

*City of Hannibal*  
**OFFICIAL COUNCIL AGENDA**

**Tuesday December 6, 2022  
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](http://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**

**Regularly Scheduled Council Meeting – November 1, 2022  
Regularly Scheduled Council Meeting – November 15, 2022**

**APPROVAL PAYROLL AND ACCOUNTS PAYABLE  
Second Half –November 2022**

**ANN LEAR – SHINE A LIGHT ON AUTISM  
Re: Request, Street Closures – *Lighthouse Challenge*  
(Saturday, April 29, 2023 – 6:00 a.m. – 12:00 p.m.)**

**AMANDA SCHULTZ, CPA – WILLIAMS KEEPERS, LLC  
Re: Fiscal Year 2021/2022 Audit Presentation**

**COREY MEHAFFY – HANNIBAL REGIONAL ECONOMIC  
DEVELOPMENT COUNCIL**

**Re: Marion/Ralls Regional Port Authority, Letter of Intent Hannibal  
Regional Airport**

**Re: Lakeside Technology Park Proposal**

**JACOB NACKE – HANNIBAL POLICE DEPARTMENT**

**Re: State and Local Cybersecurity Grant Application**  
*(Records Management System Upgrades Grant)*

**RYAN NEISEN- HANNIBAL FIRE DEPARTMENT**

**Re: Missouri Department of Public Safety Grant**  
*State Homeland Security Program Region B*

**PHYLLIS NELSON – CITY COLLECTOR**

**Re: Approval, Destruction of Documents**

**Re: Approval, Business Closures – Delinquent,  
Unlicensed Businesses & Contractors**

**JAMES HARK – MAYOR**

**Re: Approval of Reappointments**

**INDUSTRIAL DEVELOPMENT AUTHORITY**

➤ **Louis Riggs – reappointment for a term to expire  
January 2028**

**Tom Batenhorst-reappointment for a term to expire  
January 2028**

**POLICE AND FIRE RETIREMENT BOARD**

➤ **Dane Riefesel– reappointment for a term to expire  
December 2028**

**MIKE DOBSON MAYOR PRO TEM– 2<sup>ND</sup> WARD COUNCIL MEMBER**

**Re: Restructuring of City Clerk's Office**

**Re: Marijuana Sales Tax Proposal**

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**JAMES LEMON – CITY ATTORNEY**  
**Re: Amending Code for Compliance in Municipal Court**  
*(Bill No. 22-033, to follow)*

**BILL NO. 22-028**

**AN ORDINANCE REVISING CHAPTER 2 - ADMINISTRATION,  
ARTICLE III. – CITY COUNCIL, DIVISION 2 RULES AND ORDER  
OF BUSINESS; OF THE REVISED ORDINANCES OF THE CITY OF  
HANNIBAL TO MAKE SPECIFIC PROVISIONS FOR  
PUBLIC COMMENT**

*Second and Final Reading*

**BILL NO. 22-033**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF  
HANNIBAL TO ENSURE THAT THE MUNICIPAL COURT IS IN  
COMPLIANCE WITH THE APPLICABLE RULES OF THE  
MISSOURI SUPREME COURT**

*First Reading*

**CLOSED SESSION**  
*In Accordance with RSMo. 610.021 (1), (3), (12), (13)*

## ADJOURNMENT



Return to:  
Office of the City Clerk  
320 Broadway  
Hannibal, MO 63401  
Ph. (573) 221-0111  
Fax (573) 221-8191

### SPECIAL EVENT APPLICATION

(Council Meetings are the 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of each month)  
Deadline for Submission: Wednesday, Prior to Council Meeting

Today's Date: 11/9/22 Date you wish to be placed on Agenda: 12/6/2022

Your Organization: Shine a Light on Autism Special Event: Lighthouse Challenge

Date(s) of Event: 4/29/2023 Requested Times (from-to): 6am-1200n

Description of Activity: Fund raiser to climb Lighthouse stairs as many as possible in given time.

Primary Contact Person(s): Ann Lear Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: 573-795-1173 E-mail: avsllear@gmail.com

Assistance Needed (location, etc.): Street closure on Rock St. + Candiff to Bob Clayton's as well as North Street. Walkers will be coming down the lighthouse stairs.

#### DEPARTMENTAL COMMENTS

Police: I have no objections. They will need some barricades to close the streets. I don't see that law enforcement will be necessary for that location. Dept. Cost: 0  
-Chief Jacob Nacke

Fire: No issue with this event. Dept. Cost: 0  
-Ryan Neisen

Public Works: N/A Dept. Cost: N/A

Building Inspector: I have no comment. Dept. Cost: 0  
-Mike Murphy

Parks: Parks has no objections.

Dept. Cost: 0

-Andy Dorian

Street: Streets has no objections.

Dept. Cost: 0

-Andy Dorian

Tourism: No Comment.

Dept. Cost: 0

- Megan Rapp

Administration: Approval upon receipt of insurance.

Dept. Cost: 0

-City Clerk's Office

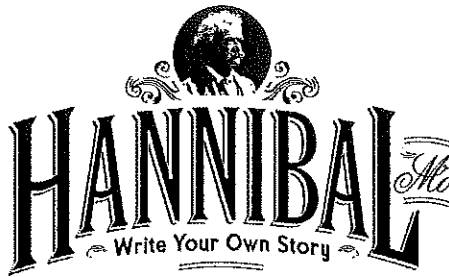
(P)

STAFF RECOMMENDS:

| <b>ACTIVITY</b>                     |   | <b>PROCESS</b>   |
|-------------------------------------|---|--|
| <input type="checkbox"/>            | <b>Business License</b>                 | The business / group promoting and organizing the event for profit must obtain a City of Hannibal Business License. Contact City Hall at 573-221-0111 for more information.  |
| <input type="checkbox"/>            | <b>Alcohol</b>                          | <ol style="list-style-type: none"> <li>1. Review the City of Hannibal, <u>Municipal Code Chapter 3 Alcoholic Beverages</u>.</li> <li>2. Approval is needed from the City of Hannibal</li> </ol>  |
| <input type="checkbox"/>            | <b>Retail Vendors</b>                   | If retail sales are being made, vendors are required to collect and report sales tax to Missouri Department of Revenue. Tax Packets may be obtained by calling <b>573-751-3505</b> or by visiting the Business tax Registration Forms at <b><a href="http://dor.mo.gov">http://dor.mo.gov</a></b>  |
| <input type="checkbox"/>            | <b>Food Vendors</b>                     | If food is to be served, each food vendor must receive approval from the Marion County Health Department. You may contact them at <b>573-221-1166</b> .  |
| <input checked="" type="checkbox"/> | <b>Parade or other run / walk event</b> | Special Events that occur on public property, require street closures, or involve outdoor retail sales, first require City Council approval. Parades require you to obtain a permit from the Police Department after Council Approval, but prior to your event. You must contact the Police Department <b>573-221-0987</b> within 10 days of your event to secure the appropriate parade permit. |
| <input type="checkbox"/>            | <b>Security</b>                         | (Must Provide Own) Method of Security  |
| <input checked="" type="checkbox"/> | <b>Waste Removal / Recycling</b>        | Responsibility of Event Holder   |
| <input type="checkbox"/>            | <b>Port-A-Potties</b>                   | Not supplied by City   |
| <input type="checkbox"/>            | <b>Barricades</b>                       | Available through Street Department <b>573-221-0134</b>  |

**\*\*All special events; etc. must contact the Hannibal Fire Department for appropriate permits\*\***

**Administration Building**  
**2333 Palmyra Road**  
**(573)221-0651**  
**Training Officer Kempker**



## 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.

Ann Lee

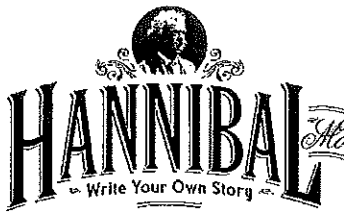
By

Chairperson SAL

Title

11/9/22

Date



# CITY OF HANNIBAL

## Special Event Safety Plan

Questions or Inquiries: Contact Hannibal Fire Department @ 573-221-0657

### I. GENERAL

Event Name Shine a Light on Autism Date of Event 4/29/2023  
Lighthouse Challenge  
Location/Address/Facility Name Lighthouse stairs  
& streets  
Expected Number of Attendees: 75

### II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the event in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. 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 is required.

### III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

### IV. BASIC PLAN

#### A. EAP Event Representative

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

Primary Contact: Ann Lear

Cell Phone: 573-795-1173

## B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through 911. The caller should have the following information available to give to the 911 dispatcher: nature of the emergency, location and contact person with callback number.

2. Will on-sight EMS be provided?

☒ Yes ☐ No

If yes, contact name and phone \_\_\_\_\_

3. Will on-site security be provided?

☐ Yes ☒ No

If yes, contact name and phone \_\_\_\_\_

## C. Severe Weather

1. Weather forecasts and current conditions will be monitored throughout the entirety of the event.
2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and 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 and during the event.
3. 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 and direct them to shelter.
4. There are limited provisions for sheltering participants in the event of severe weather.

## D. Fire

1. Has a specific hazard been identified as an increased risk of fire at this event?

☐ Yes ☒ No

If yes, what has been identified? \_\_\_\_\_

2. Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. Any food vendors will be inspected when appropriate by the fire code and must meet permitting requirements.
4. 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, and contact person with a callback number.

#### E. Medical Emergencies

1. As with any event, there is a potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries
2. Are there limited provisions for on-site Emergency Medical Services at this event?  
☒ Yes ☐ No
3. Should an incident occur that requires Emergency Medical Services, contact as indicated to this this resource. The caller will have the following information ready: Nature of emergency, precise location and contact person with callback number  
☒ On-site EMS officer or ☐ 911 Dispatch

#### F. Law Enforcement

1. Has a need for constant Law Enforcement presence been identified at this event?  
☐ Yes ☒ No
2. Should an incident occur that requires Law Enforcement, contact as indicated below to request this resource. Have the following information ready: Nature of emergency, precise location and contact person with callback number.  
☐ On-site Security or ☐ 911 Dispatch for Law Enforcement

#### G. Emergency Vehicle Access

1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed by:  
☒ Staff or ☐ On-site Security

#### V. CONTACT INFORMATION

Primary Contact: Ann Lear

Cell Phone: 573-795-1173

Secondary Contact: Cindy Plowman

Cell Phone: 573-795-8131

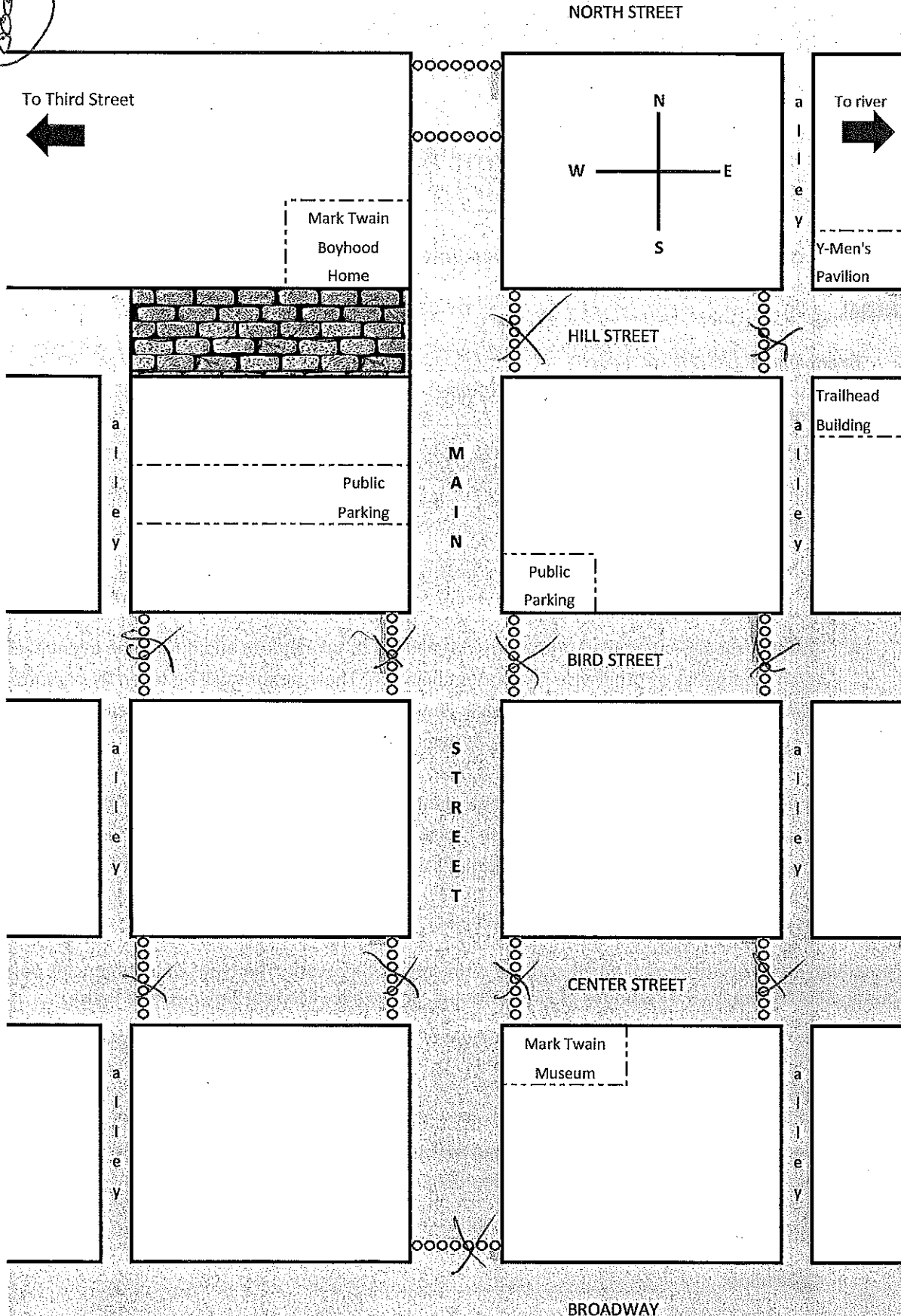
*Dial 911 in case of emergency*

#### VI. EVENT AREA MAP (attach next page)

Rock St. blocked a car diff to Bob Clayton's

## 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

TO BE ADDED TO 12/6/2022 AGENDA, PER CITY MANAGER LISA PECK

AMANDA SCHULTZ, CPA – WILLIAMS KEEPERS, LLC  
Re: Fiscal Year 2020/2021 Audit Presentation

Effective Date November 10, 2022

City of Hannibal, Missouri  
320 Broadway  
Hannibal, MO 63401

RE: Intent to purchase real property 327.31 AC. M OR L, W1/2 NE1/4, E1/2 NW1/4 EXC  
CO RD & EXC TR IN SW COR, W1/2 SE1/4 EXC E 439.89 OF S 990', AND EXC.  
HWY 36 ROW and RT. 2 ALL THE E 1/2 OF THE SW. 1/4 & ALL THE W 230' OF  
THE W 1/2, SE 1/4 (the "Property")

Dear Lisa Peck:

This Letter of Intent represents the basic terms for an agreement between Buyer, Marion/Ralls Regional Port Authority, and Seller, City of Hannibal. Executive Director Corey Mehaffy has been authorized to discuss a purchase scenario as to the above referenced property and the following is anticipated to be incorporated into a formal agreement for the benefit of Buyer and Seller:

|                 |   |
|-----------------|---|
| Property:       | 327.31 AC. M OR L as generally described above located on County Road 425 in Hannibal, MO. (See attached aerial);   |
| Seller:         | City of Hannibal, MO et al;   |
| Buyer           | Marion/Ralls Regional Port Authority;   |
| Purchase Price: | The Buyer shall purchase the Property for \$1.00 ("Purchase Price");  |
| Purchase Terms: | Payment of the Purchase Price will be made in the following manner:<br><br>Buyer will tender by cash or certified funds in the amount of \$1.00 at Closing.   |
| Bank Financing: | The Buyer has made it known that their ability to purchase the Property is not conditional on their ability to obtain funding from a bank;  |
| Contingency:    | This proposal shall be subject to Buyer's review and inspection of the subject property as well as the disclosures of the same by Seller and shall be contingent upon due diligence information of the property to include the appraisal. This proposal is further subject to Buyer's ability to secure authorization from the FAA and MoDOT as well as any necessary parties for the transference of ownership to MRRPA as outlined in the attached Airport Transfer Analysis; |
| Closing:        | The Closing shall occur on January 31, 2023 or earlier by mutual agreement ("the Closing"). Any extension of the Closing must be agreed upon in writing by the Buyer and Seller;  |
| Commission:     | It is understood that no real estate broker is involved in this transaction and no commissions or fees will be paid by the Buyer;   |
| Closing Costs:  | Closing Costs shall be subject to further negotiations.   |

Possession: Possession of the Property shall be given on at Closing ("the Possession"). Any extension to the Possession must be agreed upon in writing by the Buyer and Seller;

Inspection: After the endorsement of a Purchase Agreement, the Buyer shall be eligible to have the property inspected by persons and entities of their choosing. The inspection shall occur no later than (14) days after the Purchase Agreement has been endorsed. After the property has been inspected the Buyer shall have an additional (10) days to report any new disclosures to the seller in writing. If the Buyer and Seller cannot reach a mutual agreement within (3) days of the delivery of the written disclosures, the Purchase Agreement shall be terminated. In the event that any earnest money is paid by Buyer to Seller that such earnest money shall be returned to Buyer;

Other Term: Seller will agree to pay Buyer an annual investment fee of \$50,000 each year for the next five consecutive years. Seller will agree to use the investment fee for improvements to the site. All other terms and conditions shall be made in accordance with a mutually acceptable Purchase Agreement to be drafted by the Buyer;

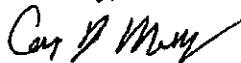
Effect: This letter describes the general terms and conditions under which the Buyer would consider a purchase of the property and shall be non-binding. This letter is intended to be for discussion purposes only and must not be understood as a commitment or an offer for a commitment not withstanding anything to the contrary set forth herein and shall not be enforceable by either party;

Further Marketing: Seller may maintain any efforts to sell the subject property until closing. However, Seller shall not engage in negotiations for the sale of the property with any other party unless Buyer and Seller agree in writing to terminate this letter of intent or the Buyer and Seller fail to sign a Purchase Agreement by January 31, 2023; and

Law: The Letter of Intent shall be construed and governed under the State of Missouri and any litigation arising from the letter of intent shall be pursued in the Circuit Court of Marion County, at Hannibal, Missouri.

If this Letter of Intent is not countersigned and returned to Buyer by December 2, 2022, this letter shall expire and all provisions hereof shall be null and void. If the terms above are acceptable Seller shall execute this letter and return it to the undersigned.

Sincerely,



Marion/Ralls Regional Port Authority

AGREED &amp; ACCEPTED

SELLER:

By: \_\_\_\_\_  
CITY OF HANNIBAL, MISSOURI

Date \_\_\_\_\_

Its: \_\_\_\_\_

Marion/Ralls Regional Port Authority

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Corey J Mehaffy

Date \_\_\_\_\_

Its: Executive Director





## MEMORANDUM

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

**From: Corey J Mehaffy, Executive Director**

**Re: Lakeside Technology Park Proposal**

**Date: 9-19-22**

As you are aware, a group of City, HBPW and HREDC staff (Mayor Pro Tem Dobson, Lisa Peck, Andy Dorian, Darrin Gordon, Matt Munzlinger and Corey Mehaffy) recently discussed the challenges faced by the City of Hannibal and HBPW with City ownership of the Lakeside Technology Park.

Collectively, the group decided that a better long-term plan for the development of the park was to transfer the asset ownership to HREDC. In addition, HREDC would enter into a Memorandum of Understanding with the Hannibal Board of Public Works. The MOU would allow HBPW to be reimbursed for portions its original investments in the park as well as allow them to continue as a funding partner related to potential grants that may be available for development of the park.

To that end, HREDC proposes the following scenario for the Council's consideration:

1. Transfer ownership of the Lakeside Technology Park to HREDC's non-profit real estate holding company Hannibal Regional Holding Company (HRHC) via Special Warranty Deed
2. The property will be sold to the HRHC for \$1.
3. The HRHC Board of Directors is composed of voting directors of the Northeast Missouri Economic Development Council d/b/a Hannibal Regional Economic Development Council ("HREDC"). The City Manager of the City of Hannibal, Missouri is an ex-officio member of the Board of Directors.
4. HREDC will act in an advisory and consultant capacity to the HRHC with respect to the retention, expansion, and recruitment of industrial and commercial employment opportunities at the Lakeside Technology Park. In order to promote and foster economic growth and development, HREDC will continue to provide the following business development services for the HRHC:
  - a. **SITE & BUILDING MARKETING, DEVELOPMENT, AND RECOMMENDATIONS:**  
HREDC will maintain and market a comprehensive, current file of the industrial



park utilizing, but not limited to, the Location One Information System provided by the State of Missouri.

- b. TAX STRUCTURES, ENHANCED ENTERPRISE ZONES, & INCENTIVES: HREDC will continue to facilitate and administer all available tax incentive programs and needed designations through the State Department of Economic Development like the Enhanced Enterprise Zone, Certified Sites Program and Certified Work Ready Communities.

Please let me know if you need any additional information. Thank you for your time and consideration of this request and for your continued support of HREDC.



**Hannibal Police Department**

**Jacob Nacke, 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](mailto:chief@hannibalpd.com)

December 1<sup>st</sup> 2022,

To: Mayor Hark and City Council Members

Re: State and Local Cybersecurity Grant Application

Our current police records management system (RMS) went live in August of 2002. Since that time we have maintained the system with updates for twenty years. During that time other software providers have entered the market and offered systems which provide data encryption, cloud based storage, and mobile data terminal options. The current RMS system is dated and is vulnerable to cyber threats including ransomware. We have started looking into new RMS solutions and found the State and Local Cybersecurity Grant Program (SLCGP) which is offering up to \$200,000 with a ten percent match requirement. This grant has an application date of December 16<sup>th</sup> which is rapidly approaching. I am asking the council for approval to apply for the grant with the expectation that it would not exceed the \$20,000 amount as a match. We will be conducting demonstrations from various vendors in the coming week which will bring the total project cost into focus.

Respectfully,

Jacob Nacke  
Chief of Police

*"Evil is powerless if the good are unafraid." – President Ronald Reagan*



# Hannibal Fire Department

Office of Fire Chief Ryan Neisen

2333 Palmyra Road • Hannibal, MO 63401

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

## MEMORANDUM

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**Date: December 2, 2022**

**To: Mayor, City Manager and Council Members**

**From: Ryan Neisen, Fire Chief**

**Subject: MO Dept. of Public Safety Grant – State Homeland Security Program Region B**

**CC:**

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The Hannibal Fire Department applied for a grant through the Missouri Department and Public Safety and State Homeland Security Program for technical rescue equipment. We were awarded \$8,726.02. This is a 100% funded grant with no match required for the City of Hannibal. With approval, we would be able to purchase and get the equipment in service within the next 60-90 days.

We will be purchasing harnesses, rope, rope rescue hardware, helmets, and stretchers. This equipment would be used on structural collapse, weather related rescues, grain bin rescue or any other specialized rescue event.

According to the grant application, the Authorized Official is defined as “the individual who has the authority to legally bind the applicant into a contract”. I am asking for the council approval to authorize the Mayor to execute the subsequent acceptance documents.

A copy of the grant application and subaward agreement are attached for your information.

**Mark Twain COG**

42494 Delaware Lane  
Perry, MO 63462  
(573) 565-2203

**SUBAWARD AGREEMENT**

|  |   |  |   |
|--|---|--|---|
| SUBRECIPIENT NAME<br>Hannibal Fire Department  |   | DATE<br>10/14/2022   |   |
| ADDRESS<br>2333 Palmyra Road   |   | FEDERAL IDENTIFICATION NUMBER<br>EMW-2022-SS-00094                                       | OHS CONTROL NUMBER<br>02-05   |
| CITY<br>Hannibal   |   | STATE<br>MO  | ZIP CODE<br>63401   |
| TOTAL AMOUNT OF THE FEDERAL AWARD<br>\$8,726.02  |   | AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION<br>\$8,726.02                           |   |
| TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED TO THE SUBRECIPIENT<br>\$8,726.02  |   | TOTAL APPROVED COST SHARING OR MATCHING<br>\$0.00  |   |
| PROJECT PERIOD FROM<br>09/01/2022  | PROJECT PERIOD TO<br>08/31/2024                           | FEDERAL AWARD DATE<br>09/01/2022   |   |
| PROJECT TITLE<br>Hannibal FD Technical Rescue Equipment  |   | FUNDED BY<br>FY 2022 Homeland Security Grant Program                                     |   |
| FEDERAL AWARDOING AGENCY<br>Department of Homeland Security  | PASS THROUGH ENTITY<br>MO Dept. of Public Safety / MTRCOG | IS THIS AWARD R&D<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | INDIRECT COST RATE<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>AMOUNT |
| CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER<br>97.067   |   | METHOD OF PAYMENT (Reimbursement -- Advanced)<br>Reimbursement                           |   |
| <b>CONTACT INFORMATION</b>   |   |  |   |
| <b>MTRCOG GRANT SPECIALIST</b>   |   | <b>SUBRECIPIENT PROJECT DIRECTOR</b>   |   |
| NAME<br>Devyn Campbell   |   | NAME<br>Ryan Neisen  |   |
| E-MAIL ADDRESS<br>dcampbell@marktwaincog.com   |   | ADDRESS (If different from above)  |   |
| TELEPHONE<br>(573) 565-2203  |   | CITY, STATE AND ZIP CODE   |   |
| PROGRAM MANAGER<br>Devyn Campbell  |   | TELEPHONE<br>(573) 221-0657  | E-MAIL ADDRESS<br>rneisen@hannibalfire.com  |
| SUMMARY DESCRIPTION OF PROJECT<br><br>To purchase rope rescue equipment for the Technical, Swiftwater, and Hazmat teams.   |   |  |   |
| <b>AWARDING AGENCY APPROVAL</b>  |   | <b>SUBRECIPIENT AUTHORIZED OFFICIAL</b>  |   |
| TYPED NAME AND TITLE OF MTRCOG OFFICIAL<br>Cindy Hultz, Executive Director   |   | TYPED NAME & TITLE OF SUBRECIPIENT AUTHORIZED OFFICIAL<br>James Hark, Mayor              |   |
| SIGNATURE OF APPROVING (RPC/COG) OFFICIAL  | DATE  | SIGNATURE OF SUBRECIPIENT AUTHORIZED OFFICIAL  | DATE  |
| <b>THIS SUBAWARD IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS SET FORTH ON THE ATTACHED SPECIAL CONDITION(S). BY SIGNING THIS SUBAWARD AGREEMENT THE SUBRECIPIENT IS AGREEING TO READ AND COMPLY WITH ALL SPECIAL CONDITIONS.</b> |   |  |   |

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#### **Article I – Summary Description of Award**

The purpose of the FY 2022 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community.

#### **Article II – DHS Standard Terms and Conditions Generally**

The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

#### **Article III – Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency.

II. DHS/OHS financial assistance subrecipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2 Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement the subrecipient and its executives, as defined in 2 C.F.R. section 170.315, certify that the subrecipient's policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

#### **Article IV – General Acknowledgements and Assurances**

All subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities and staff.

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1. Subrecipients must cooperate with any compliance reviews or compliance investigations conducted by DHS/OHS.
2. Subrecipients must give DHS/OHS access to, and the right to examine and copy records, accounts and other documents and sources of information related to the award and permit access to facilities or personnel.
3. Subrecipients must submit timely, complete and accurate reports to the appropriate DHS/OHS officials and maintain appropriate backup documentation to support the reports.
4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identified steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [civilrightsevaluation@hq.dhs.gov](mailto:civilrightsevaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

#### **Article V – Acknowledgement of Federal Funding from DHS**

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

#### **Article VI – Activities Conducted Abroad**

Subrecipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article VII – Age Discrimination Act of 1975**

Subrecipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

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**Article VIII – Americans with Disabilities Act of 1990**

Subrecipients must comply with the requirements of Titles I, II and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended 42 U.S.C. sections 12101-12213), which prohibits subrecipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

**Article IX – Best Practices for Collection and Use of Personally Identifiable Information (PII)**

Subrecipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.

**Article X – Civil Rights Act of 1964 – Title VI**

Subrecipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

**Article XI – Civil Rights Act of 1968**

Subrecipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits subrecipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) - be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

**Article XII – Copyright**

Subrecipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

**Article XIII – Debarment and Suspension**

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180, as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs and activities.

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#### **Article XIV – Drug-Free Workplace Regulations**

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

#### **Article XV – Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### **Article XVI – Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX**

Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

#### **Article XVII – Energy Policy and Conservation Act**

Subrecipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XVIII – False Claims Act and Program Fraud Civil Remedies**

Subrecipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

#### **Article XIX – Federal Debt Status**

All subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

#### **Article XX– Federal Leadership on Reducing Text Messaging while Driving**

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official Government business or when performing any work for or on behalf of the federal government.

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**Article XXI – Fly America Act of 1974**

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**Article XXII – Hotel and Motel Fire Safety Act of 1990**

Subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

**Article XXIII – John S. McCain National Defense Authorization Act of Fiscal Year 2019**

Subrecipients, their contractors, and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors, and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

**Article XXIV – Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Subrecipients must comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://jwww.lep.gov>.

**Article XXV– Lobbying Prohibitions**

Subrecipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to the federal award or contract, including any extension, continuation, renewal, amendment, or modification.

**Article XXVI – National Environmental Policy Act**

Subrecipients must comply with the requirements of the *National Environmental Policy Act of 1969*, Pub. L. No. 91-190 (1970) (codified as amended at 43 U.S.C. section 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can

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exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### **Article XXVII – Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Subrecipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **Article XXVIII – Non-Supplanting Requirement**

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **Article XXIX – Notice of Funding Opportunity Requirements**

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All subrecipients must comply with any such requirements set forth in the program NOFO.

#### **Article XXX – Patents and Intellectual Property Rights**

Subrecipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq., unless otherwise provided by law. Subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

#### **Article XXXI – Procurement of Recovered Materials**

Subrecipients must comply with section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### **Article XXXII – Rehabilitation Act of 1973**

Subrecipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Article XXXIII – Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the subrecipient's currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part

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200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XXXIV – Reporting Subawards and Executive Compensation**

Subrecipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F. R. Part 170, Appendix A, the full text of which is incorporated here by the reference in the award terms and conditions.

**Article XXXV – Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desk, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

**Waivers**

When necessary, subrecipients may apply for, and the agency may grant, a waiver from these requirements.

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## SUBAWARD AGREEMENT

### ARTICLES OF AGREEMENT

a. When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

1. Applying the domestic content procurement preference would be inconsistent with public interest;
2. The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
3. The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office. There may be instances where an award qualifies, in whole, or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available and the waiver process is described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure. For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see Programs and Definitions: Build America, Buy America Act.

#### **Article XXXVI – SAFECOM**

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

#### **Article XXXVII – Terrorist Financing**

Subrecipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

#### **Article XXXVIII – Trafficking Victims Protection Act of 2000 (TVPA)**

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000, (TVPA) (codified as amended by 22 U.S.C. section 7104). The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

#### **Article XXXIX – Universal Identifier and System of Award Management**

Subrecipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

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#### **Article XL– USA PATRIOT Act of 2001**

Subrecipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

#### **Article XLI – Use of DHS Seal, Logo and Flags**

Subrecipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article XLII – Whistleblower Protection Act**

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. section 2409, 41 U.S.C. 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

#### **Article XLIII – Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding required subrecipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and executive orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the OHS/Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

#### **Article XLIV – Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award, state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

#### **Article XLV – Office of Homeland Security, Specific**

By accepting this award, the subrecipient agrees:

1. To participate in the development and submission of their Threat and Hazard Identification and Risk Assessment (THIRA).

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2. To utilize standard resource management concepts, such as typing inventorying, organizing and tracking resources that facilitate the identification, dispatch, deployment and recovery of their resources.
3. To coordinate with their stakeholders to examine how they integrate preparedness activities across disciplines, agencies, and levels of government.
4. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost, which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$1,000. Expenditures for equipment shall be in accordance with the approved budget. The subrecipient shall use and manage equipment in accordance with its procedures as long as the equipment is used for its intended purposes. When original or replacement equipment acquired under this award by the subrecipient is no longer needed for the original project or program or for other activities currently or previously supported by OHS, you must request instructions from OHS to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313 and the OHS Administrative Guide.
5. Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers shall support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved.
6. For Contractual Services the following general requirements will be followed when subcontracting for work or services contained in this grant award:
  - a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided, which shall not exceed the length of the grant period.
  - b. As described in the OHS Administrative Guide for Homeland Security Grants, a copy of any contractual agreement made as a result of this award must be forwarded to OHS for review or be readily available for review prior to execution of the contract.
7. OHS reserves the right to terminate any contract entered into as a result of this grant award at its sole discretion and without penalty or recourse by giving a thirty (30) day written notice to the subrecipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the subrecipient under the contract shall, at the option of the OHS, become property of the State of Missouri. The subrecipient shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
8. It is understood and agreed upon that in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the

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obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

9. To follow the grant program guidelines as stated in the OHS Administrative Guide for Homeland Security Grants, as well as the Information Bulletins released by OHS to provide important updates, clarifications and policy statements related to homeland security grant programs.
10. To follow requirements of the DHS Grant Programs Directorate Information Bulletins.
11. In the event OHS determines that changes are necessary to the award document after an award has been made, including changes to period of performance or Articles of Agreement, the subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate subrecipient acceptance of the changes to the award.
12. Prior written approval from OHS is required prior to making any change to the OHS approved budget for this award.
13. To submit Grant Status Reports to OHS by the due dates of July 10 and January 10 throughout the grant period, which must include the status updates of the milestones achieved. Final Status Reports are due to OHS within 45 days after the end of the project period.
14. All items that meet the OHS definition of equipment that are purchased with Homeland Security Grant Funds must be tagged "Purchased with U.S. Department of Homeland Security Funds."
15. If the subrecipient is a pass-through entity, copies of signed subaward agreements are due to the OHS prior to the start of any project.
16. Projects that involve changes to the natural or built environment require the completion and approval of an Environmental Historic Preservation Screening Form (EHP) prior to initiating any work on the project. Changes to the project after the approval of the EHP requires OHS review and approval. Changes to the project may require the submission and approval of an updated EHP Screening Form. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; Nation Flood Insurance Program regulation; and, any other applicable laws and Executive Orders.
17. The purchase of any generator requires prior approval from the OHS, documentation must clearly depict the full scope of the project and prove the equipment is a deployable resource.
18. Purchases from a single feasible source must have prior approval from the OHS.

AUTHORIZED OFFICIAL INITIALS

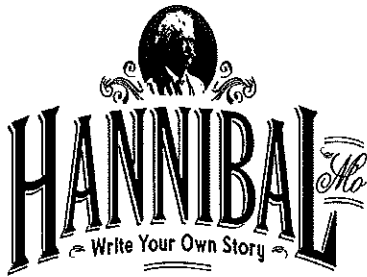
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19. Subrecipient is required to complete the 2022 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient and subrecipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2021 NCSR will be open October 1, 2022 and must be completed by each subrecipient no later than December 31, 2022.
  
20. Subrecipients that contract with and utilize WebEOC Emergency Management Software – Juvare, must fully fuse and maintain an active connection with Missouri’s State Emergency Management Agency (SEMA). This setup will allow for a more efficient resource response to Missouri communities during an emergency incident as well as allow emergency personnel to monitor events that may impact their community during an extended event. Fusion of other WebEOC accounts in Missouri will also assist in streamlining resource requests by reducing redundant entry in a local WebEOC account and then once again in the Missouri WebEOC account should the request not be able to be filled locally. Redundant data entry during an emergency can lead to time loss, data entry errors and omission of important details. This required setup will also allow SEMA Emergency Service Function (ESF) partners to monitor the use of resources throughout the state for Mutual aid needs.
  
21. Agencies purchasing license plate reader (LPR) equipment and technology with grant funds administered by the Missouri Department of Public Safety, must adhere to the following requirements:
  - a. LPR vendors chosen by an agency must have an MOU on file with the MSHP Central Vendor File as developed and prescribed by the Missouri Department of Public Safety pursuant to 11 CSR 30-17.
  - b. Prior to purchasing LPR services, the agency should verify the vendor’s MOU status with the MSHP CJIS Division by emailing mshphelpdesk@mshp.dps.mo.gov.
  - c. Share LPR data through the MoDEx process with statewide sharing platforms (i.e., MULES).
  - d. Enable LPR data sharing with other Missouri Law Enforcement agencies and enforcement support entities within the selected vendor’s software. Examples include, but are not limited to fusion centers, drug task forces, special investigations units, etc.
  - e. Connect to the Missouri State Highway Patrol’s Automated License Plate Reader (ALPR) File Transfer Protocol Access Program. This program provides the information necessary to provide a NCIC and/or MULES hit when used in conjunction with a License Plate Reader (LPR) device. An MOU must be on file with the Access Integrity Unit (AIU) for the vendor and the law enforcement agency and a registration process must be completed.
  - f. Agency shall have a license plate reader policy and operation guideline prior to the implementation of LPRs. Reimbursements will not be made on the project until the policy has been provided to the Missouri Department of Public Safety.
  - g. If LPR will be installed on Missouri Department of Transportation right-of-way(s) agency must request installation through the Missouri Department of Public Safety. Once

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approved, agency must adhere to the Missouri Department of Transportation's guidelines regarding installation of LPR's on Missouri Department of Transportation right-of-way(s).

**Article XLVI – Agency Specific Special Conditions**



## City of Hannibal

Office of City Collector

320 Broadway Street • Hannibal, MO 63401

Phone: 573 221-0111 • Fax: 573 221-0707 • E-Mail: pnelson@hannibal-mo.gov

# MEMORANDUM

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**Date:** December 6, 2022  
**To:** Mayor, City Council, City Manager, City Attorney, City Clerk  
**From:** Phyllis Nelson, City Collector  
**Subject:** Disposal of Old Records

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According to the Missouri Secretary of State Local Records Retention Schedule GS 010, 005.002, 005.003 and 005.004 the city is allowed to choose to destroy records after the completion of audit or audit plus 1 year. At this time I would ask council permission to destroy the following records by shredding with Collector's office overseeing:

|                               |   |
|-------------------------------|---|
| Receipt cards and records     | July 2016 through June 2020                             |
| Daily window balancing rep.   | fiscal years 2017-2018, 2018-2019, 2019-2020            |
| Journal entries               | fiscal years 2016-2017, 2017-2018, 2018-2019            |
| Monthly window reports        | fiscal years 2016-2017, 2017-2018, 2018-2019, 2019-2020 |
| Bank statemts, balance sheets | fiscal years 2017-2018, 2018-2019, 2019-2020            |

This memo along with the council minutes will serve as a permanent record.

## **MEMORANDUM**

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**To: Melissa Cogdal -Deputy City Clerk**

**From: James Hark - Mayor**

**Re: Industrial Development Authority**

**Date: November 28, 2022**

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Please submit Louis Riggs' name to the next Council agenda for reappointment to the Industrial Development Authority. The term will expire January 2028.

## **MEMORANDUM**

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**To:** Melissa Cogdal -Deputy City Clerk

**From:** James Hark - Mayor

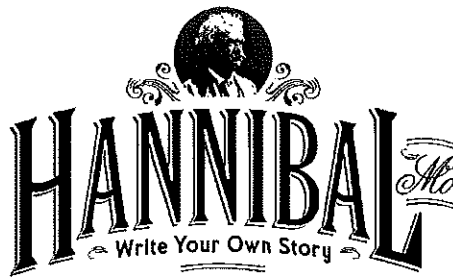
**Re:** Industrial Development Authority

**Date:** November 28, 2022

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Please submit Tom Batenhorst's name to the next Council agenda for appointment to the Industrial Development Authority. The term will expire January 2028.

*City of Hannibal*



*Mayor James Hark*

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Please add Dane Riefesel to the next agenda for a 3 year term on the Police and Fire Retirement Board of Trustees. A term to expire 12/2025

James Hark, Mayor

## Melissa Cogdal

---

**From:** Michael Dobson  
**Sent:** Wednesday, November 30, 2022 7:16 PM  
**To:** Melissa Cogdal  
**Subject:** Fwd: Hannibal Charter Change

Per your request.

Sent from my iPad

Begin forwarded message:

**From:** Michael Dobson <MDobson@hannibal-mo.gov>  
**Date:** November 17, 2022 at 7:24:25 AM CST  
**To:** Melissa Cogdal <MCogdal@hannibal-mo.gov>  
**Cc:** Lisa Peck <LPeck@hannibal-mo.gov>, Jim Hark <james.hark@yahoo.com>  
**Subject:** Hannibal Charter Change

Melissa,  
Please place this memo on the next council agenda.

Memo:

To Mayor and Council,

I believe that it is in the best interest of city hall and the future of Hannibal to streamline the offices of city hall and place the direct supervision of the office of city clerk under the direction of the city manager. I would request that the position be a hired position by the city manager with the approval of the Hannibal City Council. I believe that this would make city hall operations much more efficient. I am requesting that council vote to instruct the city attorney to draft language to be placed on the April 2023 ballot asking the voters of the city of Hannibal to approve this charter change.

Regards,  
Michael J Dobson  
Second Ward Councilman  
Mayor Pro Tem

Sent from my iPad

## Melissa Cogdal

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**From:** Michael Dobson  
**Sent:** Thursday, November 17, 2022 7:15 AM  
**To:** Melissa Cogdal  
**Cc:** Lisa Peck; Jim Hark  
**Subject:** Marijuana sales tax

Melissa,  
Please place this on the next council agenda

Memo

To Mayor and Council:

As you know the voters of the State of Missouri have approved the use of recreational marijuana. The state will tax these sales at 6%. The bill allows municipalities to tax sales at 3%. I would like to ask the council to request the city attorney to write ballot language to be placed on the April 2023 ballot to ask the voters of the city of Hannibal to approve a 3% tax on the sales of marijuana within the city of Hannibal.

Regards,  
Michael J Dobson  
Second Ward Councilman  
Mayor Pro Tem

Sent from my iPad