

**CITY OF HANNIBAL  
COUNCIL AGENDA**

**Tuesday, November 20, 2012  
7:00 p.m.**

**ROLL CALL**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES  
Regularly Scheduled Council Meeting – November 6, 2012**

**APPROVAL OF PAYROLL AND CLAIMS  
First Half – November, 2012**

**GAIL BRYANT – DIRECTOR, HCVB  
Re: Presentation – Hannibal Arts Council**

**Re: Grant Award Acceptance – Notice of Award**  
*Missouri Division of Tourism*  
*(Resolution No. 1866-12, to follow)*

**ROY G. HARK – MAYOR  
Re: Recommendation of Appointment**

**HANNIBAL TREE BOARD**

- **Kristy Trevathan – reappointment for a term to expire September, 2015**

**JEFF LAGARCE – CITY MANAGER**  
**Re: Recommendation, Pigeon Removal Initiative**  
*Big River Oil*

**Re: Approval, Court Administrator Position Description Revision**

**Re: Murphy Motor Property – Future Use Determination**

**Re: Series 2008-A Leasehold Bonds Refinancing – Financial Advisor &  
Bond Counsel Selection**

*Financial Advisor – Joy Howard*  
*Bond Counsel – Tom Cunningham*  
*(Resolution No. 1865-12, to follow)*

**MARK REES – CITY ENGINEER**  
**Re: Approval, Handicap Parking Policy**

**JOHN HARK – DIRECTOR, EMERGENCY MANAGEMENT**  
**Re: Request, Bid Waiver – Narrow Banding Outdoor Warning System**

**DOUG WARREN – FINANCE DIRECTOR**  
**Re: City Depository – Depository Contract & Pledge Agreement**  
*U.S. Bank N.A.*  
*(Resolution No. 1867-12, to follow)*

## **RESOLUTION NO. 1865-12**

**A RESOLUTION APPROVING A DECLARATION OF OFFICIAL  
INTENT RELATING TO THE REFUNDING IN ADVANCE OF  
MATURITY OF CERTAIN SERIES 2008-A LEASEHOLD  
REVENUE BONDS; AFFIRMING THE SELECTION OF A  
FINANCIAL ADVISOR AND BOND COUNSEL IN CONNECTION  
THEREWITH; AND PROVIDING FURTHER AUTHORITY**

**RESOLUTION NO. 1866-12**

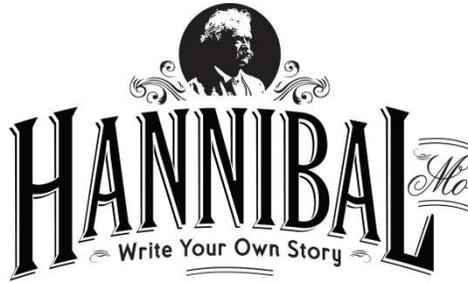
**A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF HANNIBAL TO EXECUTE AND ACCEPT THE MISSOURI DIVISION OF TOURISM GRANT AWARD FUNDS IN THE AMOUNT OF \$5,000**

**RESOLUTION NO. 1867-12**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF HANNIBAL AND U.S. BANK N.A. FOR THE PURPOSE OF PROVIDING BANK DEPOSITORY AND RELATED SERVICES TO THE CITY OF HANNIBAL AND ALL COVERED ENTITIES**

**ADJOURNMENT**

**Gail Bryant, CTIS**  
Director



**Megan Rapp, CTIS**  
Assistant Director

## MEMORANDUM

---

DATE: November 13, 2012

TO: Mayor Hark and Members of City Council

CC: Jeff LaGarce, City Manager

FROM: Gail Bryant, Director of Conventions & Tourism

REGARDS: Certificate of Appreciation - HAC

---

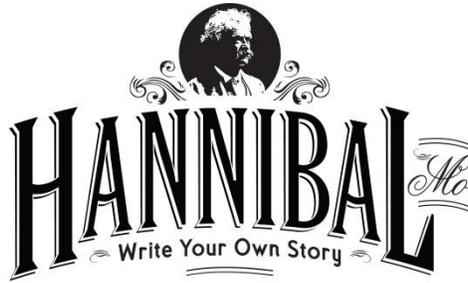
### **CERTIFICATE OF APPRECIATION - HANNIBAL ARTS COUNCIL**

Presentation of a Certificate of Appreciation to the Hannibal Arts Council from the Hannibal Convention & Visitors Bureau to express our appreciation for all the effort in hosting / organizing the 36<sup>th</sup> Autumn Historic Folklife Festival.

*Staff respectfully requests your support in this gesture.*

**Hannibal Convention & Visitors Bureau**  
505 North Third Street  
Hannibal, Missouri 63401  
573.221.2477  
VisitHannibal.com

**Gail Bryant, CTIS**  
Director



**Megan Rapp, CTIS**  
Assistant Director

## MEMORANDUM

---

DATE: November 8, 2012

TO: Mayor Hark and Members of City Council

CC: Jeff LaGarce, City Manager

FROM: Gail Bryant, Director of Conventions & Tourism

REGARDS: MDT Grant Award Acceptance

---

### **COOPERATIVE MARKETING SMALL PROJECTS GRANT AWARD**

I would like to request your support in accepting a grant award from the Missouri Division of Tourism. A grant application was submitted to the Missouri Division of Tourism's Cooperative Marketing Program in August 2012. The Hannibal Convention & Visitors Bureau has been awarded a matching grant in the amount of \$5,000. It will assist with advertising in the group and leisure travel markets. The amount is already taken into consideration in the current HCVB budget.

*Staff requests your approval to allow the Mayor to enter into an agreement with the Missouri Division of Tourism for a \$5000 matching grant with Small Projects by participating in the Cooperative Marketing Program.*

**Hannibal Convention & Visitors Bureau**  
505 North Third Street  
Hannibal, Missouri 63401  
573.221.2477  
VisitHannibal.com

Angel,

The Mayor would like to submit Kristy Trevathan's name on the next Council Agenda for reappointment to the Hannibal Tree Board with a term to expire in September 2015.

Thanks



Jeff LaGarce  
City Manager

---

# MEMORANDUM

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

**From:** Jeff LaGarce, City Manager

**Re:** Recommend Selection of Pigeon Removal Firm

**Date:** November 15, 2012

---

After meeting with and receiving written proposals a number of companies who specialize in the removal of community pigeon nuisances, staff recommends the selection of Big River Oil to perform this work.

We have received four (4) proposals:

Trapper Joe's Nuisance Wildlife	(A)	\$11,978	30 days
Trapper Joes – Sterilization	(B)	\$38,332	2 years
Big River Oil		\$5,500	60 days
USDA		\$6,750	60-90 days
Bob Morris		\$6,500	30 days, live removal

Aside from cost, other factors considered are methods by-which pigeons will be removed, intrusiveness to residents and businesses, the time element necessary to achieve the desired outcome, and humane factors.

Big River Oil is being recommended for this service. Aside from providing the lowest cost, their approach will combine trapping and shooting with air rifles; an extermination method acceptable to the MO Conservation Department and the USDA (no poisoning). Overpopulations of deer, birds, quail, turkeys, and other game are legally treated in this manner. Big River Oil is also local, which provides them easy access and proximity to this problem. Several other companies would need to travel here 16-20 times over the next few months, which undoubtedly had some impact on their cost.

***Staff recommends acceptance of Big River Oil's proposal and authorization to begin preliminary work and bring forth an official contract on December 4.***



**Jeff LaGarce**  
City Manager

---

# MEMORANDUM

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

**From: Jeff LaGarce, City Manager**

**Re: Recommend Approval of Job Description Change – Court Administrator**

**Date: November 12, 2012**

---

Job descriptions require (2) levels of approval. If a police officer's job description is changed, a Lieutenant and Police Chief must approve. To amend the Police Chief's job description (or that of any department head), approval is required by the City Manager and Council. Again, two (2) levels of approval.

Amendment of the Court Administrator's job description is requested here. The change would make the Court Administrator exclusively responsible to the City Manager.

*Staff recommends Council approval of the Court Administrator's job description.*

## **Job Description City of Hannibal**

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then either the incumbent or the supervisor can initiate a change in the job description at any time. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

**Position Title:** Court Administrator

**Pay Grade & Range:** Grade 12 \$32,549 - \$47,236 ( Updated 07/01/08)

**Department:** Municipal Court

**Immediate Supervisor:** City Manager

**Status:** Exempt

**Date Job Description Most Recently Created, Updated or Checked:** 11/20/2012

**Updated or Checked by (Who):** City Manager and City Council

### **Essential Functions, Responsibilities, and Tasks:**

- Supervision of assigned civilian personnel which requires a sufficient level of knowledge of each position to review employee activities.
- Enforces Departmental orders, directives, rules, regulations, policies and procedures within the Division of Court Administrator.
- Coaches/monitors performance of subordinates and completes annual performance evaluations, developing goals and objectives for personnel.
- Advises/assists personnel in carrying out their duties and assignments. May have to perform those duties and or tasks at anytime.
- Responsible for schedules, attendance records, and compliance with payroll rules of assigned office personnel.
- Conducts meetings with assigned office personnel (i.e. safety, policy and procedure updates, etc.).
- Makes recommendations for recognition and discipline of assigned office personnel on performance/attendance issues.

- Responsible for all prosecutorial/judicial tasks associated with Hannibal Police Department (ie: all tasks pertaining to Municipal Court, including administrative tasks associated with Red Light Camera Enforcement)
- Serves as Department liaison with Municipal Judge on court procedures; prepares monthly reports for State Court Administrator's Office; updates bond/fine lists and ordinances in Lawman and Court Module).
- Prepares and maintains annual budget for Municipal Court expenditures.
- Responsible for collections: tracks payment plans; prepares Show Cause Orders, Complaint and Summons, Warrants for Contempt; and takes all calls pertaining to collections.
- Works with an Office Assistant II completing deposits, refunds, disbursements of all monies collected by the Department.
- Responsible for maintaining knowledge of the programming of telephone sets, setting up voice mailboxes, maintenance of phone system, including obtaining long distance account codes for personnel.
- Orders all forms pertaining to Municipal Court.
- Performs related duties as assigned by the department head.

### **Minimum Qualifications:**

- High School graduate from an accredited high school or the possession of a GED Certificate for high school awarded by a state or the United States government.
- Associates or bachelor degree in management, accounting, secretarial science or related field preferred.
- Two years previous experience as an office manager, administrative assistant, secretary, or office clerk required.
- Thorough knowledge of business English, spelling, and arithmetic.
- Thorough knowledge of modern office equipment, practices and procedures.
- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of departmental practices and procedures.
- Considerable knowledge in personnel practices.
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to learn and use specialized language and technical terms unique to the department of assignment.
- Good general intelligence and emotional stability with the ability to understand and carry out oral and written instructions, completing tasks with minimum supervision.
- Ability to deal with the public in an effective yet firm, courteous, tactful manner, whether in person, on the telephone or in writing, and be able to record them clearly, correctly, and completely.
- Ability to observe situations analytically and objectively whether that is in writing or orally or both.
- Ability to be a Notary Public, bonded and have a valid driver's license.

- Must be fully competent in the basic job duties after one year of experience in the job.

### **Physical Requirements:**

- Physical effort centers on the duties involving office work, operating a variety of office and computer equipment with the ability to pull and or lift 25 pounds to shoulder height.
- Ability and agility to bend, stoop, and climb stairs.
- Ability to hear conversational speech and speak clearly.
- Vision acuity (20/40 correctable to 20/20), color vision and peripheral vision. (This will apply to appointments after October 1, 2001).

### **Work Environment**

The work hours are spent in an office environment standing, walking or sitting for long periods of time while entering accounting data, filing or researching reports, dispositions, etc. Office Managers predominately work day shift with weekends and holidays off. However, they may be required to work evenings or have a workweek that includes weekends, and may be scheduled odd and long hours.

### **Knowledge, Skills and Abilities:**

- Positive attitude and Interpersonal Skills.
- Knowledge and ability to be a Team Worker/Player.
- Ability to be a Self-Starter and work with little supervision.
- Have a Learning Aptitude and desire for learning.
- Skills in Organization with attention to detail.
- Skills and knowledge in Accounting/Math.
- Writing and Grammar Skills.
- Skills in Problem Solving.
- Skills in Listening to others and have empathy.
- Skills in Computer usage, word processing, email, Internet, and record management, including use of software typically used by police office managers, such as Microsoft Office, Quicken, and LAWMAN.
- English language required, bilingual in Spanish or sign language preferred.
- Professional appearance and demeanor.
- Ability to maintain good conversational skill.
- Courteous and calm yet firm disposition during crises, patience with people.

**The City Manager shall reserve the right to assign functions or responsibilities as are necessary to establish and maintain maximum departmental efficiency and effectiveness.**



**Jeff LaGarce**  
City Manager

---

# MEMORANDUM

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

**From: Jeff LaGarce, City Manager**

**Re: Determination of Future Use of the Murphy Motors Property and Building**

**Date: November 15, 2012**

---

On November 7, the city purchased the Murphy Motors property for \$220,000 for the following purposes:

1. Parking for motor coach tour buses
2. Greater flexibility for Y-Men's Pavilion events to avoid future conflicts
3. Downtown parking generally
4. Venue for holding some downtown events to minimize street closures
5. Future resale potential to a high-impact developer - a North Main Street anchor
6. Greater control of site conditions and aesthetic appeal in the Historic District

A conceptual schematic illustrating one potential site layout is included herein, to illustrate the *general* concept the real estate committee envisioned when recommending this purchase.

Since contract authorization for purchase on October 16, I have been flooded with requests to (i) preserve the building and/or (ii) allow people to move their business into the building. For the record, I have never experienced anything like this.

Aside from dozens of public comments; I've written proposals from 3 individuals, and I anticipate several more. I propose moving this matter to a decision point. Therefore, I recommend the following:

On Tuesday, November 20, the city council would determine if it wishes to (i) retain the property or (ii) place an advertisement for potential sale (basically, solicit interest). If the answer is "retain the property", staff will begin working on a full development plan, including in-house demolition. If the answer is "advertise for potential sale", an advertisement would be placed pursuant to Section 2-4(d) of the City Code, below. An appraisal would not be necessary, nor would several other steps in Section 2-4.

All responders must submit their interest by the normal agenda deadline of Thursday, Nov 29. Some responders may express interest in leasing only. We should determine up-front whether to consider/advertise lease proposals. I would caution the City Council by way of the old federal building.

At the council meeting on Tuesday, December 4, each party of interest would have 10 minutes to present their proposal. The city council could then adjourn into Closed Session to discuss potential terms of sale,

with whom they wish to negotiate, the conditions of such negotiation (which could include mandatory site improvements), or elect to retain the property and decline any further interest in sale.

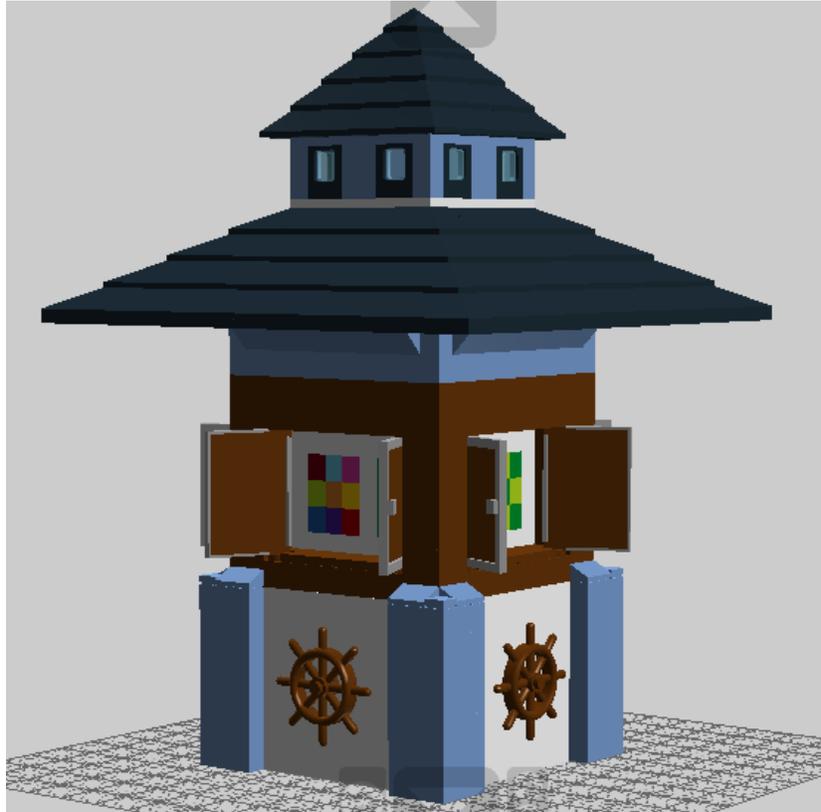
Though the ink on the acquisition documents is barely dry, one Council Member requests we bring this to a decision point, and for “productivity-sake” in my office, I fully concur. Below are the city codes governing property sales. Note section h below allows the city council to modify the process to fit the situation, which I’ve done herein.

**Sec. 2-4. – Lease or purchase of city-owned real estate.**

- (a) Lease/purchase requests for city-owned real property shall be submitted in writing to the building inspector. The person submitting the request shall state the intended use and shall verify that the property is zoned properly for its intended use.
- (b) The building inspector shall notify all department heads within five days of the requested lease/purchase so that they may review and comment. Any negative comments shall be made in writing to the building inspector within five days of receipt of notification. A lack of response from department heads shall indicate an affirmative opinion.
- (c) The building inspector shall bring lease/purchase requests with any written negative comments to the next regular meeting of the committee of the whole council (CWC).
- (d) The CWC shall then decide whether or not property should be leased/purchased. If the decision of the CWC is affirmative, the building inspector will collect a deposit from the requestor sufficient to cover advertising and other administrative costs, but in no case less than \$25.00. The requestor shall also provide the building inspector with a professionally prepared appraisal of the subject property.
- (e) Following the receipt of the deposit and the appraisal, the CWC will establish a minimum price for the subject property and an advertisement for bids will be placed by the building inspector in the local newspaper. Property location, area, amount of deposit, date of bid closing, and any other relevant data shall be included in the ad.
- (f) All bids shall be sealed and clearly marked on the outside as "Bid for Property" (address or other description). Bids should be directed to the building inspector and will be publicly opened at such time as stated in the ad. All bids shall be accompanied by a deposit of an amount equal to that deposited by the requestor and stated in the bid specifications. In case no bids are received, this amount shall not be returned. If bids are received and a bid award made, all deposits shall be returned except that of the successful bidder.
- (g) The CWC shall, at the next regular meeting following the bid opening, review all bids and make recommendations for bid award. The city attorney shall determine if a resolution or an ordinance is required and, if so, this document shall accompany such recommendation from the CWC.
- (h) Under extraordinary circumstances, or due to the unique characteristics of certain city-owned properties, The CWC may recommend sale or lease without full compliance with the above listed procedures.

# CONCEPTUAL SITE DESIGN OPTION

## Welcome Kiosk



## Advertising Ideas for Kiosk

Point of Interest (Downtown) Map

Dining Guides

Hotel Guides

Art Gallery Guides

Mark Twain Himself Schedule

Restaurant Advertisements

Large Ad Pictorials for Museum, Cave, Riverboat

Cavemen Baseball Schedule

Trolley Schedule

Festivals, Events, and Concert Dates

Riverboat Schedule

Haunted Tour Schedules

Hotel Advertisements

# Advertising Concepts Inside the Kiosk

## There are 4 Front Fascias and 8 Inside Doors



## Site Schematic Option



**Features:** Greenspace, vehicle parking, tour bus parking, information kiosk, landscaping, and *Welcome to Historic Downtown Hannibal* sign.



Jeff LaGarce  
City Manager

# MEMORANDUM

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

**From:** Jeff LaGarce, City Manager

**Re:** Resolution of Intent to Refinance Bonds

**Date:** November 9, 2012

Given unbelievably-low interest rates, staff has explored refinancing the 2008 revenue bonds. *Refinancing* means refunding and reissuing under more favorable circumstances. There are two (2) options: (i) reissue bonds with significantly lower payments, while matching our existing maturity schedule, or (ii) reissue bonds at current annual payments, while retiring bonds several years early. Staff recommends the “early retirement” approach, which still reduces payments several thousand dollars/yr.

The attached Resolution of Intent would declare the city’s official intent to refund 2008 bonds and allow the staff to proceed with reissuance measures under a more favorable interest rate environment. If approved, staff would employ Financial Advisor Joy Howard and Bond Counsel Tom Cunningham (Cunningham Vogel & Rost). The Resolution of Intent includes approval of those agreements.

As they now stand, proposed interest rates for reissuance are shown here, compared against our current bonds. Personally, I have never seen rates this low.

If rates hold over the next 90 days (target: February), the city anticipates total saving of \$240,000 to \$270,000 while simultaneously retiring our bonds 2 years earlier. If interest rates increase prior to issuance, potential outcomes are:

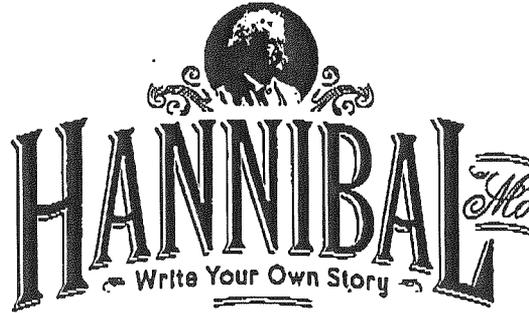
1. Refinance to shorten-up the bonds, but realize lesser total savings, or
2. If rates should spike, abort the project in mid-stream and “eat” any costs incurred.

While a rate spike is possible, we find it unlikely. The Federal Reserve Board has already stated its intent to keep rates low; only changes in private bond markets could affect us. Given a low probability of “interest rate risk”, staff feels it behooves the city to pursue this. Potential gains (\$270,000) outweigh issuance costs (\$80,350), and the probability for stable rates is great. A spike is possible but unlikely.

RATE COMPARISION		
2008 Bonds vs. Current Rates		
Year	2008 Issue	2013 Issue
2013	3.60%	0.90%
2014	3.80%	1.00%
2015	4.00%	1.20%
2016	4.10%	1.40%
2017	4.20%	1.60%
2018	4.30%	1.75%
2019	4.40%	1.90%
2020	4.50%	2.10%
2021	4.60%	2.20%
2022	4.65%	N/A
2023	4.70%	N/A

**\*Note:** Current rates subject to fluctuate

**Staff recommends approval of the Resolution of Intent to begin refinancing the 2008 bonds.**



---

**TO:** City Council & Mayor Hark

**FROM:** Traffic Committee

**DATE:** November 29, 2012

**RE:** Recommendation to approve revised Handicap Parking Policy requirements

In an effort to accommodate Hannibal residents whose disabilities substantially limit their ability to comfortably reach their home, based on research data and information obtained from what other communities are doing, the City of Hannibal Traffic Committee recently revised the guidelines to secure a residential Handicap Parking space in front of one's home. We are requiring a higher standard of proof to avoid frivolous requests; we are also alleviating some of the unnecessary guidelines to make the policy more user-friendly to the disabled applicant.

If no action is taken by Council, this policy will become effective this date, November 21, 2012.

**CITY OF HANNIBAL**

# Handicap Parking

## **RESIDENTIAL HANDICAP PARKING PROGRAM**

In an effort to accommodate Hannibal residents whose disabilities substantially limit their ability to walk, the City of Hannibal has established a Residential Handicap Parking Space Program which is administered jointly by the Traffic Commission and the City Council.

Any resident of Hannibal who meets the requirements of the HPP is entitled to apply. However, possession of an HP/DV plate or HP Placard does not guarantee that a request for a parking space will be approved. Additionally, applicants should be aware that the installation of Residential HP Parking Space does not reserve a parking space for their exclusive personal use. All HP spaces on public streets in Hannibal are available for use by any vehicle with a valid HP/DV license plate, or an HP placard.

# CHECKLIST

1. APPLICATION
2. MEDICAL FORM
3. COPY OF HP LICENSE NUMBER OR PLACARD



# CITY OF HANNIBAL

## Application for Residential Handicap Parking Space

Approved

Denied

All information must be typed or printed clearly and signed. All questions must be answered completely--incomplete applications will be returned, resulting in a delay of your application  
(circle answers)

Today's Date: \_\_\_\_\_ APPLICATION: NEW \_ RENEWAL \_

### I. APPLICANT INFORMATION

Last Name

First Name

Address

Home Phone

Cell Phone

Email

### 2. VEHICLE INFORMATION

MO HP Placard/Plate Number

Expiration Date

MO Driver's License Number

Expiration Date

Is the applicant the primary driver of this vehicle?

YES

NO

If you answered "no", what is the name of the primary driver?

Primary Driver's License plate number and/or Drivers license #

What is the primary driver's relationship to the applicant?

What is the address of the primary driver?

What services does the primary driver provide for the applicant?

Is this vehicle specially modified with adaptive equipment?

YES

NO

Did you enclose copies of the HP Placard

YES

NO

**3. PROPERTY INFORMATION (circle answers)**

Do you own the property where you are requesting the HP Space to be installed?      **YES**      **NO**

Is there ANY off-street parking located at this address, such as a driveway, parking lot, or garage? **YES**      **NO**

If you answered "yes" are you able or allowed to use the off-street parking?      **YES**      **NO**

If you are not able or allowed to use the off-street parking, please explain why:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you reside at this address year-round, without extended periods away?      **YES**      **NO**

Are there "No Parking" or "No Stopping" signs posted in front of your residence?      **YES**      **NO**

Are there any existing HP Parking signs posted within the same block?      **YES**      **NO**

What floor of this property do you live on?      **Basement- 1st floor-2nd floor-3rd floor**

How do you get into your apartment/house?      **Ramp      Elevator      Stairs      Entry at ground level**

**4. DISABILITY INFORMATION**

What is your medical diagnosis that is causing your disability? Example; breathing, leg problems etc

\_\_\_\_\_

What symptoms does your medical condition cause you that affects your ability to walk?

\_\_\_\_\_

\_\_\_\_\_

How long is your disability expected to last?      **Permanent      Temporary      How Long?**

\_\_\_\_\_

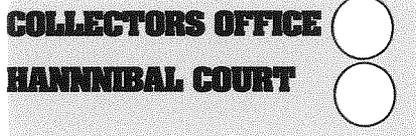
Are you dependent on any mobility devices that your doctor wrote a prescription for?      **YES**      **NO**

**5. AUTHORIZATION BY APPLICANT**

I hereby certify that all of the above information is true and accurate. Furthermore, I fully understand that the installation of HP signs at my residence does not reserve a parking space for my personal use, but makes a space available for use by any vehicle with a valid HP/DV plate or placard. I also understand that any abuse or violation of conditions regarding the posting of the HP sign or abuse of HP plate or placard may result in removal of the sign.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_



**CITY OF HANNIBAL**

**Application for Residential Handicap Parking Space**

**Medical Documentation Form**

**This form must be filled out completely by the applicant's Primary Care Physician. Information must include the Physician's signature.**

**Please note-this form must be dated within 30 days of the HP Parking application  
(circle answers)**

**Date**

\_\_\_\_\_

**Applicant's Name:**

\_\_\_\_\_

**Instructions for Physician: Your patient, named above, is applying for a Residential Handicap Parking Space in the City of Hannibal. In order to qualify for an HP space, we need specific information from you about your patient's medical diagnosis and functional limitations. Please complete this form accurately to the best of your knowledge. It is not the City's intent to inquire about patients confidential information; we are only interested in knowing if the patients health would benefit from a Handicap Parking Space.**

**Is this person currently under your care?**

**YES NO**

**What is this patient's medical diagnosis, in general. For example: medical condition prevents patient from walking a long distance.**

\_\_\_\_\_

**Is this a permanent condition?**

**YES NO**

**Does this condition affect their ability to walk?**

\_\_\_\_\_

\_\_\_\_\_

**Have you prescribed any mobility devices for this patient? If so, what?-**

\_\_\_\_\_

\_\_\_\_\_

**In your medical opinion will a Handicap Parking Space improve the patients ability to remain mobile**

\_\_\_\_\_ **Yes NO** \_\_\_\_\_

**Physician's Name**

\_\_\_\_\_

**Address of Medical Practice**

\_\_\_\_\_

**Physician Signature**

\_\_\_\_\_



**CITY OF HANNIBAL**  
**EMERGENCY MANAGEMENT AGENCY**

3302 Arapaho  
Hannibal, Missouri 63401  
Phone: 573-221-9210 Fax: 573-221-7811  
E-mail: hark203@mywdo.com

November, 14, 2012

Angel Vance, City Clerk  
320 Broadway  
Hannibal, Missouri 63401

Would you please place me on the City Council Agenda for Tuesday, November 19, 2012? I would like to address Mayor and Council in reference to requesting a bid waiver for narrow banding of the outdoor warning system (tornado sirens).

Respectfully submitted,

John S. Hark  
Emergency Management Director



# CITY OF HANNIBAL

---

## MEMORANDUM

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

**From: Douglas Warren, Director of Finance**

**Re: Banking Services and Depository**

**Date: November 15, 2012**

---

We are asking council's approval of a resolution to enter into a contract with U.S. Bank, N.A. for banking services and as the City's general depository bank.

We ran newspaper advertisements requesting proposals and mailed request for proposals to each bank that operates in Hannibal. Three banks responded.

The responding banks were:

Hannibal National Bank (but, no bid)  
U.S. Bank  
Commerce Bank

The Banking Services will be for both City of Hannibal and the Board of Public Works. Therefore, the team of reviewers included the Director of Finance from BPW. Additionally, Phyllis Nelson, City Collector; Angel Vance, City Clerk and Becky Graves, Deputy City Clerk. Each of these individuals interacts with the bank daily.

U.S. Bank, N.A. was the most qualified and lowest bidder. The RFPs were evaluated on all aspects of banking including rates charged for services and guaranteed rates of interest for investments and cash accounts, charge card availability, cost of charge cards, services available and the over-all nature and quality of the response. We did limit the responders to only those who have a Hannibal business license and at least a full service branch in Hannibal.

Page Two

U.S. Bank, N.A. has full facility to handle all of the City's needs. Employees are offered free checking and a 0.50% discount off of loans through them as part of this package. They will provide, on-line banking, inbound and outbound wires and ACH's, payroll services, checking, money market accounts with checking, a dedicated account manager and other items which are to the City's advantage.

We are recommending a one-year agreement with two optional one-year extensions. The extensions will be optional with either party able to end the agreement with ninety (90) day notice at the end of each of the yearly increments.

Sincerely,

*Doug*