

City of Hannibal
OFFICIAL COUNCIL AGENDA

**Tuesday, September 1, 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 18, 2026**

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

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

**LINDA SPAUN – SCOTT'S CHAPEL UNITED METHODIST CHURCH
Re: Street Closures – Annual Block Party
Saturday, September 12, 2026, from 11:00 a.m. until 1:00 p.m.
(Road Closure at 9:30 a.m.)**

JENNIFER RUHL – HANNIBAL MO VETERANS PARADE

Re: Veteran's Parade

Saturday, November 7th, 2026 – 10:00 a.m. until 11:00 p.m.

(Set up at 8:30 a.m.)

SCOTT HAYCRAFT – KNIGHTS OF COLUMBUS

Re: Approval to Collect Donations on City Property

DARRELL MCCOY – MAYOR

Re: Approval of Appointment

Hannibal Convention & Visitor Bureau

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

Re: Oath of Office – Police Officer

David Dennison

Re: Presentation of Proclamation

Hannibal Free Public Library – Library Card Sign-Up Month 2026

ANDY DORIAN –CITY MANAGER

Re: Approval of Engineering Service Agreement – Klingner & Associates

\$17,500.00 – 4th & Broadway Parking Lot

(Resolution No.2632-26 to follow, for approval)

Re: Approval of Engineering Service Agreement – Klingner & Associates

\$28,500.00 – GM Warehouse East Building Roof

(Resolution No.2633-26 to follow, for approval)

TRISHA O'CHELTREE –DIRECTOR OF TOURISM

Re: Approval of Application for NTA Scholarship – Missouri Department Tourism

(Resolution No.2631-26 to follow, for approval)

RESOLUTION NO. 2631-26

**A RESOLUTION OF THE CITY OF HANNIBAL, MISSOURI,
AUTHORIZING THE DIRECTOR OF TOURISM TO APPLY FOR
THE NTA SCHOLARSHIP THROUGH THE MISSOURI DIVISION
OF TOURISM AND AUTHORIZING THE MAYOR TO EXECUTE
ANY AND ALL DOCUMENTS NECESSARY TO SUPPORT SAID
APPLICATION AND SEEK REIMBURSEMENT FOR ELIGIBLE
EXPENSES.**

RESOLUTION NO. 2632-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN
ENGINEERING SERVICES AGREEMENT WITH KLINGNER &
ASSOCIATES, P.C. FOR THE 4TH & BROADWAY PARKING LOT
PROJECT**

RESOLUTION NO. 2633-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
PROFESSIONAL SERVICES AGREEMENT WITH KLINGNER &
ASSOCIATES, P.C. FOR ARCHITECTURAL AND ENGINEERING
SERVICES RELATED TO THE CITY OWNED GENERAL MILLS
WAREHOUSE EAST BUILDING ROOF PROJECT.**

ADJOURNMENT



Special Event Application

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

Email to: bdooley@hannibal-mo.gov

APPLICATIONS ARE DUE 13 BUSINESS DAYS PRIOR TO EVENT

APPLICANTS INFORMATION

Company/Organization: Scott's Chapel United Methodist Church Nonprofit*: ☒ Yes ☐ No
Mailing Address: 1815 Hope Street
City: Hannibal State: MO Zip: 63401

EVENT CHAIRPERSON

Name: Linda L. Spaun Phone: 573-221-3480
Email: lspaun@yahoo.com

GENERAL EVENT INFORMATION

Name of Event: Annual Block Party
Event Type: ☒ Festival ☐ Parade/Walk/Run ☐ Concert/Performance OR Other: _____
Event Date(s): Saturday, September 12, 2026
Event Start Time / Date: 11:00 AM
Event End Time / Date: 1:00 PM
Proposed location* of Event: 1815 Hope St. Hannibal, MO. 63401
Description of Event: Food & games for children & youth - also a Hannibal police car, Hannibal firetruck & Marion County ambulance for public education
Anticipated Attendance: 150 Event History: _____ New yes Re-occurring*
If re-occurring, how many years has the event taken place: about 25 Is this an Annual Event? ☒ Yes ☐ No

EVENT DETAILS

Set Up - Date/Time: 9/12/26 @ 9:30 a.m. Tear Down - Date/Time: 1:00 p.m.
Contact Person for media/citizen information: Linda L. Spaun
Phone: 573-221-3480 Email: lspaun@yahoo.com

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

CLERK'S OFFICE: Council Agenda: 09-01-2026

Notified Organizer/Event Sponsor of Council Agenda date on:

Event added to Special Event Calendar: ☐

APPLICATIONS ARE DUE 10 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 hamburgers, hotdogs, natchos and soda)

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 **all of vendors (Attachment B) must be submitted to the City Clerk's Office 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:

No objections with this event, we will just need a certificate of insurance before the event.

Approved By: Britta Dooley, Office Manager

Britta K. Dooley

Date of Approval:

08/13/2026

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: Linda L. Spaun

Cell #: 573-795-4053

Secondary Contact: Rev. Helen McFarland

Cell #: 573-231-2391

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? BBQ Grill

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 this event

Approved By: Ryan Neisen, Fire Chief

Date of Approval:

08/14/2026


Ryan Neisen (Aug 14, 2026 08:08:32 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: N/A

Police Department Comments:

No issue

Approved By: Captain Matt Wilt

Matt Wilt

Matt Wilt (Aug 14, 2026 11:55:00 CDT)

Date of Approval:

08/14/2026

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: 9/12/26 from 9:00 a.m. until 1:30 p.m. from South Griffith to South Locust

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 issues

Approved By: Aaron Davis, Streets Supervisor

Date of Approval:

08/14/2026

Aaron Davis
Aaron Davis (Aug 14, 2026 12:38:21 CDT)

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 Concern

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

Date of Approval:

Chad Collier
Chad Collier (Aug 14, 2026 12:37:46 CDT)

08/14/2026

DPW

DPW Comments:

No Issues

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

Date of Approval:

Mark L Kempker
Mark L Kempker (Aug 14, 2026 14:16:12 CDT)

08/14/2026

HCVB

Tourism Comments:

No Concerns.

Approved By: Trisha O'Cheltree, Director of Tourism

Date of Approval:

Trisha O'Cheltree
Trisha O'Cheltree (Aug 14, 2026 14:17:28 CDT)

08/14/2026

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- General Manager

Date of Approval:

08/17/2026



Darrin Gordon (Aug 17, 2026 08:20:07 MDT)

CITY MANAGER

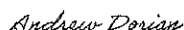
City Manager Comments:

N/A

Approved By: Andy Dorian, City Manager

Date of Approval:

08/17/2026



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)

LLS
LLS (INITIALS)

AGREEMENT

Name of Event: Annual Block Party

Date(s) of Event: Saturday, September 12, 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:

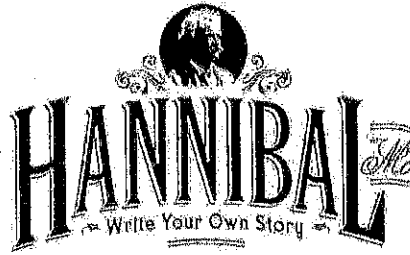
To the fullest extent permitted by law, Scott's Chapel United Methodist Church (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated 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 the Annual Block Party (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): Gregory Davis
Gregory Davis (Aug 7, 2026 15:32:21 CDT)

Date: Aug 7, 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 basis.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- 4) Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- 5) No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

Gregory Davis

Gregory Davis, Aug 7, 2026 16:32:23 CDT

By

Chair of the Board of Trustees

Title

Aug 7, 2026

Date

ATTACHMENT A

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.

N
W — E
S

BROADWAY

Chestnut Street

GRIFFITH STREET

Chestnut Street

HOPE STREET

1815
Scott's
Chapel

LOCUST STREET

SPRUCE STREET

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



Special Event Application

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

Email to: bdooley@hannibal-mo.gov

APPLICATIONS ARE DUE 15 BUSINESS
DAYS PRIOR TO EVENT!

APPLICANTS INFORMATION

Company/Organization: Veteran's Day Parade Nonprofit*: ☒ Yes ☐ No
Mailing Address: 206 N. 3rd St.
City: Hannibal State: MO. Zip: 63401

EVENT CHAIRPERSON

Name: Jennifer Ruhl Phone: (573)231-6802
Email: jenniferruhl1@gmail.com

GENERAL EVENT INFORMATION

Name of Event: Veteran's Day Parade
Event Type: ☐ Festival ☒ Parade/Walk/Run ☐ Concert/Performance OR Other: _____
Event Date(s): November 7, 2026
Event Start Time / Date: November 7, 2026 @ 10:00 AM
Event End Time / Date: NOVEMBER 7, 2026 @ 11:00AM
Proposed location* of Event: Starting @ 8th Street & Broadway
Description of Event: Line up @ 8th & Broadway- Parade will go down to Main St. & turn left to finish @ main & North St. by the Tom & Huck Statue
Anticipated Attendance: 75 Event History: _____ New ☒ Re-occurring*
If re-occurring, how many years has the event taken place: _____ Is this an Annual Event? ☒ Yes ☐ No

EVENT DETAILS

Set Up - Date/Time: 11/07/2026 @ 8:30AM Tear Down - Date/Time: 11/07/2026 @ 11:00AM
Contact Person for media/citizen information: Jennifer Ruhl & Chad Walden
Phone: Jennifer (573)231-6802 / Chad (573)248-6477 Email: jenniferruhl1@gmail.com / waldenbross@sbcglobal.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: 09.01.2026

Notified Organizer/Event Sponsor of Council Agenda date on:

Event added to Special Event Calendar: ☐

APPLICATIONS ARE DUE 10 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: N/A

*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:

No objections from the Clerk's Office, we will just need to obtain the Certificate of Insurance with the endorsement page prior to the event.

Approved By: Britta Dooley, Office Manager

Britta K. Dooley

Date of Approval:

07/29/2026

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: Jennifer Ruhl

Cell #: (573)231-6802

Secondary Contact: Chad Walden

Cell #: (573)248-6477

MEDICAL

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

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

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

If yes, contact name: N/A

Cell #: N/A

FIRE

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

If yes, what has been identified? N/A

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

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

Should an incident occur that requires the Fire Department, **CALL 911**. The caller should have the following information available to give the 911 dispatcher: Nature of the emergency, location, & contact name with a good call back #.

OPEN FLAMES

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

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

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

FIREWORKS

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

Fire Department Comments:

N/A

Approved By: Dane Riefesel, Deputy Chief

Date of Approval:

Dane Riefesel
Dane Riefesel (Jul 29, 2026 13:37:02 CDT)

07/29/2026

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: N/A #: N/A

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

SEVERE WEATHER

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

Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions & determine if the event will remain scheduled.

The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before & during the event.

During the event - If severe weather occurs during the event, the EAP event representative or his/her designee will make the notification to those attending the event that a hazardous weather condition exists & direct them to shelter.

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

LAW ENFORCEMENT

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

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

☐ On-site Security or ☒ 911 Dispatch for Law Enforcement

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

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

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

HPD Assistance Requested: Yes, We are working on having local Police to assist with this by using Barriers / helping with

Traffic Control / Etc.

Police Department Comments:

No concerns

Approved By: Captain Matt Wilt

Matt Wilt
Matt Wilt (Jul 29, 2026 16:40:50 CDT)

Date of Approval:

07/29/2026

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: November 7, 2026 8:30AM - 11:00AM or until end of Parade if sooner than 11:00AM

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 (Jul 30, 2026 15:15:20 CDT)

Date of Approval:

07/30/2026

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: N/A

Date/Times Rented: N/A

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

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

RESTROOM FACILITIES

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

Parks Department Comments:

No Concern

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

Date of Approval:

Chad Collier

Chad Collier (Jul 31, 2026 09:34:21 CDT)

07/31/2026

DPW

DPW Comments:

No issues

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

Date of Approval:

Mark Kempker

Mark Kempker (Aug 13, 2026 12:04:03 CDT)

08/13/2026

HCVB

Tourism Comments:

No concerns.

Approved By: Trisha O'Cheltree, Director of Tourism

Date of Approval:

Trisha O'Cheltree

Trisha O'Cheltree (Aug 13, 2026 12:08:56 CDT)

08/13/2026

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, General Manager

Date of Approval:

08/14/2026



Darrin Gordon (Aug 14, 2026 07:23:52 CDT)

CITY MANAGER

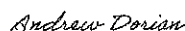
City Manager Comments:

N/A

Approved By: Andy Dorian, City Manager

Date of Approval:

08/14/2026



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)

JR
JR (INITIALS)

AGREEMENT

Name of Event: Veteran's Day Parade

Date(s) of Event: November 7, 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, Veteran's Day Parade (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 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):

Jennifer Rull

Date:

7-23-26



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.

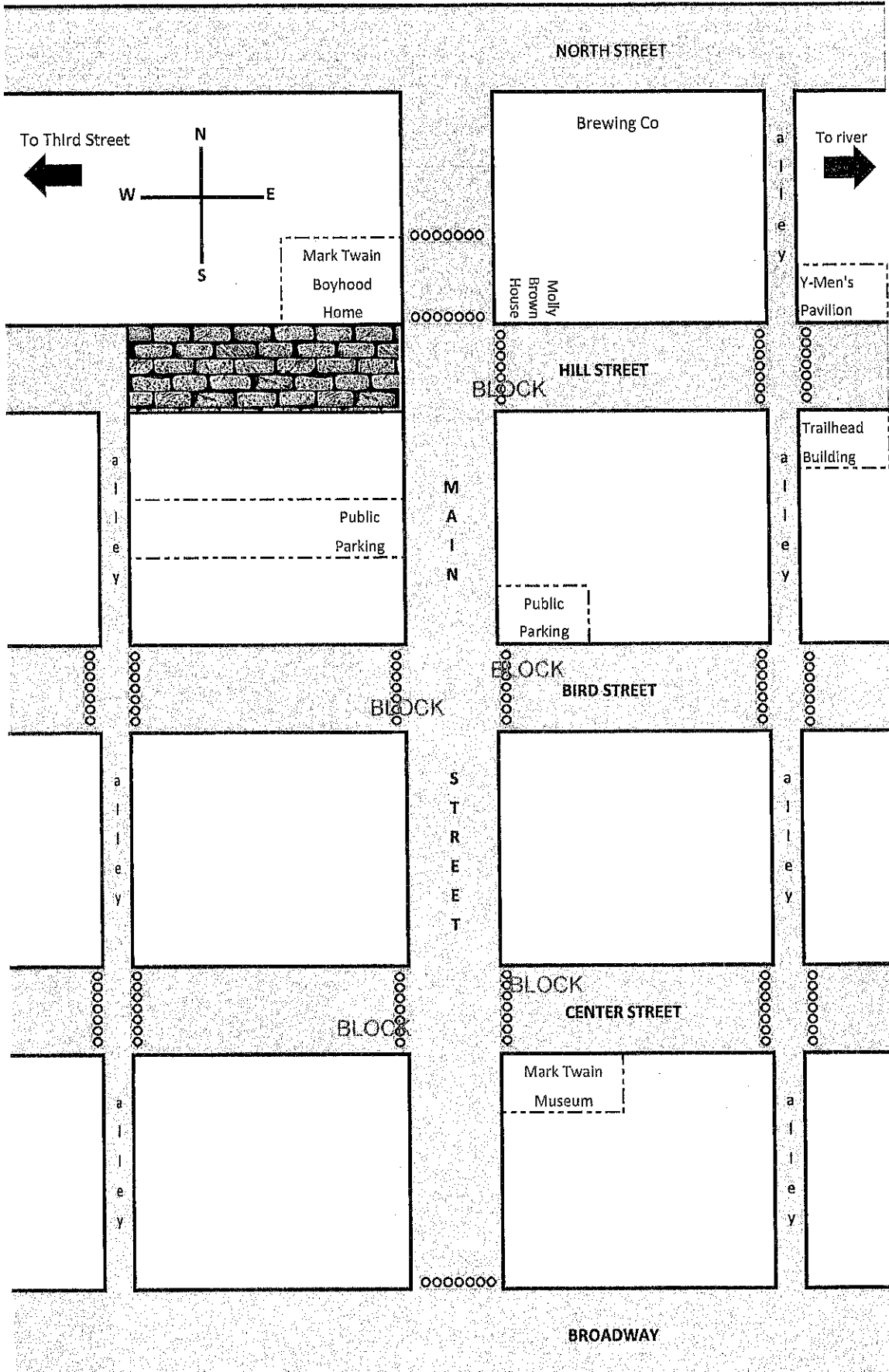
By Daneford Rude
Chairman
Title

7/21/20
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.

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 1 for sample)

JR. (INITIALS)

AGREEMENT

Name of Event: Veteran's Day Parade

Date(s) of Event: November 7, 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.

MEMORANDUM

To: Mayor, City Clerk and City Council

From: Andy Dorian, City Manager

Date: 9/1/2026

Subject: Approval of Engineering Design Agreement with Klingner & Associates, P.C. for the 4th & Broadway Parking Lot Project

Recommendation

Staff recommends approval of an engineering services agreement with Klingner & Associates, P.C. in the amount of **\$17,500** for surveying, environmental review, and engineering design services related to improvements at the City-owned parking lot located at **4th Street and Broadway**.

Background

The City is evaluating improvements to the 4th & Broadway Parking Lot to enhance downtown parking, site functionality, drainage, accessibility, lighting, and overall appearance. To advance the project, the City solicited a proposal from Klingner & Associates, P.C. to provide the professional services necessary to develop construction-ready plans and specifications.

Klingner has extensive experience providing engineering, surveying, and site development services throughout the region and has previously assisted the City on a variety of infrastructure and redevelopment projects.

Scope of Services

Under the proposed agreement, Klingner will provide the following services:

- Environmental review and preparation of specification language addressing potential soil contamination conditions.
- Topographic and boundary survey of the project site, including utility identification and mapping.
- Preliminary site design, including site layout, grading, drainage, utility planning, erosion control measures, and a preliminary opinion of probable construction costs.
- Final construction documents, including:
 - Site layout and pavement design;
 - Grading and drainage plans;
 - Stormwater management improvements;
 - ADA-compliant parking accommodations;
 - Pavement markings and signage;
 - Lighting plan and electrical layout;
 - Landscape plan;
 - Technical specifications for construction.

The agreement includes design review meetings with City staff during both the preliminary and final design phases.

Financial Impact

The proposed lump-sum fee is **\$17,500**, consisting of:

Environmental Services	\$2,000
Surveying	\$5,000
Civil/Site Engineering & Landscape Architecture	\$10,500
Total	\$17,500

Funding for these services will be paid from the Infrastructure Tax.

Conclusion

Approval of this agreement will allow the City to move forward with the engineering and design phase of the 4th & Broadway Parking Lot Project and provide the necessary plans, specifications, and cost estimates for future construction consideration. Staff recommends approval of the agreement with Klingner & Associates, P.C. in the amount of \$17,500.

RESOLUTION NO. 2632-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN
ENGINEERING SERVICES AGREEMENT WITH KLINGNER & ASSOCIATES,
P.C. FOR THE 4TH & BROADWAY PARKING LOT PROJECT**

WHEREAS, the City of Hannibal owns and maintains the parking lot located at the intersection of 4th Street and Broadway; and

WHEREAS, the City desires to evaluate and design improvements to the 4th & Broadway Parking Lot to enhance parking accommodations, drainage, accessibility, lighting, site functionality, and overall appearance; and

WHEREAS, Klingner & Associates, P.C. has submitted a proposal to provide professional engineering, surveying, environmental review, and design services necessary to prepare construction-ready plans and specifications for the project; and

WHEREAS, the proposed agreement includes environmental review, topographic and boundary surveying, preliminary and final engineering design, drainage and stormwater improvements, ADA-compliant parking accommodations, lighting design, landscape design, and preparation of construction specifications; and

WHEREAS, the total cost of the proposed engineering services agreement is Seventeen Thousand Five Hundred Dollars (\$17,500.00), to be funded through the City's Infrastructure Tax Fund; and

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

Section One.

The Mayor is hereby authorized and directed to execute an Engineering Services Agreement with Klingner & Associates, P.C. for professional engineering, surveying, environmental review, and design services associated with the 4th & Broadway Parking Lot Project in an amount not to exceed \$17,500.00.

Section Two.

This Resolution shall take effect and be in full force immediately upon its passage and approval.

Adopted on this 1st day of September, 2026.

Approved on this 1st day of September, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

KLINGNER

& ASSOCIATES, P. C.

Engineers • Architects • Surveyors

PROPOSAL FOR: City of Hannibal, Missouri

ADDRESS: 320 Broadway, Hannibal, MO

PROJECT: 4th and Broadway Parking Lot

DATE: 8/21/2026

I. PROJECT DESCRIPTION/UNDERSTANDING

The City of Hannibal, Missouri (Client) has requested that Klingner & Associates, P.C. (Klingner) provide a proposal for Surveying and Civil / Site engineering services) for projects at the 4th and Broadway Parking Lot in (Hannibal, Missouri. Klingner proposes to provide engineering design as described in the following scope of services.

II. SITE ZONING

The site is zoned E Commercial that does allow for the proposed improvements. No zoning services are included in this proposal.

III. SCOPE OF SERVICES

Our Scope of Services for each individual discipline is outlined below. The following meetings are included based on the meeting occurring in Hannibal or via video conference:

1. MEETINGS:

Surveying site visits required to complete the respective Scope of Services are included in the respective fees. The Klingner project manager and necessary staff will attend (two) milestone project meetings, including one (1) at 30% Preliminary Design Review, and one (1) in the Construction Documents phase at 90% Design Review. All included meetings will take place (at City Hall) or via video conference. (We anticipate one (1) round of reasonable modifications after each milestone Design Review, per Client comments. Client approval of design and revisions is required prior to commencing with subsequent work. Client shall not unreasonably withhold or delay approvals.

Attendance at additional design review meetings, miscellaneous meetings and construction progress meetings will be invoiced at an hourly per diem rate for the staff member in attendance.

2. ENVIRONMENTAL SERVICES:

The onsite monitoring wells have been abandoned, so there is no need to preserve/avoid any. The site has received a no further action status. Our work was primarily for the groundwater on the site. Klingner will review records on soils at the site to provide some language in the specifications in the event contaminated soils are encountered.

3. SURVEYING:

Provide topographic survey of the project site to include site adjacent property improvements and site adjacent existing municipal improvements and utilities. Set horizontal and vertical control points as needed to perform topographic survey. Run bench loop and set at least one (1) benchmark at or near the subject site. Submit a public utility locate request through the public locating service. Survey the locations of visible utilities and those marked by utility companies, including invert elevations for storm and sanitary sewer structures. Provide a topographical survey of the project site collecting elevation data sufficient to produce contours at 1-foot

intervals. Existing site features will be horizontally located and indicated on the survey including pavements, visible utilities, structures, trees, ditches, fences, and other existing site features. A base map will be prepared for use in the design process.

Klingner & Associates will obtain current surveys of record, check to make sure the deed listed is the latest deed of record for the property. Klingner shall also obtain adjoining documents as deemed necessary to conduct a boundary survey. Klingner shall analyze the legal description of the current vesting deed and try to locate monuments and obtain references to certain controlling elements in the vesting deed. A Professional Land Surveyor shall review the findings and establish the boundary lines in conformance with record documents. The boundary line findings will be shown on the base map.

This does not include a plat or setting any missing corners

4. CIVIL/SITE ENGINEERING/LANDSCAPE ARCHITECTURE:

A. Preliminary Design

- Preparation of preliminary drawings based on owner provided input which may include but are not necessarily limited to a site plan, grading plan, site utility plan, and erosion control plan and submit electronically (Adobe PDF) to the client for review. Provide one (1) set of revisions following client review.
- Preliminary Opinion of Probable Cost.
- Attend 30% review meeting with Owner.

B. Final Design and Construction Documents

Provide "civil construction site plans" in AutoCAD format on 22" x 34" sheet size. Plans shall consist of the following design items:

- General site layout of pavements, entrances, service area and utilities.
- Final site grading & drainage plan including contours at 1-foot intervals and applicable spot elevations.
- Storm Water Pollution Prevention Plan and erosion control best management practices as required.
- Accessible parking stall provisions in accordance with the Americans with Disabilities Act (ADA).
- Pavement marking layout.
- Site utility plan:
 - a. Storm sewer for storm water detention
- Site Drainage and Storm Water management as required by the City of Hannibal. An NPDES permit is not anticipated or included as the site disturbance will be less than one (1) acre.
- Concrete and/or Asphalt pavement design including jointing plan and details.
- Site lighting plan providing industry standard light levels or average required for the facility. Conduit layout and circuit diagram from a new service.

- Landscape design and landscape planting plan in accordance with City of Hannibal requirements.
- Technical specifications for site work and landscaping in CSI format on plan sheets.
- Attend design meetings

5. INFORMATION TO BE PROVIDED TO KLINGNER BY OTHERS:

- Client Input.

6. CONSULTANT SERVICES

Klingner does not anticipate the need to hire any subconsultants for this project. If agreements are requested to be held with a sub consultant and an agreement can be reached, we will hold the consultant agreement for 1.15 times the cost of all consultant fees for the project.

7. COMPENSATION

Compensation shall be based on a lump sum fee as per the following breakdown unless otherwise noted as hourly (per diem). Payments shall be made in accordance with the Klingner and Associates general terms or as mutually modified. These fees are generated in relation to the Scope of Services above.

FEE BY DISCIPLINE AND PHASE	
Discipline / Phase	Lump Sum
ENVIRONMENTAL SERVICES	\$2,000
SURVEYING	\$5,000
CIVIL/SITE ENGINEERING/LANDSCAPE ARCHITECTURE	\$10,500
Combined Total:	\$17,500

*Hourly Estimated Fee, permit fees by owner or reimbursable expense

8. SCHEDULE

A mutually agreed upon schedule to be coordinated with the Client.

9. REIMBURSABLE EXPENSES

In addition to the compensation for basic engineering services, normal project-related reimbursable expenses will be invoiced at the cost to the Engineer. The reimbursable expenses shall include:

- Printing, plotting, photocopying and photo reprographics for Client, Architect of Record and / or contractor use.
- Courier and express delivery charges
- Meetings other than those mentioned in the scope of services listed above
- Other project specific expenses pre-authorized by the Client

10. ADDITIONAL SERVICES

The following Additional Services are outside the Scope of Services as defined above and are to be discussed with the Client prior to execution. Additional Services, if requested by the client, will be billed hourly unless otherwise specified:

- Geotechnical Investigation
- Architectural, Structural, MEP Design Services
- Presentations at public meetings if required
- Zoning Services
- Traffic Impact Study
- Design of off-site sanitary sewer main extensions, easements or permits
- Design of off-site water main extensions, easements or permits
- On-Site Sanitary Treatment Design and Permitting
- Value engineering beyond what is included in the incorporation of the CD set
- Limited Construction Administration (Shop drawing and RFI review)
- Creation of Bidding Documents
- Construction Material Testing
- Construction Staking or machine control grading file preparation
- Construction on-site observation
- IBC Special Inspections
- Construction Administration services other than described above.
- Environmental services including Phase I ESA
- Development of 3-D computer models
- Project Record Document Development
- Other services as may be requested or required.
- Bidding services
- Construction administration services.

11. APPROVAL

All services will be completed in accordance with the Klingner General Terms and Conditions or as mutually modified attached. Signing below and the document's return, signifies acceptance of the services based on the above Scope of Services.

Mark C. Bross

Mark C. Bross, PE
Title: Hannibal Regional Office Manager
Klingner & Associates, P.C.

8-21-2026

Date

City of Hannibal, Missouri
Title: Mayor
City of Hannibal, Missouri

Date

This proposal is valid for acceptance for a period of thirty (30) days from the Klingner Signatory Date.

GENERAL TERMS AND CONDITIONS

THE AGREEMENT AND DEFINITIONS: These General Terms and Conditions ("T&Cs") are part of and fully incorporated into the attached services agreement, letter, or proposal ("Proposal"), with the Proposal and these General Terms and Conditions comprising the agreement ("Agreement") between the division/entity of Klingner & Associates, P.C. ("Consultant") and the client identified in the Proposal ("Client") under which Consultant will provide certain engineering, architectural, surveying, environmental or construction phase services ("Services") to Client in exchange for payment from Client in accordance with the terms of the Agreement. Consultant and Client shall be referred to as the "Parties." To the extent these T&Cs are used as an exhibit, attachment, or addendum to a contract presented by Client, then the specific terms of these T&Cs shall supersede, prevail, and be given precedent over any conflicting, otherwise inconsistent, and/or general terms, conditions, and provisions of any other contract executed by the Parties. Any construction, design, or engineering contractors, consultants, or other agents directly retained or paid by Client shall be referred to as "Client's Contractors" or "Contractors," and shall include Contractor's subcontractors. The project for which Consultant is providing its Services shall be referred to as the "Project."

ACCEPTANCE: Client is deemed to have accepted these T&Cs and terms of the Agreement, even without execution of any Agreement or these T&Cs, if Consultant submits a copy of the Proposal, Agreement or T&Cs to Client and thereafter Client directs the Consultant to proceed with its Services or if Client otherwise receives the benefit of Consultant's Services or submits any payment to Consultant for its Services.

SCOPE OF SERVICES: Consultant's Services are limited to those expressly and specifically listed in the Agreement, and do not include any service not expressly set forth or listed in the Agreement. Among other things, unless expressly set forth in the Agreement, the Services do not include any special inspections and structural tests as defined in Sections 1701 through 1715 of the International Building Code (IBC). The Consultant assumes no responsibility to perform or provide any services not specifically listed.

SCOPE OF SERVICES – ADDITIONAL TERMS: Below are additional terms and conditions regarding Consultant's Services.

OPINIONS OF PROBABLE COST: In the event Consultant's Services include providing opinions of probable cost or estimate costs, Client agrees that Consultant has no control over the cost of labor or materials furnished by others, any Contractor's methods of determining prices, competitive bidding, or market conditions, and, as such, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's cost estimates and, further, Consultant makes no warranties, expressed or implied, as to the accuracy of any and all cost estimates or opinions.

CONSTRUCTION ADMINISTRATION SERVICES: In the event Consultant's Services include Consultant visiting the Project site at agreed upon intervals or otherwise includes any type of construction administration services, Client agrees that in no case shall Consultant be required to make detailed, regular, exhaustive, or continuous on-site inspections to check the quality or quantity of any Contractor's work, and in no event shall Consultant have any duty, responsibility, or liability for the quality or quantity of work, or lack thereof, performed by any of Contractors.

SUBMITTAL REVIEW SERVICES: In the event Consultant's Services include Consultant reviewing and/or approving Contractors' submittals, such as shop drawings, data, samples, product samples, and other information, then Client expressly agrees that Consultant's reviews and approvals of such information shall be only for the limited purpose of checking for conformance with the design concepts and information expressly set forth within the contract documents for the Project. Among other things, Consultant's reviews and approvals do not include a review of the accuracy or completeness of the specifics of all information provided by those Contractors, including quantities, dimensions, weights or gauges, construction means and methods, fabrication processes, or other processes, all of which are the sole responsibility of Contractor. Further, Consultant has no responsibility or liability whatsoever for any deviations from the Project contract documents not brought to the attention of Consultant in writing or for Consultant's review of partial submissions or submission of items for which correlated item submissions have not been received by Consultant.

DESIGN PHASE SERVICES ONLY: Unless Consultant's Services expressly and specifically include project observation or construction administration within its scope of Services, or if Client, via itself or any of Client's Contractors, provides construction observation or review services, then Consultant's Services under this Agreement are *design phase services only*, are deemed *not* to include any construction document review services or other construction administration or construction phase services, and are deemed to be completed upon Consultant's completion and submittal of the deliverables or contracted for Instrument(s) of Service (defined later herein), and Client otherwise assumes all responsibility for, and releases Consultant from all claims relating to, the application or interpretation of any of the contract documents, the review of submittals, all construction observations, construction administration activities, and construction phase activities/services/events that may be related to Consultant's Services.

CONSTRUCTION MATERIAL TESTING SERVICES ONLY: If Consultant's Services consist of only construction material testing services, then Consultant's Services under this Agreement are deemed to be completed upon Consultant's submittal of the relevant material testing reports or other Instrument(s) of Service. Consultant has no responsibility or duty to perform any type of testing other than on the materials expressly noted in the Proposal or Agreement. Consultant has no responsibility or duty to perform any type of construction document review services or other construction administration or construction phase services, and Client assumes all responsibility for, and releases Consultant from all claims relating to the, design and engineering of the Project, the application or interpretation of any of the contract documents, the review of submittals, construction observations, construction administration activities, and construction phase activities/services/events that may be related to Consultant's Services.

STANDARD OF CARE: Services performed by Consultant will be conducted in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same or similar locality under similar circumstances. No other representations, warranties, or guarantees, expressed or implied, are included or intended in this Agreement or in any report, opinion, or document prepared by Consultant.

SUBCONSULTANTS: Consultant may retain any consultants/subconsultants that Consultant deems reasonable or necessary to assist in the performance of its Services. Neither Consultant nor any of Consultant's consultants/subconsultants are a fiduciary of, or otherwise has any fiduciary duties to, Client, Client's Contractors, or any other party.

COMPENSATION: Client shall pay Consultant for its Services on one of the bases described below and as identified in the Agreement ("Fees and Expenses").

The "Lump Sum" method means that Client will pay the stipulated Fees and Expenses as compensation for Consultant's Services. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, and profit. "Reimbursable Expenses," as defined below, may be in addition to the Lump Sum as indicated in the Agreement. Upon reaching eighty percent (80%) of the Lump Sum amount, Consultant may notify Client if the Lump Sum should be adjusted for completion of the Services. Client and Consultant shall mutually agree to adjustment of Lump Sum amount.

The "Standard Hourly Rate" method means that Client will pay as the Fees and Expenses an amount equal to the cumulative hours charged per each classification of employee, times Consultant's current standard hourly rates (which are revised annually on July 1st) for each applicable billing classification for all Services performed on the Project, plus Reimbursable Expenses.

The "Payroll Cost Times Multiplier" method means that Client will pay as the Fees and Expenses an amount equal to the cumulative hours charged per each classification of employee, times a specified multiplier of the employee's "Payroll Cost." The Payroll Cost is defined as the salary and wage of an employee plus the cost of customary overhead plus profit.

While Consultant may provide an estimated range of the Fees and Expenses on a Standard Hourly Rate Project or Payroll Cost Times Multiplier Project, it is *an estimate only*, and Consultant makes no guarantees whatsoever regarding what the final Fees and Expenses will be for all of Consultant's rendered Services to Client.

"Reimbursable Expenses" means the actual costs and expenses incurred directly or indirectly by Consultant in connection with the Services, including but not limited to, authorized out-of-town travel, including mileage at the IRS-approved rate and reasonable lodging and meal expenses; permitting, plan approval, and fees required by authorities having jurisdiction over the Project; printing, reproductions, plotting, and copying existing drawings, plans, specifications, and documents, as well as Instruments of Service prepared by Consultant; renderings, physical models, mock-ups, professional photography, and presentation materials requested by Client or required for the Project; postage, shipping, handling, and delivery; expense of overtime work requiring higher than regular rates, if authorized in advance by Client; equipment and supplies; all taxes levied on professional services and on reimbursable expenses; computer time; any consultants/subconsultants retained by Consultant for the Project; and other similar Project-related expenditures by Consultant. Reimbursable Expenses in the form of charges from consultants/subconsultants retained by Consultant for the Project shall be accompanied by a fifteen percent (15%) mark-up.

LUMP SUM PROJECTS - ADDITIONAL SERVICES: This provision applies to all Agreements under which Client pays Consultant on a Lump Sum basis. After execution of the Agreement and without invalidating the Agreement, Consultant may provide "Additional Services" that are outside of the scope of Services originally defined under the Proposal or Agreement. For Additional Services, except for those services required solely due to the fault of Consultant, Client shall pay Consultant in accordance with the Standard Hourly Rate above incurred by Consultant in connection with providing the Additional Services. In addition, an equitable adjustment in any schedule for Consultant's Services shall be made corresponding to the Additional Services. Generally, Additional Services will not be performed unless prior authorization is received from Client, Client otherwise directs Consultant to perform the Additional Services, or otherwise pursuant to the terms of this Agreement, provided however, the Parties recognize the need for Consultant to perform the following Additional Services should the following situations arise, without the need for Consultant requesting or obtaining prior authorization from Client:

- (a) Services necessitated by a material change in (i) the initial information provided by Client, (ii) previous instructions or approvals given by Client, (iii) the Project, including but not limited to, the size, quality, complexity, Client's schedule, or Client's budget, or (iv) materials or equipment due to an acceptance of substitute materials or equipment other than "or equal" items made by Client or Client's Contractors.
- (b) Services by Consultant due to (i) the presence of any Hazardous Environmental Condition (as defined below), (ii) emergencies or acts of god, (iii) damage to the Project site caused by fire or other causes, (iv) Consultant's review of actual or potential defective or delayed work by one or more Contractors, (v) acceleration of the progress schedule involving services beyond normal working hours, (vi) Client changes to Project design criteria after approval of previous phase(s) of the design process; or (vii) default by any Contractor.
- (c) Services in connection with construction change directives and change orders to reflect changes requested by Client or Client's Contractors.
- (d) Evaluating unreasonable, frivolous, and/or an excessive number of requests for interpretation or information (RFIs), change proposals, or other demands from a Contractor or others in connection with the Project.
- (e) Services necessitated by evaluating equipment performance not caused by Consultant's design services.
- (f) Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared work products;
- (g) Revising previously prepared work products necessitated by official interpretations of applicable codes, laws or regulations that are either (i) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (ii) contrary to requirements of the Instruments of Service when they were prepared in accordance with the applicable standard of care.
- (h) Services necessitated by decisions of Client not rendered in a timely manner or a failure of performance on the part of Client or Client's Contractors.
- (i) Reviewing shop drawings, product data items, samples, and submittals more than two times and as a result of inadequate submissions.
- (j) Services after the award of the construction contract(s) for the Project in evaluating and determining the acceptability of a Contractor's proposed "or equal" item or substitution that is found to be inappropriate, as well as services regarding the evaluation and determination of an excessive number of proposed "or equal" items or substitutions, whether proposed before or after award of the construction contract(s) for the Project.
- (k) Evaluation of the qualifications of entities providing bids or proposals.
- (l) Services resulting from material delays, changes, or price increases occurring as a direct or indirect result of materials, or equipment shortages.
- (m) Services in connection with any partial utilization of the Project by the Client or any owner prior to substantial completion of the Project.
- (n) Preparation of design and documentation for alternate bid or proposal requests proposed by Client.
- (o) Preparation for, and attendance at, a public presentation, meeting or hearing, unless such services are expressly set forth within this Agreement.
- (p) Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where Consultant is a party thereto.

In addition, if the Services covered by this Agreement have not been completed within the "Time of Completion" as defined below, through no fault of Consultant, an extension of Consultant's Services beyond that time shall be compensated as Additional Services.

PAYMENT: Consultant may invoice the Fees and Expenses on a monthly or any other periodic basis, based on the proportion of the Services completed and expenses incurred at the time of invoicing. Payment is due in fifteen (15) days. Interest is charged at one percent (1%) per month on invoices unpaid over thirty (30) days. A 3.5% convenience fee will be charged for electronic payments. Please contact our office to pay electronically. Please return a copy of invoice with payment to assure proper credit. In addition, if Client fails to make payment on invoices unpaid for thirty (30) days and Consultant incurs any costs to collect overdue sums from Client, if allowed by applicable laws, Client agrees that all such collection costs incurred shall immediately become due and payable to Consultant. Collection costs shall include, if allowed by applicable laws, without limitation, reasonable attorney fees, collection agency fees and expenses, court costs, appeal costs, judgment execution and collection costs, and reasonable Consultant staff costs at standard billing rates for Consultant's time spent in efforts to collect. No deductions shall be made from Consultant's Compensation including to impose penalty or liquidated damages on Consultant, or to offset sums requested by or paid to any Contractor(s) or for costs of changes in the Contractor's services, unless Consultant is adjudged to be liable for those amounts in a binding dispute resolution process. Client's making of its final payment of the Compensation to Consultant shall constitute Client's acceptance of Consultant's Services as in compliance with this Agreement and a waiver of all claims against Consultant that are known by Client or should have been known by Client as of the date of the final payment.

DIFFERING OR CHANGED CONDITIONS: This Agreement is expressly based on the conditions of the Project, Project site, and Project structures that are actually known by and disclosed to Consultant. If other conditions not originally known and disclosed become known by or disclosed to Consultant, or such conditions otherwise change, Consultant may elect to require a renegotiation of appropriate portions of this Agreement (e.g., compensation or scope of service) and/or all services performed by Consultant because of the new or differing conditions shall be deemed to be and billed to Client as Additional Services.

REDESIGN OBLIGATION: In the event the bids or negotiated cost of the construction work exceed the Client's budget for construction, upon notice from the Client, the Consultant agrees to modify, on an Additional Services basis, the construction contract documents or those portions of the documents where bids exceeded the Client's budget.

CHANGES AND ADDED VALUE: The Client recognizes that although the Consultant will perform its Services under this Agreement in a manner consistent with the applicable standard of care, the Consultant's instruments of service may contain ambiguities, conflicts, errors, omissions and/or other imperfections. The Client recognizes and expects that certain increased costs and changes may be required because of these imperfections in the Consultant's instruments of service and, therefore, that the final construction cost of the Project may exceed the estimated construction costs or bid amount. Accordingly, the Client agrees to set aside a reserve in the amount of ten percent (10%) of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The Client further agrees not to make any claim directly or indirectly against the Consultant on the basis of professional negligence, breach of contract, or otherwise with respect to the increased costs and changes unless the total of such increased costs and changes exceeds fifteen percent (15%) of the final construction cost of the Project, and then only for an amount in excess of such percentage. Any responsibility of the Consultant for the increased costs and changes in excess of such percentage will be determined on the basis of applicable contractual obligations and professional liability standards. For purposes of this provision, the increased costs and changes will not include any costs that the Client would have incurred if the Consultant's instruments of service had not originally contained such conflicts, errors, omissions and other imperfections. In no event will the Consultant be responsible for costs or expenses that provide betterment or upgrades to the Project or enhances the value of the Project.

INFORMATION PROVIDED BY OTHERS: Client shall furnish and grant permission to use, at Client's expense, all information, requirements, reports, data, surveys and instructions set forth in the Agreement or otherwise related to the Services. Consultant may use such information, requirements, reports, data, surveys and instructions in performing its Services and is entitled to rely upon the accuracy and completeness thereof without independent verifications or investigation. Client shall give prompt written notice to Consultant whenever Client observes, or otherwise becomes aware of, any development or new or changed information that affects the scope or time of performance of Consultant's Services. Consultant shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by Client and/or Client's Contractors.

INSTRUMENTS OF SERVICE – OWNERSHIP AND USE: All documents, reports, plans, drawings, models, and other tangible work products or deliverables prepared or furnished by Consultant pursuant to this Agreement are instruments of service ("Instruments of Service"), and Consultant shall retain all ownership and property interest therein. Client shall have a limited license to use the Instruments of Service on the Project, subject to receipt by Consultant of full payment due and owing for all Services relating to preparation of the Instruments of Service and subject to the following limitations: (a) Client acknowledges that such Instruments of Service are not intended or represented to be suitable for use on the Project unless fully prepared and completed by Consultant, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written authorization by Consultant; (b) any such use or reuse, or any modification of the Instruments of Service, without written authorization and adaptation by Consultant, shall be at Client's sole risk; (c) Client fully releases Consultant from liability for, and shall indemnify, defend and hold harmless Consultant from and against, all claims, damages, losses, and expenses, including attorney fees, expert costs, and other costs, arising out of or resulting from, any use, reuse, or modification of the Instruments of Service without written verification, adaptation, and completion by Consultant; and (d) Client acknowledges and agrees that its limited license shall not create any rights in third parties. Finally, in the event Consultant, in its sole discretion, allows for some type of transfer of the ownership in an Instrument of Service to Client, then Client must agree to the terms of Consultant's proposed assignment document and, in all cases, the only ownership or other interest transferred is in the one version of the tangible work product, itself, but not any underlying intellectual property rights in the Instruments of Service.

3-D COMPUTER MODELS: If Consultant prepares 3-D computer models ("3-D Models"), the 3-D Models are solely intended for production of 2-D documents in PDF format for Client and not intended to be used for any other purpose than as a design tool for Consultant during the design, construction and documentation phases. Information and metadata in the model shall not be relied upon unless explicitly stated by Consultant. The digital models will not be made available to contractors or subcontractors during bidding or construction, unless explicitly included in the Agreement and only through a Consultant end user license agreement (EULA). If Client wishes Consultant to create a 3-D Model with a higher level of development than Consultant's normal level, then Consultant reserves the right to request additional time and compensation to do so. In all cases, Consultant shall not be held responsible for any errors or claims arising from Client or Contractor's use of 3-D Models.

DEFECTS IN SERVICE: Client shall immediately report to Consultant any defects or suspected defects in Consultant's Services of which Client becomes or should have become aware and allow Consultant to take measures to minimize the consequences of such defect. Client shall impose a similar notification requirement on Contractors and shall require all subcontracts at any level to contain a like requirement. Failure by Client or Client's Contractors to notify Consultant shall relieve Consultant of any liability for costs of remedying the defects above the sum such remedy would have cost had timely notification been given.

PRODUCTS, EQUIPMENT AND MATERIALS: Client agrees that if any product, equipment or material specified for the Project by the Consultant shall at any future date be suspected or discovered to be defective, not meet the manufacturer's representation, or a health or safety hazard, then the Client shall waive all claims as a result thereof against the Consultant.

TIME OF COMPLETION: Unless a period of time or date of completion for Consultant's Services is expressly provided in the Agreement, the Parties have not agreed to any time period for Consultant's completion of its Services, and, instead, Consultant shall complete its Services within a reasonable period of time. Consultant shall incur no liability, and shall have no portion of the Compensation withheld, due to delay for any reason. In addition, if any delay, for any reason, increases the cost or time required by Consultant to perform its Services, Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

HAZARDOUS ENVIRONMENTAL CONDITIONS: Unless expressly stated in writing, Consultant does not provide assessments of the existence or presence of any hazardous or other environmental conditions or environmental contaminants or materials ("Hazardous Environmental Conditions"). Client shall inform Consultant of any and all known Hazardous Environmental Conditions before services are provided involving or affecting them. If unknown Hazardous Environmental Conditions are encountered, Consultant will notify the Client. Consultant may without liability or reduction or delay of compensation due, suspend Services on the affected portion of the Project until Client takes appropriate action to abate, remediate, or remove the Hazardous Environmental Condition. Consultant shall not be considered an "arranger", "operator", "generator", "transporter", "owner," or "responsible party" of or with respect to contaminants, materials, or substances; assumes no liability for correction of any Hazardous Environmental Condition; and shall be entitled to payment or reimbursement of expenses, costs, or damages occasioned by undisclosed Hazardous Environmental Conditions. Client shall indemnify, protect, defend (at its expense and with counsel reasonably acceptable to Consultant), and hold harmless Consultant as well as its respective affiliate companies, officers, managers, members, employees, and other agents, from and against all claims, losses, injuries, property damage, causes of actions, judgments, attorneys' fees, costs, compensatory damages, expenses, or other damages associated in any way with the discovery of Hazardous Environmental Condition.

AUTHORITY AND RESPONSIBILITY: Consultant shall not at any time supervise, direct, control, or have authority over any Contractor's work. Consultant shall not have authority over or be responsible for the means, methods, techniques, sequences, progress of work, or procedures of construction selected or used by any Contractor, for the safety precautions and programs incident thereto, for security or safety at the Project site, or for any failure of a Contractor to comply with the applicable laws and regulations. Consultant shall not be responsible whatsoever for the acts or omissions (including but not limited to, any alleged breach of contract, tort, or other liability) of any Contractor, and, likewise, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to perform its work. Consultant shall not be responsible for any decision made regarding a Contractor's construction contract requirements, or any application, interpretation, or modification of the construction documents other than those made by Consultant.

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

RIGHT OF ENTRY: Client shall provide for Consultant's right to enter property owned by Client or others in order for Consultant to perform its Services for this Project. Client understands that use of testing or other equipment may unavoidably cause damage, the correction of which is not the responsibility of Consultant.

BURIED UTILITIES: Client shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. Client agrees to waive any claim against Consultant and to indemnify, protect, defend (at its expense and with counsel reasonably acceptable to Consultant), and hold harmless Consultant as well as its respective affiliate companies, officers, managers, members, employees, and other agents, from and against all claims, injuries, or loss, arising from Consultant or other persons encountering utilities or other manmade objects that were not called to Consultant's attention or that were not properly located on the plans furnished to Consultant. Client further agrees to compensate Consultant for any time or expenses incurred by Consultant in defense of any such claim, in accordance with Consultant's hourly per diem fee schedule and expense reimbursement policy.

PUBLICITY: Unless otherwise expressly stated in the Agreement, Consultant shall have the right to photograph the Project and to use the photographs in the promotion of its professional service through publication, advertising, public relations, brochures, websites, or other marketing media.

EXCUSABLE EVENTS: Consultant shall not be responsible for any of the following events or any other events beyond the reasonable control of Consultant: (a) changes in the information, instructions, or approvals provided by Client; (b) material changes in the Project, including but not limited to, the size, quality, complexity, Client's schedule, Client's budget for the Project, or the procurement or delivery method; (c) changes in the applicable codes, laws or regulations thereby necessitating Consultant's revision of any previously prepared Instruments of Service; (d) official interpretations of applicable codes, laws or regulations that are either contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care; (e) decisions by Client not rendered in a timely manner or any other failure of performance on the part of Client or Client's Contractors; (f) the presence or encounter of any hazardous or toxic materials on the Project; and (g) weather conditions, work slowdown or stoppage, or acts of God (collectively, an "Excusable Event"). When an Excusable Event occurs, Consultant shall have no liability or responsibility for any damages incurred by Client, shall not be deemed to be in breach of this Agreement, and shall be entitled to an equitable adjustment in any schedule for Consultant's Services and to compensation for any Services performed due to such Excusable Event, which shall be deemed to be Additional Services paid on an hourly basis.

WAIVER OF CONSEQUENTIAL DAMAGES: In no event shall Consultant be liable or responsible, in contract, tort or otherwise, for (a) any special, consequential, incidental, or liquidated damages, including but not limited to, loss of profit or revenues; loss of use of any facility, building, products, machinery, or equipment; damage to associated equipment; cost of substitute products, facilities, services or replacement power; down time costs, or claims of any buyer of Client for such damages; (b) damages for which the requested repair would amount to economic waste or a betterment; or (c) loss or damage due, in whole or part, to the actions of the Client, ordinary wear and tear, and/or lack of Client maintenance.

LIMITATION OF LIABILITY: Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant, including its officers, owners, employees, and agents, to Client, or any person or entity claiming by or through Client, for any and all injuries, claims, liabilities, losses, costs, expenses or damages whatsoever arising out of or in any way related to the Services or Agreement, for any cause or causes including, but not limited to Consultant's active and passive negligence, professional errors or omissions, implied or express warranty obligations, strict liability, omissions, acts, or breaches of contract, shall not exceed the total Compensation or \$100,000, whichever is less. This limitation of liability shall apply to Client's claims for damages, as well as Client's claims for contribution and indemnity with respect to third party claims. In the event the Client requires a higher limitation of liability, upon written notice from the Client, Consultant and Client shall agree to and Client shall pay an additional fee within five (5) calendar days after the Agreement is fully executed.

INDEMNIFICATION: Client shall indemnify, protect, defend (at its expense and with counsel reasonably acceptable to Consultant), and hold harmless Consultant as well as its respective affiliate companies, officers, managers, members, employees, and other agents, from and against all claims, losses, injuries, property damage, causes of actions, judgments, attorneys' fees, costs, compensatory damages, expenses, or other damages (hereinafter referred to together as "Claims"), to the extent the Claims are caused by the negligent or intentional/willful action or inaction/omission, any contractual breach, or any other violation of law by Client or Client's employees, independent Contractors, or other persons/entities for whose acts Client is responsible. Client's obligations under this and other indemnification provisions in this Agreement shall survive termination and expiration of this Agreement; shall extend to Claims occurring after this Agreement; shall continue until the Claim is finally adjudicated; shall not be limited by any insurance required hereunder; and shall not negate, abridge or reduce any other rights of the persons and entities described herein with respect to indemnity.

CONTRACTOR INSURANCE: Client agrees, in any construction contracts for the Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance, Automobile Liability Insurance and appropriate limits of Commercial General Liability Insurance ("CGL") and to require all contractors to have their CGL policies endorsed to name Client and Consultant as Additional Insureds, on a primary and noncontributory basis, and to provide Contractual Liability coverage sufficient to ensure the hold harmless and indemnity obligations assumed by Contractors. Client shall require all Contractors defend, indemnify and hold harmless Client and Consultant from and against any claims, causes of action, lawsuits, damages, liabilities or costs, including reasonable attorneys' fees and costs, arising out of or in any way connected with the Project, including all claims by employees of the Contractors.

WAIVER OF SUBROGATION: To the extent damages are covered by any builder's risk policy, property insurance, or any insurance policy possessed by Client or Client's Contractors during or after the Project, Client shall waive all subrogation and other rights against Consultant and its retained consultants and agents for such damages, except such rights as they may have to the proceeds of such insurance.

TERMINATION: This Agreement may be terminated by either Party for cause on at least seven (7) days prior written notice of breach and opportunity to cure. Consultant may terminate for convenience and without cause. If terminated by either Party (with or without cause), Client agrees to pay for all Services performed and Reimbursable Expenses incurred to and including the date of termination. In addition, in the event Consultant terminates for cause, then Consultant shall also be paid its termination expenses, which shall include but are not limited to, expenses reasonably incurred by Consultant in connection with the termination of the Agreement or Services, including but not limited to, termination of Consultant's consultants/subconsultants and other persons retained by Consultant on the Project, demobilization costs if any, closing out Project records, reassignment of personnel, and other expenses directly resulting from the termination. If Client wishes to suspend services, Client must provide (7) days written notice, at which time Consultant may terminate or provide an increased or different Compensation to later resume Services to Client.

DISPUTE RESOLUTION: If a dispute or claim arises relating to the Services, Agreement, or Parties, the Parties shall participate in good faith negotiations to resolve any and all disputes. Should negotiations fail, then a Party shall participate in nonbinding mediation if requested in writing by the other Party. Unless the Parties mutually agree otherwise, the mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement and shall be in the location of the Project. If the Parties do not resolve a dispute through mediation, the method of binding dispute resolution shall be arbitration in the location of the Project. Unless the Parties mutually agree otherwise, the arbitration shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notwithstanding the foregoing, Consultant, in its sole discretion, may bring its claim(s), including third-party claims, against Client in the district court in the location of the Project, with a judge, and not a jury, presiding over such claim. **THUS, IN ALL CIRCUMSTANCES, BOTH PARTIES WAIVE ALL RIGHT TO TRIAL BY JURY IN ANY ACTION RELATING TO THE AGREEMENT OR ANY TRANSACTION CONNECTED THERETO. THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY GIVEN.** In the event of any litigation, arbitration, mitigation, or other proceeding arising out of or relating to the Services or Agreement or otherwise involving the Parties, Consultant shall be entitled to recover its reasonable attorney's fees, expert and consultant fees, judgment execution fees and costs, appeal fees and costs, and all other costs from Client when Consultant is the prevailing party.

MISCELLANEOUS PROVISIONS: (1) If any provision of the Agreement is declared illegal or unenforceable and cannot be modified to be enforceable, such provision shall immediately become null and void, leaving the remainder of the Agreement in full force and effect. (2) The Agreement may not be assigned by any Party without written authorization. (3) The Agreement shall be binding upon, and inure to the benefit of, the Parties and their respective legal representatives, heirs, successors, and assigns. (4) Nothing contained in the Agreement shall create a contractual relationship with, create a cause of action in favor of, or otherwise benefit, any third party. Instead, Consultant's Services under the Agreement are being performed solely for Client's benefit, and, therefore, no other entity shall have any claim against Consultant because of the Agreement. (5) Each Party has, or had the opportunity to retain, counsel and entered into the Agreement knowingly and voluntarily after having been fully advised of its rights under the Agreement or after having had the opportunity to be fully advised. Further, each Party played a substantive role in drafting the Agreement or had an equal opportunity to do so. Accordingly, in the event of any misunderstanding, ambiguity, or dispute concerning the Agreement's provisions, or interpretation, the Parties agree that no rule of construction shall be applied that would result in having the Agreement interpreted against any Party. (6) This Agreement contains the entire agreement between the Parties regarding the Project, and this Agreement is intended to be an integration of all prior negotiations. Accordingly, this Agreement overrides any claimed prior agreement or representation, and Consultant shall not be bound by any terms, statements, warranties, or representations not contained herein. Further, no modifications of this Agreement shall be valid unless made pursuant to the terms herein and in writing and signed by the Party against whom it is sought to be enforced, or unless otherwise made pursuant to the terms herein. (7) A Party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Legend

- 317 Broadway Lot
- B&B Theatres Hannibal Main Street Cinema
- Church
- F & M Bank & Trust
- Feature 1
- Feature 2
- Feature 3
- Frozen Sippi's
- Hannibal Parks & Recreation

Labels on map:

- Central Park
- Harvest Outreach: Leaves & Branches
- Crossing Church - Hannibal
- Marion County Ciba's
- Big River Pest Control
- Hannibal Parks & Recreation
- Highway
- Patrol Station
- Highway
- Grave Arena
- Leaves & Branches
- S 21st St
- S 20th St
- S 19th St
- S 18th St
- S 17th St
- S 16th St
- S 15th St
- S 14th St
- S 13th St
- S 12th St
- S 11th St
- S 10th St
- S 9th St
- S 8th St
- S 7th St
- S 6th St
- S 5th St
- S 4th St
- S 3rd St
- S 2nd St
- S 1st St

Scale: 300 ft

Google Earth

Map data © 2026 Airbus

An aerial photograph of Hannibal, Missouri, viewed through Google Earth. The map shows a grid of streets including S 2nd St, S 3rd St, S 4th St, S 5th St, S 6th St, S 7th St, S 8th St, S 9th St, S 10th St, S 11th St, S 12th St, S 13th St, S 14th St, S 15th St, S 16th St, S 17th St, S 18th St, S 19th St, S 20th St, S 21st St, S 22nd St, S 23rd St, S 24th St, S 25th St, S 26th St, S 27th St, S 28th St, S 29th St, S 30th St, S 31st St, S 32nd St, S 33rd St, S 34th St, S 35th St, S 36th St, S 37th St, S 38th St, S 39th St, S 40th St, S 41st St, S 42nd St, S 43rd St, S 44th St, S 45th St, S 46th St, S 47th St, S 48th St, S 49th St, S 50th St, S 51st St, S 52nd St, S 53rd St, S 54th St, S 55th St, S 56th St, S 57th St, S 58th St, S 59th St, S 60th St, S 61st St, S 62nd St, S 63rd St, S 64th St, S 65th St, S 66th St, S 67th St, S 68th St, S 69th St, S 70th St, S 71st St, S 72nd St, S 73rd St, S 74th St, S 75th St, S 76th St, S 77th St, S 78th St, S 79th St, S 80th St, S 81st St, S 82nd St, S 83rd St, S 84th St, S 85th St, S 86th St, S 87th St, S 88th St, S 89th St, S 90th St, S 91st St, S 92nd St, S 93rd St, S 94th St, S 95th St, S 96th St, S 97th St, S 98th St, S 99th St, S 100th St. Labeled points include Central Park, Big River Past Control, Harvest Outreach Leaves & Branches, Crossing Church - Hannibal, Marion County Ciba's, Hannibal Parks & Recreation, High School, Patton Station, Cave Arena, B&B Theatre Main Street Cinema, F & M Bank & Trust, Church, Feature 1, Feature 2, Feature 3, Frozen Sippi's, Hannibal Parks & Recreation, and 317 Broadway Lot. A scale bar indicates 300 ft.

Untitled Map

Write a description for your map.

Legend

- 317 Broadway Lot
- B&B Theatres Hannibal Main Street Cinema
- Church
- F & M Bank & Trust
- Feature 1
- Feature 2
- Feature 3
- Frozen Sippi's
- Hannibal Parks & Recreation

Google Earth

Map © 2026 Airbus

Legend

- 317 Broadway Lot
- B&B Theatres Hannibal Main Street Cinema
- Church
- F & M Bank & Trust
- Feature 1
- Feature 2
- Feature 3
- Frozen Sippi's
- Hannibal Parks & Recreation

Labels on map:

- Central Park
- Harvest Outreach: Leaves & Branches
- Crossing Church - Hannibal
- Marion County Ciba's
- Big River Pest Control
- Hannibal Parks & Recreation
- Highway
- Patrol Station
- Garage Arena
- 15th St
- 16th St
- 17th St
- 18th St
- 19th St
- 20th St
- 21st St
- 22nd St
- 23rd St
- 24th St
- 25th St
- 26th St
- 27th St
- 28th St
- 29th St
- 30th St
- 31st St
- 32nd St
- 33rd St
- 34th St
- 35th St
- 36th St
- 37th St
- 38th St
- 39th St
- 40th St
- 41st St
- 42nd St
- 43rd St
- 44th St
- 45th St
- 46th St
- 47th St
- 48th St
- 49th St
- 50th St
- 51st St
- 52nd St
- 53rd St
- 54th St
- 55th St
- 56th St
- 57th St
- 58th St
- 59th St
- 60th St
- 61st St
- 62nd St
- 63rd St
- 64th St
- 65th St
- 66th St
- 67th St
- 68th St
- 69th St
- 70th St
- 71st St
- 72nd St
- 73rd St
- 74th St
- 75th St
- 76th St
- 77th St
- 78th St
- 79th St
- 80th St
- 81st St
- 82nd St
- 83rd St
- 84th St
- 85th St
- 86th St
- 87th St
- 88th St
- 89th St
- 90th St
- 91st St
- 92nd St
- 93rd St
- 94th St
- 95th St
- 96th St
- 97th St
- 98th St
- 99th St
- 100th St

Scale: 300 ft

Google Earth

Map data © 2026 Airbus

- [illegible]

Legend

- 317 Broadway Lot
- B&B Theatres Hannibal Main Street Cinema
- Church
- F & M Bank & Trust
- Feature 1
- Feature 2
- Feature 3
- Frozen Sippi's
- Hannibal Parks & Recreation

Labels on map:

- Central Park
- Harvest Outreach: Leaves & Branches
- Crossing Church - Hannibal
- Marion County Courthouse
- Big River Park Control
- Hannibal Parks & Recreation
- Highway 100
- Highway 101
- Highway 102
- Highway 103
- Highway 104
- Highway 105
- Highway 106
- Highway 107
- Highway 108
- Highway 109
- Highway 110
- Highway 111
- Highway 112
- Highway 113
- Highway 114
- Highway 115
- Highway 116
- Highway 117
- Highway 118
- Highway 119
- Highway 120
- Highway 121
- Highway 122
- Highway 123
- Highway 124
- Highway 125
- Highway 126
- Highway 127
- Highway 128
- Highway 129
- Highway 130
- Highway 131
- Highway 132
- Highway 133
- Highway 134
- Highway 135
- Highway 136
- Highway 137
- Highway 138
- Highway 139
- Highway 140
- Highway 141
- Highway 142
- Highway 143
- Highway 144
- Highway 145
- Highway 146
- Highway 147
- Highway 148
- Highway 149
- Highway 150
- Highway 151
- Highway 152
- Highway 153
- Highway 154
- Highway 155
- Highway 156
- Highway 157
- Highway 158
- Highway 159
- Highway 160
- Highway 161
- Highway 162
- Highway 163
- Highway 164
- Highway 165
- Highway 166
- Highway 167
- Highway 168
- Highway 169
- Highway 170
- Highway 171
- Highway 172
- Highway 173
- Highway 174
- Highway 175
- Highway 176
- Highway 177
- Highway 178
- Highway 179
- Highway 180
- Highway 181
- Highway 182
- Highway 183
- Highway 184
- Highway 185
- Highway 186
- Highway 187
- Highway 188
- Highway 189
- Highway 190
- Highway 191
- Highway 192
- Highway 193
- Highway 194
- Highway 195
- Highway 196
- Highway 197
- Highway 198
- Highway 199
- Highway 200
- Highway 201
- Highway 202
- Highway 203
- Highway 204
- Highway 205
- Highway 206
- Highway 207
- Highway 208
- Highway 209
- Highway 210
- Highway 211
- Highway 212
- Highway 213
- Highway 214
- Highway 215
- Highway 216
- Highway 217
- Highway 218
- Highway 219
- Highway 220
- Highway 221
- Highway 222
- Highway 223
- Highway 224
- Highway 225
- Highway 226
- Highway 227
- Highway 228
- Highway 229
- Highway 230
- Highway 231
- Highway 232
- Highway 233
- Highway 234
- Highway 235
- Highway 236
- Highway 237
- Highway 238
- Highway 239
- Highway 240
- Highway 241
- Highway 242
- Highway 243
- Highway 244
- Highway 245
- Highway 246
- Highway 247
- Highway 248
- Highway 249
- Highway 250
- Highway 251
- Highway 252
- Highway 253
- Highway 254
- Highway 255
- Highway 256
- Highway 257
- Highway 258
- Highway 259
- Highway 260
- Highway 261
- Highway 262
- Highway 263
- Highway 264
- Highway 265
- Highway 266
- Highway 267
- Highway 268
- Highway 269
- Highway 270
- Highway 271
- Highway 272
- Highway 273
- Highway 274
- Highway 275
- Highway 276
- Highway 277
- Highway 278
- Highway 279
- Highway 280
- Highway 281
- Highway 282
- Highway 283
- Highway 284
- Highway 285
- Highway 286
- Highway 287
- Highway 288
- Highway 289
- Highway 290
- Highway 291
- Highway 292
- Highway 293
- Highway 294
- Highway 295
- Highway 296
- Highway 297
- Highway 298
- Highway 299
- Highway 300
- Highway 301
- Highway 302
- Highway 303
- Highway 304
- Highway 305
- Highway 306
- Highway 307
- Highway 308
- Highway 309
- Highway 310
- Highway 311
- Highway 312
- Highway 313
- Highway 314
- Highway 315
- Highway 316
- Highway 317
- Highway 318
- Highway 319
- Highway 320
- Highway 321
- Highway 322
- Highway 323
- Highway 324
- Highway 325
- Highway 326
- Highway 327
- Highway 328
- Highway 329
- Highway 330
- Highway 331
- Highway 332
- Highway 333
- Highway 334
- Highway 335
- Highway 336
- Highway 337
- Highway 338
- Highway 339
- Highway 340
- Highway 341
- Highway 342
- Highway 343
- Highway 344
- Highway 345
- Highway 346
- Highway 347
- Highway 348
- Highway 349
- Highway 350
- Highway 351
- Highway 352
- Highway 353
- Highway 354
- Highway 355
- Highway 356
- Highway 357
- Highway 358
- Highway 359
- Highway 360
- Highway 361
- Highway 362
- Highway 363
- Highway 364
- Highway 365
- Highway 366
- Highway 367
- Highway 368
- Highway 369
- Highway 370
- Highway 371
- Highway 372
- Highway 373
- Highway 374
- Highway 375
- Highway 376
- Highway 377
- Highway 378
- Highway 379
- Highway 380
- Highway 381
- Highway 382
- Highway 383
- Highway 384
- Highway 385
- Highway 386
- Highway 387
- Highway 388
- Highway 389
- Highway 390
- Highway 391
- Highway 392
- Highway 393
- Highway 394
- Highway 395
- Highway 396
- Highway 397
- Highway 398
- Highway 399
- Highway 400
- Highway 401
- Highway 402
- Highway 403
- Highway 404
- Highway 405
- Highway 406
- Highway 407
- Highway 408
- Highway 409
- Highway 410
- Highway 411
- Highway 412
- Highway 413
- Highway 414
- Highway 415
- Highway 416
- Highway 417
- Highway 418
- Highway 419
- Highway 4

[illegible]

Legend

- 317 Broadway Lot
- B&B Theatres Hannibal Main Street Cinema
- Church
- F & M Bank & Trust
- Feature 1
- Feature 2
- Feature 3
- Frozen Sippi's
- Hannibal Parks & Recreation

Labels on map:

- Central Park
- Harvest Outreach: Leaves & Branches
- Crossing Church - Hannibal
- Marion County Ciba's
- Big River Pest Control
- Hannibal Parks & Recreation
- Highway
- Patrol Station
- Garage Arena
- Leaves Branch Ministries
- S 21st St
- S 20th St
- S 19th St
- S 18th St
- S 17th St
- S 16th St
- S 15th St
- S 14th St
- S 13th St
- S 12th St
- S 11th St
- S 10th St
- S 9th St
- S 8th St
- S 7th St
- S 6th St
- S 5th St
- S 4th St
- S 3rd St
- S 2nd St
- S 1st St
- S 0th St

Scale: 300 ft

Google Earth

Map data © 2026 Airbus

MEMORANDUM

TO: Mayor, City Clerk and City Council

FROM: Andy Dorian, City Manager

DATE: September 1st, 2026

RE: Approval of Engineering Agreement with Klingner & Associates for General Mills Warehouse East Building Roof Project

Recommendation

Staff recommends that the City Council approve the Professional Services Agreement with Klingner & Associates, P.C. for architectural and engineering services related to the roof replacement and restoration project at the City-owned General Mills Warehouse East Building located at 3752 Warren Barrett Drive. The proposed agreement provides for design development, construction documents, environmental testing, and bid phase support services at a total cost of **\$28,500**.

Background

Earlier this year, the City engaged Klingner & Associates, P.C. to perform a comprehensive roof assessment of the City owned General Mills Warehouse East Building. The assessment found that the existing PVC roof membrane covering the approximately 100,000-square-foot warehouse has reached the end of its useful life and is experiencing deterioration, including exposed scrim, surface cracking, membrane failures, and numerous past repairs. The report further identified drainage and gutter deficiencies that should be addressed as part of a long-term roof improvement strategy.

Based on its findings, Klingner recommended that the City proceed with public bidding for roof restoration and replacement alternatives to obtain competitive pricing and determine the most cost-effective long-term solution.

Proposed Services

The proposed agreement includes preparation of construction documents and bid packages for both a roof restoration option and a complete roof replacement option, asbestos testing of roofing materials, preparation of bid documents and specifications, conducting a pre-bid meeting, responding to contractor questions, preparing addenda, and evaluating bids received by the City.

The agreement establishes a lump-sum fee of **\$28,500**, consisting of **\$1,500 for environmental testing** and **\$27,000 for architectural design and bid phase services**.

Funding

Funding for this agreement is available through the City's **Revolving Loan Fund**. The fund receives revenues generated by lease payments from the General Mills

Warehouse facility, making it an appropriate funding source for professional services associated with maintaining and preserving this City-owned asset.

Conclusion

Approval of this agreement will allow staff and Klingner & Associates to develop bidding documents and obtain competitive pricing for the recommended roof improvements. These services represent the next step toward protecting a significant City-owned industrial asset and ensuring its continued viability for future lease operations and economic development opportunities.

Staff recommends approval of the agreement with Klingner & Associates in the amount of \$28,500 and authorization for the Mayor to execute the agreement on behalf of the City.

RESOLUTION NO. 2633-26

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KLINGNER & ASSOCIATES, P.C. FOR ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO THE CITY OWNED GENERAL MILLS WAREHOUSE EAST BUILDING ROOF PROJECT.

WHEREAS:, the City of Hannibal owns the General Mills Warehouse East Building located at 3752 Warren Barrett Drive; and

WHEREAS: the City engaged Klingner & Associates, P.C. to perform a comprehensive roof assessment of the facility, which determined that the existing roof membrane has reached the end of its useful life and is experiencing deterioration requiring corrective action; and

WHEREAS: Klingner & Associates recommended that the City proceed with the preparation of construction documents and public bidding for roof restoration and replacement alternatives in order to determine the most cost-effective long-term solution; and

WHEREAS: Klingner & Associates, P.C. has submitted a Professional Services Agreement to provide architectural and engineering services, including environmental testing, preparation of construction documents and bid packages, bid phase administration, and evaluation of bids received by the City; and

WHEREAS: the total cost of the Professional Services Agreement is \$28,500, consisting of \$1,500 for environmental testing and \$27,000 for architectural design and bid phase services; and

WHEREAS: funding for the agreement is available through the City's Revolving Loan Fund.

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

Section One:

The City Council hereby approves the Professional Services Agreement between the City of Hannibal and Klingner & Associates, P.C. for architectural and engineering services related to the City owned General Mills Warehouse East Building Roof Project in an amount not to exceed Twenty-Eight Thousand Five Hundred Dollars (\$28,500.00).

Section Two:

The Mayor is hereby authorized and directed to execute the Professional Services Agreement and any related documents necessary to carry out the intent of this Resolution on behalf of the City of Hannibal.

Section Three: This resolution shall be effective immediately upon its adoption and approval.

Adopted on this 1st day of September, 2026.

Approved on this 1st day of September, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

KLINGNER

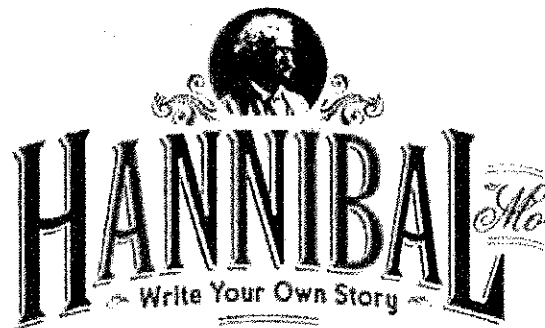
& ASSOCIATES, P. C.

Engineers • Architects • Surveyors

ROOF ASSESSMENT AND REPORT
GENERAL MILLS WAREHOUSE EAST BUILDING
3752 Warren Barrett Drive, Hannibal, Mo 63401

CITY OF HANNIBAL

320 Broadway
Hannibal, Mo. 63401



August 11, 2026

Prepared for:

CITY OF HANNIBAL

320 Broadway
Hannibal, Mo 63401

Prepared by:

KLINGNER & ASSOCIATES, P.C.

616 North 24th Street
Quincy, IL 62301

Project No. 26-1057

KLINGNER
& ASSOCIATES, P.C.
Engineers • Architects • Surveyors

TABLE OF CONTENTS

Executive Summary.....2

Goal & Purpose.....4

Existing Roof Systems and Conditions.....5

Assessment – Roof Membranes.....7

Assessment - Flashing, Penetrations & Curbs12

Assessment – Drainage Systems.....15

Solutions/ Options18

Appendix A - Cost Estimate Worksheets.....21

EXECUTIVE SUMMARY

At the request of the City of Hannibal, Klingner & Associates performed an on-site inspection and roof assessment of the 100,000-square-foot facility located at 3752 Warren Barrett Drive, Hannibal, MO. The facility is currently leased to General Mills and is designated as the "General Mills Warehouse East Building." This report identifies existing roof conditions, provides an engineering assessment, and outlines actionable solutions for the identified deficiencies.

The assessment found that the white PVC membrane over the main warehouse roof is at the end of its 20-year service life. The top layer of membrane is worn, and the core scrim is exposed. Also, crazing or shallow cracks are forming due to the membrane age. Regarding the office area roof, the membrane is in fair condition and retains some service life. However, ponding occurs at each of the two drain locations due to the drain inlets being at a higher elevation than the low field low points. Also, the drain inlet sizes are not adequate to efficiently drain the office roof area. Gutters are sagging in three locations. Approximately 25'-0" of gutter will need to be replaced at each location.

This report provides solutions for each of the three areas of needs identified in the assessment: 1) Main Warehouse PVC Roof Membrane System, 2) Office Area Roof Repairs and 3) Partial Gutter Replacement.

Main Warehouse PVC Roof Membrane System: A three-option solution is provided:

Option 1 – Maintenance Repairs

The purpose of this option is to extend the life of the existing PVC membrane for approximately 3 to 5 years. The membrane surface will be coated with low-cost acrylic coating. All previously water damaged insulation to remain in-place. No warranty included.

Order-of-Magnitude Cost Estimate: **\$256,617.00**

Option 2 – Restoration Coat

Purpose of this option is to restore the membrane and provide a 15-year warranty coating system. This option includes the replacement of 20% of the existing PVC membrane and 1" top layer of insulation in order to abate moisture damaged materials.

Order-of-Magnitude Cost Estimate: **\$784,838.00**

Option 3 – New TPO Roof Membrane System

This option is presented as a long term solution and includes the complete replacement of the existing PVC membrane with a 20 year warranty white TPO membrane. The existing 3" flute filler EPS insulation and the 1" top layer insulation will remain in-place with exception of the water damaged 1" insulation. Just as with Option 2, this option includes the replacement of 20% of the existing 1" top layer insulation to abate moisture damaged materials.

Order-of-Magnitude Cost Estimate: **\$1,106,620.00**

Office Area Roof Repairs:

Remove a 4' x 8' area of membrane and insulation to create a sump at each of the roof drains. Install tapered insulation to provide a positive slope to drains. Replace preformed drain and scupper liner to provide larger inlet.

Order of Magnitude Cost Estimate: **\$12,298.00**

Gutters:

Replace approximately 25'-0" lengths of sagging gutters at three locations. Replace a portion of brackets that are bent and tighten loose brackets.

Order of Magnitude Cost Estimate: **\$6,586.00**

Professional Recommendation:

Regarding the main warehouse roof, it is our professional opinion to go out for public competitive bid with Options 2 and 3. Option 3 could be a base bid and Option 2 could be an alternate bid. With good hard bids in-hand it would be easier to determine the best path forward.

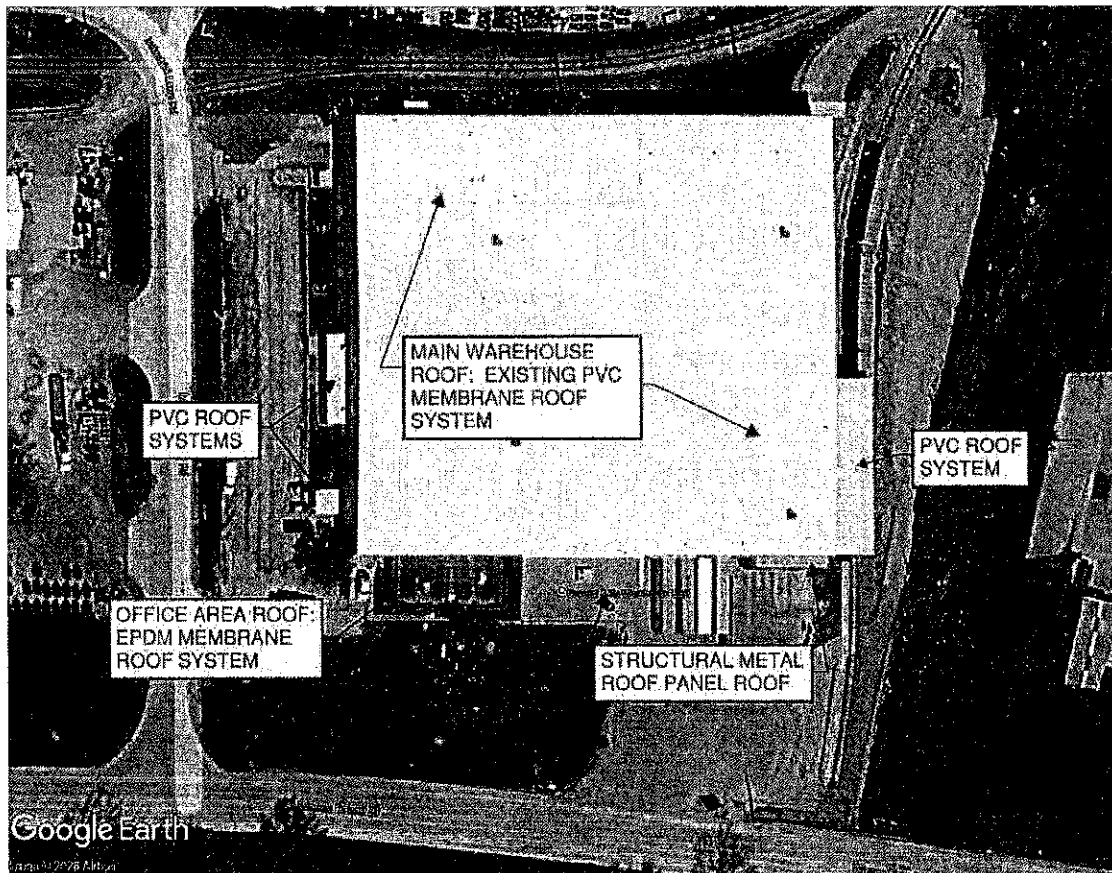
The office area roof repairs and partial gutter replacements are straight forward to address and like the main warehouse roof, should be a priority.

GOAL AND PURPOSE

Klingner & Associates was hired to provide an assessment report and repair / replacement plan for the existing roof systems at the "General Mills Warehouse East" facility. The existing PVC membrane roof system over the main warehouse structure was installed in 2006 and the 20-year warranty will expire this year. In recent years, this roof system has leaked repeatedly and has undergone numerous localized repairs using various patching methods. The existing roof system over the south side office addition is a newer EPDM system which is still under warranty.

This assessment and report used information and data collected from separate on-site meetings with a roofing manufacturer's representative and with the owner's representative. During these meetings, information was collected firsthand by the Architect through photos and field observations.

The purpose of this report is to document the type of existing roof systems and materials, define the existing roof conditions and extent of system deficiencies (leaks and moisture areas), and provide solutions for correcting system deficiencies that are of immediate concern. Roof components and materials that still retain some service life are not addressed regarding provided solutions. An executive summary is included at the beginning of this report. during



EXISTING ROOF SYSTEMS AND CONDITIONS

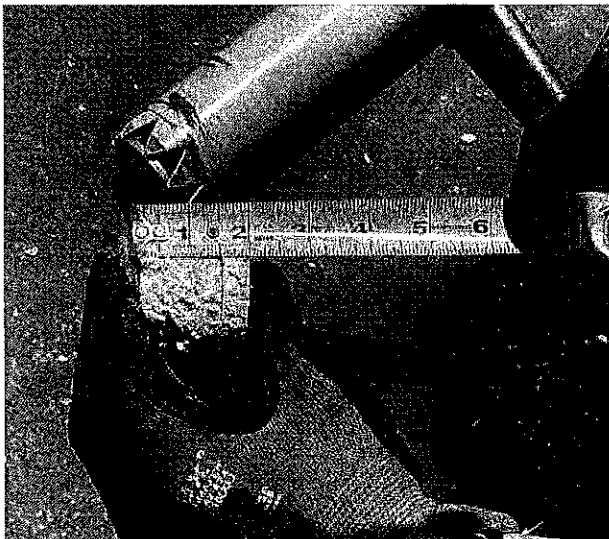
The main warehouse structure has a roof area of 99,130 square feet covered by a PVC roof system. The office area has a roof area of 2,740 square feet and has an EPDM roof system (Photo 4) over a structurally sloped roof. The other small roof areas to the east and west sides of warehouse have a total area of 5,594 square feet and are covered with PVC roof systems. The addition to the south features an exposed structural metal roof panel system (see Photo 5). Four core samples were taken at the main warehouse roof and two core samples were taken at the office area roof. From the core samples, the following roof materials were identified.

PVC Roof System - at main warehouse roof structure and at smaller roof areas at west and east sides of the warehouse:

- Membrane – mechanically attached PVC membrane with KEE (Ketone Ethylene Ester) enhancement.
- 1" thick faced polyisocyanurate insulation.
- 3" thick extruded polystyrene flute filler insulation.
- Structural metal roof panel deck with 3" ribs spaced 24" o.c.

EPDM Roof System – at office area roof:

- 60 mil EPDM membrane – fully adhered.
- ½" thick high density polyisocyanurate cover board – mechanically attached.
- 1 ½" thick polyisocyanurate insulation.
- Plywood deck.



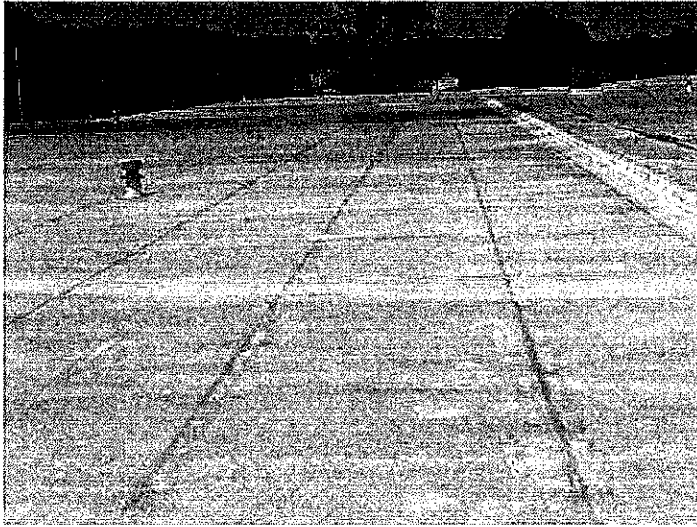
CORE SAMPLE - EPDM ROOF SYSTEM

PHOTO 1

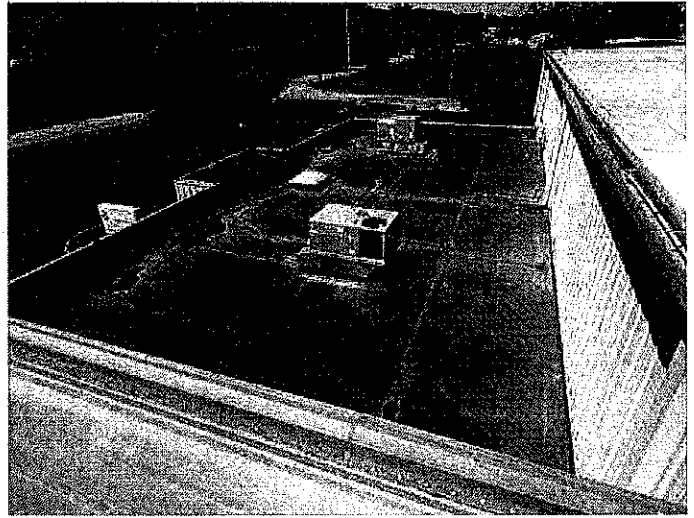


CORE SAMPLE - PVC ROOF SYSTEM

PHOTO 2



PVC ROOF SYSTEM AT MAIN WAREHOUSE ROOF
PHOTO 3



EPDM ROOF SYSTEM AT OFFICE AREA ROOF
PHOTO 4



STRUCTURAL METAL ROOF PANEL SYSTEM
PHOTO 5

ASSESSMENT – ROOF MEMBRANES

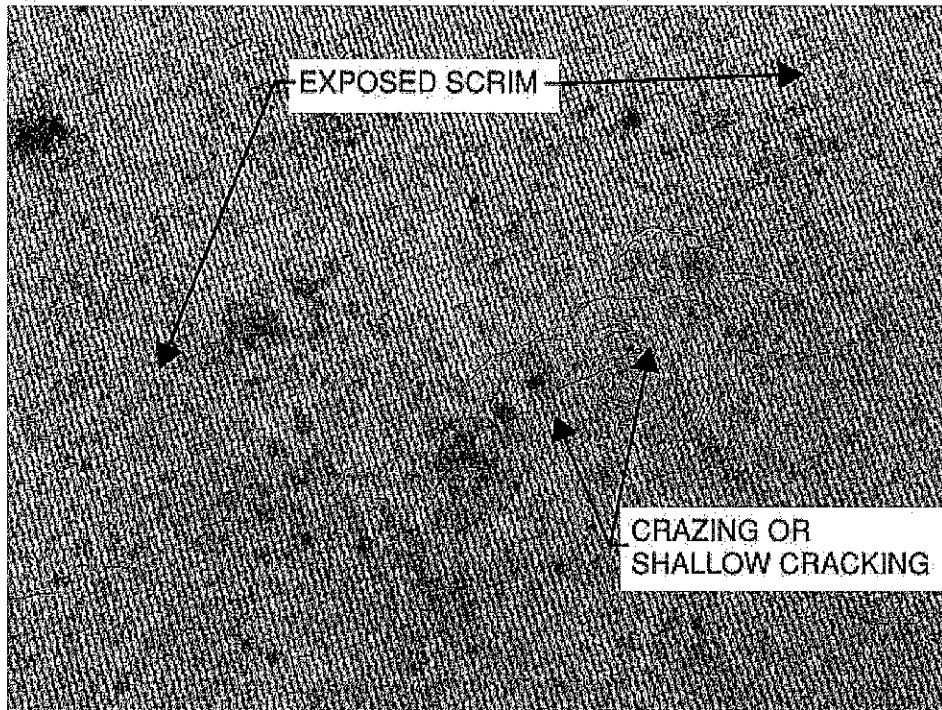
PVC Roof Membrane: The existing PVC membrane is 20 years old and is in the last year of the warranty. The membrane was manufactured by "FiberTite Roof Systems" and the product utilizes the KEE (Ketone Ethylene Ester) polymer. This polymer effectively prevents shrinkage over a 20-year period, unlike standard PVC membranes manufactured without KEE modifiers. The membrane top layer over the scrim is significantly worn to where the scrim is exposed (see Photo 6). Also, crazing or shallow cracks are forming due to the membrane age.

There are numerous locations where the membrane has been patched. The patched areas range from small hand-size patches up to larger areas receiving a mopped-on coating. Photo 7 shows a 6" x 6" patch which was used to cover a membrane puncture. These punctures occurred at multiple locations on roof. Photo 8 shows a ruptured T-joint cover, which is an original component of the roof system. The T-joint covers and other non-reinforced PVC membrane flashings are not reinforced like the main field sheet which has a woven scrim. 20 years of differential movement at the stepped deck condition has caused ruptures at some non-reinforced T-covers and membrane flashing locations. Photo 9 indicates membrane stretching at a typical stepped deck condition due to 20 years of daily thermal expansion and contraction (thousands of heating and cooling cycles).

Photos 10 through 12 show various methods of liquid applied membrane patching. The liquid applied patching was used at failed seams as the 20-year KEE formulated PVC membrane can no longer be heat welded due to the oxidized surface and aged polymers. Photo 10 shows an existing white liquid-applied elastomeric roof patch which is likely a polyurethane elastomeric liquid or acrylic elastomeric mastic. Its life expectancy is 3 to 5 years. Photo 11 shows an existing gray fluid-applied silicon roof patch which has aged as evidenced by the heavily mottled appearance and dark gray mop-streaks. Its life expectancy is 2 to 3 years. Photo 12 shows an existing mopped-down asphaltic roof patch which is typically used as an inexpensive repair for leaking seams. Its life expectancy is 1 to 2 years.

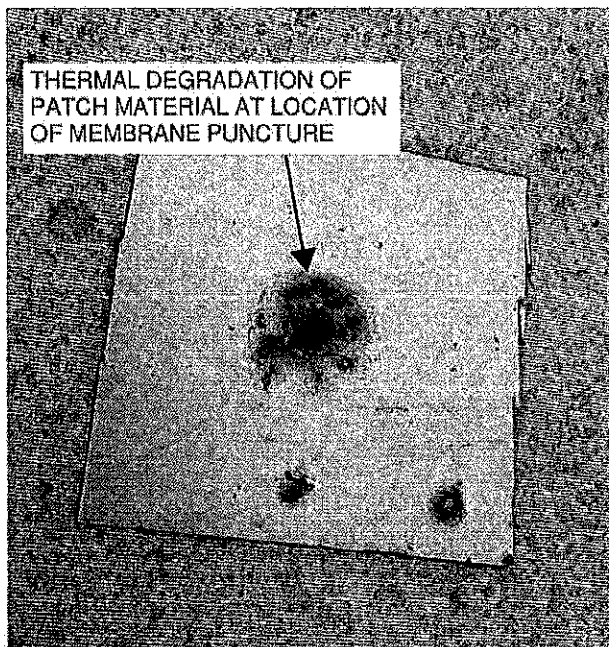
After 20 years of continuous service, the KEE-formulated PVC roof membrane has come to the end of its intended design life. This is evidenced by areas of stretched membrane due to thermal cycle expansion and contraction, the top ply has weathered to the point of exposing the scrim layer, localized seam separations, and surface crazing and shallow cracks. A roof membrane restoration (new coating) or a roof membrane replacement is strongly recommended.

EPDM Roof Membrane: The existing EPDM roof membrane at the office area does not show signs of aging. There is no stretching due to long term shrinkage and there is no micro-cracking or crazing – which would be signs of an aging membrane. The exact installation year is unknown; however, the membrane appears to retain several years of remaining service life under its original warranty. Photo 13 shows ponding at the east drain. Ponding also occurs at the west drain. The drain inlet at each location is not the low point of the field.



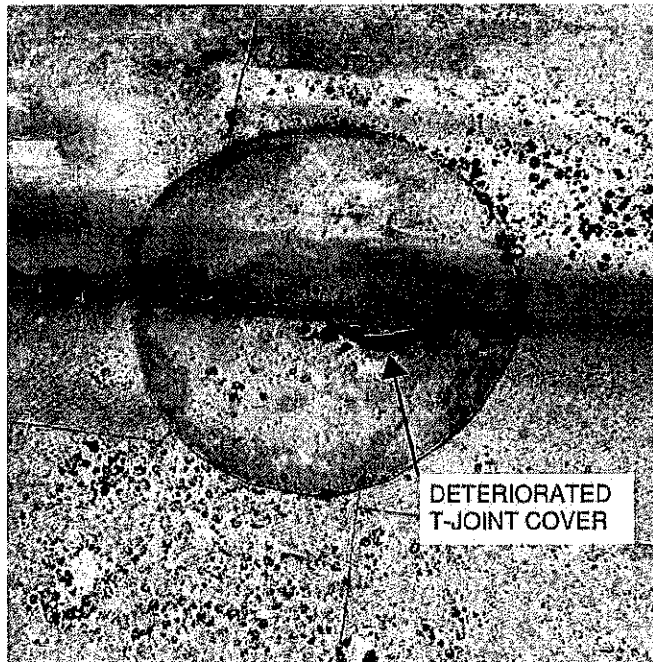
CLOSE-UP PHOTO OF MEMBRANE SURFACE

PHOTO 6



6" x 6" PATCH OVER MEMBRANE PUNCTURE

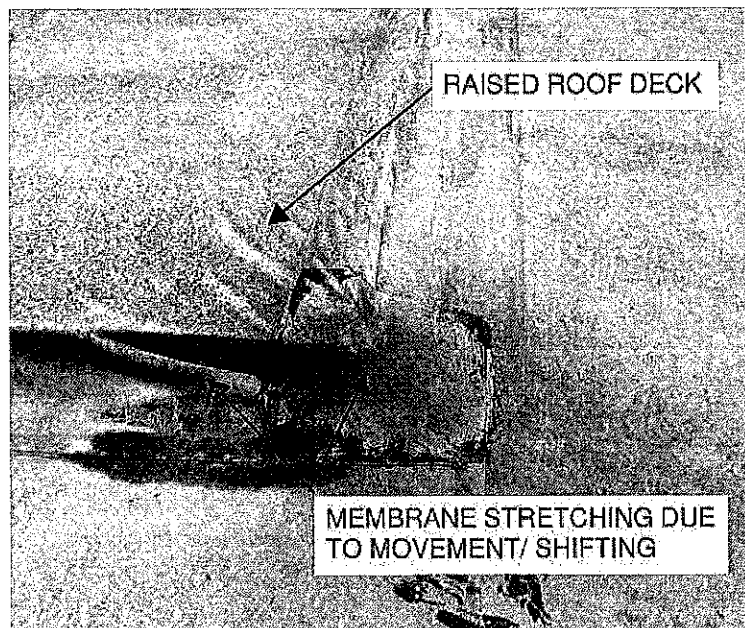
PHOTO 7



DETERIORATED
T-JOINT COVER

T-JOINT COVER

PHOTO 8



RAISED ROOF DECK

MEMBRANE STRETCHING DUE
TO MOVEMENT/ SHIFTING

MEMBRANE MOVEMENT/ SHIFTING

PHOTO 9

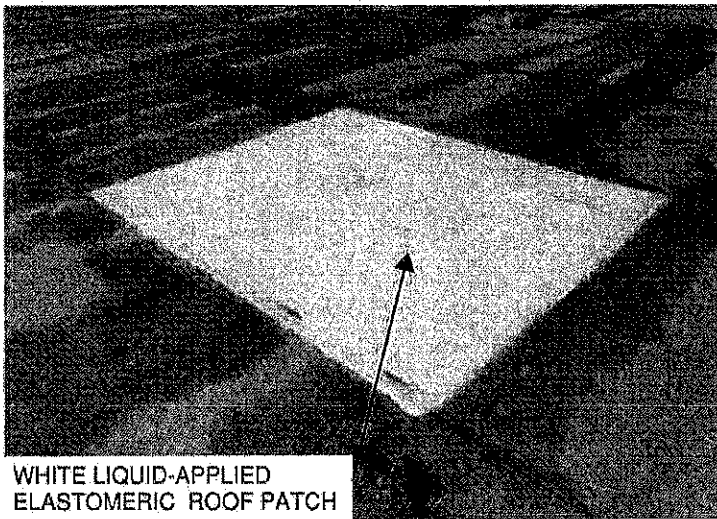


PHOTO 10



PHOTO 11

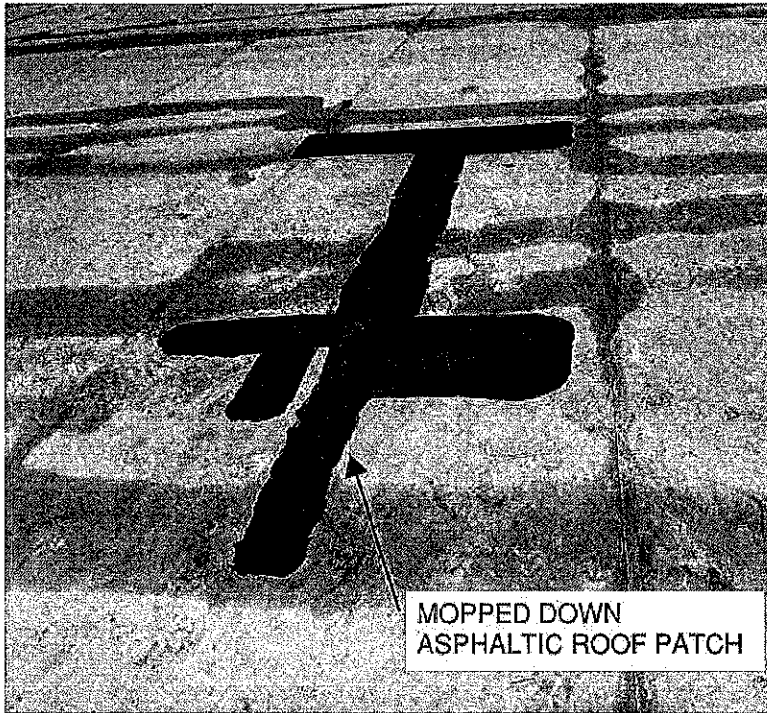


PHOTO 12

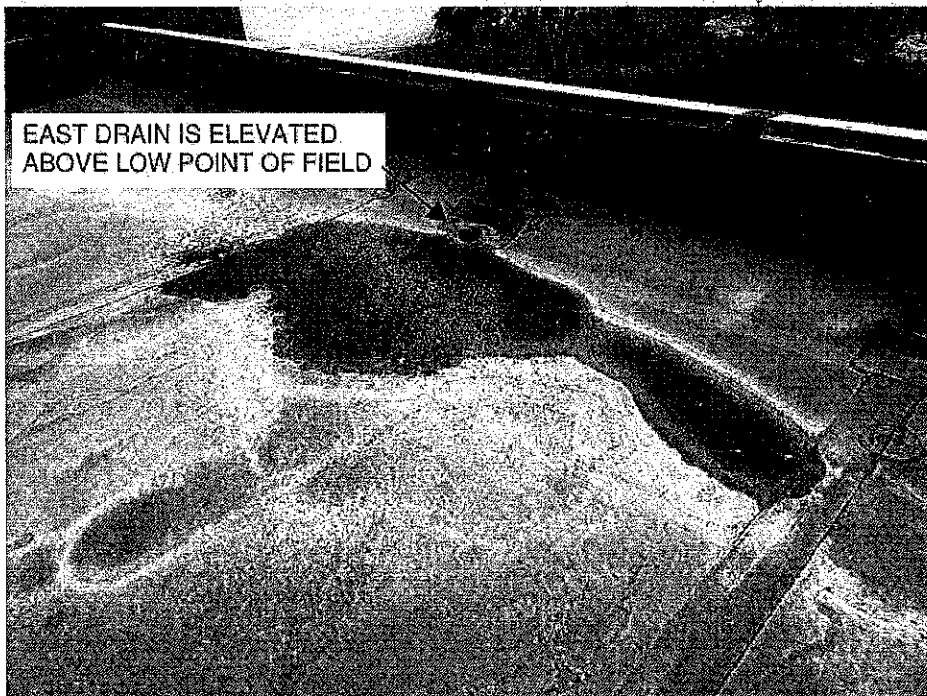


PHOTO 13

ASSESSMENT – FLASHING, PENETRATIONS & CURBS

Membrane Flashing: Photo 14 shows an uncured EPDM membrane flashing covering the metal standing seams where the PVC roof system overlaps the structural metal roof panel system at south side of building. Photo 15 shows the EPDM membrane flashing over the metal coping seams at office area addition. Presently, the flashing at both locations appears to be in fair condition but with age the material will vulcanize and lose its flexibility. The typical life expectancy of the uncured EPDM flashing is approximately 8 years. Replacement will be necessary in the next 3 years.

Photo 16 shows a peel & stick white cover-tape with black butyl mastic backing. The butyl mastic loses elasticity over time. The life expectancy is approximately 6 to 7 years.

Penetrations: Photo 17 shows an EPDM boot used for multiple conduit and hose penetrations. The boot is designed for a single penetration with metal clamp. The boot is shown is heavily reliant on sealant applied at the actual penetration. Photo 18 shows a sheet metal vent wrapped with an insulated wrap which appears to be in good condition.

Equipment Curbs: The PVC membrane flashing at main roof equipment curbs are in good condition. Photo 19 shows an equipment curb on the structural metal panel roof system. There is no metal cricket on the high slope side which deviates from standard design practices. A white liquid-applied elastomeric flashing has been applied to the metal flange edge and at standing seam ribs.



PHOTO 14

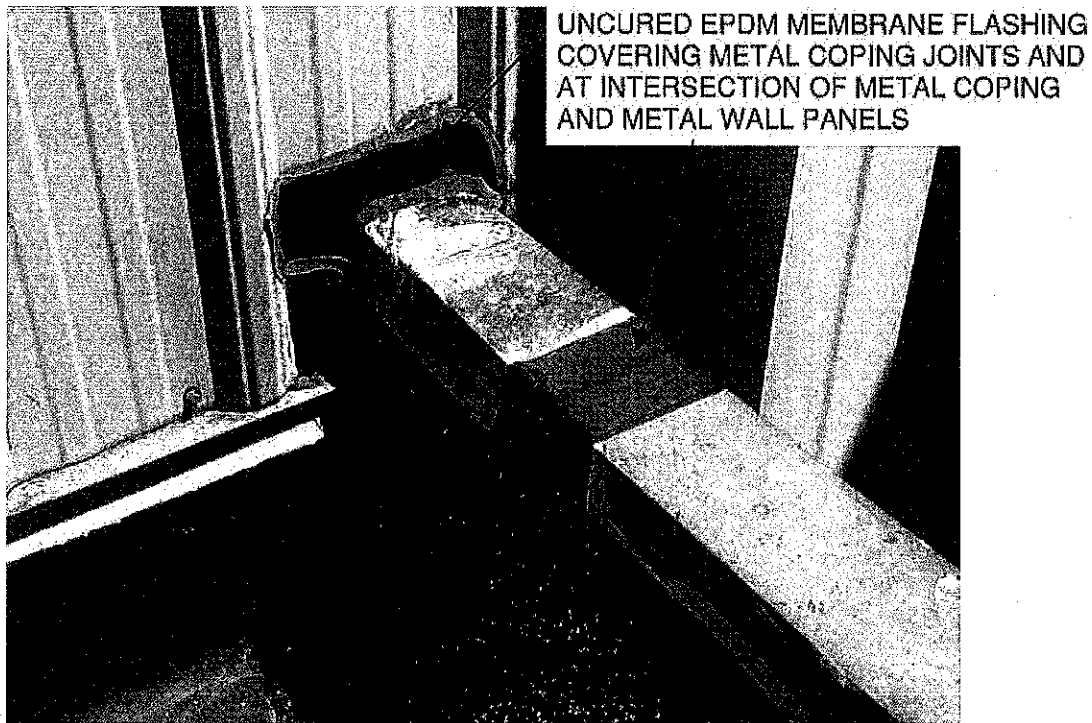


PHOTO 15

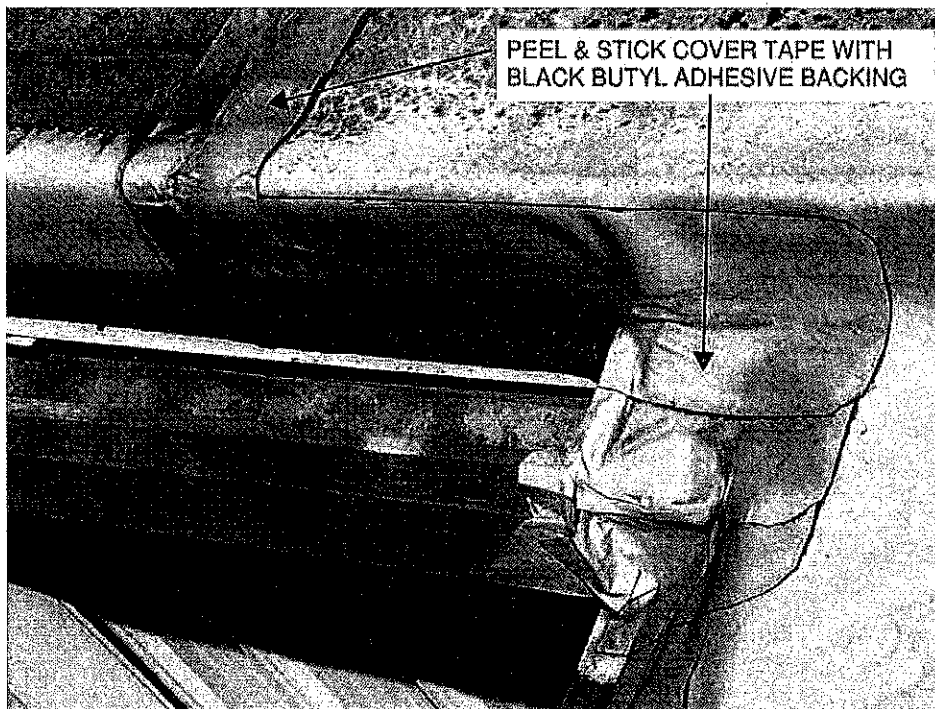


PHOTO 16

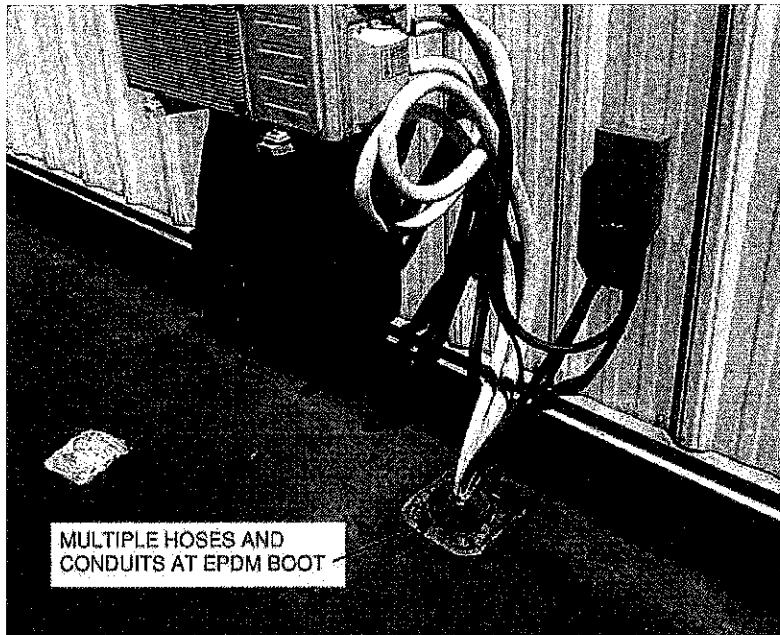


PHOTO 17

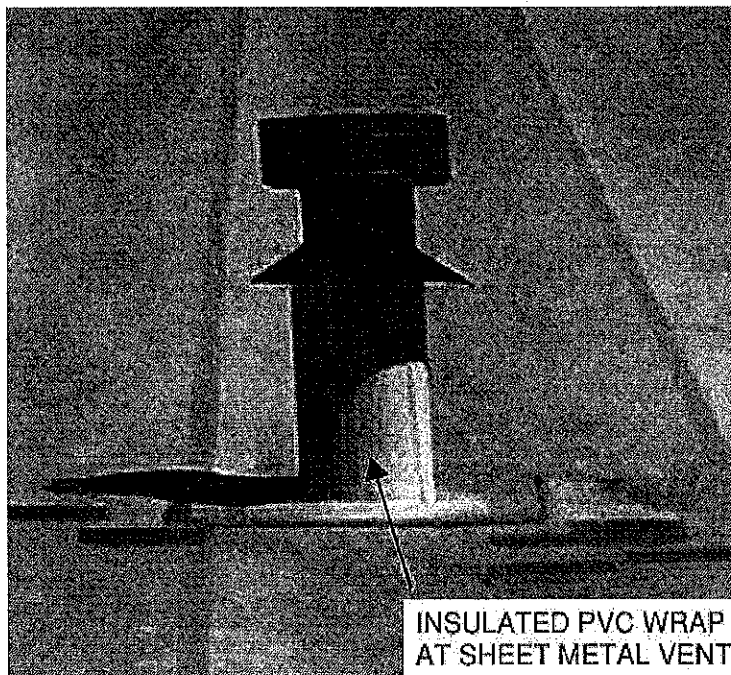


PHOTO 18

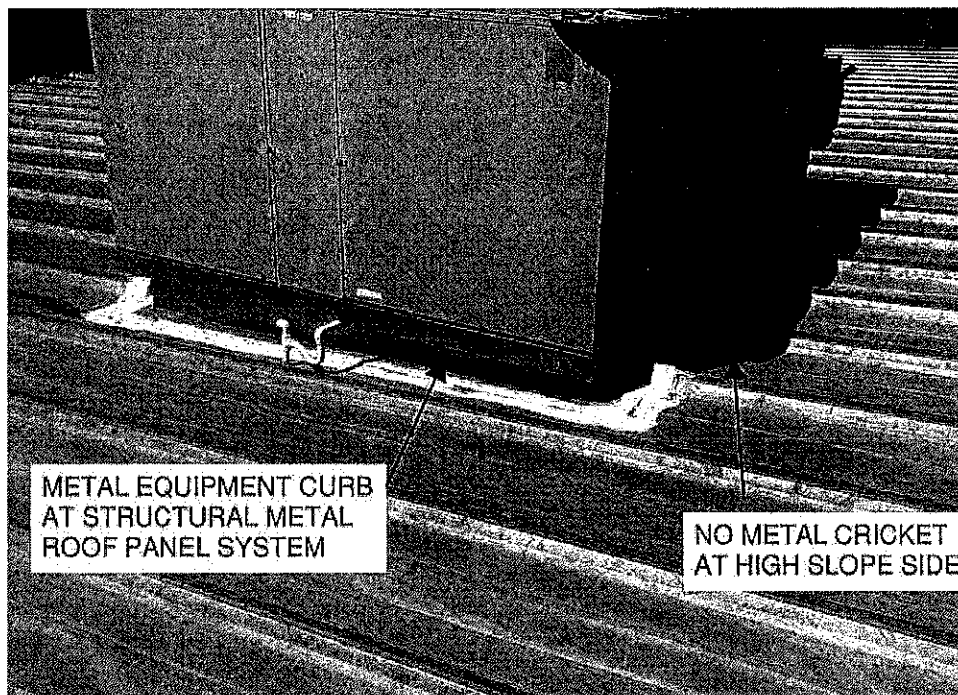


PHOTO 19

ASSESSMENT – DRAINAGE SYSTEMS

Gutters & Downspouts: The gutters and downspouts are original to the building and are of the industrial types typical of pre-engineered metal buildings. Overall, the gutters and downspouts are in fair condition; however, Photos 20, 21, and 22 show significant sagging due to the accumulation of silt and sludge. Water stains at wall panels due to gutter overflow correlate with the sagging gutter locations.

Drains: The two roof drains at the office area roof are elevated slightly higher than the low point of roof field resulting in ponding at each location as shown on Photo 13. The two drains do not meet design standards, as the preformed EPDM inlets are undersized as shown on Photo 23.

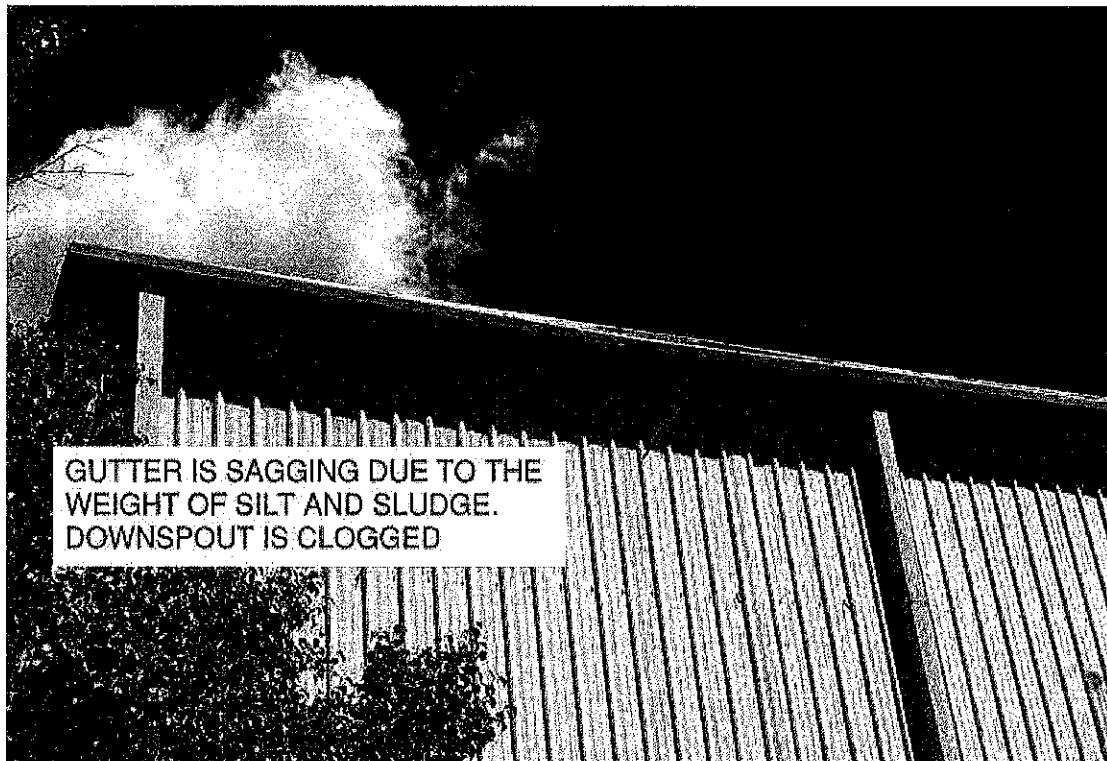


PHOTO 20

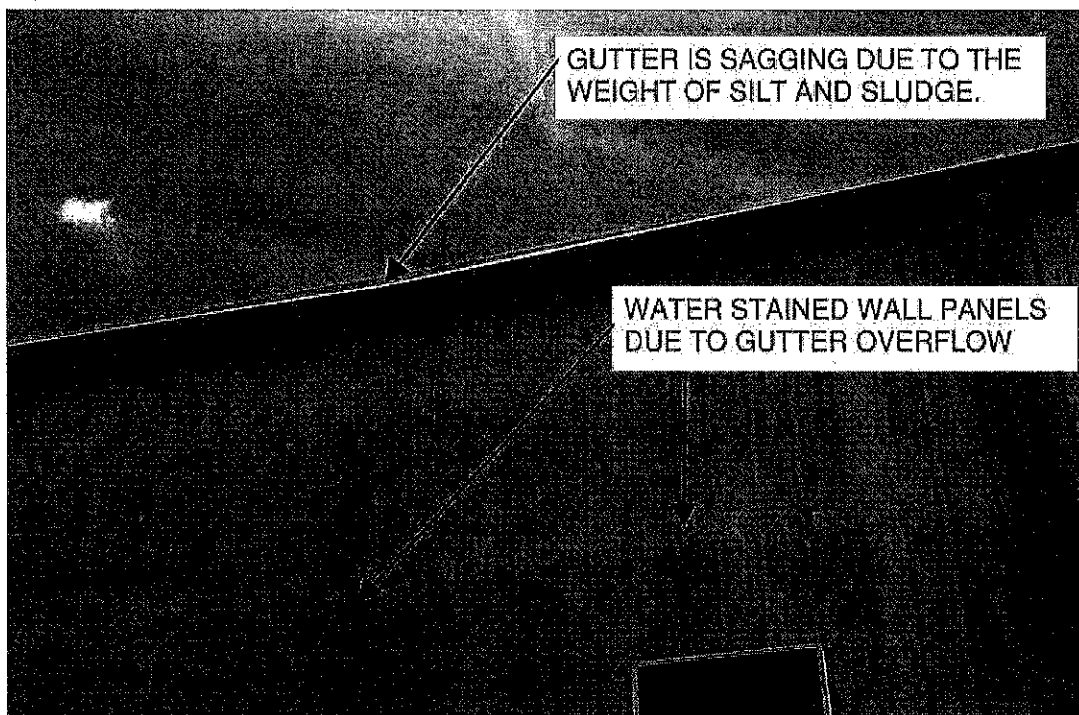


PHOTO 21

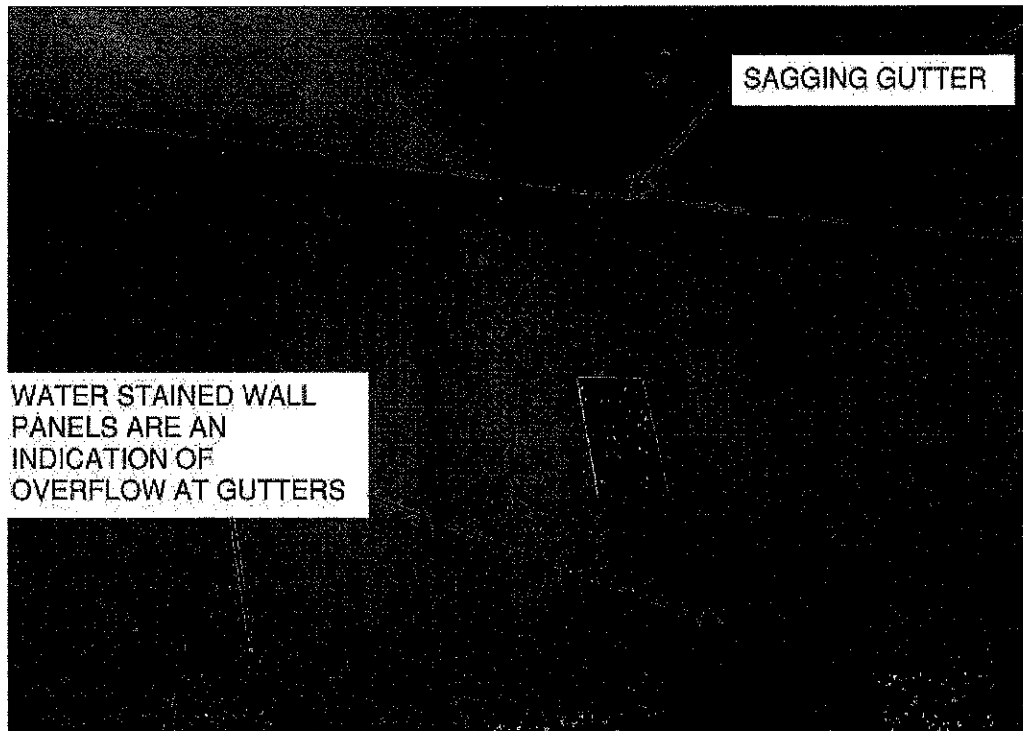


PHOTO 22

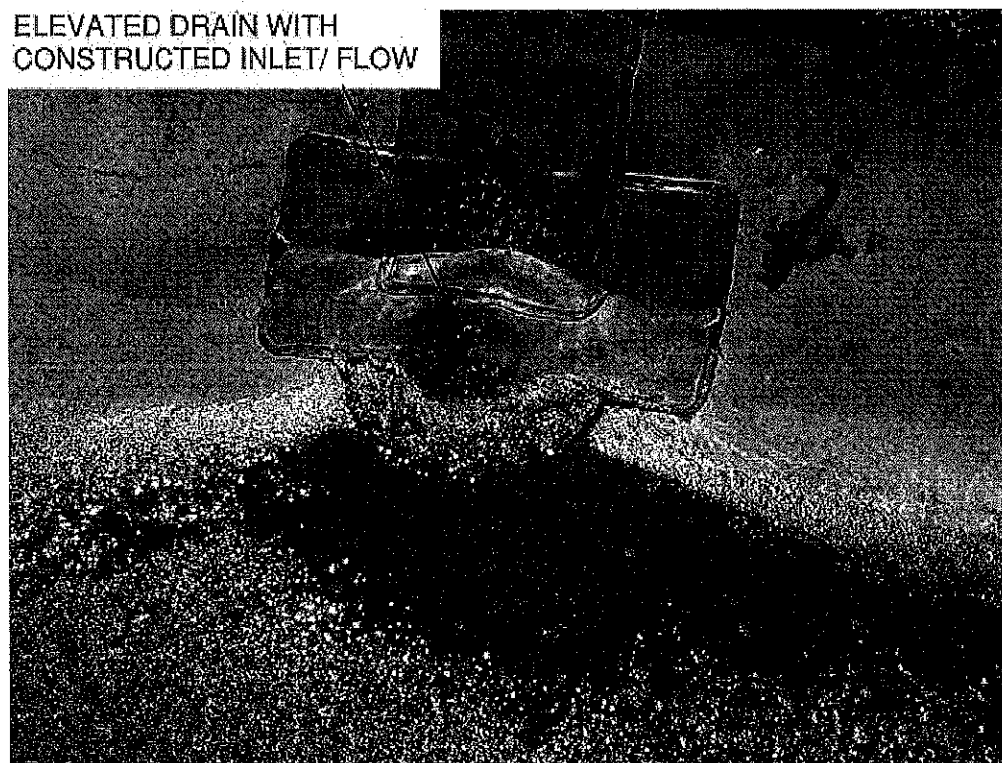


PHOTO 23

SOLUTIONS/ OPTIONS

Main Warehouse Roof – PVC Membrane Roof System:

The assessment has determined that the PVC membrane is at the end of its 20-year warranty and generally at the end of its useful life. This report presents a three-option solution in addressing the pressing moisture issues. The three options include 1) a short term low cost maintenance repair option, 2) a long-term mid-range cost restoration option and 3) a long-term higher cost replacement option. Options 2 and 3 include warranties that will require replacement of any moisture damaged roof insulation. Specifically, this would be the existing top layer of felt-faced 1" polyisocyanurate. It is anticipated that the 3" extruded polystyrene insulation is not moisture damaged as it does not readily absorb moisture. For the purpose of cost estimating it will be assumed that 20% of the 1" top layer insulation board is water damaged and will need to be replaced.

Option 1 – Maintenance Repair Coat

Purpose of this option is to extend the life of the existing PVC membrane for approximately 3 to 5 years. The membrane surface will be coated with low-cost acrylic coating. All previously water damaged insulation to remain in-place. No warranty included.

This option Includes the following Scope Items:

- High pressure washing to remove surface dirt and oxidation. Includes some prep work before application of primer.
- Primer Application
- Application of acrylic coating material
- Application of coating at penetrations, overlap of structural metal roof panels to south and at roof edges.

Order-of-Magnitude Cost Estimate: **\$256,617.00**

Option 2 – Restoration Coat

Purpose of this option is to restore the membrane and provide a 15-year warranty coating system. This option includes the replacement of 20% of the existing PVC membrane and 1" top layer of insulation in order to abate moisture damaged materials.

This option Includes the following scope Items:

- High pressure washing to remove surface dirt and oxidation. Includes some prep work before application of primer.
- Primer Application
- Application of silicone coating or application of polyurethane modified base and top coats. For the purpose of this report, these two types of coating systems are comparable.
- Application of coating at penetrations, overlap of structural metal roof panels to south and at roof edges.

Order-of-Magnitude Cost Estimate: **\$784,838.00**

Option 3 – New TPO Roof Membrane System

This option is presented as a long term solution and includes the complete replacement of the existing PVC membrane with a 20 year warranty white TPO membrane. The existing 3" flute filler EPS insulation and the 1" top layer insulation will remain in-place with exception of the water damaged 1" insulation. Just as with Option 2, this option includes the replacement of 20% of the existing 1" top layer insulation to abate moisture damaged materials. This option includes new pipe boots, equipment curb membrane flashings, tie-ins to the metal roof panels to the south of main roof and replacement of a portion of gutter brackets.

This Option includes the following scope items:

- Removal of existing PVC membrane in its entirety.
- Replace water damaged portion of 1" top layer of insulation with like material (20% of main roof area).
- Install new 60 mil TPO mechanically attached TPO membrane,
- Install all required flashings, pipe boots, tie-ins to other roof surfaces and removal of gutter brackets for installation of new term bar.

Order-of-Magnitude Cost Estimate: **\$1,106,620.00**

Office Area Roof – EPDM Membrane Roof System:

The existing EPDM roof membrane is in fair condition and retains some functional life. Ponding occurs at each of the two drains as the drain inlet is at a slightly higher elevation than the ponding area low points. The drain inlets themselves are undersized. The immediate area around drains will need to be removed and a sump constructed to ensure good positive drainage at each drain.

Proposed scope of work:

- Remove preformed drain inlet and scupper membrane liner.
- Remove 4'-0" x 8'-0" area of existing EPDM membrane and insulation down to deck and to form a sump at each drain location.
- Install tapered insulation to form slope to each drain.
- Patch 4'-0" x 8'-0" area with new EPDM membrane and splice into existing membrane.
- Provide larger drain inlet and install new liner at scupper.

Order of Magnitude Cost Estimate: **\$12,298.00**

GUTTERS:

Gutters are sagging at three locations where water overflows and stains the metal wall panels below. Some brackets throughout are loose or bent.

Proposed scope of work:

- Remove a total of 75 linear feet of existing gutter.

- Install a total of 75 linear feet of gutter and reinstall roof membrane term bar.
- At remaining gutters, replace bent brackets and tighten loose brackets.

Order of Magnitude Cost Estimate: **\$6,586.00**

APPENDIX A

KLINGNER
& ASSOCIATES, P. C.
 Engineers • Architects • Surveyors

Order of Magnitude Estimate

Date 08/07/26 Estimate by HMC
 Eng Proj # 26-1057 Checked by HMC

City of Hannibal

Option 1 - Maint. Repair Coat

NO	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
	Maintenance Repair Coat				
	Pressure washing and general prep	99,450	SF	\$ 0.50	\$ 49,725.00
	Application of primer	99,450	SF	\$ 0.30	\$ 29,835.00
	Application of acrylic coating	99,450	SF	\$ 1.15	\$ 114,367.50
	Total				\$ 193,927.50
	Special repairs	1	LS	\$ 5,000.00	\$ 5,000.00
	Bond and Insurance	3%	percent		\$ 5,967.83
	Overhead & Profit	12%	percent		\$ 23,871.30
	General Conditions	4%	percent		\$ 7,957.10
	Contingency	10%	percent		\$ 19,892.75
GRAND TOTAL					\$ 256,616.48

KLINGNER
& ASSOCIATES, P. C.
 Engineers • Architects • Surveyors

Order of
 Magnitude Estimate

Date 08/07/26 Estimate by HMC
 Eng Proj # 26-1057 Checked by HMC

City of Hannibal

Option 2 - Restoration Coat

NO	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
	Replace 20% of existing membrane & 1" insulation with like materials	19,890	SF	\$ 6.50	\$ 129,285.00
	Restoration Coat				
	Pressure washing and general prep	99,450	SF	\$ 0.50	\$ 49,725.00
	Restoration Coat: total material amd labor cost for 15 year warranty system	99,450	SF	\$ 5.25	\$ 522,112.50
	Total				\$ 571,837.50
	Misc. Flashings, boots, etc.	1	LS	\$ 7,500.00	\$ 7,500.00
	Bond and Insurance	3%	percent		\$ 21,258.68
	Overhead & Profit	12%	percent		\$ 85,034.70
	General Conditions	4%	percent		\$ 28,344.90
	Contingency	10%	percent		\$ 70,862.25
GRAND TOTAL					\$ 784,838.03

KLINGNER
& ASSOCIATES, P. C.
 Engineers • Architects • Surveyors

Order of
 Magnitude Estimate

Date 08/07/26 Estimate by HMC
 Eng Proj # 26-1057 Checked by HMC

City of Hannibal

Option 3 - New TPO Membrane

NO	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
	Replace 20% of 1" insulation with like materials	19,890	SF	\$ 2.80	\$ 55,692.00
	New TPO Membrane Roof System - 20 year Warranty				
	Remove existing PVC membrane and disposal	99,450	SF	\$ 1.00	\$ 99,450.00
	New 60 mil mechanically attached TPO membrane	99,450	SF	\$ 7.50	\$ 745,875.00
	Total				\$ 845,325.00
	Bond and Insurance	3%	percent		\$ 27,030.51
	Overhead & Profit	12%	percent		\$ 108,122.04
	General Conditions	4%	percent		\$ 36,040.68
	Contingency	10%	percent		\$ 90,101.70
GRAND TOTAL					\$ 1,106,619.93

KLINGNER
& ASSOCIATES, P. C.
 Engineers • Architects • Surveyors

Order of
 Magnitude Estimate

Date 08/07/26 Estimate by HMC
 Eng Proj # 26-1057 Checked by HMC

City of Hannibal

Office Area Roof - Install Sumps

NO	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
	Remove Preformed drain, scupper liner and 4' x 8' area of epdm and insulation at each drain	2	LS	\$ 1,000.00	\$ 2,000.00
	Install new 4' x 8' area of tapered insulation and epdm at each drain location	2	LS	\$ 2,200.00	\$ 4,400.00
	Install new preformed drain inlet and scupper liner at each drain location	2	LS	\$ 1,100.00	\$ 2,200.00
	Total				\$ 8,600.00
	Bond and Insurance	3%	percent		\$ 258.00
	Overhead & Profit	14%	percent		\$ 1,204.00
	General Conditions	6%	percent		\$ 516.00
	Contingency	20%	percent		\$ 1,720.00
GRAND TOTAL					\$ 12,298.00

KLINGNER
& ASSOCIATES, P. C.
 Engineers • Architects • Surveyors

Order of
 Magnitude Estimate

Date 08/07/26 Estimate by HMC
 Eng Proj # 26-1057 Checked by HMC

City of Hannibal **Gutter Replacement**

NO	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
	Removal portion of existing gutters and dispose	70	LF	\$ 10.00	\$ 700.00
	Install new gutter and reinstall roof membrane term bars	70	LS	\$ 48.00	\$ 3,360.00
	Replace loose or bent bracket at remaing gutters	1	LS	\$ 1,000.00	\$ 1,000.00
	Bond and Insurance	3%	percent		\$ 151.80
	Overhead & Profit	15%	percent		\$ 759.00
	General Conditions	6%	percent		\$ 303.60
	Contingency	20%	percent		\$ 1,012.00
GRAND TOTAL					\$ 6,586.40

PROPOSAL FOR: Mr. Andy Dorian, City Manager, City of Hannibal, Missouri 63401
PROJECT: City-Owned General Mills Warehouse East Building - Roof Replacement/ Restoration
DATE: August 25, 2026

I. PROJECT DESCRIPTION/UNDERSTANDING

The City of Hannibal has requested that Klingner & Associates, P.C. (Klingner) provide a proposal for architectural services, including construction documents and bid phase support, for the reroofing and restoration of the existing city-owned 100,000 sq. ft. "General Mills Warehouse East Building" located at 3752 Warren Barrett Drive, Hannibal, MO. The scope of work will include preparing Bid Package A for the replacement of the existing PVC roof membrane with a new TPO membrane and Bid Package B for membrane restoration via a fluid-applied roof coating system. Each bid package will include the replacement of water-damaged insulation and damaged gutter sections. Additionally, Alternate Bid A will cover constructing drainage sumps at two drains on the office roof, with each drain receiving a new sheet metal liner. Alternate Bid A will apply to both bid packages. Each bid package will also include a secondary alternate bid for complete gutter replacement.

II. SCOPE OF SERVICES

Our Scope of Services for each individual discipline is outlined below.

1. MEETINGS:

During the design phase, the Klingner project manager will attend one project meeting with the Client to review construction documents at 90% completion. Client approval of the design and any requested revisions is required prior to proceeding with subsequent work. The Client shall not unreasonably withhold or delay approvals.

2. ENVIRONMENTAL TESTING:

A. Sampling and Testing

Services will include:

- Perform an asbestos survey of suspect roofing material at the "General Mills Warehouse East Building" in Hannibal, MO.
- Three (3) samples per homogenous area will be collected and analyzed by EPA Method 600/R-93-116.
- A temporary roof patch will be provided; if the re-roof does not move forward, it is recommended that the client have the roof professionally patched.
- Client to provide safe access to the roof either by secured ladder or lift and operator.
- A brief letter report including analytical results and photos will be provided.

3. ARCHITECTURAL SERVICES:

A. Design Development & Construction Documents

This phase will include:

- Flying a drone equipped with an infrared camera at the building site to identify areas of water-damaged insulation. (Drone services will be billed as a reimbursable expense)
- Prepare demolition plans, roof renovation plans and detail sheets for both Bid Package A & B. (drawings for both bid packages will be included in one bid set).
- Prepare drawings for Alternate Bid A for new drainage sumps at office area roof.
- Prepare one project manual for both bid packages.

4. BID PHASE:

Klingner will provide bid phase services for the project, including:

- Conducting a Pre-Bid meeting.
- Review RFIs and Substitution Requests during Bid Phase.
- Prepare addendum(s) and distribute digitally to plan holders.
- Review bids and provide recommendations to the City of Hannibal.

5. INFORMATION TO BE PROVIDED TO KLINGNER BY OTHERS:

- Client Input.
- Existing Facility Plans (if available).

6. CONSULTANT SERVICES:

Klingner does not anticipate the need to hire any subconsultants for this project.

7. COMPENSATION:

Compensation shall be based on a lump sum fee as per the following breakdown unless otherwise noted as hourly (per diem). Payments shall be made in accordance with the General Term and Conditions attached to this proposal. These fees are generated in relation to the Scope of Services above.

FEE BY DISCIPLINE AND PHASE	
Discipline / Phase	Lump Sum
ENVIRONMENTAL TESTING	
Environmental Testing Total:	\$1,500
ARCHITECTURE	
Design Development/ Construction Documents & Bid Phase Support.	
Architectural Design Total:	\$27,000
Combined Total:	\$28,500

8. SCHEDULE:

A mutually agreeable schedule will be coordinated with the Client.

9. REIMBURSABLE EXPENSES

In addition to the compensation for basic engineering services, normal project-related reimbursable expenses will be invoiced at 1.15 times the cost to the Engineer. The reimbursable expenses shall include:

- Drone services for producing infrared images (estimated cost \$2,800.00).
- Mileage
- Meetings other than those mentioned in the scope of services listed above
- Other project specific expenses pre-authorized by the Client.

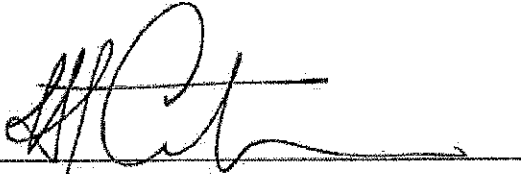
10. ADDITIONAL SERVICES

The following Additional Services are outside the Scope of Services as defined above and are to be discussed with the Client prior to execution. Additional Services, if requested by the client, will be billed hourly unless otherwise specified:

- Design revisions or out of sequence work initiated by the Client after approvals
- Presentations at public meetings if required
- Construction Material Testing
- Construction on-site observation
- Construction Administration Services
- Hazardous materials testing and abatement services (beyond roof sampling and testing for asbestos)
- Special structural inspections of existing conditions exposed during demolition.

11. APPROVAL

All services will be completed in accordance with the terms included in the General Terms and Conditions. The return of a signed copy to Klingner will signify acceptance of this proposal and initiation of our services.



Michael Carter
Professional Architect
Klingner & Associates, P.C.

08/25/2026

Date

Andy Dorian
Director of Central Services
City of Hannibal, MO

Date

GENERAL TERMS AND CONDITIONS

THE AGREEMENT AND DEFINITIONS: These General Terms and Conditions ("T&Cs") are part of and fully incorporated into the attached services agreement, letter, or proposal ("Proposal"), with the Proposal and these General Terms and Conditions comprising the agreement ("Agreement") between the division/entity of Klingner & Associates, P.C. ("Consultant") and the client identified in the Proposal ("Client") under which Consultant will provide certain engineering, architectural, surveying, environmental or construction phase services ("Services") to Client in exchange for payment from Client in accordance with the terms of the Agreement. Consultant and Client shall be referred to as the "Parties." To the extent these T&Cs are used as an exhibit, attachment, or addendum to a contract presented by Client, then the specific terms of these T&Cs shall supersede, prevail, and be given precedent over any conflicting, otherwise inconsistent, and/or general terms, conditions, and provisions of any other contract executed by the Parties. Any construction, design, or engineering contractors, consultants, or other agents directly retained or paid by Client shall be referred to as "Client's Contractors" or "Contractors," and shall include Contractor's subcontractors. The project for which Consultant is providing its Services shall be referred to as the "Project."

ACCEPTANCE: Client is deemed to have accepted these T&Cs and terms of the Agreement, even without execution of any Agreement or these T&Cs, if Consultant submits a copy of the Proposal, Agreement or T&Cs to Client and thereafter Client directs the Consultant to proceed with its Services or if Client otherwise receives the benefit of Consultant's Services or submits any payment to Consultant for its Services.

SCOPE OF SERVICES: Consultant's Services are limited to those expressly and specifically listed in the Agreement, and do not include any service not expressly set forth or listed in the Agreement. Among other things, unless expressly set forth in the Agreement, the Services do not include any special inspections and structural tests as defined in Sections 1701 through 1715 of the International Building Code (IBC). The Consultant assumes no responsibility to perform or provide any services not specifically listed.

SCOPE OF SERVICES – ADDITIONAL TERMS: Below are additional terms and conditions regarding Consultant's Services.

OPINIONS OF PROBABLE COST: In the event Consultant's Services include providing opinions of probable cost or estimate costs, Client agrees that Consultant has no control over the cost of labor or materials furnished by others, any Contractor's methods of determining prices, competitive bidding, or market conditions, and, as such, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's cost estimates and, further, Consultant makes no warranties, expressed or implied, as to the accuracy of any and all cost estimates or opinions.

CONSTRUCTION ADMINISTRATION SERVICES: In the event Consultant's Services include Consultant visiting the Project site at agreed upon intervals or otherwise includes any type of construction administration services, Client agrees that in no case shall Consultant be required to make detailed, regular, exhaustive, or continuous on-site inspections to check the quality or quantity of any Contractor's work, and in no event shall Consultant have any duty, responsibility, or liability for the quality or quantity of work, or lack thereof, performed by any of Contractors.

SUBMITTAL REVIEW SERVICES: In the event Consultant's Services include Consultant reviewing and/or approving Contractors' submittals, such as shop drawings, data, samples, product samples, and other information, then Client expressly agrees that Consultant's reviews and approvals of such information shall be only for the limited purpose of checking for conformance with the design concepts and information expressly set forth within the contract documents for the Project. Among other things, Consultant's reviews and approvals do not include a review of the accuracy or completeness of the specifics of all information provided by those Contractors, including quantities, dimensions, weights or gauges, construction means and methods, fabrication processes, or other processes, all of which are the sole responsibility of Contractor. Further, Consultant has no responsibility or liability whatsoever for any deviations from the Project contract documents not brought to the attention of Consultant in writing or for Consultant's review of partial submissions or submission of items for which correlated item submissions have not been received by Consultant.

DESIGN PHASE SERVICES ONLY: Unless Consultant's Services expressly and specifically include project observation or construction administration within its scope of Services, or if Client, via itself or any of Client's Contractors, provides construction observation or review services, then Consultant's Services under this Agreement are *design phase services only*, are deemed *not* to include any construction document review services or other construction administration or construction phase services, and are deemed to be completed upon Consultant's completion and submittal of the deliverables or contracted for instrument(s) of Service (defined later herein), and Client otherwise assumes all responsibility for, and releases Consultant from all claims relating to, the application or interpretation of any of the contract documents, the review of submittals, all construction observations, construction administration activities, and construction phase activities/services/events that may be related to Consultant's Services.

CONSTRUCTION MATERIAL TESTING SERVICES ONLY: If Consultant's Services consist of only construction material testing services, then Consultant's Services under this Agreement are deemed to be completed upon Consultant's submittal of the relevant material testing reports or other instrument(s) of Service. Consultant has no responsibility or duty to perform any type of testing other than on the materials expressly noted in the Proposal or Agreement. Consultant has no responsibility or duty to perform any type of construction document review services or other construction administration or construction phase services, and Client assumes all responsibility for, and releases Consultant from all claims relating to the, design and engineering of the Project, the application or interpretation of any of the contract documents, the review of submittals, construction observations, construction administration activities, and construction phase activities/services/events that may be related to Consultant's Services.

STANDARD OF CARE: Services performed by Consultant will be conducted in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same or similar locality under similar circumstances. No other representations, warranties, or guarantees, expressed or implied, are included or intended in this Agreement or in any report, opinion, or document prepared by Consultant.

SUBCONSULTANTS: Consultant may retain any consultants/subconsultants that Consultant deems reasonable or necessary to assist in the performance of its Services. Neither Consultant nor any of Consultant's consultants/subconsultants are a fiduciary of, or otherwise has any fiduciary duties to, Client, Client's Contractors, or any other party.

COMPENSATION: Client shall pay Consultant for its Services on one of the bases described below and as identified in the Agreement ("Fees and Expenses").

The "Lump Sum" method means that Client will pay the stipulated Fees and Expenses as compensation for Consultant's Services. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, and profit. "Reimbursable Expenses," as defined below, may be in addition to the Lump Sum as indicated in the Agreement. Upon reaching eighty percent (80%) of the Lump Sum amount, Consultant may notify Client if the Lump Sum should be adjusted for completion of the Services. Client and Consultant shall mutually agree to adjustment of Lump Sum amount.

The "Standard Hourly Rate" method means that Client will pay as the Fees and Expenses an amount equal to the cumulative hours charged per each classification of employee, times Consultant's current standard hourly rates (which are revised annually on July 1st) for each applicable billing classification for all Services performed on the Project, plus Reimbursable Expenses.

The "Payroll Cost Times Multiplier" method means that Client will pay as the Fees and Expenses an amount equal to the cumulative hours charged per each classification of employee, times a specified multiplier of the employee's "Payroll Cost." The Payroll Cost is defined as the salary and wage of an employee plus the cost of customary overhead plus profit.

While Consultant may provide an estimated range of the Fees and Expenses on a Standard Hourly Rate Project or Payroll Cost Times Multiplier Project, it is an *estimate only*, and Consultant makes no guarantees whatsoever regarding what the final Fees and Expenses will be for all of Consultant's rendered Services to Client.

"Reimbursable Expenses" means the actual costs and expenses incurred directly or indirectly by Consultant in connection with the Services, including but not limited to, authorized out-of-town travel, including mileage at the IRS-approved rate and reasonable lodging and meal expenses; permitting, plan approval, and fees required by authorities having jurisdiction over the Project; printing, reproductions, plotting, and copying existing drawings, plans, specifications, and documents, as well as Instruments of Service prepared by Consultant; renderings, physical models, mock-ups, professional photography, and presentation materials requested by Client or required for the Project; postage, shipping, handling, and delivery; expense of overtime work requiring higher than regular rates, if authorized in advance by Client; equipment and supplies; all taxes levied on professional services and on reimbursable expenses; computer time; any consultants/subconsultants retained by Consultant for the Project; and other similar Project-related expenditures by Consultant. Reimbursable Expenses in the form of charges from consultants/subconsultants retained by Consultant for the Project shall be accompanied by a fifteen percent (15%) mark-up.

LUMP SUM PROJECTS - ADDITIONAL SERVICES: This provision applies to all Agreements under which Client pays Consultant on a Lump Sum basis. After execution of the Agreement and without invalidating the Agreement, Consultant may provide "Additional Services" that are outside of the scope of Services originally defined under the Proposal or Agreement. For Additional Services, except for those services required solely due to the fault of Consultant, Client shall pay Consultant in accordance with the Standard Hourly Rate above incurred by Consultant in connection with providing the Additional Services. In addition, an equitable adjustment in any schedule for Consultant's Services shall be made corresponding to the Additional Services. Generally, Additional Services will not be performed unless prior authorization is received from Client, Client otherwise directs Consultant to perform the Additional Services, or otherwise pursuant to the terms of this Agreement, provided however, the Parties recognize the need for Consultant to perform the following Additional Services should the following situations arise, without the need for Consultant requesting or obtaining prior authorization from Client:

- (a) Services necessitated by a material change in (i) the initial information provided by Client, (ii) previous instructions or approvals given by Client, (iii) the Project, including but not limited to, the size, quality, complexity, Client's schedule, or Client's budget, or (iv) materials or equipment due to an acceptance of substitute materials or equipment other than "or equal" items made by Client or Client's Contractors.
- (b) Services by Consultant due to (i) the presence of any Hazardous Environmental Condition (as defined below), (ii) emergencies or acts of god, (iii) damage to the Project site caused by fire or other causes, (iv) Consultant's review of actual or potential defective or delayed work by one or more Contractors, (v) acceleration of the progress schedule involving services beyond normal working hours, (vi) Client changes to Project design criteria after approval of previous phase(s) of the design process; or (vii) default by any Contractor.
- (c) Services in connection with construction change directives and change orders to reflect changes requested by Client or Client's Contractors.
- (d) Evaluating unreasonable, frivolous, and/or an excessive number of requests for interpretation or information (RFIs), change proposals, or other demands from a Contractor or others in connection with the Project.
- (e) Services necessitated by evaluating equipment performance not caused by Consultant's design services.
- (f) Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared work products;
- (g) Revising previously prepared work products necessitated by official interpretations of applicable codes, laws or regulations that are either (i) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (ii) contrary to requirements of the Instruments of Service when they were prepared in accordance with the applicable standard of care.
- (h) Services necessitated by decisions of Client not rendered in a timely manner or a failure of performance on the part of Client or Client's Contractors.
- (i) Reviewing shop drawings, product data items, samples, and submittals more than two times and as a result of inadequate submissions.
- (j) Services after the award of the construction contract(s) for the Project in evaluating and determining the acceptability of a Contractor's proposed "or equal" item or substitution that is found to be inappropriate, as well as services regarding the evaluation and determination of an excessive number of proposed "or equal" items or substitutions, whether proposed before or after award of the construction contract(s) for the Project.
- (k) Evaluation of the qualifications of entities providing bids or proposals.
- (l) Services resulting from material delays, changes, or price increases occurring as a direct or indirect result of materials, or equipment shortages.
- (m) Services in connection with any partial utilization of the Project by the Client or any owner prior to substantial completion of the Project.
- (n) Preparation of design and documentation for alternate bid or proposal requests proposed by Client.
- (o) Preparation for, and attendance at, a public presentation, meeting or hearing, unless such services are expressly set forth within this Agreement.
- (p) Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where Consultant is a party thereto.

In addition, if the Services covered by this Agreement have not been completed within the "Time of Completion" as defined below, through no fault of Consultant, an extension of Consultant's Services beyond that time shall be compensated as Additional Services.

PAYMENT: Consultant may invoice the Fees and Expenses on a monthly or any other periodic basis, based on the proportion of the Services completed and expenses incurred at the time of invoicing. Payment is due in fifteen (15) days. Interest is charged at one percent (1%) per month on invoices unpaid over thirty (30) days. A 3.5% convenience fee will be charged for electronic payments. Please contact our office to pay electronically. Please return a copy of invoice with payment to assure proper credit. In addition, if Client fails to make payment on invoices unpaid for thirty (30) days and Consultant incurs any costs to collect overdue sums from Client, if allowed by applicable laws, Client agrees that all such collection costs incurred shall immediately become due and payable to Consultant. Collection costs shall include, if allowed by applicable laws, without limitation, reasonable attorney fees, collection agency fees and expenses, court costs, appeal costs, judgment execution and collection costs, and reasonable Consultant staff costs at standard billing rates for Consultant's time spent in efforts to collect. No deductions shall be made from Consultant's Compensation including to impose penalty or liquidated damages on Consultant, or to offset sums requested by or paid to any Contractor(s) or for costs of changes in the Contractor's services, unless Consultant is adjudged to be liable for those amounts in a binding dispute resolution process. Client's making of its final payment of the Compensation to Consultant shall constitute Client's acceptance of Consultant's Services as in compliance with this Agreement and a waiver of all claims against Consultant that are known by Client or should have been known by Client as of the date of the final payment.

DIFFERING OR CHANGED CONDITIONS: This Agreement is expressly based on the conditions of the Project, Project site, and Project structures that are actually known by and disclosed to Consultant. If other conditions not originally known and disclosed become known by or disclosed to Consultant, or such conditions otherwise change, Consultant may elect to require a renegotiation of appropriate portions of this Agreement (e.g., compensation or scope of service) and/or all services performed by Consultant because of the new or differing conditions shall be deemed to be and billed to Client as Additional Services.

REDESIGN OBLIGATION: In the event the bids or negotiated cost of the construction work exceed the Client's budget for construction, upon notice from the Client, the Consultant agrees to modify, on an Additional Services basis, the construction contract documents or those portions of the documents where bids exceeded the Client's budget.

CHANGES AND ADDED VALUE: The Client recognizes that although the Consultant will perform its Services under this Agreement in a manner consistent with the applicable standard of care, the Consultant's Instruments of service may contain ambiguities, conflicts, errors, omissions and/or other imperfections. The Client recognizes and expects that certain increased costs and changes may be required because of these imperfections in the Consultant's Instruments of service and, therefore, that the final construction cost of the Project may exceed the estimated construction costs or bid amount. Accordingly, the Client agrees to set aside a reserve in the amount of ten percent (10%) of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The Client further agrees not to make any claim directly or indirectly against the Consultant on the basis of professional negligence, breach of contract, or otherwise with respect to the increased costs and changes unless the total of such increased costs and changes exceeds fifteen percent (15%) of the final construction cost of the Project, and then only for an amount in excess of such percentage. Any responsibility of the Consultant for the increased costs and changes in excess of such percentage will be determined on the basis of applicable contractual obligations and professional liability standards. For purposes of this provision, the increased costs and changes will not include any costs that the Client would have incurred if the Consultant's Instruments of service had not originally contained such conflicts, errors, omissions and other imperfections. In no event will the Consultant be responsible for costs or expenses that provide betterment or upgrades to the Project or enhances the value of the Project.

INFORMATION PROVIDED BY OTHERS: Client shall furnish and grant permission to use, at Client's expense, all information, requirements, reports, data, surveys and instructions set forth in the Agreement or otherwise related to the Services. Consultant may use such information, requirements, reports, data, surveys and instructions in performing its Services and is entitled to rely upon the accuracy and completeness thereof without independent verifications or investigation. Client shall give prompt written notice to Consultant whenever Client observes, or otherwise becomes aware of, any development or new or changed information that affects the scope or time of performance of Consultant's Services. Consultant shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by Client and/or Client's Contractors.

INSTRUMENTS OF SERVICE – OWNERSHIP AND USE: All documents, reports, plans, drawings, models, and other tangible work products or deliverables prepared or furnished by Consultant pursuant to this Agreement are instruments of service ("Instruments of Service"), and Consultant shall retain all ownership and property interest therein. Client shall have a limited license to use the Instruments of Service on the Project, subject to receipt by Consultant of full payment due and owing for all Services relating to preparation of the Instruments of Service and subject to the following limitations: (a) Client acknowledges that such Instruments of Service are not intended or represented to be suitable for use on the Project unless fully prepared and completed by Consultant; or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written authorization by Consultant; (b) any such use or reuse, or any modification of the Instruments of Service, without written authorization and adaptation by Consultant, shall be at Client's sole risk; (c) Client fully releases Consultant from liability for, and shall indemnify, defend and hold harmless Consultant from and against, all claims, damages, losses, and expenses, including attorney fees, expert costs, and other costs, arising out of or resulting from, any use, reuse, or modification of the Instruments of Service without written verification, adaptation, and completion by Consultant; and (d) Client acknowledges and agrees that its limited license shall not create any rights in third parties. Finally, in the event Consultant, in its sole discretion, allows for some type of transfer of the ownership in an Instrument of Service to Client, then Client must agree to the terms of Consultant's proposed assignment document and, in all cases, the only ownership or other interest transferred is in the one version of the tangible work product, itself, but not any underlying intellectual property rights in the Instruments of Service.

3-D COMPUTER MODELS: If Consultant prepares 3-D computer models ("3-D Models"), the 3-D Models are solely intended for production of 2-D documents in PDF format for Client and not intended to be used for any other purpose than as a design tool for Consultant during the design, construction and documentation phases. Information and metadata in the model shall not be relied upon unless explicitly stated by Consultant. The digital models will not be made available to contractors or subcontractors during bidding or construction, unless explicitly included in the Agreement and only through a Consultant end user license agreement (EULA). If Client wishes Consultant to create a 3-D Model with a higher level of development than Consultant's normal level, then Consultant reserves the right to request additional time and compensation to do so. In all cases, Consultant shall not be held responsible for any errors or claims arising from Client or Contractor's use of 3-D Models.

DEFECTS IN SERVICE: Client shall immediately report to Consultant any defects or suspected defects in Consultant's Services of which Client becomes or should have become aware and allow Consultant to take measures to minimize the consequences of such defect. Client shall impose a similar notification requirement on Contractors and shall require all subcontracts at any level to contain a like requirement. Failure by Client or Client's Contractors to notify Consultant shall relieve Consultant of any liability for costs of remedying the defects above the sum such remedy would have cost had timely notification been given.

PRODUCTS, EQUIPMENT AND MATERIALS: Client agrees that if any product, equipment or material specified for the Project by the Consultant shall at any future date be suspected or discovered to be defective, not meet the manufacturer's representation, or a health or safety hazard, then the Client shall waive all claims as a result thereof against the Consultant.

TIME OF COMPLETION: Unless a period of time or date of completion for Consultant's Services is expressly provided in the Agreement, the Parties have not agreed to any time period for Consultant's completion of its Services, and, instead, Consultant shall complete its Services within a reasonable period of time. Consultant shall incur no liability, and shall have no portion of the Compensation withheld, due to delay for any reason. In addition, if any delay, for any reason, increases the cost or time required by Consultant to perform its Services, Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

HAZARDOUS ENVIRONMENTAL CONDITIONS: Unless expressly stated in writing, Consultant does not provide assessments of the existence or presence of any hazardous or other environmental conditions or environmental contaminants or materials ("Hazardous Environmental Conditions"). Client shall inform Consultant of any and all known Hazardous Environmental Conditions before services are provided involving or affecting them. If unknown Hazardous Environmental Conditions are encountered, Consultant will notify the Client. Consultant may without liability or reduction or delay of compensation due, suspend Services on the affected portion of the Project until Client takes appropriate action to abate, remediate, or remove the Hazardous Environmental Condition. Consultant shall not be considered an "arranger", "operator", "generator", "transporter", "owner", or "responsible party" of or with respect to contaminants, materials, or substances: assumes no liability for correction of any Hazardous Environmental Condition; and shall be entitled to payment or reimbursement of expenses, costs, or damages occasioned by undisclosed Hazardous Environmental Conditions. Client shall indemnify, protect, defend (at its expense and with counsel reasonably acceptable to Consultant), and hold harmless Consultant as well as its respective affiliate companies, officers, managers, members, employees, and other agents, from and against all claims, losses, injuries, property damage, causes of actions, judgments, attorneys' fees, costs, compensatory damages, expenses, or other damages associated in any way with the discovery of Hazardous Environmental Condition.

AUTHORITY AND RESPONSIBILITY: Consultant shall not at any time supervise, direct, control, or have authority over any Contractor's work. Consultant shall not have authority over or be responsible for the means, methods, techniques, sequences, progress of work, or procedures of construction selected or used by any Contractor, for the safety precautions and programs incident thereto, for security or safety at the Project site, or for any failure of a Contractor to comply with the applicable laws and regulations. Consultant shall not be responsible whatsoever for the acts or omissions (including but not limited to, any alleged breach of contract, tort, or other liability) of any Contractor, and, likewise, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to perform its work. Consultant shall not be responsible for any decision made regarding a Contractor's construction contract requirements, or any application, interpretation, or modification of the construction documents other than those made by Consultant.

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

RIGHT OF ENTRY: Client shall provide for Consultant's right to enter property owned by Client or others in order for Consultant to perform its Services for this Project. Client understands that use of testing or other equipment may unavoidably cause damage, the correction of which is not the responsibility of Consultant.

BURIED UTILITIES: Client shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. Client agrees to waive any claim against Consultant and to indemnify, protect, defend (at its expense and with counsel reasonably acceptable to Consultant), and hold harmless Consultant as well as its respective affiliate companies, officers, managers, members, employees, and other agents, from and against all claims, injuries, or loss, arising from Consultant or other persons encountering utilities or other manmade objects that were not called to Consultant's attention or that were not properly located on the plans furnished to Consultant. Client further agrees to compensate Consultant for any time or expenses incurred by Consultant in defense of any such claim, in accordance with Consultant's hourly per diem fee schedule and expense reimbursement policy.

PUBLICITY: Unless otherwise expressly stated in the Agreement, Consultant shall have the right to photograph the Project and to use the photographs in the promotion of its professional service through publication, advertising, public relations, brochures, websites, or other marketing media.

EXCUSABLE EVENTS: Consultant shall not be responsible for any of the following events or any other events beyond the reasonable control of Consultant: (a) changes in the information, instructions, or approvals provided by Client; (b) material changes in the Project, including but not limited to, the size, quality, complexity, Client's schedule, Client's budget for the Project, or the procurement or delivery method; (c) changes in the applicable codes, laws or regulations thereby necessitating Consultant's revision of any previously prepared Instruments of Service; (d) official interpretations of applicable codes, laws or regulations that are either contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care; (e) decisions by Client not rendered in a timely manner or any other failure of performance on the part of Client or Client's Contractors; (f) the presence or encounter of any hazardous or toxic materials on the Project; and (g) weather conditions, work slowdown or stoppage, or acts of God (collectively, an "Excusable Event"). When an Excusable Event occurs, Consultant shall have no liability or responsibility for any damages incurred by Client, shall not be deemed to be in breach of this Agreement, and shall be entitled to an equitable adjustment in any schedule for Consultant's Services and to compensation for any Services performed due to such Excusable Event, which shall be deemed to be Additional Services paid on an hourly basis.

WAIVER OF CONSEQUENTIAL DAMAGES: In no event shall Consultant be liable or responsible, in contract, tort or otherwise, for (a) any special, consequential, incidental, or liquidated damages, including but not limited to, loss of profit or revenues; loss of use of any facility, building, products, machinery, or equipment; damage to associated equipment; cost of substitute products, facilities, services or replacement power; down time costs, or claims of any buyer of Client for such damages; (b) damages for which the requested repair would amount to economic waste or a betterment; or (c) loss or damage due, in whole or part, to the actions of the Client, ordinary wear and tear, and/or lack of Client maintenance.

LIMITATION OF LIABILITY: Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant, including its officers, owners, employees, and agents, to Client, or any person or entity claiming by or through Client, for any and all injuries, claims, liabilities, losses, costs, expenses or damages whatsoever arising out of or in any way related to the Services or Agreement, for any cause or causes including, but not limited to Consultant's active and passive negligence, professional errors or omissions, implied or express warranty obligations, strict liability, omissions, acts, or breaches of contract, shall not exceed the total Compensation or \$100,000, whichever is less. This limitation of liability shall apply to Client's claims for damages, as well as Client's claims for contribution and indemnity with respect to third party claims. In the event the Client requires a higher limitation of liability, upon written notice from the Client, Consultant and Client shall agree to and Client shall pay an additional fee within five (5) calendar days after the Agreement is fully executed.

INDEMNIFICATION: Client shall indemnify, protect, defend (at its expense and with counsel reasonably acceptable to Consultant), and hold harmless Consultant as well as its respective affiliate companies, officers, managers, members, employees, and other agents, from and against all claims, losses, injuries, property damage, causes of actions, judgments, attorneys' fees, costs, compensatory damages, expenses, or other damages (hereinafter referred to together as "Claims"), to the extent the Claims are caused by the negligent or intentional/willful action or inaction/omission, any contractual breach, or any other violation of law by Client or Client's employees, independent Contractors, or other persons/entities for whose acts Client is responsible. Client's obligations under this and other indemnification provisions in this Agreement shall survive termination and expiration of this Agreement; shall extend to Claims occurring after this Agreement; shall continue until the Claim is finally adjudicated; shall not be limited by any insurance required hereunder; and shall not negate, abridge or reduce any other rights of the persons and entities described herein with respect to indemnity.

CONTRACTOR INSURANCE: Client agrees, in any construction contracts for the Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance, Automobile Liability Insurance and appropriate limits of Commercial General Liability Insurance ("CGL") and to require all contractors to have their CGL policies endorsed to name Client and Consultant as Additional Insureds, on a primary and noncontributory basis, and to provide Contractual Liability coverage sufficient to ensure the hold harmless and indemnity obligations assumed by Contractors. Client shall require all Contractors defend, indemnify and hold harmless Client and Consultant from and against any claims, causes of action, lawsuits, damages, liabilities or costs, including reasonable attorneys' fees and costs, arising out of or in any way connected with the Project, including all claims by employees of the Contractors.

WAIVER OF SUBROGATION: To the extent damages are covered by any builder's risk policy, property insurance, or any insurance policy possessed by Client or Client's Contractors during or after the Project, Client shall waive all subrogation and other rights against Consultant and its retained consultants and agents for such damages, except such rights as they may have to the proceeds of such insurance.

TERMINATION: This Agreement may be terminated by either Party for cause on at least seven (7) days prior written notice of breach and opportunity to cure. Consultant may terminate for convenience and without cause. If terminated by either Party (with or without cause), Client agrees to pay for all Services performed and Reimbursable Expenses incurred to and including the date of termination. In addition, in the event Consultant terminates for cause, then Consultant shall also be paid its termination expenses, which shall include but are not limited to, expenses reasonably incurred by Consultant in connection with the termination of the Agreement or Services, including but not limited to, termination of Consultant's consultants/subconsultants and other persons retained by Consultant on the Project, demobilization costs if any, closing out Project records, reassignment of personnel, and other expenses directly resulting from the termination. If Client wishes to suspend services, Client must provide (7) days written notice, at which time Consultant may terminate or provide an increased or different Compensation to later resume Services to Client.

DISPUTE RESOLUTION: If a dispute or claim arises relating to the Services, Agreement, or Parties, the Parties shall participate in good faith negotiations to resolve any and all disputes. Should negotiations fail, then a Party shall participate in nonbinding mediation if requested in writing by the other Party. Unless the Parties mutually agree otherwise, the mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement and shall be in the location of the Project. If the Parties do not resolve a dispute through mediation, the method of binding dispute resolution shall be arbitration in the location of the Project. Unless the Parties mutually agree otherwise, the arbitration shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notwithstanding the foregoing, Consultant, in its sole discretion, may bring its claim(s), including third-party claims, against Client in the district court in the location of the Project, with a judge, and not a jury, presiding over such claim. **THUS, IN ALL CIRCUMSTANCES, BOTH PARTIES WAIVE ALL RIGHT TO TRIAL BY JURY IN ANY ACTION RELATING TO THE AGREEMENT OR ANY TRANSACTION CONNECTED THERETO. THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY GIVEN.** In the event of any litigation, arbitration, mitigation, or other proceeding arising out of or relating to the Services or Agreement or otherwise involving the Parties, Consultant shall be entitled to recover its reasonable attorney's fees, expert and consultant fees, judgment execution fees and costs, appeal fees and costs, and all other costs from Client when Consultant is the prevailing party.

MISCELLANEOUS PROVISIONS: (1) If any provision of the Agreement is declared illegal or unenforceable and cannot be modified to be enforceable, such provision shall immediately become null and void, leaving the remainder of the Agreement in full force and effect. (2) The Agreement may not be assigned by any Party without written authorization. (3) The Agreement shall be binding upon, and inure to the benefit of, the Parties and their respective legal representatives, heirs, successors, and assigns. (4) Nothing contained in the Agreement shall create a contractual relationship with, create a cause of action in favor of, or otherwise benefit, any third party. Instead, Consultant's Services under the Agreement are being performed solely for Client's benefit, and, therefore, no other entity shall have any claim against Consultant because of the Agreement. (5) Each Party has, or had the opportunity to retain, counsel and entered into the Agreement knowingly and voluntarily after having been fully advised of its rights under the Agreement or after having had the opportunity to be fully advised. Further, each Party played a substantive role in drafting the Agreement or had an equal opportunity to do so. Accordingly, in the event of any misunderstanding, ambiguity, or dispute concerning the Agreement's provisions, or interpretation, the Parties agree that no rule of construction shall be applied that would result in having the Agreement interpreted against any Party. (6) This Agreement contains the entire agreement between the Parties regarding the Project, and this Agreement is intended to be an integration of all prior negotiations. Accordingly, this Agreement overrides any claimed prior agreement or representation, and Consultant shall not be bound by any terms, statements, warranties, or representations not contained herein. Further, no modifications of this Agreement shall be valid unless made pursuant to the terms herein and in writing and signed by the Party against whom it is sought to be enforced, or unless otherwise made pursuant to the terms herein. (7) A Party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



TO: Mayor and Members of City Council
CC: Andy Dorian, City Manager
FROM: Trisha O'Cheltree, Director of Tourism
DATE: September 1, 2026
REGARDS: NTA/remibursement from MDT for HCVB

Authorization to apply for NTA Scholarship and execute reimbursement agreements with Missouri Division of Tourism.

I am requesting approval for the Hannibal Convention and Visitors Bureau to apply for the NTA Scholarship through the Missouri Division of Tourism.

The Missouri Division of Tourism administers this scholarship to strengthen tourism promotion and industry development throughout Missouri.

Participation in NTA events will provide valuable networking, educational, and business development opportunities that support the City's ongoing tourism efforts and economic development objectives

If awarded, the scholarship may include reimbursement opportunities for eligible expenses associated with participation. In order to efficiently process application materials and, if applicable, reimbursement documentation, it is necessary to authorize execution authority.

Therefore, I am requesting approval for the Mayor to sign all required application materials and any reimbursement-related documents associated with this program on behalf of the City. This request will ensure that we can meet program deadlines and fully leverage this opportunity to promote Hannibal as a premier tourism destination.

Hannibal Convention & Visitors Bureau
925 Grand Ave.
Hannibal, Missouri 63401
573.221.2477
VisitHannibal.com

RESOLUTION NO. 2631-26

A RESOLUTION OF THE CITY OF HANNIBAL, MISSOURI, AUTHORIZING THE DIRECTOR OF TOURISM TO APPLY FOR THE NTA SCHOLARSHIP THROUGH THE MISSOURI DIVISION OF TOURISM AND AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SUPPORT SAID APPLICATION AND SEEK REIMBURSEMENT FOR ELIGIBLE EXPENSES.

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

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

WHEREAS, participation in the NTA provides valuable opportunities to market Hannibal as a destination and strengthen partnerships within the tourism industry; and

WHEREAS, the City desires to authorize the Director of Tourism to apply for the upcoming NTA Scholarship; and

WHEREAS, the total amount of potential scholarship reimbursement is unknown at this time and will be determined based on eligible expenses approved by the Missouri Division of Tourism; and

WHEREAS, eligible expenses may include, but are not limited to, registration, lodging, travel, and other costs associated with participation in the program, as well as any required supporting documentation.

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

1. The Director of Tourism is hereby authorized to apply for the NTA Scholarship through the Missouri Division of Tourism.
2. The Mayor is hereby authorized to execute any and all documents necessary to support the application, participation, and administration of the scholarship, including but not limited to applications, agreements, certifications, and supporting documentation.
3. The Director of Tourism is further authorized to seek reimbursement for all eligible expenses associated with participation in the NTA, as allowed under the terms of the scholarship.
4. This Resolution shall be in full force and effect from and after its passage and approval.

Adopted on this 1st day of September, 2026.

Approved on this 1st day of September, 2026.

Darrell McCoy, Mayor

ATTEST:

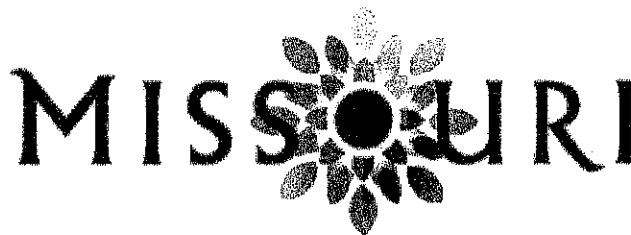
Melissa Cogdal, City Clerk

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

Trisha O'Cheltree ▾



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



VisitMo.com

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



=182/
2)

Domestic Trade Show Scholarship

Domestic Trade Show Scholarship Funding Guidelines (<https://mdt-visitmo-cdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/08/Domestic-Trade-Show-Scholarship-Funding-Guidelines.pdf>)

Application Process

- Scholarship applications and reimbursements must be submitted online through the Division of Tourism's Cooperative Marketing Program application website.
- Application review will consider applicant eligibility, eligibility of costs, and availability of funds.
- Applicant receives approval from MDT once review process is complete.
- Applicants must submit to MDT copies of original receipts of eligible expenses and payment documentation in order to receive 100 percent of the eligible reimbursement. Reimbursements will be requested via MDT's grant management system and must be submitted within 60 days of the conclusion of the event.
- Applicant awards will be determined at the discretion of MDT based on the applicant's eligibility, eligible costs, and overall availability of program funds.

Application Name (required)

HCVB- NTA

9 / 300 characters

Please include your DMO name and the name of the trade show you are applying for in the submission name. Ex. MDT - Travel South International Showcase

DMO Name (required)

City of Hannibal -Hannibal Convention and Visitors Bureau

Manage Collaborators

sslo

n)

Physical Address (required)

Country (required)

United States



Address (required)

925 Grand Ave., PO Box 188

Address Line 2 (optional)

PO Box 188

City (required)

Hannibal

State, Province, or Region (required)

MO

Zip or Postal Code (required)

63401

DMO Number (required)

CTL 4

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

Eligibility Requirement

Name of Attendee (required)

First Name (required)

Trisha

Last Name (required)

O'Cheltree

Title of Attendee (required)

Director of Tourism

Attendee Email (required)

tocheltree@visithannibal.com

Select the trade show you are applying for: (required)

☐ American Bus Association Trade Show

- ☐ Heritage Clubs
- ☒ National Tourism Association's Travel Exchange
- ☐ Select Traveler Conference
- ☐ TAP - Travel Alliance Partners

When will this trade show take place? (required)

11/15/2026

Anticipated Registration Cost (required)

\$ 1,895.00 USD

Anticipated Hotel Cost (required)

\$ 741.05 USD

Total Grant Amount Requested (required)

\$ 2,636.05 USD

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

Name of Organization President/CEO (required)

First Name (required)

Darrell

Last Name (required)

McCoy

DMO Principal Contact (required)

First Name (required)

Trisha

Last Name (required)

O'Cheltree

Domestic Trade Show Scholarship Application Authorization

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

<https://mdt-visitmocdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/09/Domestic-Trade-Show-Scholarship-Application-Authorization.pdf> (<https://mdt-visitmocdn.s3.us-east-2.amazonaws.com/wp-content/uploads/sites/2/2024/09/Domestic-Trade-Show-Scholarship-Application-Authorization.pdf>)

Domestic Trade Show Scholarship Application Authorization Upload: (required)

Choose File

Upload a file. No files have been attached yet.

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

Save Draft

Submit

 Last Saved 3 minutes ago

Drafts may be visible to the administrators of this program.

 Technical Help (<https://www.submittable.com/help/submitter?orgId=18272>) | Privacy Policy (<http://www.submittable.com/privacy>)

 Powered by Submittable (<https://www.submittable.com/what-is-submittable/?ref=poweredby>) © 2026



VisitMo.com

Domestic Trade Show Scholarship Application Authorization

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

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

Trisha O'Cheltree

Print Name of Project Director

Trisha O'Cheltree

Signature of Project Director

8/21/26

Date

Print Name of President/CEO

Signature of President/CEO

Date