

CITY OF HANNIBAL

OFFICIAL PUBLIC HEARING

**Tuesday, October 6, 2020
6:15 p.m.
Council Chambers**

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.

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- 3. Click on "City of Hannibal" or the city of Hannibal crest*
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- 5. Click on the Thumbnail to watch the meeting*
- 6. The meeting may be viewed on the website in its entirety after the meeting*

CALL TO ORDER

**LISA PECK – CITY MANAGER
MARK BROSS – ACTING CITY ENGINEER**

Re: Code Amendments

- ***Chapter 9 - Drainage and Flood Control***
- ***Chapter 29 - Subdivisions***

PUBLIC COMMENTS

ADJOURNMENT

CITY OF HANNIBAL

OFFICIAL PUBLIC HEARING

**Tuesday, October 6, 2020
6:45 p.m.
Council Chambers**

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CALL TO ORDER

JAMES LEMON – CITY ATTORNEY

**Re: Zoning Code Amendment - Chapter 32, Article I,
Sections 32-35 Non-Conforming Uses**

PUBLIC COMMENTS

ADJOURNMENT

City of Hannibal

OFFICIAL COUNCIL AGENDA

**Tuesday, October 6, 2020
Council Chambers
7:00 p.m.**

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ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

**Regularly Scheduled Council Meeting – September 15, 2020
Special Call Council Meeting – September 23, 2020**

APPROVAL OF PAYROLL AND CLAIMS

Second Half – September, 2020

SARA ROTHWEILER – HANNIBAL JAYCEES

**Re: Request, Street Closures – Annual Halloween Parade
Saturday, October 24, 2020 – 5:00 p.m. – 8:00 p.m.**

JAMES R. HARK – MAYOR

Re: Approval of Re-Appointment & Appointment

HANNIBAL MUNICIPAL ASSISTANCE CORPORATION

- **Kathy Davis – reappointment for a term to expire June, 2023**
- **Jason Krigbaum – appointment for a term to expire June, 2023**

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Re: Recommendation of Appointment

HISTORIC DISTRICT DEVELOPMENT COMMISSION

- **Stacy Raith – appointment for a term to expire May, 2025**

Re: Ralls County Funding Request - Road Maintenance

LISA PECK – CITY MANAGER

Re: Request, Bid Waiver – UV Sanitation Lights
EA Medical, LLC - \$32,360

Re: Recommendation of Appointment

PARKS AND RECREATION BOARD

- **Talya Mayfield – appointment for a term to expire July, 2021**

Re: Code Amendment, Chapter 9 - Drainage and Flood Control
(Bill No. 20-028, to follow)

Re: Code Amendment, Chapter 29 – Subdivisions
(Bill No. 20-029, to follow)

ANGELICA ZERBONIA – CITY CLERK

Re: April, 2021 Municipal Election
(Bill No. 20-024, to follow)

- Council Member 1st Ward
- Council Member 3rd Ward

Re: Policemen & Firemen Retirement Fund Plan Document Amendment
Section X – Miscellaneous – 10.01 Cost of Living Adjustment to 13th Check Program
(Resolution No. 2298-20, to follow)

Re: Policemen & Firemen Retirement Fund Plan Document Restatement
Amendments and Internal Revenue Service Compliance
(Bill No. 20-027, to follow)

EDIE GRAUPMAN – DPW MANAGEMENT ASSISTANT

Re: Request, Set Public Hearing – Rezoning 13 Acres on Stardust Drive
A-One & Two Family to PDR-Planned Density Residential
Cabot Fine Homes, LLC
Tuesday, November 3, 2020 – 6:45 p.m.

Re: Update, Voluntary Annexation Request - 9506 County Road 410
Ben Hickman

Re: Acceptance, Public Dedication of Subdivision Streets – Oak Springs Subdivision
Jim Mulhern Builders, LLC
(Bill No. 20-025, to follow)

Re: Street Vacation – Suellen Drive
Tim & Cindy Pickett
(Bill No. 20-026, to follow)

RYAN NEISEN – DEPUTY FIRE CHIEF

Re: Assistance to Firefighters Grant (AFG) Process & Acceptance Documents
Thermal Imaging Cameras - \$43,635.14
(Resolution No. 2299-20, to follow)

ANDY DORIAN – DIRECTOR, CENTRAL SERVICES

Re: Sodalis Nature Preserve Restroom Project Engineering Services – Short Form Agreement
Klingner & Associates - \$12,900
(Resolution No. 2300-20, to follow)

KAREN BURDITT – DIRECTOR OF FINANCE

Re: Approval, Marion County Coronavirus Aid, Relief and Economic Security Acts (CARES) Relief Funding Request
Front Line Worker's 50% Reimbursement - \$457,212.60

RESOLUTION NO. 2298-20

**A RESOLUTION OF THE CITY OF HANNIBAL, MISSOURI
AMENDING THE POLICEMEN AND FIREMEN RETIREMENT
FUND, PLAN DOCUMENT SECTION X – MISCELLANEOUS 10.01
COST OF LIVING ADJUSTMENT BY DELETING IN ITS ENTIRETY
AND REPLACING WITH A NEW SECTION 10.01
13TH CHECK PROGRAM**

RESOLUTION NO. 2299-20

A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE GRANT APPLICATION PROCESS AND EXECUTION OF, INCLUDING SUBSEQUENT ACCEPTANCE DOCUMENTS OF A GRANT THROUGH THE U.S. DEPARTMENTT OF HOMELAND SECURITY (DHS), FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), AND ASSISTANCE TO FIREFIGHTERS GRANT (AFG), IN AN AMOUNT NOT TO EXCEED FORTY-THREE THOUSAND SIX HUNDRED THIRTY-FIVE DOLLARS AND FOURTEEN CENTS (\$43,635.14) FOR THE PURCHASE OF FIRE DEPARTMENT THERMAL IMAGING CAMERAS

RESOLUTION NO. 2300-20

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A \$12,900 ENGINEERING SERVICE AGREEMENT BETWEEN THE CITY OF HANNIBAL AND KLINGNER & ASSOCIATES FOR THE CONSTRUCTION OF A NEW RESTROOM AT THE SODALIS NATURE PRESERVE TRAIL

BILL NO. 20-024

AN ORDINANCE OF THE CITY OF HANNIBAL PROVIDING FOR A MUNICIPAL ELECTION TO BE HELD, TUESDAY, APRIL 6, 2021 FOR THE PURPOSE OF ELECTING A MUNICIPAL JUDGE & COUNCIL MEMBERS OF THE FIRST (1ST) AND THIRD (3RD) WARDS

First Reading

BILL NO. 20-025

AN ORDINANCE OF THE CITY OF HANNIBAL, APPROVING AND ACCEPTING DEDICATION OF STREETS LOCATED IN OAK SPRINGS SUBDIVISION TO THE CITY OF HANNIBAL

First Reading

BILL NO. 20-026

AN ORDINANCE OF THE CITY OF HANNIBAL, VACATING A PORTION OF AN UNDEVELOPED STREET LYING IN ALL LOT SIX, BLOCK THREE OF THE TOWN & COUNTRY SUBDIVISION IN THE CITY OF HANNIBAL, MARION COUNTY

First Reading

BILL NO. 20-027

AN ORDINANCE OF THE CITY OF HANNIBAL, MISSOURI RESTATING THE CITY'S POLICEMEN AND FIREMAN RETIREMENT FUND PLAN DOCUMENT TO INCORPORATE PREVIOUSLY APPROVED AMENDMENTS, INCLUDING THE MOST CURRENT AMENDMENT TO SECTION 10.01 13TH CHECK PROGRAM, ALONG WITH MANDATORY UPDATES AS NECESSARY TO MAINTAIN THE PLAN'S COMPLIANCE WITH THE INTERNAL REVENUE SERVICE

First Reading

BILL NO. 20-028

**AN ORDINANCE REVOKING AND REPLACING CHAPTER 9 OF
THE ORDINANCES OF THE CITY OF HANNIBAL *REGARDING
DRAINAGE AND FLOOD CONTROL* REGULATIONS AND
REQUIREMENTS**

First Reading

BILL NO. 20-029

**AN ORDINANCE REVOKING AND REPLACING CHAPTER 29
SUBDIVISIONS OF THE ORDINANCES OF THE CITY OF
HANNIBAL REGARDING SUBDIVISION REGULATIONS
AND REQUIREMENTS**

First Reading

CLOSED SESSION

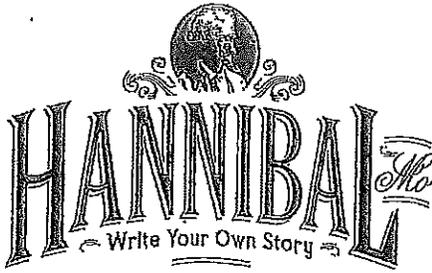
In Accordance with RSMo. 610.021

➤ *(2) – Real Estate*

ADJOURNMENT

Notice is given that a public hearing will be held by the City Council at 6:15 p.m. on Tuesday, October 6, 2020 at City Hall in Hannibal, Missouri, 320 Broadway, 2nd Floor Council Chambers, regarding revisions to Chapter 9, Drainage and Flood Control and Chapter 29, Subdivisions, of the Ordinances of the City of Hannibal.

Notice is given that a public hearing will be held by the City Council at 6:45 p.m. on Tuesday, October 6, 2020 at City Hall in Hannibal, Missouri, 320 Broadway, 2nd Floor Council Chambers, concerning the matter of an Amendment of Chapter 32, Article 1, to provide further clarification on the continuation of non-conforming uses by the addition of Sections 32-35.



Return to: Office of the City Clerk Attention: Debbie White 320 Broadway Hannibal, Mo 63401 Phone (573) 221-0111 ext.221 Fax (573) 221-8191

SPECIAL EVENT APPLICATION

Today's Date: September 14, 2020 Date you wish to be placed on Agenda: October 6, 2020

Your Organization: Hannibal Jaycees Special Event: Halloween Parade

Date(s) of Event: October 24, 2020 Requested Times (from - to) 5pm - 8pm *parade starts @ 6:00pm

Description of Activity: Halloween parade on Broadway from Save-A-Lot, left onto Main St. (w/ Jaycee float going right onto Main St.) to North St.

Primary Contact Person(s): Sara Rothweiler Home Phone: N/A

Work Phone: Cell Phone: (573) 603-4184 E-mail: rothweiler.s@hotmail.com

Assistance Needed (location, etc.): street closures and barricades for route mentioned previously

DEPARTMENTAL COMMENTS:

Police: Seven Officer @ #35 x 3.5 Dept. Cost \$857.50

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

Chief M Benjamin

City Clerk Public Works: Must clean up trash following parade, along route Dept. Cost 0

A Zerkonia

Building Inspector: No comment Dept. Cost 0

J Burnham

Parks: No objections Dept. Cost 0

A Dorian

Street: No objections Dept. Cost 0

A Dorian

Tourism: No comment

Dept. Cost 0

G Bryant

Administration: _____

Dept. Cost _____

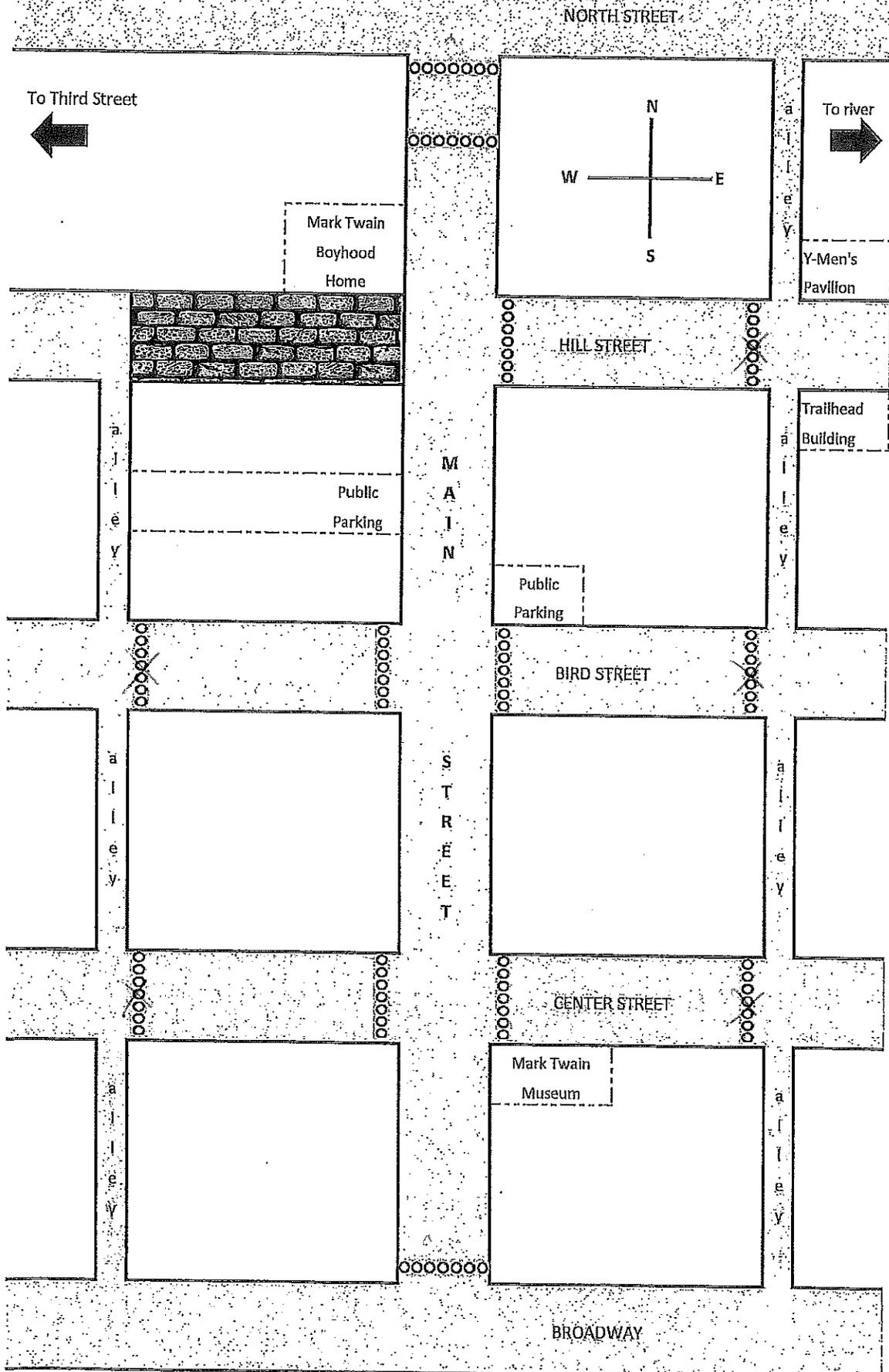
STAFF RECOMMENDS:

Approval - all documents on file.

Shy H Z - MKL/CMB
City Clerk

HISTORIC DISTRICT - PROPOSED STREET CLOSURES (Bollard Placement)

The circles represent the bollards; mark with an "X" those you don't wish to have placed.



For assistance in determining the bollard placement/openings, contact Mike McHargue, Street Supervisor at (573) 822-6950

MEMORANDUM

To: Angelica Zerbonia - City Clerk

From: James Hark - Mayor

Re: Historic Development District Commission

Date: September 11, 2020

Please submit Stacy Raith's name to the next Council agenda for appointment to the Historic Development District Commission. The term will expire in May 2025.



MEMORANDUM

To: Mayor and City Council

From: Lisa Peck, City Manager

Re: Request for Bid Waiver

Date: September 29, 2020

We are requesting a bid waiver for the purchase of UV sanitation lights for various City offices and departments. These items are specialty items and timeliness was of the essence. The funds will be 100% reimbursement of CAREs funds and are from the same vendor, EA Medical, LLC, as Marion County and the Ralls County Sheriff used. The amount for reimbursement to be submitted as per Marion County Commissioners commitment is \$32,360,



MEMORANDUM

To: Angelica Zerbonia - City Clerk

From: Lisa Peck - City Manager

Re: Hannibal Parks and Recreation Board

Date: September 15, 2020

Please submit Talya Mayfield's name to the next Council agenda for appointment to complete a term on the Hannibal Parks and Recreation Board. The term will expire July 2021.



MEMORANDUM

To: Mayor and City Council

From: Lisa Peck, City Manager

Re: Chapter 9 Proposed Changes

Date: September 22, 2020

These proposed changes will include revisions based on MS4 permitting requirements and recommended changes from the Hannibal Board of Public Works. A public meeting was held on July 21st to obtain input from developers, contractors and surveyors. We received several written comments that were incorporated into the documents to be presented at the public hearing.

The proposed revisions were initially heard at Planning and Zoning on Thursday, August 20, 2020 where a presentation of the changes were introduced. The commission members then were encouraged to take the packets home and review, with a vote to occur at the September meeting. It was then brought back to the Thursday, September 17, 2020 Planning and Zoning Commission meeting for the vote. A Motion was made move the Chapter 9 Proposed Ordinance changes on to Council for approval.

A presentation of the proposed changes will be on the October 6, 2020 agenda prior to consideration.



MEMORANDUM

To: Mayor and City Council

From: Lisa Peck, City Manager

Re: Chapter 29 Proposed Changes

Date: September 22, 2020

These proposed changes will include revisions to definitions, changes in requirements in preliminary and final plats, permitting process, minor subdivisions, process for the acceptance of infrastructure, changes to street widths, enhanced sidewalk requirements and more. A public meeting was held on July 21st to obtain input from developers, contractors and surveyors. We received several written comments that were incorporated into the documents to be presented at the public hearing.

The proposed revisions were initially heard at Planning and Zoning on Thursday, August 20, 2020 where a presentation of the changes were introduced. The commission members then were encouraged to take the packets home and review, with a vote to occur at the September meeting. It was then brought back to the Thursday, September 17, 2020 Planning and Zoning Commission meeting for the vote. A Motion was made move the Chapter 29 Proposed Ordinance changes on to Council for approval.

A presentation of the proposed changes will be on the October 6, 2020 agenda prior to consideration.

MEMORANDUM

TO: MAYOR HARK
CITY COUNCIL MEMBERS

FROM: ANGELICA N. ZERBONIA, MRCC, CMO
City Clerk

DATE: SEPTEMBER 23, 2020

SUBJECT: APRIL 2021 MUNICIPAL ELECTION

In accordance with the provisions of Section 17.01 Charter of the City of Hannibal, a general municipal election may be held for the purpose *of electing a mayor, councilmen, and other elective officers of the city, and for the purpose of deciding any question which may lawfully be submitted to the electors.*

At this time, I hereby request Council approval to give a first reading of *Bill No. 20-024* which authorizes a Municipal Election to be held, **Tuesday, April 6, 2021**. The 2021 City of Hannibal Election schedule provides for the election of the Municipal Judge and Council Members for the First (1st) and Third (3rd) Wards. These positions are currently held by Council Members Darrell McCoy and Melissa Cogdal, respectively.

Candidate filing for the above-mentioned positions will commence Tuesday, December 15, 2020 at 8:00 a.m., concluding January 19, 2021 at 5:00 p.m.

Should you have additional questions, please contact me directly. Your consideration and approval are greatly appreciated.

MEMORANDUM

TO: Mayor Hark and Members of the City Council

FROM: Angelica N. Zerbonia – MRCC, CMO
City Clerk/P&F Retirement Board of Directors Treasurer/Secretary

DATE: September 28, 2020

SUBJECT: Police & Fire Retirement Plan Document Amendment -
Section X – Miscellaneous 10.01 Cost of Living Adjustment
Restated Plan Document
Previously Approved City Council & IRS Compliance Amendments

During a recent Police and Fireman’s Retirement Board meeting an amendment of the current Plan Document, was approved; relating to *Section X – Miscellaneous – 10.01 Cost of Living Adjustment*. This amendment deletes the current 10.01 in its entirety and replaces with a new 10.01, entitled *13th Check Program*.

Pursuant to Sections 9.01 and 9.02 of the Plan, the City reserves the right at any time to amend, modify or terminate the Plan in its entirety. Therefore, the P&F Retirement Board of Directors are recommending Council approve the amendment to 10.01 and restate the Plan document in its entirety, with both to be effective July 1, 2021.

By removing the current AD Hoc Cost of Living provision and replacing with the 13th Check Program, as attached to Resolution No. 2298-20; this proactively assists in further reducing the Plan’s liabilities and increasing the funded status.

While eligible conditions to be satisfied under the “13th Check Program” are greater than those with the current COLA provision, barring all criterion being met; annuitants could be awarded a greater benefit amount. The “13th Check Program” equals 100% of gross monthly benefit as compared to most recent COLA awards of 1%, with a maximum of 3% of annual benefit amounts.

The restated Plan Document, included with Bill No. 20-027 not only incorporates the “13th Check Program” amendment but also includes amendments previously approved by Council

along with necessary Internal Revenue Services amendments to maintain the Plan's favorable determination compliance.

Following Council adoption of approval of both the amendment and restated Plan Document, both will become effective July 1, 2021, to meet 45 day waiting period requirement, as determined by the State and also to maintain consistency with prior Cost of Living award considerations and Plan change effective dates.

The Plan's actuary and the State of Missouri, Joint Committee of Public Employee Retirement Systems are both in favor of this amendment, reducing the Plan's overall liability, with no additional cost impact. Council's consideration and approval are greatly appreciated.



CITY OF HANNIBAL

DEPARTMENT OF PUBLIC WORKS

INTEROFFICE MEMORANDUM

TO: PLANNING AND ZONING COMMISSIONERS AND CITY COUNCIL
FROM: EDIE GRAUPMAN MANAGEMENT ASSISTANT
SUBJECT: REZONING OF RT 2, HANNIBAL (13 ACRES ON STARDUST DRIVE JUST EAST OF VETERANS ROAD.)
DATE: SEPTEMBER 15, 2020
CC:

An application has been received from Jill Churchill with the property owners being Cabot Fine Homes, LLC to rezone the 13-acre property on Stardust Drive just East of Veterans Drive. Also known as A tract of land lying in the West Half of the West Half of Section 24, Township 57 North, Range 5 West, Marion County, Missouri. Their request is to re-zone from A-One & Two Family to PDR-Planned Density Residential.

The Planning and Zoning Commission public hearing for this request has been set for Thursday, October 15th, 2020 at 4:00 P.M. The Department of Public Works has requested that Council set their public hearing date for Tuesday, November 3rd, 2020 at 6:45 P.M.



MEMORANDUM

To: Mayor and City Council

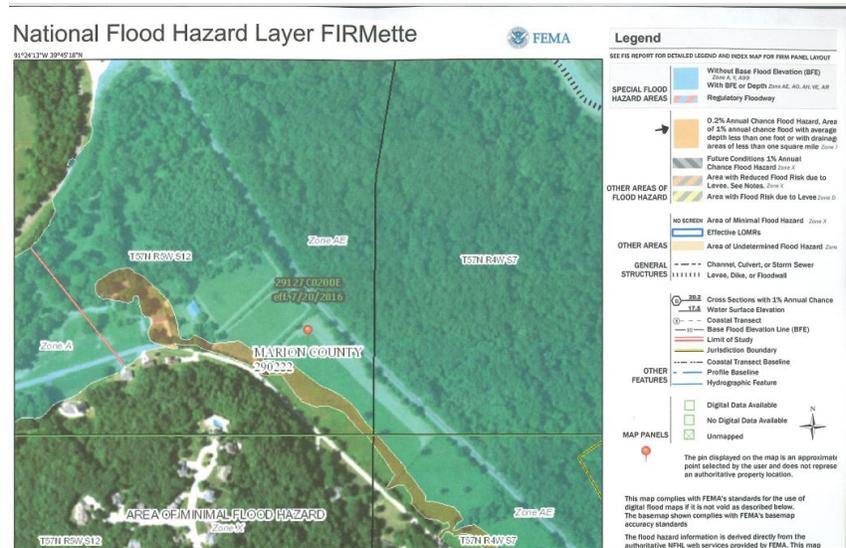
From: Edie Graupman, DPW Management Assistant

Re: Hickman Property on CR 410

Date: September 25, 2020

Below is an update on the Ben Hickman property located at 9506 County Road 410 that was discussed at the September 1, 2020 Council meeting. A brief recap from that meeting is that Mr. Hickman is asking to annex in approximately 9.9 acres of County land for residential building purposes that doesn't contiguously touch City property and the road in front of this property is currently a County Road, is not up to City standards.

I spoke with Mike Schafer from the Marion County Highway Department about County Road 410 to see what their thoughts or concerns are with the road. Mr. Schafer stated that County Road 410 does in fact flood when the river rises which is often and at any given time it is not uncommon to drive down Highway 168 and see several cars parked at the edge of County Road 410 and see several small boats tied up so that residents that do live in this area can access their homes. This is the only way in and out of the road. I asked Mr. Schafer if the County has any intentions of bringing the road up out of flood zone level or bringing it up to City standards and he stated no, and that it was not budgeted in any future projects. I also asked the question if Mr. Hickman wished to bring the road up out of the flood zone and to City standards, would that be something that could be considered? His response was that if Mr. Hickman were interested in spending the money to do



something that extensive then it could be discussed but it would be major expense, but that the County would not be opposed to it.

I also followed up with the surveyors who are working with Mr. Hickman on the project who stated that Mr. Hickman's land falls in the .2% category of minimal flood hazard levels and that Mr. Hickman is working with an Engineer on obtaining a flood study of the area and will provide this to the City when it is complete.

The map that is included in this memo is of Mr. Hickman's property from the FEMA website. The red pin mark is where his property lies. You can see Country Road 410 just in front of the pin mark and to the left, in the picture (Zone A) is there the road becomes as issue of flooding.



MEMORANDUM

To: Mayor and City Council

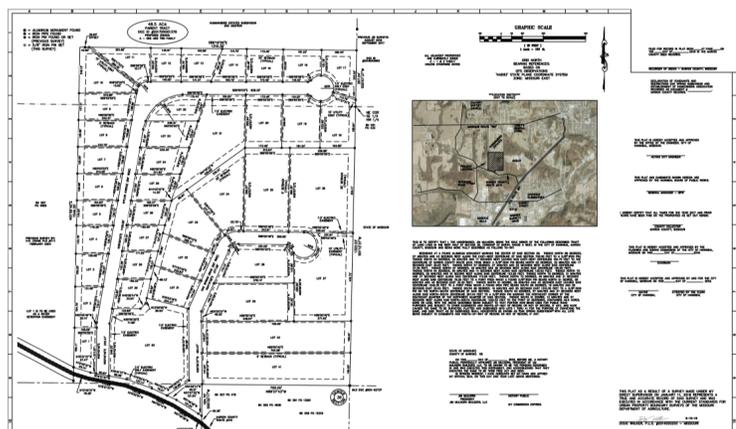
From: Edie Graupman, DPW Management Assistant

Re: Street Dedication of Oak Springs Subdivision

Date: August 31, 2020

In 2018 Jim Mulhern Builders, LLC began constructing Oak Springs Subdivision. Since that time, this subdivision has grown into what is a 48.5-acre property intended to include 41 lots ranging on lot sizes from 1/2 acre up to the largest lots being that of a little over 3 acres.

In-order to accept public dedication of a road, the road must comply with City street design standards. The City's Acting Engineer and Central Services Director have inspected these said streets and certifies their construction and installation in-



conformance with City Street Standards including all stormwater management systems.

Jim Mulhern Builders, LLC are now requesting that the City accepts the streets as a public dedication of subdivision streets for permanent, ongoing, and future maintenance.

The Department of Public Works recommends accepting the dedicated streets in the Oak Springs Subdivision, into the City of Hannibal.



MEMORANDUM

To: Mayor and City Council

From: Edie Graupman DPW Management Assistant

Re: Suellen Street Vacation

Date: September 21, 2020

Tim and Cindy Pickett who owns property at 16 Suellen Drive submitted a Street Vacation request to the Planning and Zoning Commission on Thursday, September 17, 2020 asking for the undeveloped street located next to their property to be vacated.

As evidenced in the photo, Tim and Cindy's property runs along the side of the street in question. Along the other side is owned by a Mr. John Rickard. The back side of the street where it dead ends, sits a home owned by Ms. Georgia Short. Ms. Short can leave her home as the front side of her home faces Meadowbrook, therefore her property is not landlocked. The Pickett's and Rickard's have been maintaining this section of land for many years and understand they will be the legal owners of this property if it is vacated thru this process.



Tim and Cindy have obtained all the necessary signatures from the abutting property owners for the alley vacation. In this case there were three neighbors that touch the street in question and all three have signed the petition.

The DPW contacted all departments within the City about the alley vacation. There are no objections from any departments, including the Board of Public Works and Liberty Utilities.

The Planning and Zoning Committee heard this request at their meeting on Thursday, September 17, 2020 and there were no objections for this request. Mark Bross with Klingler and Associates also reviewed the request for the alley vacations prior to the P&Z meeting, he too had no objections.



Hannibal Fire Department

Office of Deputy Fire Chief Ryan Neisen
2333 Palmyra Road • Hannibal, MO 63401

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

MEMORANDUM

Date: September 22, 2020

To: Mayor, City Manager and Council Members

From: Ryan Neisen, Deputy Fire Chief

Subject: Thermal Imaging Cameras

CC:

The Hannibal Fire Department has applied for the Assistance to Firefighters Grant and have been awarded \$43,635.14 for the purchase of 5 Thermal Imaging Cameras. The AFG grant requires a 5% match and our obligation would not exceed \$2181.76. We will be advertising for sealed bids to complete the purchase.

The thermal imaging cameras are an integral piece of equipment for the Hannibal Fire Department and something we use on a daily basis. This equipment is in great need to be replaced within our department.

Hannibal Fire Department staff requests council approval of the Resolution to follow.

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



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

FROM: Andrew Dorian

DATE: 9/18/20

RE: Sodalis Restroom Engineering

The Hannibal Parks and Recreation Department has budgeted for construction of a new restroom at the Ely Street/Sodalis Trail Head Parking Lot. The Park and trail system has continued to grow in popularity over the years and a restroom at this location is one of the most asked for amenities in the Park System.

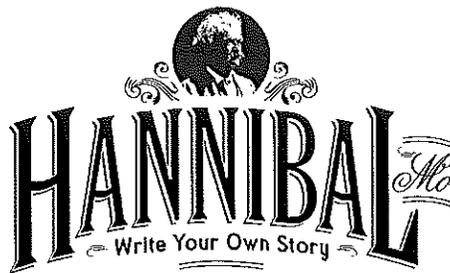
Our plan is to construct a CXT Concrete Restroom at the Trailhead similar to the recent one constructed at Kiwanis Park down at the Riverfront. These restrooms are extremely durable due to concrete construction especially during flooding situations.

The Parks Department has selected Klingner and Associates for this project since they have recent experience with the similar restroom in Kiwanis Park.

Klingner & Associates will provide plans, specs and bidding documents for the project. Design will include the site plan, utility connections, building foundation, architectural code review and topographic survey. Bidding services will include advertisement for bids, consolation during the bidding process and contract document execution.

Cost for the engineering services is \$12,900.

The Parks Department recommends that the City Council authorize the Mayor to sign an engineering service agreement with Klingner & Associates for the lump not to exceed amount of \$12,900.



MEMORANDUM

TO: Mayor Hark and Members of the City Council

FROM: Karen Burditt, Director of Finance

DATE: October 1, 2020

SUBJECT: CARES ACT for front-line workers

On August 4, 2020, the Council approved applying to Marion County Commissioners for CARES Act funding for 50% reimbursement of front-line workers adjusted regular pay without any benefits. This request was for the pay period beginning April 1 through July 16. This request was approved, and funding was received.

I am asking for your approval once again for 50% reimbursement for the period of July 17 through December 30, which is the end date for the program. In this application I calculated the minimum staffing requirements for both the Fire and Police. I have included memo's from both the Fire and Police Departments identifying what their minimum required staffing is. When the Fire Department is fully staffed, there could be as many as four additional firefighters on duty. When the Police Department is fully staffed, there could be an additional two patrol officers on duty. Since this number varies, I am using only the minimum requirement for this request. The average pay rate does average all Fire and Police front-line employees. The Police department includes only the Patrol Corporals and Sergeants, and the Fire does not include any administration or training personnel. These calculations do not include any benefits.

The total regular payroll for both the Fire and Police front-line workers is \$76,658.40 per pay period and the total for the period of July 17 through December 30 is \$914,425.20. We are requesting to apply for 50%, which is \$457,212.60

I ask for the council's approval to request Marion County CARES Act funding in the amount of \$457,212.60.

Karen Burditt

*City of Hannibal
320 Broadway
Hannibal, Missouri 63401*

**MINIMUM REQUIRED FRONT-LINE WORKERS PAYROLL
CITY OF HANNIBAL - FIRE AND POLICE**

Minimum Fire Dept front-line workers

Minimum Fire Dept front-line workers

number in	position	Average pay rate	Rate times number	
1	Assistant Chief	22.81	22.81	
2	Captains	19.2	38.4	
5	Engineers	15.29	76.45	
Total regular minimum Fire pay per hour			137.66	
			24	hours per day
			14	days per pay period
			<u>\$46,253.76</u>	

Minimum Police front-line workers

Minimum Police front-line workers

number in	position	Average pay rate	Rate times min. number	
1	Patrol Sergeant	26.55	26.55	
1	Patrol Corporal	23.68	23.68	
2	Patrol Officers	20.13	40.26	
Total regular minimum Police pay per hour			90.49	
			24	hours per day
			14	days per pay period
			<u>\$30,404.64</u>	

Total Fire and Police minimum payroll for two weeks

July 17 - December 30

\$76,658.40

11 13/14

equals 167 days

\$914,425.20

Request 50% of minimum front-line payroll

\$457,212.60



Hannibal Police Department
Lyndell R. Davis, Chief of Police
777 Broadway, P O Box 793
Hannibal, MO 63401

Chief's Office (573) 221-7111
Police Department (573) 221-0987
Department Fax (573) 221-3966
Confidential Fax (573) 406-1535
E-mail chief@hannibalpd.com

October 1, 2020

To: Karen Burditt, Finance Director

Re: Minimum Staffing for Patrol Division

To maintain officer safety, the Hannibal Police Department requires the following minimum staffing levels every day:

Day Shift (12 hours)

1 Patrol Sergeant
1 Patrol Corporal
2 Patrol Officers

Night Shift (12 hours)

1 Patrol Sergeant
1 Patrol Corporal
2 Patrol Officers

Respectfully,


Lyndell R. Davis
Chief of Police

"People sleep peaceably in their beds at night only because rough men stand ready to do violence on their behalf." – George Orwell



Hannibal Fire Department

Office of Deputy Fire Chief Ryan Neisen
2333 Palmyra Road • Hannibal, MO 63401

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

MEMORANDUM

Date: October 1, 2020

To: Karen Burditt

From: Ryan Neisen, Deputy Fire Chief

Subject: Hannibal Fire Department minimum staffing

CC:

The Hannibal Fire Department is required to fill the following eight (8) positions every day as minimum staffing:

1 - Assistant Chief

2- Captains

5- Engineers

They would be deployed as follows:

Station 1 - 1 Assistant Chief and 3 Engineers

Station 2 - 1 Captain and 1 Engineer

Station 3 - 1 Captain and 1 Engineer