5, 2026 11:50:37 CDT)

Date: Aug 5, 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.

Michael Fuller

Michael Fuller (Aug 5, 2026 11:50:37 CDT)

By

Band Director at HHS

Title

Aug 5, 2026

Date





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2026

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 Arthur J. Gallagher Risk Management Services, LLC 12645 Olive Blvd. Ste. 300C St. Louis MO 63141	CONTACT NAME: MUSIC Staff PHONE (A/C, No, Ext): 314-800-2235 FAX (A/C, No): 866-372-7170 E-MAIL ADDRESS: musicprogram@ajg.com
INSURED Hannibal #60 School District as a Member of M.U.S.I.C. 4650 McMasters Ave. Hannibal MO 63401	INSURER(S) AFFORDING COVERAGE INSURER A: Missouri United School Insurance (MUSIC), a self i INSURER B: Safety National Casualty Corporation INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 245073169**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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:		MUSIC-2026-00 FCA4064210	12/31/2025 12/31/2025	12/31/2026 12/31/2026	EACH OCCURRENCE \$ 3,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 3,500,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 3,500,000 GENERAL AGGREGATE \$ UNLIMITED PRODUCTS - COMP/OP AGG \$ 3,500,000 \$
A B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		MUSIC-2026-00 FCA4064210	12/31/2025 12/31/2025	12/31/2026 12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 3,500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	AGC4067892	12/31/2025	12/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Auto Physical Damage		MUSIC-2026-00	12/31/2025	12/31/2026	ACV Less ** \$1,000 DedComp/Col See Below

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

** Safety National provides Excess WC to MUSIC above a Specific and Aggregate Retention **

* Fire Legal Liability Limit \$1,000,000

Commercial General Liability Safety National Provides \$2MM xs \$1.5MM

RE: Band Day Parade Route held 9/19/2026

City of Hannibal is shown as an additional insured solely with respect to general liability coverage as evidenced herein as required by written contract with respect to use of facility by the named insured.

CERTIFICATE HOLDER**CANCELLATION**

City of Hannibal
Attn: Britta Dooley
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

Arthur J. Gallagher Risk Management Services, LLC

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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: Hannibal YMens Nonprofit*: ☒ Yes ☐ No
Mailing Address: 10772 Orchard Rd.
City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Mat Findlay/Will Densih/Rex Hicks Phone: (573)541-1069/(573)822-3955
Email: mfindlay2002@gmail.com

GENERAL EVENT INFORMATION

Name of Event: OctoberFest
Event Type: ☒ Festival ☐ Parade/Walk/Run ☒ Concert/Performance OR Other: _____
Event Date(s): 10/3/2026-10/4/2026
Event Start Time / Date: 10/3/2026 @10AM
Event End Time / Date: 10/4/2026 @ 3PM
Proposed location* of Event: YMens Pavillion/Social House Parking Lot/Hill St.
Description of Event: OctoberFest celebration with Live Music/Food/Vendors/Games/Kids Area

Anticipated Attendance: 1.00 Event History: X 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/Time: 10/2/2026 @ 5PM Tear Down - Date/Time: 10/4/2026 @ 3PM
Contact Person for media/citizen information: Mat Findlay
Phone: (573) 541-1069 Email: Mfindlay2002@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:

Council Agenda: 08.18.2026

Notified Organizer/Event Sponsor of Council Agenda date on: ✓emailed 08.13.2026

Event added to Special Event Calendar: ☒ added 08.13.2026

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 ☐ Catered

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. Those vendors selling alcohol who need a permission letter to sell on City property will need to reach out to bdooley@hannibal-mo.gov for their letter after Council has approved the special event.

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 retail sales? ☒ Yes* ☐ No

If yes, then number of anticipated vendors: 20

***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 the business / group promoting & organizing the event is **for profit**, they 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 the 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 businessstaxregister@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 Comments:

Clerk's Office has no objections; we will just need a certificate of insurance with the City listed as the additional insured on the Endorsement page as well as the list of vendors at Least 10 Business Days Prior the Event.

Approved By: Britta Dooley, Office Manager

Britta K. Dooley

Date of Approval:

08/06/2026

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: Mat Findlay/Wil Denish

Cell #: (573)541-1069/(573)822-3955

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: _____

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? Gas Fryers

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.

Fire Department Comments:

We will deliver portable extinguishers to event.

Approved By: Ryan Neisen, Fire Chief


Ryan Neisen (Aug 6, 2026 15:17:30 CDT)

Date of Approval:

08/06/2026

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 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: N/A

Police Department Comments:

No concerns

Approved By: Captian Matt Wilt

Matt Wilt

Matt Wilt Aug 6, 2026 16:18:00 CDT

Date of Approval:

08/06/2026



APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

STREETS

STREET CLOSURES

Will this event require any street closures? ☒ Yes* ☐ No

Requested Road Closure Dates/Times: Hill St from the Railroad tracks to Main St. Also requesting for Parking Lot Across

Railroad Tracks *Northernmost Park of Lot Only)

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: _____

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

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, event patrons or spectators that impact the area.

Street Department Comments:

No concerns

Approved By: Aaron Davis, Streets Supervisor

Aaron Davis
Aaron Davis (Aug 5, 2026 17:08:04 CDT)

Date of Approval:

08/06/2026

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: 10/3/2026-10/4/2026

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 Department Comments:

The facility requested has already been rented on 10/3/26 from 0900-1500 hours for a family reunion. Other than this, no concerns.

Approved By: Chad Collier, Assistant Director of Central Services-Parks

Chad Collier

Chad Collier (Aug 10, 2026 09:47:27 CDT)

Date of Approval:

08/10/2026

DPW

DPW Comments:

No Concerns

Approved By: Mark Kempker, Assistant Director of Central Services-DPW Division

Mark L. Kempker

Mark L. Kempker (Aug 10, 2026 11:50:04 CDT)

Date of Approval:

08/10/2026

HCVB

Tourism Comments:

No concerns.

Approved By: Trisha O'Cheltree, Director of Tourism

Trisha O'Cheltree

Trisha O'Cheltree (Aug 10, 2026 12:11:36 CDT)

Date of Approval:

08/10/2026

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.

Board of Public Works Comments:

No concerns

Approved By: Darrin Gordon, HBPW General Manager

Date of Approval:

08/10/2026

Darrin Gordon
Darrin Gordon (Aug 10, 2026 14:24:32 CDT)

CITY MANAGER

City Manager Comments:

N/A

Approved By: Andy Dorian, City Manager

Date of Approval:

08/10/2026

Andrew Dorian

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)

MF
MF (INITIALS)

AGREEMENT

Name of Event: OctoberFest

Date(s) of Event: 10/3/2026-10/4/2026

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:

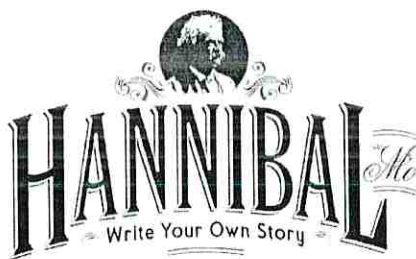
To the fullest extent permitted by law, Hannibal YMens (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way 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 (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): Mat Findlay
Mat Findlay (Aug 5, 2026 15:18:03 CDT)

Date: Aug 5, 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.

Mat Findlay

Mat Findlay (Aug 5, 2026 19:10:09 CDT)

By

OctoberFest Chairman

Title

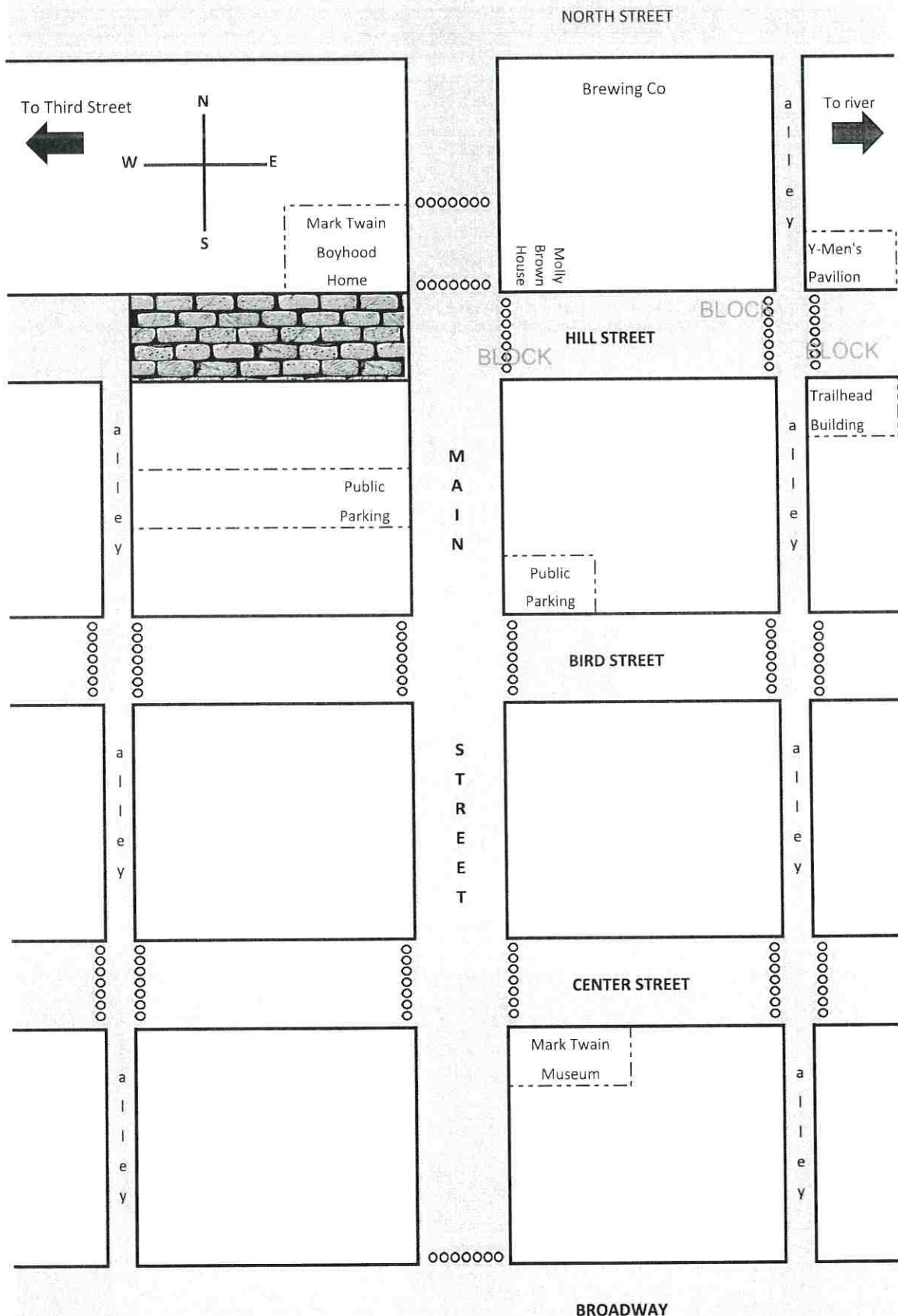
Aug 5, 2026

Date

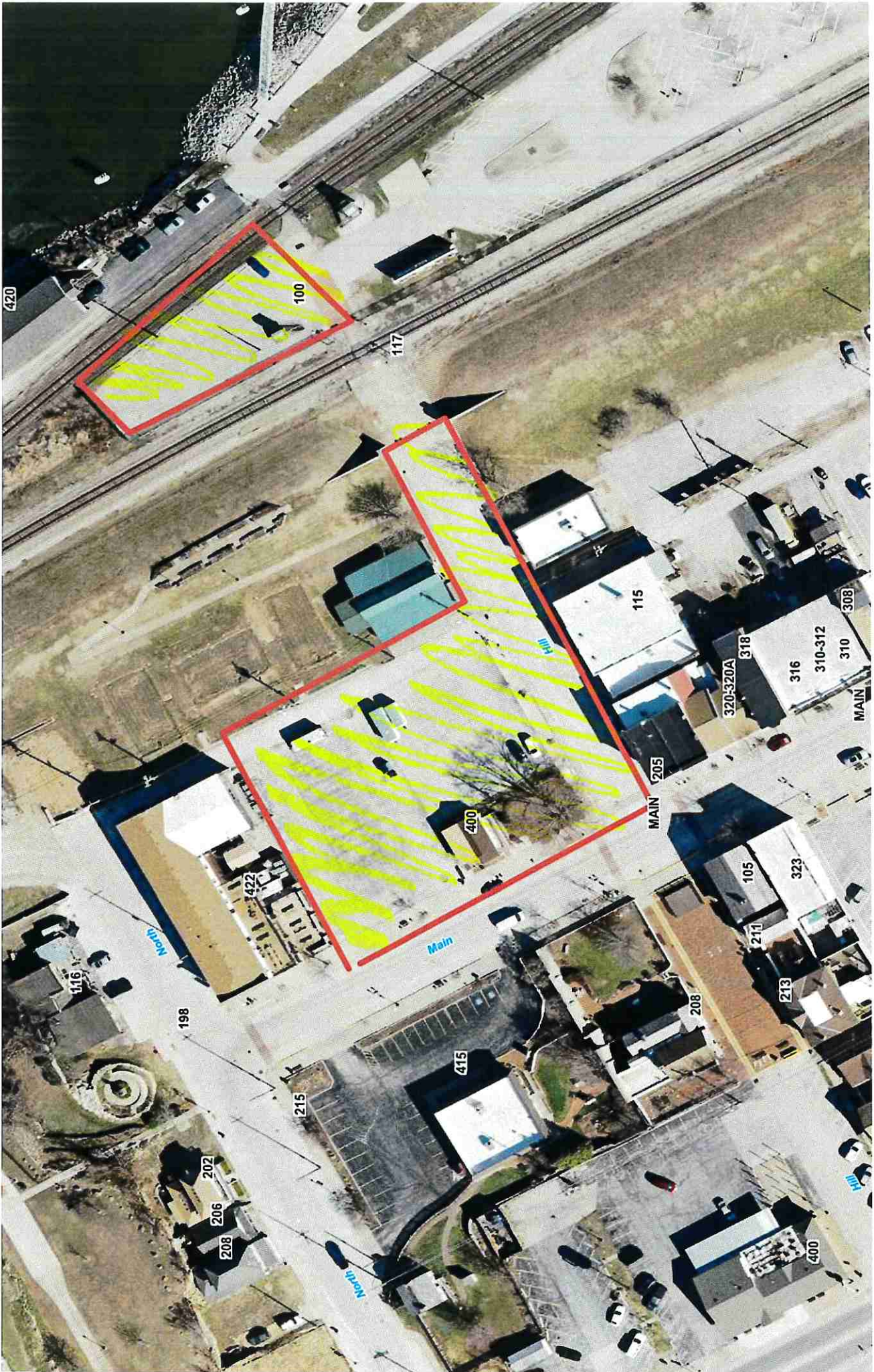
ATTACHMENT A

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.



○○○○○○○ 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

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: Hannibal Convention & Visitors Bureau Nonprofit*: ☐ Yes ☒ No
Mailing Address: 925 Grand Avenue
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: 150 Years of American Tradition Parade
Event Type: ☐ Festival ☒ Parade/Walk/Run ☐ Concert/Performance OR Other: _____
Event Date(s): September 26, 2026
Event Start Time / Date: 11:00 AM on September 26
Event End Time / Date: 3:00 PM on September 26
Proposed location* of Event: Close North St., Hill St., & Main St. to Warren Barret & Clemens Field
Description of Event: Staging for Parade on North & Hill St., Parade route Main to Clemens Field & back to North St. - Shut down & Cars cleared by 8AM. Games & Community activities happening
Anticipated Attendance: 1,000 Event History: X 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/Time: 9/26- Close at 9:30 AM Tear Down - Date/Time: 9/26 3:00PM
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: Council Agenda: 08/18/2026

Notified Organizer/Event Sponsor of Council Agenda date on:

Event added to Special Event Calendar: ☒

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

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. Those vendors selling alcohol who need a permission letter to sell on City property will need to reach out to bdooley@hannibal-mo.gov for their letter after Council has approved the special event.

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 retail sales? ☐ Yes* ☒ No

If yes, then number of anticipated vendors: _____

***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 the business / group promoting & organizing the event is **for profit**, they 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 the 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 Comments:

No objections from the Clerks Office

Approved By: Britta Dooley

Britta K. Dooley

Date of Approval: 08/10/2026

08/10/2026

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 & inquiries 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 #: 6367341938

Secondary Contact: Kami Harsell Cell #: 5737190312

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.

Fire Department Comments:

Approved By:

Date of Approval:

08/10/2022



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 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: Assistance shutting down streets, removing cars on parade route & crowd control.

Police Department Comments:

Approved By:

Date of Approval:



APPLICATIONS ARE DUE 15 BUSINESS DAYS PRIOR TO EVENT!

STREETS

STREET CLOSURES

Will this event require any street closures? ☒ Yes* ☐ No

Requested Road Closure Dates/Times: 9/26 close roads at 9:30AM & no parking after 8:00AM signs.

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: 9/25/26 @ 5PM

*If yes, date/time requested to be on sandwich boards: 9/26 No parking after 8AM along route

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.

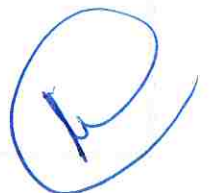
-Payment **MUST** be made 10 days prior to the event, in the City Clerk's Office.

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, event patrons or spectators that impact the area.

Street Department Comments:

Approved By:

Date of Approval:



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: Clemens Field & Parking Lot

Date/Times Rented: 9/26 - 9AM-3PM

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 Department Comments:

Approved By:

Date of Approval:

DPW

DPW Comments:

Approved By:

Date of Approval:

HCVB

Tourism Comments:

Approved By:

Date of Approval:



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.

Board of Public Works Comments:

Approved By:

Date of Approval:

CITY MANAGER

City Manager Comments:

Approved By: Andy Dorian, City Manager

Date of Approval:



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 _____ (INITIALS)

AGREEMENT

Name of Event: 150 Years of American Tradition Parade

Date(s) of Event: 9/26/26

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:

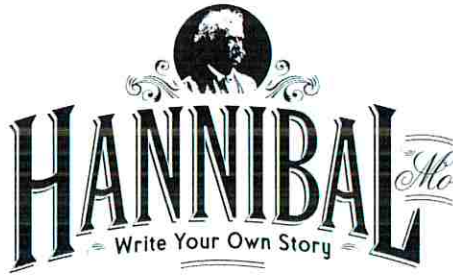
To the fullest extent permitted by law, HCVB (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with 150 Years of American Tradition Parade (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 - See attached Signed Document

Date: 09/26/2026



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

By

Director of Tourism - HBL

Title

7.30.26

Date



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 150 Years of American Tradition Parade (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.

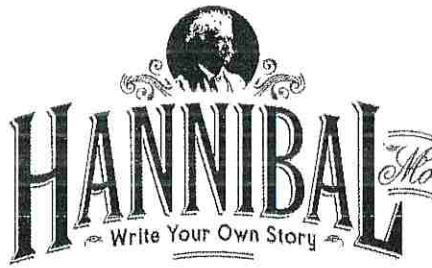
I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization,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

Digitally signed by Trisha O'Cheltree
Date: 2026.07.16 12:08:48 -05'00'

Date: 9-26-26



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

By

Director of Tourism- HBL

7.30.26

Title

Date

City Council Request to Speak

Council Meetings are held on the 1st & 3rd Tuesday of each month. The DEADLINE is 4:00 PM the THURSDAY PRIOR to the City Council Meeting.

Speakers MUST have Supporting Councils Signature Approval to be placed on the Council Agenda. If you do not wish to obtain a Council Person's Signature or are unable to do so, your matter will be placed on the Public Comment Section of the meeting.

Today's Date: 8 / 14 / 24

Date you wish to be placed on Agenda: 8 / 18 / 24

Name: Ryan Richards

Address: 1701 35th Street Knights of Columbus

Phone #: (573) 795 - 9959

Subject: Request permission to collect donations at the intersection of Munger/Stardust Non-Profit fundraising.

Suggested Action: _____

Per Email / Phone Contact 8/13 message 8/13 No Answer
8/14 no Answer

Speaker's Signature

Date

Supporting Councils' Approval Signature

Date

Speakers shall be allowed up to a maximum of a (5) minute presentation. Speakers shall adhere to the above stated subject matter.

"Deadlines subject to change based on holiday schedule, etc.," contact the City Clerk's office for official deadline relating to the specific meeting.

City of Hannibal 320 Broadway, Hannibal, MO 63401

P 573.221.0111 F 573.221.8191

www.hannibal-mo.gov

mcogdal@hannibal-mo.gov

replacement for Beth Knight's spot

From Trisha O'Cheltree <TOCheltree@visithannibal.com>

Date Thu 8/13/2026 4:34 PM

To Mayor <mayor@hannibal-mo.gov>

Cc Andy Dorian <ADorian@hannibal-mo.gov>; Melissa Cogdal <MCogdal@hannibal-mo.gov>

I would like Sherri Steinmann to fill the recent vacancy of Beth Knight on my board. Her term was to end on 9/27.

Could this make it to a first reading on Tuesday night council meeting still?

Trisha O'Cheltree, MBA

Director

Hannibal Convention & Visitors Bureau

925 Grand Ave.

Hannibal, MO 63401

573.221.2477

VisitHannibal.com



MEMORANDUM

To: Honorable Mayor, City Clerk and City Council

From: Andy Dorian, City Manager

Date: August 18, 2026

Subject: Approval of Change Order No. 4 – TAP 2804(304) Market Street Sidewalk Project

I respectfully request City Council approval of Change Order No. 4 for the TAP 2804(304) Market Street Sidewalk Project.

This change order provides for the construction of the remaining sidewalk segment extending to Grand Avenue. During the bid phase, this section was removed from the project because final plan approvals could not be secured before bid opening. Those issues have since been resolved, allowing the City to complete the originally intended sidewalk connection.

The project was under budget and the City still has available 80/20 funding through the grant to complete this portion of the project.

The proposed change order increases the contract by \$20,667.74, bringing the total contract amount from \$271,582.49 to \$292,250.23. The City's match for this additional work would be \$4,133.55.

The work includes additional sidewalk, curb and gutter improvements, pavement markings, ADA truncated domes, excavation, erosion control measures, and associated construction items necessary to complete the connection to Grand Avenue.

The project engineer, Klingner & Associates, P.C., has reviewed and recommended approval of the change order. Funding is available within the project budget to cover the additional cost.

Recommendation:

Approve Change Order No. 4 with Bleigh Construction Company in the amount of \$20,667.74 for the TAP 2804(304) Market Street Sidewalk Project and authorize the Mayor to execute all necessary documents.

RESOLUTION NO. 2629-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER
NO. 4 WITH BLEIGH CONSTRUCTION COMPANY FOR THE TAP 2804(304)
MARKET STREET SIDEWALK PROJECT**

WHEREAS, the City of Hannibal entered into an agreement with Bleigh Construction Company for construction of the TAP 2804(304) Market Street Sidewalk Project; and

WHEREAS, during the original bidding phase, a segment of sidewalk extending to Grand Avenue was removed from the project due to final plan approval issues that could not be resolved prior to bid opening; and

WHEREAS, those approval issues have since been resolved, allowing completion of the originally intended sidewalk connection; and

WHEREAS, sufficient funding remains available through the Transportation Alternatives Program (TAP) grant to complete this work utilizing the established eighty percent (80%) federal and twenty percent (20%) local cost share; and

WHEREAS, Change Order No. 4 increases the contract amount by Twenty Thousand Six Hundred Sixty-Seven Dollars and Seventy-Four Cents (\$20,667.74), increasing the total contract amount from Two Hundred Seventy-One Thousand Five Hundred Eighty-Two Dollars and Forty-Nine Cents (\$271,582.49) to Two Hundred Ninety-Two Thousand Two Hundred Fifty Dollars and Twenty-Three Cents (\$292,250.23); and

WHEREAS, the additional work includes construction of sidewalk, curb and gutter improvements, pavement markings, ADA truncated domes, excavation, erosion control measures, and associated construction items necessary to complete the sidewalk connection to Grand Avenue; and

WHEREAS, Klingner & Associates, P.C., as project engineer, has reviewed and recommended approval of Change Order No. 4.

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

Section One:

The City Council hereby approves Change Order No. 4 with Bleigh Construction Company for the TAP 2804(304) Market Street Sidewalk Project in the amount of Twenty Thousand Six Hundred Sixty-Seven Dollars and Seventy-Four Cents (\$20,667.74).

Section Two:

The Mayor is hereby authorized and directed to execute Change Order No. 4 and any other documents necessary to effectuate the additional work described therein.

Section Three: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS 18th DAY OF AUGUST, 2026.

APPROVED THIS 18th DAY OF AUGUST, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

Date of Issuance: 8/6/2026
Owner: City of Hannibal, MO
Contractor: Bleigh Construction Company
Engineer: Klingner & Associates, P.C.
Project: 2804 (304) TAP Market St Sidewalks

Effective Date: 8/6/26
Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.: 24-1031
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Additional cost to add in the remaining sidewalk to extend the rest of the way to Grand Ave. This was eliminated as there were issues with final approval of this section during bidding that could not be resolved in time for the bids to be received. Sufficient project funds should be available. See Bleigh quote attached.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 264,229.87	Original Contract Times: Substantial Completion: 210 Ready for Final Payment: 240 days or dates
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 3: \$ 7,352.62	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: 0 Ready for Final Payment: 0 days
Contract Price prior to this Change Order: \$ 271,582.49	Contract Times prior to this Change Order: Substantial Completion: 210 Ready for Final Payment: 240 days or dates
[Increase] [Decrease] of this Change Order: \$ 20,667.74	[Increase] [Decrease] of this Change Order: Substantial Completion: 0 Ready for Final Payment: 0 days or dates
Contract Price incorporating this Change Order: \$ 292,250.23	Contract Times with all approved Change Orders: Substantial Completion: 210 Ready for Final Payment: 240 days or dates

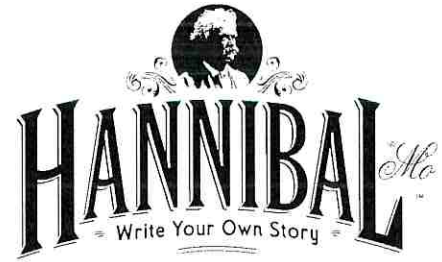
RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Mark C. Bross</u>	By: _____	By: <u>Louis C. Vannatta</u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: <u>Vice President, Construction Operations</u>
Date: <u>8/7/2026</u>	Date: _____	Date: <u>8/6/2026</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

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: 8/18/2026

RE: Annual Bids

The Hannibal Street Department recently went out for bids on our Annual Materials.

**Aggregates SD-2026/27-1
One Bidder**

Central Stone

Type 1 or 2 Flex Base	\$12.50
Commercial Flex Base	\$12.50
1-1/2" Surfacing	\$13.50
1/2" Bituminous Surface	\$19.75
3/8" Seal Coat	\$19.75
Granular Fill	\$6.50
Quarry Run	\$13.00
1" Resurfacing	\$13.50
Rip Rap	\$28.25
3/8" Seal Coat Gravel	\$22.00
Concrete Sand	\$12.50
Manufactured Sand	\$16.75
1/4" Washed Chips	\$25.00
3" Oversize Rock	\$14.50
1 Inch Clean Rock	\$17.00

Concrete SD 2026/27-4
Single Bidder

Bleigh Ready Mix (Cubic Yard)

Pavement

\$169.50 through 12/31/2026

\$175.50 through 12/31/2027

Bleigh Ready Mix (Cubic Yard)

Class B

\$167.50 through 12/31/2026

\$173.50 through 12/31/2027

The City is recommending to accept the one bid from Bleigh Ready Mix.



10

Department of Public Works

2026/2027 DPW Material Supplies - AGGREGATES

Thursday, August 6, 2026, 11:00 a.m.

[illegible]

Date & Time

81612024

Bids are for Fiscal Year 2026/2027 (August 1, 2026 through June 30, 2027).

Materials furnished at plant shall be available as needed upon notification by the Street Department Supervisor or his authorized representative.

Bids for at-plant delivery shall include loading into City owned or rented trucks.

Bidder shall supply gradations for each material.

All materials shall meet or exceed Standards of Specifications of the Missouri State Highway Department.

Mileage to and from the plant will be taken into consideration when awarding bid.

GENERAL:

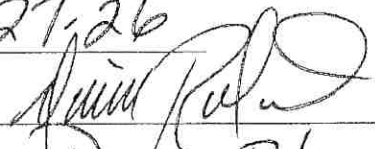
Any questions, Contact Street Supervisor Dave Todd 573-629-7132.

BID SCHEDULE: AGGREGATES

In accordance with the Invitation to Bid and Specifications, Bidder proposes to furnish various types and gradations of aggregates for Fiscal Year 2026/2027 (August 1, 2026 - June 30, 2027) for the following unit prices: (Bids to include any applicable taxes or fees)

<u>NO.</u>	<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
1.	Type 1 or 2 Flex Base (T1)	Ton	\$ <u>12.50</u>
2.	Commercial Flex Base (1D)	Ton	\$ <u>12.50</u>
3.	1-1/2 Surfacing (112D)	Ton	\$ <u>13.50</u>
4.	1/2" Bituminous Surface (12AC)	Ton	\$ <u>19.75</u>
5.	3/8" Seal Coat (CM16A)	Ton	\$ <u>19.75</u>
6.	Granular Fill (GF)	Ton	\$ <u>6.50</u>
7.	Quarry Run (QR)	Ton	\$ <u>13.00</u>
8.	1" Resurfacing (BB)	Ton	\$ <u>13.50</u>
9.	Rip Rap (RR)	Ton	\$ <u>28.25</u>
10.	3/8" Seal Coat (Gravel) (CM16CG)	Ton	\$ <u>22.00</u>
11.	Concrete Sand (FM1A)	Ton	\$ <u>12.50</u>
12.	Manufactured Sand (FM20B)	Ton	\$ <u>16.75</u>
13.	CA16 1/4" Washed Chips (FM22B)	Ton	\$ <u>25.00</u>
14.	3" Oversize Rock (3CL)	Ton	\$ <u>14.50</u>
15.	1 Inch Clean (1CL)	Ton	\$ <u>17.00</u>

Date: 7-27-26

Signature: 

Typed Name: DARIN ROLAND

Company: Central Stone Co.

Address: 46445 Sweetbay Lane

HANNIBAL, MO., 63401

Telephone: 573-735-4505

ATTEST: 

Date: 7/30/26



Melissa Cogdal,
City Clerk

Project Department:

Department of Public Works

Project Descriptions:

2026/2027 DPW Material Supplies - ASPHALT

Date:

Thursday, August 6, 2026, 11:00 a.m.

BIDDER	COST PER TON		
Diamond Construction Co.	HMA Binder	96.00 ton	
	HMA Surface	96.00 ton	
Emeray Sapp	HMA Binder	86.00	
	HMA Surface	86.00	


Melissa Cogdal, City Clerk

Date & Time

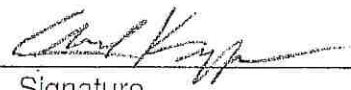
8/6/2026

ASPHALT
BID SCHEDULE FOR FISCAL YEAR 2026/2027

<u>ITEM:</u> ASPHALT	<u>UNIT</u>	<u>PRICE</u>
----------------------	-------------	--------------

Illinois:

HMA IL Binder -19.0, N50	Ton	\$ <u>96.00</u>
HMA IL Surface 9.5' Mix C, N50	Ton	\$ <u>96.00</u>

BY: 
 Signature

Chad Keppner
 Typed Name

Seal if by Corporation

Diamond Construction Company
 Firm
2000 N. 18th, PO Box 3486
 Address
Quincy, IL 62305

ATTEST:

8/5/2026 217.222.3532
 Date Telephone

 8/5/2026
 Signature Date

BID NO. SD-2026/27-2

ASPHALT
BID SCHEDULE FOR FISCAL YEAR 2026/2027

ITEM: ASPHALT

UNIT

PRICE

Illinois:

HMA IL Binder -19.0, N50

Ton

\$ 86.00

HMA IL Surface 9.5 Mix C, N50

Ton

\$ 86.00

BY:


Signature

Andy Baker

Typed Name

Seal if by Corporation

Emery Sapp & Sons, Inc.

Firm

2301 I-70 Dr NW

Address

Columbia, Mo 65202

ATTEST:

8/6/26

Date

573-445-8331

Telephone


Signature

8/4/26
Date



Melissa Cogdal,
City Clerk

Project Department:

Department of Public Works

Project Descriptions:

2026/2027 DPW Material Supplies – CONCRETE

Date:

Thursday, August 6, 2026, 11:00 a.m.

BIDDER	PAVEMENT CONCRETE CUBIC YARD	CLASS B CONCRETE	DEMURAGE
Bleign Ready Mix	102 Sack Jan-Dec 2024 169.50 CY		100 ⁰⁰ Hour
	Jan-Dec 2027 173.50 CY		
		102 Sack Jan-Dec 2024 167.50 CY	100.00 Hour
		Jan-Dec 2027 173.50 CY	

Melissa Cogdal, City Clerk

Date & Time

8/6/2024

City of Hannibal

BID PROPOSAL FORM (con't.)
BID NO. SD-2026/27-4
CONCRETE

July 1st 2026 - June 30th 2027

2026/2027

BID

Per Cubic Yard:

PAVEMENT CONCRETE
(furnished as needed)

6.2 Sack

JAN-DEC 2026-\$169.50/cy

JAN-DEC 2027-\$175.50/cy

Mileage Charge Outside City Limits

Demurrage Charge

60.00/hr.

CLASS B CONCRETE
(furnished as needed)

6.0 Sack

JAN-DEC 2026-\$167.50/cy

JAN-DEC 2027-\$173.50/cy

Mileage Charge Outside City Limits

Demurrage Charge

60.00/hr

SEAL, if by Corporation

BIDDER:

Bleigh Ready Mix

BY:

Bridget Bleigh

TITLE:

Vice President

ADDRESS:

144 Bleigh Drive

Hannibal Mo 63401

My Commission Expires: Sept. 10, 2026
Commission #14782332

ATTEST:

DATE:

7/21/26

TELEPHONE:

573.221.1818

- GRD - Huntington Central Stone
- FM1A - Sand Lorange Mo. Central Stone
- IL Cement Quickrete Hannibal Mo
- Master Builders Admixtures
- City Water



Melissa Cogdal,
City Clerk

Project Department:

Department of Public Works

Project Descriptions:

2026/2027 DPW Material Supplies -- GASOLINE & DIESEL

Date:

Thursday, August 6, 2026, 11:00 a.m.

BIDDER	PRICE PER UNIT	DELIVERY/TAX FEE	TOTAL BID
Big River Oil Company	No Lead	2,894.12	2,997.1
	No Lead Premium	3,300.5	3,400.0
	Diesel #2	3,794.8	4,046.7
	Winter Blend Diesel	3,794.8	4,046.7
	Off Road / BDPW	3,798.3	4,102.3

Melissa Cogdal, City Clerk

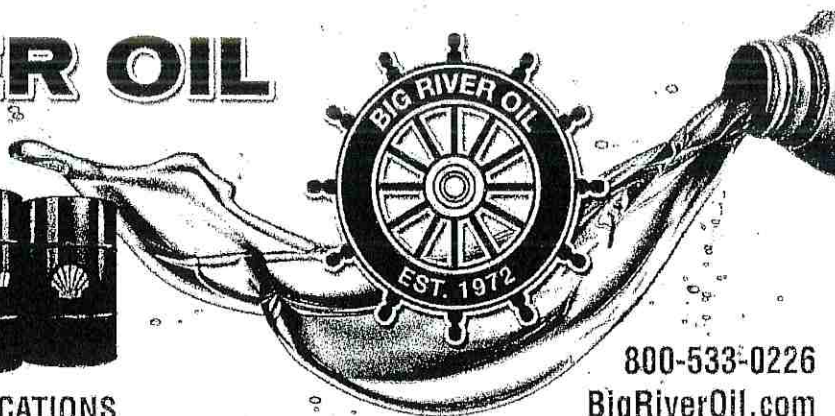
Date & Time

8/6/2024

BIG RIVER OIL COMPANY



LUBRICANTS FOR ALL APPLICATIONS



800-533-0226
BigRiverOil.com

Big River Oil
John Brokes IV
1920 Orchard Ave
Hannibal, MO 63401
08/06/26

The following bid is based off from the current street prices. This bid consists of the following companies to fill up at Big River Oil Bulk Plant or General Store with the Smart Cards. Or you are able to fill up at Great River Tire with the Flex Fleet Cards. By filling at the Hannibal Bulk Plant, Great River Tire, and General Store we do keep those prices anywhere between \$.02 to \$.20 cheaper than the current street prices.

Sincerely,

John Brokes IV
Fuels Manager

P.S. If you would like to discuss items in this quote, or if you need any additional information, please call me personally at 573-221-0226 ext. #312.

BID NUMBER SD-2026/27-3

GASOLINE AND DIESEL FUEL
CITY OF HANNIBAL, MISSOURI

BID OPENING DATE: Thursday, August 6, 2026

BID OPENING TIME: 11:00 AM

BIDDER: Big River Oil Co.

No.	Item	Unit	Rack or Pipeline Price/Unit +	Delivery Charge (Including Profit, Overhead, Etc.)	State Tax & Fees	Total Bid
1.	NO LEAD GASOLINE	Gallon	\$ <u>2.6734</u>	\$ <u>2.6936</u>	\$ <u>.30354</u>	\$ <u>2.6971</u>
2.	NO LEAD PREMIUM GASOLINE	Gallon	\$ <u>3.2865</u>	\$ <u>3.3065</u>	\$ <u>.30354</u>	\$ <u>3.6100</u>
3.	#2 DIESEL	Gallon	\$ <u>3.7748</u>	\$ <u>3.7948</u>	\$ <u>.54795</u>	\$ <u>4.6467</u>
4.	WINTER BLEND DIESEL FOR STREET DEPT.	Gallon	\$ <u>3.7748</u>	\$ <u>3.7948</u>	\$ <u>.54795</u>	\$ <u>4.6467</u>
5.	OFF-ROAD DIESEL FOR BOARD OF PUBLIC WORKS	Gallon	\$ <u>3.7783</u>	\$ <u>3.7983</u>	\$ <u>.30395</u>	\$ <u>4.1023</u>

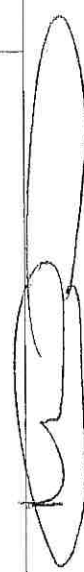
Prices will fluctuate ☒ or Prices are firm ☐



Melissa Cogdal,
City Clerk

Project Department: Department of Public Works
Project Descriptions: 2026/2027 DPW Material Supplies – SNOW REMOVAL SALT
Date: Thursday, August 6, 2026, 11:00 a.m.

BIDDER	UNIT/TON – DELIVERED COST	DELIVERY TIME
Central Salt	117.48 / Ton	5-7 working days after Order
Lomax Trucking Service	91.00 / Ton	10 days after receipt of Order

 Date & Time 8/6/2026

Melissa Cogdal, City Clerk



COMPANY HEADQUARTERS
9900 W. 109TH ST, SUITE 100
OVERLAND PARK, KS 66210
913.344.9200
COMPASSMINERALS.COM

07/30/2026

City of Hannibal MO
Office of The City Clerk
Attn: Dave Todd
320 Broadway
Hannibal, MO 63401

Dear Dave,

Compass Minerals America Inc. graciously appreciates you allowing us the opportunity to bid on your "Bid No. SD 2026-27-5 Snow Removal Salt". Regrettably, we will be unable to submit a bid at this time.

However, please retain our name on your active bidder's list for any future opportunities concerning your rock salt requirements.

Sincerely,

A handwritten signature in cursive script that reads "Sean Lierz".

Sean Lierz
Sr. Manager Highway Sales

SNOW REMOVAL SALT

BID NO. SD-2026/27-5

BID SCHEDULE

(NOTE: Bids shall include any applicable taxes or fees.)

<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE DELIVERED</u>
Snow Removal Salt	Ton	\$ <u>117.48</u>

Indicate approximate delivery time by your firm upon receipt of order from the City:

5 - 7 working days after receipt of order

Indicate telephone number to be called for placing orders:

620-257-5626 or lyonsorders@centralsalt.com

BY: Central Salt, LLC
Company Name


Signature

Lori Young, Sales Manager

Typed Name & Title

Seal if by corporation:

Central Salt, LLC, 1420 State Rd 14, Lyons, KS 67554

Address

620-257-5626 July 30, 2026

Telephone

Date

ATTEST:


Signature

July 30, 2026

Date

SNOW REMOVAL SALT

BID NO. SD-2026/27-5

BID SCHEDULE

(NOTE: Bids shall include any applicable taxes or fees.)

<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE DELIVERED</u>
Snow Removal Salt	Ton	\$ <u>91.00</u>

Indicate approximate delivery time by your firm upon receipt of order from the City:

10 days

Indicate telephone number to be called for placing orders:

573-221-3084

BY: Lomax Trucking Service, INC.
Company Name

[Signature]
Signature
Ryan Brown / Vice President
Typed Name & Title

Seal if by corporation:

3825 Hwy MM, Hannibal, MO 63401
Address

573-221-3084 8/5/26
Telephone Date

ATTEST:

[Signature]
Signature
8/5/26
Date

MEMORANDUM

**TO: MAYOR MCCOY
CITY COUNCIL MEMBERS**

**FROM: MELISSA COGDAL
CITY CLERK**

DATE: AUGUST 13, 2026

SUBJECT: CODE OF ORDINANCE -CIVIC PLUS AGREEMENT

The City Clerk requests Council approval of an agreement with Civic Plus for the continued operation, hosting, and updating of the City of Hannibal's Code of Ordinances, as required by the Hannibal City Charter.

The Hannibal City Charter requires the City to maintain an accurate, organized, and publicly accessible Code of Ordinances. This includes ensuring that all ordinances adopted by the City Council are promptly codified, published, and made available in a reliable digital format. Historically, the City has only codified its ordinances once every year or two due to cost constraints, including a \$19.25 per-page fee for ordinance changes, staff time, and codification requirements. This improved agreement will ensure that both the community and City staff have access to up-to-date Codes, supporting transparency, compliance, and efficient daily operations. The new agreement will include a yearly fee for all services, with the first-year fee of \$5,250.00.

Civic Plus (formerly Municode) has historically provided these services for the City, including codification, online hosting, customer support, and ongoing updates. Their platform ensures that the Code remains current and accessible to residents, businesses, and City staff. The proposed agreement with Civic Plus is structured as a year-to-year contract, allowing the City flexibility while ensuring continuity of service.

Staff recommends that the Council approve the year-to-year agreement with Civic Plus and authorize the Mayor to execute all necessary documents to continue the operation and maintenance of the Code of Ordinances.

RESOLUTION NO. 2630-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT
WITH CIVIC PLUS FOR AN ANNUAL SERVICE CONTRACT IN THE AMOUNT
OF FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$5,250.00).**

WHEREAS, the City of Hannibal desires to maintain and enhance its digital services and online public communication tools; and

WHEREAS, Civic Plus provides website, communication, and digital management services that support the City's operational and public engagement needs; and

WHEREAS, the City of Hannibal wishes to enter into a one-year agreement with Civic Plus for continued services at an annual cost of Five Thousand Two Hundred Fifty Dollars (\$5,250.00); and

WHEREAS, the City Council finds it to be in the best interest of the City to authorize execution of said agreement.

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

Section One: That the Mayor is hereby authorized and directed to execute, on behalf of the City, an agreement with Civic Plus for a one-year term in the amount of \$5,250.00, and to take all actions necessary to implement the terms of the agreement.

Section Two: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS 18th DAY OF AUGUST, 2026.

APPROVED THIS 18th DAY OF AUGUST, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-145386-1
7/23/2026 7:53 AM
9/19/2026

Client:
City of Hannibal, MO

Bill To:
HANNIBAL CITY, MISSOURI

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Brandon Beck		brandon.beck@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Annual Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on an annual basis - 7 - Code of Ordinances
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription - Code of Ordinances
1.00	Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis - 7 - Code of Ordinances
1.00	Online Code Hosting Premium Bundle	Online Code Hosting Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro - Code of Ordinances
1.00	OrdLink Subscription	OrdLink Subscription - Code of Ordinances

Total Investment - Prorated Year 1	USD 5,250.00
Annual Recurring Services (Subject to Uplift)	USD 5,250.00

Total Days of Quote:365

Initial Term	8/1/2026 - 7/31/2027, Renewal Term 8/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement. This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/docs/civicplus-legal-stuff> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-145386-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

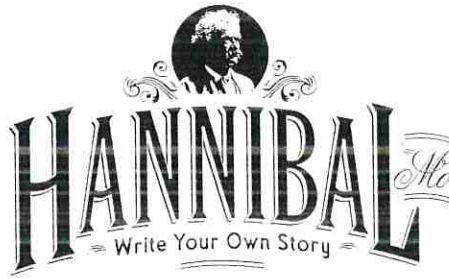
Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



MEMORANDUM

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

FROM: Janice Magruder, Collector

DATE: Aug 5th 2026

SUBJECT: 2026 Ad Valorem Property Tax Levy

The Marion and Ralls County Assessors have provided notice of the 2026 aggregate assessed values to the City and the Missouri State Auditor. The State Auditor's review of submitted data determined the 2026 tax rate ceiling for the City's taxing entities will be remained unchanged:

Taxing Entity	2025	2026
General Fund	0.7278	0.7278
Library	0.2737	0.2737
Police & Fire Retirement	0.1279	0.1279
TOTAL	\$1.1294	\$1.1294

The Ad Valorem Property Tax rate is based on every \$100.00 dollars of assessed values for both real and personal property taxes. The above table indicates the \$1.1294 total; the General Fund receives approximately 72 cents of every \$100 of assessed value; with 27 cents going to the Library and 12 cents going to the Police and Fire Retirement Pension fund.

The State adjusts the rates to allow for inflation and increases in assessed values and depreciation. Any additional tax revenue to the City would solely occur from new construction and improvements. The following summary provides the assessed values for 2026:

**AN ORDINANCE OF THE CITY OF HANNIBAL FIXING AND ADOPTING
THE RATE OF TAXATION FOR THE YEAR OF 2026 AND LEVYING TAXES
THEREFORE**

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

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

➤ General Fund	\$0.7278
➤ Hannibal Free Public Library	\$0.2737
➤ Police & Firemen's Retirement Fund	\$0.1279
for a combined total of	\$1.1294

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

SECTION ONE: That the following general, special and annual municipal taxes are hereby levied for the year 2026, and upon all real property and tangible personal property within the Counties of Marion and Ralls, State of Missouri, subject to taxation, to-wit:

FIRST: A tax for general municipal purpose of .7278/100 dollars (\$0.7278) on the One Hundred Dollars (\$100.00) valuation, as authorized by Article 10, Section 11, Constitution of the State of Missouri, and Section 94.340 Revised Statutes of Missouri, 1978.

SECOND: A Special Tax for the purpose and benefit of the Hannibal Free Public Library of said City of .2737/100 dollars (\$0.2737) on the One Hundred Dollars (\$100.00) valuation, voted by the majority vote of the citizens of the City of Hannibal on June 9, 1964, in pursuance of Section 182.140 as amended, Revised Statutes of Missouri, 1978, as amended at the General Election April 4, 1989 which a \$0.30 special tax was approved.

THIRD: A Special Tax for the purpose and benefit of the Policemen's and Firemen's Retirement (Pension) Fund of the City of Hannibal .1279/100 (\$.1279) on the One Hundred Dollars (\$100.00) valuation as authorized at the General

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

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

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

Adopted this 18th day of August, 2026.

Approved this 18th day of August, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

Hannibal – Marion & Ralls

2026 Aggregate Assessed Valuation

Class	Marion	Ralls	Total
Residential Real Estate	131,128,230	1,167,770	132,296,000
Agricultural Real Estate	93,160	1,270	94,430
Commercial Real Estate	65,768,600	16,711,490	82,480,090
Personal Property	59,528,407	18,376,290	77,904,697
Loc. Assess RR & Util R.E.	169,880	2,404	172,284
Loc. Assess RR & Util Per. Prop.	103,480	0	103,480
State Assess RR & Util R.E.	2,943,772	526,671	3,470,443
State Assess RR & Util Per. Prop.	1,072,449	199,059	1,271,508
Total	260,807,978	36,984,954	297,792,932
Total Attributed to New Constr. & Improvements R.E. (included above)	1,451,770	2,430	1,454,200

SUMMARY 2026

Real Property (all sources above)	200,103,642	18,409,605	218,513,247
Personal Property (all sources above)	60,704,336	18,575,349	79,279,685
Total 2026	260,807,978	36,984,954	297,792,932

PRIOR YEAR (2025)

Real Estate Property	197,632,934	18,083,650	215,716,584
Personal Property	56,337,856	18,806,037	75,143,893
Total 2024	253,970,790	36,889,687	290,890,477

Increase in valuation 2026 from 2025

6,902,455

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



Hannibal Fire Department

Office of Fire Chief Ryan Neisen

2333 Palmyra Road O Hannibal, MO 63401

Phone: 573 221-0657 O Fax: 573 221-2431 O E-Mail: rneisen@hannibalfire.com

MEMORANDUM

Date: August 12th, 2026

To: Mayor, City Manager and Council Members

From: Ryan Neisen, Fire Chief

Subject: Surplus Property

CC:

The Hannibal Fire Department would like to surplus the following property:

- 2000 American LaFrance Pumper – 54,xxx miles
- 2008 International Rescue Truck – 76,xxx miles
- 2001 Dodge Dakota with snowplow – 85,xxx miles
- Holmatro Hydraulic Heavy Rescue Tools
- Snow plow for ATV
- Lincoln Electric 225A Welder
- Portable Industrial Beam Scale
- MSA Galaxy GX2 Automated Test System
- Fire Equipment – Fan, Hose Clamp
- UTV Tires (4)

Since taking delivery on the new Rescue Pumper, we are able to downsize our fleet by putting the equipment from two trucks into one. This also helps with maintenance costs and storage space. Several of the other items are miscellaneous equipment that is outdated or no longer in service.

We will be using Purple Wave Online Auction Company. Purple Wave handles all marketing for the items. Purple Wave Auctions come to our location to take pictures and list the items online. A typical auction runs approximately one month. The buyer pays a 10% buyer's premium and is responsible for picking the items up from us.

I am asking for approval to surplus this vehicle by using Purple Wave Online Auction Company.