

City of Hannibal

OFFICIAL COUNCIL AGENDA

**Tuesday, February 3, 2026
Council Chambers
7:00 p.m.**

Meetings are open to the public, however, if you would like to view the meeting, you may do so using the following instructions:

City Council meetings will be videotaped to be shown live on the City of Hannibal YouTube page.

Although the meeting will be shown live, residents will also be able to watch the meeting on the YouTube page after the meeting.

The instructions to watch the meetings online follow:

- 1. Type in www.youtube.com in the web browser*
- 2. Type in City of Hannibal in the "Search" bar and hit Enter and hit the magnifying glass on the right side of the search bar.*
- 3. Click on "City of Hannibal" or the city of Hannibal crest.*
- 4. During the City Council meeting, there will be a red Thumbnail with the word "Live" on it.*
- 5. Click on the Thumbnail to watch the meeting.*
- 6. The meeting may be viewed on the website in its entirety after the meeting.*

ROLL CALL

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regular Council Meeting January 20, 2026

APPROVAL OF PAYROLL AND CLAIMS

Second Half – January 2026

PUBLIC COMMENTS

5 Minutes/ Sign Up Required

DARRELL MCCOY – MAYOR
Re: *Approval of Re-Appointment*

Police & Fire Pension Board

John Dean – appointment for a term to expire December 2028

ANDY DORIAN – CITY MANAGER
Re: Scheduling, Timekeeping Software
Andrews Technology

(Resolution No. 2590-26 to follow, for approval)

Re: Operation Software, Financial, Payroll, Business Licensing, Building Inspector
BS&A

(Resolution No. 2591-26 to follow, for approval)

BIANCA QUINN – FINANCE DIRECTOR
Re: Amending Annual Bidding Limits

(Bill No. 26-002 to follow, for first reading)

ERIC GRAHAM – IT DIRECTOR
Re: Surplus of IT Equipment

TRISHA OCHELTREE – TOURISM DIRECTOR
Re: Feuding Hillbilly's Contract
Special Music Under the Stars – 150th Anniversary Celebration
(Resolution No. 2589-26 to follow, for approval)

Re: Website Maintenance Agreement
OBP - \$3,425.00
(Resolution No. 2588-26 to follow, for approval)

Re: Missouri Division of Tourism Agreement
\$35,000.00 Sponsorship– 150th Anniversary Celebration
(Resolution No. 2587-26 to follow, for approval)

MATT MUNZLINGER – DIRECTOR OF OPERATIONS, HBPW
Re: North Street Sewer Project - Phase 1 - Change Order #3

BILL NO. 26-001

**AN ORDINANCE OF THE CITY OF HANNIBAL, MISSOURI
RESTATING THE CITY’S POLICEMEN AND FIREMAN
RETIREMENT PLAN DOCUMENT TO INCORPORATE
PREVIOUSLY APPROVED AMENDMENTS, INCLUDING THE
MOST CURRENT AMENDMENT TO SECTION 4.05 *CHIEF OF THE
DEPARTMENT RETIREMENT PROVISIONS*, ALONG WITH
MANDATORY UPDATES AS NECESSARY TO MAINTAIN THE
PLAN’S COMPLIANCE WITH THE INTERNAL REVENUE
SERVICE**

Second & Final Reading

BILL NO. 26-002

**AN ORDINANCE OF THE CITY OF HANNIBAL AMENDING
THE ANNUAL BID LIMITS IN ACCORDANCE WITH SECTION 9.13
(b) OF THE
CITY OF HANNIBAL CHARTER**

First Reading

RESOLUTION NO. 2587-26

**A RESOLUTION SUPPORTING THE 2026 HANNIBAL
COMMEMORATION EVENTS AND AUTHORIZING THE
SPONSORSHIP AGREEMENT WITH THE MISSOURI DIVISION OF
TOURISM**

RESOLUTION NO. 2588-26

**A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING
THE MAYOR TO EXECUTE AN AGREEMENT WITH OSBORN,
BARR & PARAMORE (OBP) FOR WEBSITE MAINTENANCE
SERVICES FOR CALENDAR YEAR 2026**

RESOLUTION NO. 2590-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
\$101,550.00 SOFTWARE AND SERVICES CONTRACT BETWEEN
THE CITY OF HANNIBAL AND ANDREWS TECHNOLOGY HMS,
INC FOR THE IMPLEMENATION, SERVICE, AND SUPPORT OF A
MUNICIPAL & PUBLIC SAFETY SCHEDUELING, TIMEKEEPING,
AND ATTENDANCE SOLUTION.**

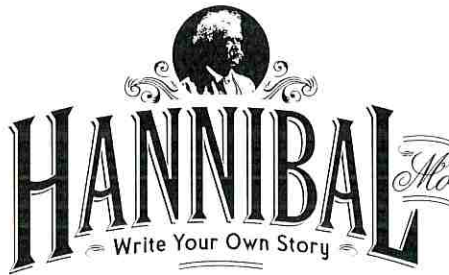
RESOLUTION NO. 2591-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
\$302,635 SOFTWARE AND SERVICES CONTRACT BETWEEN THE
CITY OF HANNIBAL AND BS&A SOFTWARE FOR THE
IMPLEMENATION, SERVICE, AND SUPPORT OF A MUNICIPAL
RESOURCE PLANNING SOFTWARE SUITE.**

RESOLUTION NO. 2589-26

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
CONTRACT WITH THE HANNIBAL CONVENTION & VISITORS
BUREAU FOR A SPECIAL EDITION OF *MUSIC UNDER THE
STARS*.**

ADJOURNMENT



TO: Mayor, City Council, City Clerk

FROM: John Schweiss, Systems Administrator

DATE: 1/28/2025

RE: Recommendation of Andrews Timekeeping & Attendance

Currently each city department uses their own scheduling and timekeeping solution. Ranging from paper timecards to fragmented digital solutions. The current system causes inaccurate reporting, excessive manual data entry, and inconsistent time keeping practices. In response to this a group of City Staff Members including the City Manager, City Clerk, Director of Finance, and IT staff evaluated multiple municipal software vendors. Additionally, department heads were consulted during live demonstrations to ensure compatibility across all departments.

Andrews Technology is the recommended vendor for this project. Which will include digital timeclocks, a cloud hosted scheduling portal, approval manager, and employee self-service. The software will also integrate with our current financial management software and is the preferred partner for our recommended future financial management & human resources software (BS&A).

Future annual subscription elimination:\$5,651

Implementation Cost \$14,550

Annual Subscription Cost \$17,400 (5 year term)

Respectfully,
John Schweiss
Systems Administrator

RESOLUTION NO. 2590-26

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A \$101,550.00 SOFTWARE AND SERVICES CONTRACT BETWEEN THE CITY OF HANNIBAL AND ANDREWS TECHNOLOGY HMS, INC FOR THE IMPLEMENTATION, SERVICE, AND SUPPORT OF A MUNICIPAL & PUBLIC SAFETY SCHEDUELING, TIMEKEEPING, AND ATTENDANCE SOLUTION.

WHEREAS, The City has determined the need for a unified scheduling and timekeeping solution.

WHEREAS, Andrews Technology has submitted the bid of \$101,550, for a period of five years.

WHEREAS, the total estimate for the project is \$101,550. and

NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL MISSOURI

SECTION ONE: That the Mayor is hereby authorized to execute the attached contract and documents between Andrews Technology HMS, Inc and the City of Hannibal for the amount of \$101,550 for the implementation and five year software service agreement of a web based time and attendance solution.

SECTION TWO: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS 3rd DAY OF FEBRUARY, 2026

APPROVED THIS 3rd DAY OF FEBRUARY, 2026

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

ANDREWS TECHNOLOGY
UKG TIME & ATTENDANCE PROJECT
Statement of Work

Prepared for City of Hannibal
January 15 2026

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Andrews Technology - Overall Statement of Responsibility

Andrews Technology has **complete responsibility** for the following:

- Delivery of System as described on the Andrews Technology UKG Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of Caselle Payroll Interface
- Installation of BS&A Payroll Interface Switch
- Unlimited Training of all Administrators and Supervisors
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period(s)
- Unparalleled Customer Satisfaction During all of the Above
- Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")
 - Includes all software licenses and time clocks as shown on the Andrews Technology Purchase Order Form –(See Exhibit A).

Master Customer Agreement

This Master Customer Agreement (called the "Agreement") and its applicable Transaction Documents along with the above Description of Responsibilities and Exhibits are the complete Agreement regarding the products and services provided by Andrews Technology to the City of Hannibal.

Definitions

Transaction Document is any document including, but not limited to the: "Master Customer Agreement"; "Statement of Work"; "Project Plan"; "Payment Schedule" and "Maintenance Agreement" that requires execution to be effective.

Change Order is a document completed by both of us that authorizes a change to a Transaction Document or Statement of Work.

Discovery is a process performed to define a Statement of Work.

Deliverable is any item, specified in a Transaction Document or Statement of Work, which we provide (Software, Hardware, Documentation, Training, Reports or Materials, Etc.).

Materials are work products such as programs, program listings, programming tools, documentation, reports, and drawings. The term "Materials" does not include Program Products, but does include modifications of a Program Product.

Product is a machine, its features, elements, cables, or accessories, or any combination thereof or a program product. The term "Product" includes the documentation required to install, support, use, and maintain the product.

Program Product is a commercially available software product and the documentation required to install, support, use, and maintain it. City of Hannibal is the licensee (Andrews Technology is not the licensee.).

Services are technical work that we perform to complete a Statement of Work or the delivery of customer offerings. Deliverables may result from such work.

Statement of Work is a detailed list of tasks to be performed during the implementation of a project.

Changes to the Master Agreement, Project Plan or Statement of Work: Any modification of the above including, but not limited to, additional project phases, changes in system design or timeline, after execution below, will be considered a change in the agreement. Any such change may only be modified by a Change Order, which both of us must sign prior to performed services. Any such changes may affect the estimated schedule, payments, and other terms.

Our Relationship

Mutual Responsibilities: Each of us agrees that under this Agreement:

- All information exchanged is non-confidential. If either of us requires the

exchange of confidential information, it will be done under a signed Non-Disclosure Agreement;

- Each will allow the other reasonable opportunity to comply before it claims that the other has not met its obligations;
- Neither of us will bring a legal action against the other more than two years after the cause of action arose.

Your other responsibilities: You agree to do the following:

- To not assign or otherwise transfer, this Agreement, without our prior written consent;
- To provide us with sufficient, free and safe access to your facilities for us to fulfill our obligations; and

To not disclose the terms of this Agreement without our prior written consent unless disclosure is required by law.

License Terms

Customer agrees to comply, in all material respects, with the following terms and conditions:

1. to operate and process the Software and use the Service for its own internal business purposes only, without the right to further sublicense;
2. not to decompile, disassemble or reverse engineer the Software;
3. that the license to use the Software and the Service is limited based upon authorized Usage;
4. not permit use of the Software or the Service (including timesharing or networking use) by any third party;
5. not remove the Software from the place of original installation without the Company's prior written consent nor sell or encumber the Software;
6. to grant permission to combine Customer's business data with that of other customers in a manner that does not identify the Customer or any individual in order to evaluate and improve the services offered to customers;
7. that the sublicense agreement inures to the benefit of the licensors of software and other applications, and that such licensors may directly enforce the terms of the sublicense agreement in order to protect their interests in the Software and the Service.
8. to take all reasonable steps to ensure that no unauthorized persons have access to the Service, and to ensure that no persons authorized to have such access shall take any action that would be in violation of this Agreement;
9. to ensure that the Customer has the right to publish and disclose the data and other content Customer includes in the Service, and that the Content will not (i) infringe or violate any third-party right, including (but not limited to) intellectual property, privacy, or publicity rights; (ii) be abusive, profane, or offensive to a reasonable person; or (iii) be hateful or threatening;

10. that Customer shall not (i) use, or allow the use of, the Service or the Software in contravention of any federal, state, local, foreign or other applicable law, or rules or regulations of regulatory or administrative organizations; (ii) introduce into the Service any virus or other code or routine intended to disrupt or damage the Service, or alter, damage, delete, retrieve, or record information about the Service or its users; (iii) excessively overload the systems used to provide the Service; (iv) perform any security integrity review, penetration test, load test, denial of service simulation or vulnerability scan (including without limitation the use any tool designed to automatically emulate the actions of a human user in connection with such testing); or (v) otherwise act in a fraudulent, malicious or negligent manner when using the Service;
11. to comply with the minimum security requirements for using the Service as reasonably determined by Company;
12. that when using and applying the information generated by the Services, Customer is responsible for ensuring that Customer complies with the applicable requirements of federal and state law; that if Customer is using any payroll service hereunder: (i) Customer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Service, (ii) using such Service does not release Customer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Customer does not rely upon the Service provider or its third party licensor(s) for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Customer will review any calculations made by using such Service to satisfy itself that those calculations are correct.
13. that Customer will acknowledge and agree that no person nor entity not a party to this Agreement will be a third party beneficiary of any provision of this Agreement and, by way of further clarification, none of its employees or other personnel is an intended beneficiary with respect to the payroll or other services provided in connection with the Service or Software; and
14. that Customer will acknowledge and agree that use of the Service includes the ability to enter into agreements and/or to make transactions electronically. As such, the following provision will be included in Partner's agreement with the Customer: "Use of the Service includes the ability to enter into agreements and/or to make transactions electronically. CUSTOMER ACKNOWLEDGES THAT WHEN IT INDICATES ACCEPTANCE OF AN AGREEMENT AND/OR TRANSACTION ELECTRONICALLY, THAT ACCEPTANCE WILL CONSTITUTE ITS LEGAL AGREEMENT AND INTENT TO BE BOUND BY AND TO PAY FOR SUCH AGREEMENTS AND TRANSACTIONS. THIS ACKNOWLEDGEMENT THAT CUSTOMER INTENDS TO BE BOUND BY SUCH ELECTRONIC ACCEPTANCE APPLIES TO ALL AGREEMENTS AND TRANSACTIONS CUSTOMER ENTERS INTO THROUGH THE SERVICE, SUCH AS ORDERS, CONTRACTS, STATEMENTS OF WORK, AND NOTICES OF CANCELLATION.

Personnel

Each of us will authorize a person to represent us in all matters concerning this Agreement. These representatives will be available throughout the term of this Agreement. Each of us will 1) address all notices to the other's representative and 2) promptly notify the other in writing if this person is replaced.

You agree to not hire or attempt to hire any Andrews Technology employee on either a temporary or permanent basis, either directly or through a third party, without the express written consent of Andrews Technology.

Ownership and Proprietary Rights

Notwithstanding anything to the contrary stated herein, no transfer is made to Customer of any ownership to or proprietary rights in the Licensed Products, software programs, software interfaces and Documentation, and all copies of the Licensed Products, software programs, software interfaces and Documentation, including modifications by Andrews Technology contained in customized versions and related software. Customer shall NOT have any right to copy any Licensed Products, software programs, software interfaces and Documentation for use, sale, sublicensing, distribution or any other purpose.

Compliance with Laws

You agree to comply, and assist us in complying, with all applicable 1) Federal, State, and local laws and regulations and 2) building codes, ordinances, and Standards.

Prices, Payment, and Taxes

You will pay to Andrews Technology the price reflected in City of Hannibal Response Form. Payment is due on the dates agreed. Annual Maintenance after year one will be billed directly from Andrews Technology to the City of Hannibal.

Charges for services outside of the scope of the Customer Master Agreement; Project Plan and Statement of Work are billed at a rate of \$225/hour including travel. Our payment terms are Net 30.

You agree to pay all transportation charges as required by the project and mutually agreed upon for the shipment of Equipment and Program Products (if applicable) to the location you specify.

Occasionally a manufacturer will charge us "rework" charges if a configuration is changed after a certain point in the manufacturing cycle. We will make every effort to avoid rework charges on your behalf. If rework charges are incurred due to configuration changes requested by you, these charges will be passed on to you. You will be notified in advance of such charges.

Confidentiality

Andrews Technology will maintain the confidentiality of any information received throughout this project. This includes any confidential employee information. Upon termination Andrews Technology will return any confidential information at the request of the Customer. Customer has the responsibility of extracting any data from the system prior to the termination date. After the termination date access to the database will no longer be granted.

Termination

We may terminate this agreement or associated document for non-payment upon providing thirty days written notice. Otherwise, a Statement of Work terminates when our obligations under it are met.

You may terminate this Agreement effective upon the completion of the Statement of Work.

Customer may terminate the agreement if it does not appropriate funding to continue the use of UKG, or related services. To so terminate, Customer must give Andrews Technology written notice of the non-appropriation at least 30 days before the next annual billing following the non-appropriation. Customer may also terminate for cause. Andrews Technology will be provided a 30 day cure period to resolve any identified issues to prevent the termination.

Any terms of this Agreement, which by their nature extend beyond its termination, remain in effect until fulfilled, and apply to respective successors and assignees.

Electronic Communications

Each of us may communicate with the other by electronic means. Each of us agrees that email and respective attachments when accepted by return email are binding.

Governing Law

The laws of the State of Missouri govern this Agreement. Any legal action brought under this agreement shall be brought only in the state of Missouri.

Agreed to: City of Hannibal

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Jamie Blundell

Name (type or print):

Title

President

Title

Date: _____
City of Hannibal

Date: _____
Andrews Technology

STATEMENT OF WORK

ANDREWS TECHNOLOGY – DELIVERABLES

As per the electronically attached "Order Form – Exhibit A", Andrews Technology has the following responsibilities throughout the three phased Project Plan as described above:

Software Phase

- Delivery of Software as described on Andrews Technology Purchase Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of Caselle Payroll Interface
- Installation of BS&A Payroll Interface Switch
- Unlimited Training of all Administrators and Supervisors Associated with Phase I
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Hardware Phase – (Biometric)

- Delivery of Wall Mounted Hardware
- Installation of Hardware
- Unlimited Training of all Administrators and Supervisors Associated with Phase II
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Go Live Phase

- Unlimited Training of all Administrators and Supervisors Associated with Phase III
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")

- Includes all hardware and software listed on Andrews Technology Purchase Order Form(s)

Other Andrews Technology Installation Responsibilities

To ensure an optimally performing UKG System, Andrews Technology will perform the following:

- Provide a person who will function as the Project Manager, responsible for securing and scheduling resources for City of Hannibal.
- Verify that all hardware and technology readiness checks have been completed.
- If necessary, recommend a Network Readiness and Performance Assessment to ascertain what improvements are required to provide sufficient response time.
- Understand any other applications that will reside on the database server, and discuss any performance implications.
- Advise the customer of any conditions, which, in the opinion of Andrews Technology, will reduce the performance of the UKG System.
- Provide server configuration assistance as requested.

Customer Installation Responsibilities

- Schedule personnel for appropriate Andrews Technology training classes to be held at a central customer site or via the web.
- Unless otherwise specified on the order form, Customer is responsible for any ethernet cabling/jacks, phone lines, power and surge suppression at the terminal locations, unless otherwise noted.
- Provide a Customer Project Manager whose responsibilities include but are not limited to:
 - Participate in periodic meetings and status conference calls.
 - Review and approve all Project Plan Phases.
- Andrews Technology will need a completed pay rules questionnaire addressing specific pay policies, basic work rules and overtime limits. Andrews Technology must receive the completed document within three (3) weeks of scheduled installation date. The pay rules survey establishes the baseline rules used to initialize the UKG system. During the Implementation Phase you will have an opportunity to test your baseline rules.
- Provide Andrews Technology with payroll contact information for interfacing to the payroll system, if applicable.
- Work with your Andrews Technology project leader to verify communications to all terminals.

- Provide Andrews Technology access to the appropriate resources during all phases.
- Provide appropriate resources to test the UKG System to the System Specification.
- Sign-off that the Software Phase Responsibilities have been completed.
- Sign-off that the Hardware Phase Responsibilities have been completed. (If Applicable)
- Sign-off that the Go Live Phase Responsibilities have been completed.

Professional Services Overview

Payroll Rules Questionnaire:

The purpose of this document is to assist your payroll staff in defining the rules and regulations that govern your labor cost management requirements. This survey is also used as a guideline for Andrews Technology to custom configure your UKG system. Your staff members responsible for payroll and work regulations should complete this. Your Andrews Technology Representative will guide you through this survey and Andrews Technology technical staff members will answer any questions that you may have.

Employee File Creation:

City of Hannibal is responsible for the creation of an employee import file. The content of which will be discussed with your assigned Andrews Technology project leader.

Software Configuration and Programming

Once your Payroll Rules Questionnaire and Employee File are created, your UKG software will be configured to meet your specifications. During Phase I, test data will be entered and test reports will be generated and validated. This will be a thorough process. Modifications will be made as required.

Ethernet Cable/Phone Line Installation (Not Applicable)

City of Hannibal is responsible for the installation of all Ethernet cable and jacks and phone lines/jacks. Andrews Technology can assist you by providing information regarding the correct type of communications cable and proven installation techniques to insure error free transfer of punch data from the terminal to your UKG software. If POE is an identified requirement, Ethernet Jacks would not be necessary and Andrews Technology would design and implementation work accordingly.

Software Installation:

Communications will be tested between the server and terminal(s) after the customer installs the hardware.

Software Training:

The next aspect of the Implementation Phase of the project is the training of the key users and supervisors. Arrangements should be made to allow for uninterrupted training. This ensures that the quality of the training received is the highest possible. All training will be central site (at the customer's main office or via the web). City of Hannibal is responsible for notifying all attendees of their assigned class schedule. All software training for key users and supervisors is **unlimited** in availability. (See below for more information)

Hardware Trainer: Andrews Technology upon completion of software installation will train the customer's Installer as to how to install and program selected terminals. (Not Applicable)

Implementation Testing and Adjustments:

Once the hardware and software is installed, programming and configuration of the system will be tested and adjustments may be made. Any changes that need to be made which vary from the pay rules survey will be identified as a change order item and may be billed on a time and materials basis. It is highly recommended that City of Hannibal run a parallel test for one (1) to two (2) pay periods. This gives the UKG key users and supervisors time to familiarize themselves with the operation of the new software, as well as, develop new ways for management information review.

Interface Installation and Training:

The Caselle Payroll Interface and BS&A Payroll interface should be reviewed by the project leaders from both teams to determine if any modifications are required. The Caselle Interface and BS&A Payroll interface will be tested and are 100% guaranteed to work in accordance with the customer's application specifications.

Software Training Overview

Key User Training

Suggested Attendees: Payroll Manager, HR Manager, Supervisor/Administrative Assistant

Course Description – Initial Training For Key Users

This session will last for approximately six hours at your facility after the installation of the software. The class is intended to provide participants with an understanding of how to maintain employee records and schedules, setup supervisor's privileges and accounts, edit timesheets and process reports. This course also provides key users with an understanding of pay period operations that are necessary for keeping track of and managing employee time and labor data, as well as accessing and interpreting pay period based reports.

Course Description – Follow-up Training for Key Users

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be for the previously trained employees and will last from two to four (2 to 4) hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no additional charge.

Supervisor Training

Suggested Attendees: Supervisors and Supervisor Assistants

Course Description- Initial Supervisor Training

This course provides participants with an understanding of the daily operations that are necessary for keeping track of and managing employee time and labor data. This includes providing information needed to build and maintain individual and group schedules. Procedures will be covered for the Standard client and the Supervisor and Employee Web Services. This training is available at the customer's central site or via the web. Class size should not exceed 12 students per class (maximum 2 hours per class). Supervisors are expected to train their employees on the use of Employee Web Services (if appropriate). Andrews Technology will train supervisors as to how to train their employees how to use biometric terminals. Andrews Technology has full responsibility for training employees on the use of all data collection technology (EWS/Swipe/Biometric).

Course Description – Follow-up Training for Supervisors

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be a refresher for previously trained employees, and an introduction for supervisors not yet trained. The class will last from two to four hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no charge. Our quote includes 24/7/365 support and unlimited onsite and webex training/support.

Statement Of Work Phase Completion Sign-Off

When a Phase is complete, a meeting of both implementation teams is held. At this meeting, the system is signed off as being complete for all areas of responsibility as addressed in the Statement of Work.

Software Phase Sign-Off

Agreed to: City of Hannibal

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Hannibal

Date: _____
Andrews Technology

Hardware Phase Sign-Off

Agreed to: City of Hannibal

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Hannibal

Date: _____
Andrews Technology

Go Live Phase Sign-Off

Agreed to: City of Hannibal

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Hannibal

Date: _____
Andrews Technology

Exhibit B - Maintenance Agreement

Execution below entitles City of Hannibal (the "Customer") to full maintenance coverage provided by Andrews Technology ("Vendor") for the attached time and attendance system for five years from the date of execution below. This agreement is renewed automatically every five years unless advised by the Customer in writing no less than thirty days prior to the five year anniversary of the date of execution of this agreement.

Maintenance coverage is all inclusive and is described in more detail below:

- On-Site Maintenance includes the following features:
 - All technicians are dispatched locally
 - Service is available 24 hours-a-day; seven days-a-week.
 - Customer's assigned technical team can be reached directly by cell phone 24/7.
 - Toll-Free support is available as a back-up to direct contact with assigned technical team.
 - On-site support is available.
 - Machine replacement is next day provided call received prior to 2:00pm.
 - Parts replacement is next day provided call is received prior to 2:00pm as mentioned above.
 - Customer is responsible for annually completing brief "Customer Satisfaction Survey" to determine assigned technician's performance regarding above Standards.
- Hardware depot maintenance. Vendor will overnight the customer a replacement device. The Customer is responsible for sending the failing device back to the Vendor.
- Labor
- Hardware upgrades
- Software upgrades
- Toll-free online support
- On-line support

If the customer elects not to execute this document, and therefore be covered on a time and materials basis, the customer is responsible for all machine and parts replacements. The Vendor's hourly rate for service, including travel, is \$225 per hour (two hour minimum). Hardware and software upgrades are chargeable to the Customer when not covered under maintenance contract.

Maintenance Terms

WARRANTEE: Vendor warrants the listed products to be free from defects in material and workmanship, and perform in material respects in accordance with the system specifications (or equivalent) document under normal use for the Warranty Period of 90 days. The term of this agreement will begin after the expiration of the warranty, run for a term of five years from such date, and continue for subsequent five-year terms thereafter until terminated. After the first 5 year term, maintenance will be billed at the applicable rate at that time.

MAINTENANCE COVERAGE: Five years of software and equipment support for the products listed above will be provided by Vendor to maintain proper functioning of the entire system and the replacement of malfunctioning devices. This signed agreement provides unlimited remote telephone and/or internet support, covering any questions with the configuration or operation of the system. Software updates or patches of the installed version will be provided on a need, or request, basis at no additional charge.

SUPPORT TERMS: Support is available twenty-four hours a day; seven days a week except holidays. Without a support contract, service will be billed at the prevailing hourly rate. In this instance, there will be a two hour minimum per phone call for support.

PRICE INCREASES: The annual maintenance charges will not exceed the consumer price index in place at the time of the announced increase. Historically 3% annually.

LIMITS OF LIABILITY: Failure due to customer alteration of equipment with which the above products are connected, moving or altering of the software or equipment, and/or any problems caused by such actions are not covered under this agreement and are subject to billing at the prevailing hourly rate. This agreement does not cover accidents, misuse, theft, power failure/surge, lightning or storm, or other casualties. The unserviceability of the products will be solely determined by the Vendor. This agreement is not valid until properly signed by the Customer's authorized agent and the Vendor, and may not be amended unless approved by both parties, in writing, and signed by a duly authorized officer of both parties. This agreement may be canceled by either party upon 30 days written notice. Terms are net, paid yearly in advance and renewed each year at the prevailing rates. Additional equipment, or software, may be added by the customer providing written notification. In no situation, will the Vendor, or its employees, be held responsible for any loss incurred pertaining to the use, misuse, or failure of the above-mentioned products and or services.

Agreed to: City of Hannibal

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Jamie Blundell

Name (type or print):

Title

President

Title

Date: _____
City of Hannibal

Date: _____
Andrews Technology



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax:(516) 674-8119



VENDOR HOSTED ORDER FORM

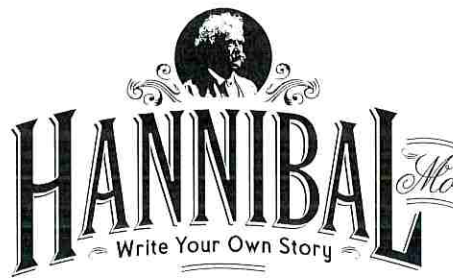
Invoice To:	City of Hannibal	Hosted By:	Vendor	
Ship To:	TBD	Terms:	5 Year Term	
Account Executive:	Jamie Blundell		100% Upon Execution	
Qty	Description	Item	Monthly	
	UKG Web-Based Time & Attendance System			
250	UKG Web-Based Time & Attendance Software	\$3.50	\$875	
250	Employee Web Services (PC Entry, Mobile Applications)	Included	Included	
20	Supervisor Module: Approval/Reporting/Review/Modification	\$5.00	\$100	
1	Caselle Payroll Bridge (Guaranteed Interface)	Existing	Existing	
1	BS&A Payroll Bridge Switch (Guaranteed Interface)	Existing	Existing	
1	Electronic In-Out Board	N/C	N/C	
1	Labor Tracking (Activity Based Reporting - 8 Levels)	N/C	N/C	
1	Standard Supply & Demand Scheduling Module	N/C	N/C	
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	N/C	N/C	
1	Borrowing Manager	N/C	N/C	
1	Schedule Lockout Module	N/C	N/C	
1	Advanced Scheduling Module (Public Safety Scheduling) Up to 100 Employees	\$350	\$350	
1	Report Generator (Up to 5 Gig/month)	\$50	Optional	
1	Document Storage (Up to 5 Gig/month of Upload/Download and Storage)	\$50	Optional	
250	Single Sign On Module	\$0.50	\$125	
250	Leave of Absence Module (FMLA Case Tracking)	\$1.50	Optional	
250	Facial Recognition/Thermal Reading Module	\$1.50	Optional	
EA	iPad Station Fee (Client must provide iPads)	\$50	Optional	
	Monthly Total		\$1,450.00	
11	12 Month Vendor Hosting Total	\$17,400/yr	\$17,400	
EA	Synel Synergy Biometric Terminal	\$2,295	\$25,245	
EA	InTouch DX Biometric Terminal	\$2,995	Optional	
EA	UKG HID Proximity Cards (Pack of 100)	\$1100/Pack	Optional	
EA	Time Clock WiFi Module (per clock)	\$495	Optional	
	Implementation		\$14,550	
	Annual Maintenance	\$5,840/yr	\$5,840	
	Sales Tax		TBD	
	12 Month System Total		\$63,035	
	One Time Implementation Fees			
	Initial Planning Session	Included		
	Rules Questionnaire Assistance	Included		
	Install UKG Web-Based Software	Included		
	Install Payroll Rules and Employee File	Included		
	Unlimited Administrative/Supervisor Training	Included		
	Program Hardware	Included		
	Install Hardware	Customer		
	System Test/Go Live	Included		
	Total One Time Fees	\$	14,550	

Customer Authorization _____ Title _____

_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____



TO: Mayor, City Council, City Clerk

FROM: John Schweiss, Systems Administrator

DATE: 1/28/2025

RE: Selection of Enterprise Resource Planning Software

In response to the growing need for modern and unified operational software, a group of City Staff Members including the City Manager, City Clerk, Director of Finance, Building Inspector and IT staff evaluated multiple municipal software vendors. With the desired end state being a single software solution that supports operational requirements for the offices of the Building Inspector, Clerk, Collector, and Finance.

Following multiple vendor evaluations and demonstrations the group agrees and recommends BS&A software as the best fit and value for this project. With an initial contract of three years. The scope of this project will include existing system consolidation of OpenGov (Building Inspection/Permitting), Avenues/ACS (Business Licensing), Caselle (Finance/Payroll/HR). Project will lead to a future annual cost consolidation of \$82,019.

Annual Subscription Cost: \$66,190.00
Initial Implementation Cost: \$236,445.00
Total Project: \$302,635

Respectfully,
John Schweiss
Systems Administrator

RESOLUTION NO. 2591-26

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A \$302,635 SOFTWARE AND SERVICES CONTRACT BETWEEN THE CITY OF HANNIBAL AND BS&A SOFTWARE FOR THE IMPLEMENTATION, SERVICE, AND SUPPORT OF A MUNICIPAL RESOURCE PLANNING SOFTWARE SUITE.

WHEREAS, The City has determined the need for a unified municipal operations, financial management, and community development software platform

WHEREAS, BS&A Software has submitted the low bid of \$302,635.

WHEREAS, the total estimate for the project is \$302,635. and

NOW THEREFORE BE IT RESOLVED BY THE CITY OF HANNIBAL MISSOURI

SECTION ONE: That the Mayor is hereby authorized to execute the attached contract and documents between BS&A Software and the City of Hannibal for the amount of \$302,635 for the implementation and year one of service.

SECTION TWO: This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED THIS 3rd DAY OF FEBRUARY, 2026

APPROVED THIS 3rd DAY OF FEBRUARY, 2026

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

**BS&A
CUSTOMER ORDER FORM**

This Customer Order Form (this "Order") is entered into as of the "Effective Date" identified below between BS&A Software, LLC, a Delaware limited liability company with offices located at 14965 Abbey Lane, Bath, MI 48808 ("BS&A") and the "Customer" identified below. Capitalized terms used but not defined in this Order have the meanings given them elsewhere in the Agreement (as defined below). BS&A and Customer may be referred to herein collectively as the "Parties" or individually as a "Party". The Parties hereby agree as follows:

Customer Name: City of Hannibal, Marion County MO	Sponsor Contact: []
Billing Address: []	Sponsor Phone: []
Accounts Payable Email: []	Sponsor Email: []

Platform and Fee Information

Effective Date: []	
Platform Description: Those modules and feature packs of BS&A's proprietary hosted enterprise resource planning service for managing local government functions that are identified in the Pricing Sheet.	
"Initial Subscription Period": [One (1) year]	Subscription Fees: \$66,190, payable [annually].
The "Initial Subscription Period" shall begin the at the earlier date of activation of module(s) on Customer's site or; <ul style="list-style-type: none"> • One (1) year after the Effective Date for any new software modules • Six (6) months after the Effective Date for any software modules upgrading from BS&A's .NET Platform 	
Professional Services (if any): \$236,445	Service Fees (if any):
Other Customer Terms:	

The Customer Agreement (the "Agreement"), made and entered into as of the Effective Date between BS&A and Customer, includes and incorporates: (i) the above Order; (ii) any Orders previously or subsequently entered into by the Parties; and (iii) the Customer Terms and Conditions, which are attached to this Order (the "Terms and Conditions"); and (iv) the Pricing Sheet attached to this Order (the "Pricing Sheet").

BS&A SOFTWARE, LLC

CITY OF HANNIBAL, MO

Name: _____

Name: _____

Title: _____

Title: _____

EXHIBIT A
CUSTOMER TERMS AND CONDITIONS

The Parties agree as follows:

1. Definitions.

1.1 **"Authorized User"** means Customer's employees, consultants, contractors, and agents: (i) who are authorized by Customer to access and use the Platform under this Agreement; and (ii) for whom access to the Platform has been purchased hereunder.

1.2 **"BS&A IP"** means the Platform and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, BS&A IP includes Usage Data and any information, data, or other content derived from BS&A's provision of the Platform but does not include Customer Data.

1.3 **"Business Contact Data"** means Personal Information that relates to BS&A's relationship with Customer, including, by way of example and without limitation, the names and contact information of Authorized Users and any other data BS&A collects for the purpose of managing its relationship with Customer, identity verification, or as otherwise required by applicable laws, rules, or regulations.

1.4 **"Customer Data"** means information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform, including Business Contact Data; provided that, for purposes of clarity, Customer Data as defined herein does not include Business Contact Data or Usage Data.

1.5 **"Documentation"** means Company's end user documentation relating to the Platform, including any user guides.

1.6 **"Harmful Code"** means any software, hardware, or other technology, device, or means, including any virus, worm, malware, or other malicious computer code, the purpose or effect of which is to permit unauthorized access to, or to destroy, disrupt, disable, distort, or otherwise harm or impede in any manner any (i) computer, software, firmware, hardware, system, or network; or (ii) any application or function of any of the foregoing or the security, integrity, confidentiality, or use of any data processed thereby.

1.7 **"Order"** means: (i) a purchase order, order form, or other ordering document entered into by the Parties that incorporates this Agreement by reference; or (ii) if Customer registered for the Platform through BS&A's online ordering process, the results of such online ordering process.

1.8 **"Personal Information"** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted, or located, including without limitation all data considered "personal data", "personally identifiable information", or something similar under applicable laws, rules, or regulations relating to data privacy.

1.9 **"Platform"** has the meaning set forth on the Order.

1.10 **"Professional Services"** means training, migration, implementation, integration, or other professional services that are provided to Customer in connection with its use of the Platform hereunder.

1.11 **"Subscription Period"** means the time period identified on the Order during which Customer's Authorized Users may access and use the Platform.

1.12 **"Third-Party Products"** means any third-party products provided with, integrated with, or incorporated into the Platform.

1.13 **"Usage Data"** means usage data collected and processed by BS&A in connection with Customer's use of the Platform, including without limitation test configuration metadata, activity logs, and data used to optimize and maintain performance of the Platform, and to investigate and prevent system abuse. For purposes of clarity, Customer Data is not Usage Data and Usage Data does not contain Personal Information or any other Customer Data.

1.14 **"Usage Limitations"** means the usage limitations set forth in this Agreement and the Order, including without limitation any limitations on the number of Authorized Users (if any), and the applicable product, pricing, and support tiers agreed-upon by the Parties.

2. Access and Use.

2.1 Provision of Access. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including without limitation the Usage Limitations, Customer may, solely through its Authorized Users, access and use the Platform during the Subscription Period on a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable basis. Such use is limited to Customer's internal business purposes and the features and functionalities specified in the Order. Each Authorized User must have its own unique account on the Platform and Authorized Users may not share their account credentials with one another or any third party. Customer will be responsible for all of the acts and omissions of its Authorized Users in connection with this Agreement and for all use of Authorized Users' accounts.

2.2 Documentation License. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable license to use the Documentation during the Subscription Period solely for Customer's internal business purposes in connection with its use of the Platform.

2.3 Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of any BS&A IP, whether in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Documentation to any third party; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Platform, in whole or in part; (iv) remove any proprietary notices from any BS&A IP; (v) use any BS&A IP in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; (vi) access or use any BS&A IP for purposes of competitive analysis of BS&A or the Platform, the development, provision, or use of a competing software service or product, or any other purpose that is to BS&A's detriment or commercial disadvantage; (vii) bypass or breach any security device or protection used by the Platform or access or use the Platform other than by an Authorized User through the use of valid access credentials; (viii) input, upload, transmit, or otherwise provide to or through the Platform any information or materials, including Customer Data, that are unlawful or injurious or that infringe or otherwise violate any third party's intellectual property or other rights, or that contain, transmit, or activate any Harmful Code; or (ix) use any BS&A IP for any activity where use or failure of the BS&A IP could lead to death, personal injury, or environmental damage, including life support systems, emergency services, nuclear facilities, autonomous vehicles, or air traffic control.

2.4 Reservation of Rights. BS&A reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the BS&A IP.

2.5 Suspension. Notwithstanding anything to the contrary in this Agreement, BS&A may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Platform if: (i) BS&A reasonably determines that (a) there is a threat or attack on any of the BS&A IP; (b) Customer's or any Authorized User's use of the BS&A IP disrupts or poses a security risk to the BS&A IP or to any other customer or vendor of BS&A; (c) Customer, or any Authorized User, is using the BS&A IP for fraudulent or illegal activities; (d) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (e) BS&A's provision of the Platform to Customer or any Authorized User is prohibited by applicable law; or (f) any Customer Data submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform may infringe or otherwise violate any third party's intellectual property or other rights; (ii) any vendor of BS&A has suspended or terminated BS&A's access to or use of any Third-Party Products required to enable Customer to access the Platform; or (iii) in accordance with Section 7.1 (any such suspension described in subclauses (i), (ii), or (iii), a "Service Suspension"). BS&A shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Platform following any Service Suspension. BS&A shall use commercially reasonable efforts to resume providing access to the Platform as soon as reasonably possible after the event giving rise to the Service Suspension is cured. BS&A will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

2.6 Business Contact Data and Usage Data. Notwithstanding anything to the contrary in this Agreement,

BS&A may process Business Contact Data: (i) to manage BS&A's relationship with Customer; (ii) to carry out BS&A's core business operations, such as, by way of example and without limitation, accounting, audits, tax preparation and for filing and compliance purposes; (iii) to monitor, investigate, prevent and detect fraud, security incidents and other misuse of the Platform, and to prevent harm to BS&A, Customer, and BS&A's other customers; (iv) for identity verification purposes; and (v) to comply with applicable laws, rules, and regulations relating to the processing and retention of Personal Information to which BS&A may be subject. BS&A may process Usage Data for any lawful purpose, including to monitor, maintain, and optimize the Platform.'

3. Customer Responsibilities.

3.1 General. Customer is responsible and liable for all uses of the Platform and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Platform and shall cause Authorized Users to comply with such provisions.

3.2 Third-Party Products. BS&A may from time to time make Third-Party Products available to Customer or BS&A may allow for certain Third-Party Products to be integrated with the Platform to allow for the transmission of Customer Data from such Third-Party Products into the Platform. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. BS&A is not responsible for the operation of any Third-Party Products and makes no representations or warranties of any kind with respect to Third-Party Products or their respective providers. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products. By authorizing BS&A to transmit Customer Data from Third-Party Products into the Platform, Customer represents and warrants to BS&A that it has all right, power, and authority to provide such authorization.

3.3 Customer Control and Responsibility. Customer has and will retain sole responsibility for: (i) all Customer Data, including its content and use; (ii) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Platform; (iii) Customer's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party platforms or service providers ("**Customer Systems**"); (iv) the security and use of Customer's and its Authorized Users' access credentials; and (v) all access to and use of the Platform directly or indirectly by or through the Customer Systems or its or its Authorized Users' access credentials, with or without Customer's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use. For purposes of clarity, Customer Systems do not include BS&A's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems, and networks operated directly by BS&A and its third-party service providers.

4. Support. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including payment of applicable Fees, BS&A will use commercially reasonable efforts to provide Customer with basic customer support via BS&A's standard support channels during BS&A's normal business hours.

5. Professional Services. BS&A will perform Professional Services as described in an Order. Customer will provide BS&A all reasonable cooperation required for BS&A to perform the Professional Services, including without limitation timely access to any reasonably required Customer materials, information, or personnel. Subject to any limitations identified in an Order, Customer will reimburse BS&A's reasonable travel and lodging expenses incurred in providing Professional Services. To the extent the Professional Services result in any work product of any kind or character ("**Work Product**"), all such Work Product will remain owned solely and exclusively by BS&A and, to the extent any such Work Product consists of enhancements, improvements, or other modifications to the Platform, such Work Product may be used by Customer solely in connection with Customer's authorized use of the Platform under this Agreement.

5.1 Cancellation. In the event Customer cancels or reschedules Professional Services (other than for Force Majeure or breach by BS&A), and without prejudice to BS&A's other rights and remedies, Customer is liable to BS&A for (i) all Professional Services performed prior to the cancellation or rescheduling of Professional Services; (ii) all non-refundable expenses actually incurred by BS&A on Customer's behalf; and (iii) daily Project Management or Implementation and Training fees associated with the cancelled or rescheduled Professional Services (in accordance with the daily fee rate), if less than forty-five (45) days advance notice is given regarding the need to cancel or reschedule and

BS&A cannot reasonably reassign its affected Professional Services resources to other projects where comparable skills are required.

6. Insurance. During the Subscription Period, BS&A shall procure and maintain appropriate insurance policies with coverage limits that are commensurate with industry standards and sufficient to protect against potential risks associated with this Agreement. The insurance policies shall be obtained from reputable and financially sound insurance providers, and BS&A agrees to provide proof of such insurance upon request by Customer.

7. Fees and Taxes.

7.1 Fees. The Platform may be provided for a fee or other charge. Customer shall pay BS&A the fees (“Fees”) identified in the Order without offset or deduction at the cadence identified in the Order (e.g., monthly or annually). BS&A may increase the Fees annually, provided that BS&A will provide Customer at least thirty (30) days’ notice of such increase prior to the end of the then-current Term. The amount of the Fee increase will be in BS&A’s sole discretion, provided that Customer agrees that the increase may be at least the greater of: (i) five percent (5%); or (ii) the annual increase in the relevant Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics for the then-current calendar year, in each case as compared to the Fees applicable during then-current Term, as applicable. Fees paid by Customer are non-refundable. Customer shall make all payments hereunder in US dollars by ACH or via another reasonable method chosen by BS&A, to such account as BS&A may specify in writing from time to time, or by another mutually agreed-upon payment method. If Customer pays via invoice, Customer will pay the invoiced amount within thirty (30) calendar days of the invoice date. If Customer fails to make any payment when due, and Customer has not notified BS&A in writing within ten (10) days of the payment becoming due and payable that the payment is subject to a good faith dispute, without limiting BS&A’s other rights and remedies, and to the fullest extent permissible under applicable law: (i) BS&A may charge interest on the undisputed past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse BS&A for all reasonable costs incurred by BS&A in collecting any late payments or interest, including attorneys’ fees, court costs, and collection agency fees; and (iii) if such failure continues for ten (10) days or more, BS&A may suspend Customer’s and its Authorized Users’ access to all or any part of the Platform until such amounts are paid in full.

7.2 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on BS&A’s income.

8. Confidential Information.

8.1 Definition. From time to time during the Subscription Period, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media that: (i) is marked, designated or otherwise identified as “confidential” or something similar at the time of disclosure or within a reasonable period of time thereafter; or (ii) would be considered confidential by a reasonable person given the nature of the information or the circumstances of its disclosure (collectively, “**Confidential Information**”). Except for Personal Information, Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without use of, reference to, or reliance upon the disclosing Party’s Confidential Information.

8.2 Duty. The receiving Party shall not disclose the disclosing Party’s Confidential Information to any person or entity, except to the receiving Party’s employees, contractors, and agents who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder (“**Representatives**”). The receiving Party will be responsible for all the acts and omissions of its Representatives as they relate to Confidential Information hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party’s rights under this Agreement, including to make required court filings. Further, notwithstanding the foregoing, each Party may disclose the terms and existence of this Agreement to its actual or potential investors, debtholders, acquirers, or merger partners under customary confidentiality terms.

8.3 Return of Materials; Effects of Termination/Expiration. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-use and non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire three (3) years from the date of termination or expiration of this Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

9. Data Security and Processing of Personal Information.

9.1 Customer Data. Customer hereby grants to BS&A a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for BS&A to provide the Platform and otherwise perform its obligations hereunder. Customer may export the Customer Data at any time through the features and functionalities made available via the Platform. For the avoidance of doubt, aggregated, de-identified, and anonymized portions, sets, or other combinations of Customer Data that do not contain personally identifying elements of Customer's identity or of any Authorized Users are Usage Data and not Customer Data.

9.2 Security Measures. BS&A will implement and maintain commercially reasonable administrative, physical, and technical safeguards designed to protect Customer Data (including Personal Information provided as part of Business Contact Data) from unauthorized access, use, alteration, or disclosure.

9.3 Processing of Personal Information. BS&A's rights and obligations with respect to Personal Information that it collects directly from individuals (if any) are set forth in BS&A's Privacy Policy (as amended from time to time in accordance with its terms). Personal Information processed by BS&A on behalf of Customer is considered Customer Data and is governed by the terms of this Agreement.

10. Intellectual Property Ownership; Feedback.

10.1 BS&A IP. Customer acknowledges that, as between Customer and BS&A, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the BS&A IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

10.2 Usage Data. Customer acknowledges that, as between BS&A and Customer, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the Usage Data.

10.3 Customer Data. BS&A acknowledges that, as between BS&A and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data.

10.4 Feedback. If Customer or any of its employees or contractors sends or transmits any communications or materials to BS&A by mail, email, telephone, or otherwise, suggesting or recommending changes to the BS&A IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("**Feedback**"), BS&A is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback.

11. Mutual Warranties; Disclaimer of Other Warranties.

11.1 Mutual Warranties. Each party hereby represents and warrants to the other that: (i) it has the full right, power, and authority to enter into, execute, and perform its obligations under this Agreement without any conflict with or violation of any other obligations to which it may be subject; and (ii) this Agreement is binding on such party in accordance with its terms.

11.2 Disclaimer of Other Warranties. THE BS&A IP IS PROVIDED "AS IS" AND BS&A HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. BS&A SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. BS&A MAKES NO WARRANTY OF ANY KIND THAT THE BS&A IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR

WORK WITH ANY SOFTWARE, SYSTEM OR OTHER PLATFORM, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

12. Indemnification.

12.1 BS&A Indemnification.

(a) BS&A shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("**Losses**") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") brought against Customer alleging that the Platform, or any use of the Platform in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights; provided that Customer promptly notifies BS&A in writing of the claim, cooperates with BS&A, and allows BS&A sole authority to control the defense and settlement of such claim.

(b) If such a claim is made or appears possible, Customer agrees to permit BS&A, at BS&A's sole discretion: to (i) modify or replace the Platform, or component or part thereof, to make it non-infringing; or (ii) obtain the right for Customer to continue use. If BS&A determines that neither alternative is reasonably commercially available, BS&A may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, and as Customer's sole and exclusive remedy therefor, BS&A will provide to Customer a prorated refund of prepaid, unused Fees attributable to the Platform (and not including any one-time Fees for Professional Services).

(c) This Section 12.1 will not apply to the extent that the alleged infringement arises from: (i) use of the Platform in combination with data, software, hardware, equipment, or technology not provided by BS&A or authorized by BS&A in writing; (ii) modifications to the Platform not made by BS&A; (iii) Customer Data; or (iv) Third-Party Products.

12.2 Customer Indemnification. To the extent permitted under applicable laws, Customer shall indemnify, hold harmless, and, at BS&A's option, defend BS&A from and against any Losses resulting from any Third-Party Claim alleging that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property or other rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Platform in a manner not authorized by this Agreement; or (iii) use of the Platform in combination with data, software, hardware, equipment or technology not provided by BS&A or authorized by BS&A in writing; in each case provided that Customer may not settle any Third-Party Claim against BS&A unless BS&A consents to such settlement, and further provided that BS&A will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

12.3 Sole Remedy. THIS SECTION 12.3 SETS FORTH CUSTOMER'S SOLE REMEDIES AND BS&A'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE PLATFORM INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

13. Limitations of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (i) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (ii) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (iii) LOSS OF GOODWILL OR REPUTATION; (iv) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (v) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER BS&A WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY WILL NOT APPLY WITH RESPECT TO LIABILITIES ARISING FROM: (A) A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 8; (B) A PARTY'S GROSS NEGLIGENCE, FRAUD, OR WILLFUL MISCONDUCT; OR (C) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 12 (PROVIDED THAT BS&A'S TOTAL AGGREGATE LIABILITY IN CONNECTION WITH SUCH INDEMNIFICATION OBLIGATIONS WILL NOT EXCEED THREE TIMES (3X) THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM).

14. Subscription Period and Termination.

14.1 Subscription Period. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for the period identified in the Order (the "**Initial Subscription Period**"). This Agreement will automatically renew for additional successive terms equal to the length of the Initial Subscription Period unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "**Renewal Subscription Period**" and together with the Initial Subscription Period, the "**Subscription Period**").

14.2 Termination. In addition to any other express termination right set forth in this Agreement:

(a) BS&A may terminate this Agreement, effective on written notice to Customer, if Customer: (i) fails to pay any amount when due hereunder, and such failure continues more than ten (10) calendar days after BS&A's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 2.3 or Section 8;

(b) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) calendar days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(c) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

14.3 Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer shall immediately discontinue use of the BS&A IP and, without limiting Customer's obligations under Section 8, Customer shall delete, destroy, or return all copies of the BS&A IP and certify in writing to the BS&A that the BS&A IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund.

14.4 Survival. This Section 14.4 and Sections 1, 5, 8, 10, 11, 12, 13, 14.3, and 15 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

15. Miscellaneous.

15.1 Relationship of the Parties. BS&A performs its obligations hereunder as an independent contractor and not a partner, joint venture, or agent of Customer and shall not bind nor attempt to bind Customer to any contract without Customer's prior written approval on a case-by-case basis. BS&A is responsible for hiring, firing, and supervising its personnel is solely responsible hereunder for its personnel, including without limitation for: (a) payment of compensation to such personnel; (b) withholding (if applicable), paying, and reporting, for all personnel assigned to perform services (including Professional Services) in connection with this Agreement, applicable tax withholding, social security taxes, employment head taxes, unemployment insurance, and other taxes or charges applicable to such personnel; and (c) health or disability benefits, retirement benefits, or welfare, pension, or other benefits (if any) to which such personnel may be entitled. For purposes of clarity, BS&A's personnel will not be eligible to participate in any of Customer's employee benefit plans, fringe benefit programs, group insurance arrangements, or similar programs.

15.2 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; and (ii) second, any other documents incorporated herein by reference.

15.3 Notices. All notices, requests, consents, claims, demands, waivers, and other communications

hereunder (each, a “**Notice**”) must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

15.4 **Force Majeure.** In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party’s reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

15.5 **Amendment and Modification.** No amendment or modification to this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

15.6 **Waiver.** No failure or delay by either Party in exercising any right or remedy available to it in connection with this Agreement will constitute a waiver of such right or remedy. No waiver under this Agreement will be effective unless made in writing and signed by an authorized representative of the Party granting the waiver.

15.7 **Severability.** If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15.8 **Governing Law; Submission to Jurisdiction.** To the extent permissible under applicable laws, this Agreement is governed by and construed in accordance with the internal laws of the State of Delaware without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Delaware. To the extent permissible under applicable laws, any legal suit, action, or proceeding arising out of or related to this Agreement must be instituted in the federal courts of the United States or the courts of the State of Delaware in each case located in New Castle County, Delaware and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. If Customer is located in a jurisdiction that requires that this Agreement be governed by and construed in accordance with laws other than those of the State of Delaware, or that require any legal suits, actions, or proceedings arising out of or related to this Agreement be instituted in state and federal courts located anywhere other than New Castle County, Delaware, then the Parties agree that such other laws shall apply and to institute any such legal suits, actions, or proceedings in such other jurisdiction(s).

15.9 **Assignment.** Neither Party may assign any of its rights or delegate any of its obligations hereunder (except in the case of either Party utilizing authorized subcontractors and consultants), in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns. Notwithstanding the foregoing, either Party may freely assign this Agreement to an affiliate or successor in interest in the event of a merger, acquisition, sale of all or substantially all of its assets, corporate reorganization, or other change in control, without the prior consent of the other Party.

15.10 **Export Regulation.** The Platforms utilize software and technology that may be subject to US export control laws, including the US Export Administration Act and its associated regulations. Customer shall not, directly or indirectly, export, re-export, or release the Platform or the underlying software or technology to, or make the Platform or the underlying software or technology accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), prior to exporting, re-exporting, releasing, or otherwise making the Platform or the underlying software or technology available outside the US.

15.11 US Government Rights. Each of the Documentation and software components that constitute the Platform is a “commercial item” as that term is defined at 48 C.F.R. § 2.101, consisting of “commercial computer software” and “commercial computer software documentation” as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor therefor, Customer only receives those rights with respect to the Documentation and the Platform as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

15.12 Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 8 or, in the case of Customer, Section 2.3, would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.

EXHIBIT B
PRICING SHEET
(Based on Quote 2960 dated 12/9/2025)

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Cloud Modules - Annual Fee

Financial Management		
GL-General Ledger		\$5,900.00
AP Account Payable		\$4,825.00
PO Purchase Order		\$4,720.00
CR-Cash Receipting		\$5,350.00
AR-Account Receivables		\$4,510.00
FA Fixed Assets		\$4,405.00
	Total	\$29,710.00
Personnel Management		
PR-Payroll		\$8,010.00
HR-Human Resources		\$5,585.00
	Total	\$13,595.00
Community Development		
BD-Building Department		\$9,610.00
BL Business License		\$4,615.00
	Total	\$14,225.00
Property		
AL-Animal License	Total	\$2,765.00
BS&A Online		
BSAO-PRS Online Bill Pay		\$1,805.00
CD-Building		\$4,090.00
	Total	\$5,895.00
	Subtotal	\$66,190.00

Data Conversions/Database Setup

HR- Manual- Database Setup Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees	\$3,675.00
PO- Manual- Database Setup + Import Requisition Import	\$7,175.00
AR- Manual- Database Setup + Import Import of Customers, Import of Invoices with outstanding balances, Setup of Billing Items, Penalties	\$7,035.00
FA- Manual- Database Setup + Import Import of Assets, Setup of Assets, Entry of Value, Accumulated Depreciation	\$5,815.00
BL- Manual- Database Setup + Import Import of Businesses, Licenses, Open current year Invoices, Setup of License Types, Fee Schedules	\$8,010.00
AL- Manual- Database Setup	\$2,850.00
PR- Conversion- Caselle Database setup, employee detail, YTD Values, Check history for up to 5 years	\$14,660.00
GL- Conversion- Caselle COA, Balances, Budget, Journal Transaction history for up to 5 years	\$6,905.00
AP- Conversion- Caselle Vendors, Invoices and check history for up to 5 years	\$5,885.00
CR- Conversion- Caselle Receipt items, Receipt history for up to 5 years	\$5,990.00
BD- Conversion- OpenGov Setup of Permit and Enforcement Types, Fee Schedules, Permit and Enforcement History for up to 5 years	\$15,955.00
Total	\$83,955.00

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500.00
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Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

Total **\$46,965.00**

Implementation and Training

- \$1,425/day; Days quoted are estimates; you are billed for actual days used
- Training days quoted/billed in full day increments only

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Setup Days

ITS Setup - FM	Setup Days: 2	\$2,850.00
ITS Setup - HRIS	Setup Days: 2	\$2,850.00
ITS Setup - CD	Setup Days: 2	\$2,850.00
ITS Setup - Property	Setup Days: 1	\$1,425.00
Total Setup Days: 7		Subtotal: \$9,975.00

Implementation and Training Days

ITS Training - FM	Training Days: 13	\$18,525.00
ITS Training - HRIS	Training Days: 20	\$28,500.00
ITS Training - CD	Training Days: 16	\$22,800.00
ITS Training - BSAO	Training Days: 2	\$2,850.00
ITS Training - Property	Training Days: 1	\$1,425.00
UAT - User Acceptance Testing	Training Days: 8	\$11,400.00
Total Training Days: 60		Subtotal: \$85,500.00
Total Days: 67		Total: \$95,475.00

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,425/day
- Days quoted are estimates, you are billed for actual days used

Post-Go Live for all modules for which training was performed	Training Days: 6	\$8,550.00
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Cost Totals

Cloud New Purchase – Annual Fee	Subtotal	\$66,190.00
Data Conversion/Database Setup	Subtotal	\$83,955.00
Custom Import	Subtotal	\$1,500.00
Project Management and Implementation Planning	Subtotal	\$46,965.00
Implementation and Training	Subtotal	\$95,475.00
Post-Go Live Assistance	Subtotal	\$8,550.00

Total Proposed	\$302,635.00
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The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.

- \$160/\$185/\$225 per day hotel, varies by state
- \$90 per day car rental
- \$70 per day meals
- \$730 per trip airfare/related expenses
- \$0.70/mile round trip for drive distance

Payment Schedule

- 1st Payment: **\$132,420** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$66,190** to be invoiced upon the subscription start date.
- 3rd Payment: **\$104,025** to be invoiced upon completion of training.

Addendum

Conversion Scope Definition

The successful conversion of data from a customer's legacy system(s) is contingent upon the Customer's ability to provide complete and accurate data exports. When possible, BS&A will assist with or perform the data extraction from the Customer's legacy system(s) to complete this project successfully, the Customer shall:

- Provide access to all required data exports from legacy systems in a mutually agreed-upon format and according to the project timeline.
- Ensure the completeness and accuracy of all exported data.
- Provide documentation regarding data structures, relationships, and business rules associated with the legacy data.
- Designate a knowledgeable representative familiar with the legacy system to address questions or issues that may arise during the conversion process.

BS&A's ability to complete the data conversion is dependent upon the fulfillment of these Customer responsibilities.

In addition:

- The scope of this conversion is based on the information provided by the customer regarding their legacy system(s). If additional data sources are introduced or if the scope of the legacy system(s) changes, this may result in additional charge or changes to the project schedules.
- The following outlines the data points that can be converted into BS&A. Any data point that is not used or not available in the legacy system will not be included in the conversion process.

Financial Management Suite

General Ledger

- Bank Accounts
- Chart of Accounts
 - Fund
 - Department
 - Account
 - Account Classification
 - Grants
 - Projects
- Journal Entry/Manual Journal Entry Detail
- Budget

Accounts Payable

- Vendor
 - Address
 - Contact
 - Distribution
- Invoice
 - Item
 - Distribution
- Checks

Cash Receipting

- Receipt Item Type
- Receipt Tender Type
- Receipt
 - Item
 - Distribution
- Recurring Receipt Template
- Sales Tax Codes

Purchase Order

- PO Import
 - Purchase Orders with an amount remaining

Fixed Assets

- FA Import
 - All assets and asset values imported to retain full asset listing

Accounts Receivable

- AR Import
 - Customer Import
 - Invoice Import – Invoices with an outstanding balance only

Human Resources Management Suite**Personnel Management**

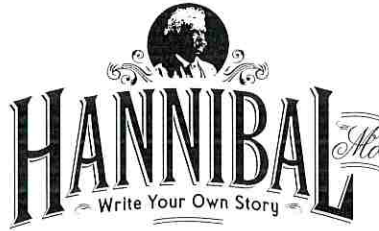
- Pay Codes
- Deductions and Expenses
- Departments
- Job Classes
- Leave Banks
- Locations
- Positions
- Rate Tables
- Remittance Vendors
- Employee Information
 - Pay Codes and Distributions
 - Deductions and Expenses
 - Direct Deposit Information
 - Emergency Contacts
 - Dependents
 - Position History
 - Leave Banks and Balances
 - Notes
 - Attachments
- 5 years of payroll and remittance check history

Community Development Suite**Community Development**

- Property/Parcel
- Contractors
 - Permit
 - Inspections/Fees
 - Reviews
- Enforcements
 - Violations/Inspections/Fees
- Certificates/Fees
- Bonds/Escrows
- Occupancy Certificates
- PZE Processes
 - Reviews

Business Licensing

- Businesses
 - Employees
- Licenses
- Inspections
- Fees



MEMORANDUM

To: Mayor and City Council

From: Bianca Quinn, Finance Director

Date: January 28, 2026

Subject: Bid Limits

This memo is in reference to the bid limit increases pursuant to Section 9.13 (b) of the Charter of the City of Hannibal, which states that the Council of the City of Hannibal shall amend the bid limits annually.

In past practice the Council has used the “National All Urban Consumers – (base 1984)” Table of the Bureau of Labor Statistics’ Consumer Price Index (CPI). Utilizing the December-to-December comparison, the index increased 3% from December 2024 to December 2025.

No purchase shall be made without first advertising for sealed bids shall be amended as follows:

- “(1) For purchases of personal property at or above \$6,264.00 (up from \$6,082.00).*
- “(2) For purchases for repairs on buildings and light equipment at or above \$16,844.00 (up from \$16,353.00).*
- “(3) For purchases for repairs on heavy equipment or for construction of infrastructural facilities at or above \$37,015.00 (up from \$35,937.00).*
- “(4) For purchases of service contracts at or above \$7,640.00 (up from \$7,417.00).”*

All purchases made under bid limits shall be substantiated by two (2) or more quotes from reliable firms or individuals. The policy set forth under the guidelines of the City Manager states that all purchases shall be competitively shopped. Procurement under the bid limit but above \$1,000.00 requires proof of the competitive process (documents of written or telephone quotes obtained.) Under \$1,000.00, though competitively obtained, does not require documented proof.

The council shall have the right to waive the bidding requirements in the event of a state of emergency directly affecting the City of Hannibal and as so declared by council action.

BILL NO. 26-002

ORDINANCE NO. 5019

FIRST READING 02.03.2026

SECOND READING 02.17.2026

AN ORDINANCE OF THE CITY OF HANNIBAL AMENDING THE ANNUAL BID LIMITS IN ACCORDANCE WITH SECTION 9.13 (b) OF THE CITY OF HANNIBAL CHARTER

WHEREAS, Section 9.13 (b) of the Charter of the City of Hannibal states *the City Council shall by ordinance adjust the monetary limits of subsection (a) annually to reflect inflation/deflation rates for the Hannibal area as determined by the national rates, to the nearest dollar amount as determined by the council*, and

WHEREAS, based on the “National All Urban Consumers – (base 1984)” Table of the Bureau of Labor Statistics’ Consumer Price Index (CPI), the December 2024 to December 2025 comparison rates have shown an annual increase of 3.00%, and

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

SECTION ONE: In accordance with Section 9.13 (b) of the Charter of the City of Hannibal, the bid limits are hereby amended to reflect an increase of 3.00% as follows:

- Subsection (a) 1: Purchases of personal property; increase bid limit from \$6,082.00 to **\$6,264.00**
- Subsection (a) 2: Payment for repairs on buildings and light equipment; increase bid limit from \$16,353.00 to **\$16,844.00**
- Subsection (a) 3: Payment for repairs on heavy equipment or for construction of infrastructural facilities; increase bid limit from \$35,937.00 to **\$37,015.00**
- Subsection (a) 4: Service contracts; increase bid limit from \$7,417.00 to **\$7,640.00**

SECTION TWO: All ordinances and parts of ordinances in conflict with this ordinance, in so far as they conflict, are hereby repealed.

SECTION THREE: This Ordinance shall be in full force and effect February 3, 2026 until amended.

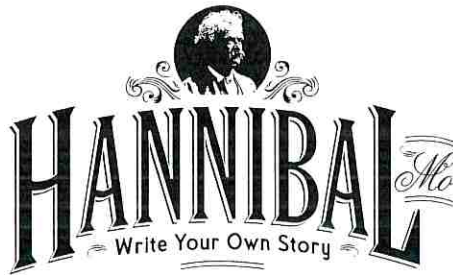
Adopted this _____ day of _____, 2026.

Approved this _____ day of _____, 2026.

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk



MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Eric Graham, IT Systems Administrator
DATE: February 3, 2026
SUBJECT: Surplus of IT Equipment

The Hannibal IT Department is seeking the approval of the Council to surplus all the items in the attached document. All the items are either no longer working or have reached their end of life and are no longer useful to the city.

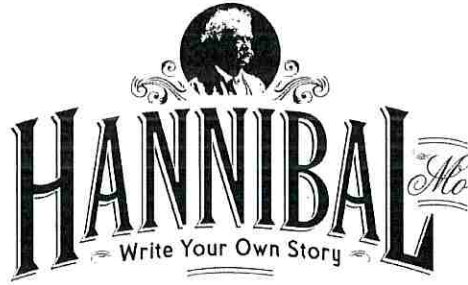
We are requesting the equipment be declared as surplus so it can be picked up and properly disposed of, at no cost to the City, by TechRemover, LLC out of St. Louis Missouri.

Eric Graham
City of Hannibal IT

1F057740L Item	Serial Number	Reason for Disposition	Purchase Date	Location
2UA5322N HP COMP 6000 PRO	MXL042252V	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322N6T	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NC8	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322N6R	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5293JLD	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322N7B	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NDS	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	MXL7251PJ5	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5293JN0	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322N9N	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NCN	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NCF	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NC3	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322N8F	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5293JLM	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NBMI	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322NC9	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5293JKD	Outdated Tech	UNK	IT Office
HPD HP G1 SFF Desktop	2UA5322N72	Outdated Tech	UNK	IT Office
City Clerk HP EliteDesk 705 G4	MXL9274VfV	Outdated Tech	UNK	IT Office
Executive iPhone 11	F4JCG0VWN72J	Outdated Tech	UNK	IT Office
Executive iPhone 11	F4JCG0NVN72J	Outdated Tech	UNK	IT Office
Executive iPhone 11	C7CCGRXQN72J	Outdated Tech	UNK	IT Office
City Hall J6D80UT#ABA	MXL527220R	Desktop Computer		
City Hall J6D80UT#ABA	MXL527220P	Desktop Computer		
City Hall G5R51UT#ABA	MXL43528TP	Desktop Computer		
City Hall J6D80UT#ABA	MXL527220M	Desktop Computer		
City Hall J6D00UT#ABA	2UA5293JKH	Desktop Computer		
City Hall J6D00UT#ABA	2UA5322NDQ	Desktop Computer		
City Hall K1L14UT#ABA	2UA5162BN3	Desktop Computer		
City Hall VS825UT#ABA	MXL1150VT2	Desktop Computer		
City Hall LA064UT#ABA	MXL1412S22	Desktop Computer		

City Hall	A2W61UT#ABA	2UA2130VX5	Desktop Computer
City Hall	LP018AV#ABA	LP018AV#ABA	Desktop Computer
City Hall	THINKCENTER M2	1S3306J3UMJ743F	Desktop Computer
City Hall	HP COMPAQ dc5700	2UA71801KT	Desktop Computer
City Hall	PENT III	NO SN	Desktop Computer
City Hall	LA068UT#ABA	MXL1511H7W	Desktop Computer
City Hall	XZ796UT#ABA	MXL13113KQ	Desktop Computer
City Hall	iPAD 16gb a1430	DMPJ12T7DVGG	Desktop Computer
City Hall	P4K05UT#ABA	2UA6161GVD	Desktop Computer
City Hall	LENOVO YOGA 2013	MP-06M9NX	Desktop Computer
City Hall	LENOVO E15	PF2NKGDM	Desktop Computer
City Hall	HP COMPAQ dc5700	2UA7160VHZ	Desktop Computer
City Hall	HP dc7700	MXL7210W22	Desktop Computer
City Hall	DELL DIMENSION3100	6DDPR91	Desktop Computer
City Hall	HP COMPAQ dc5700	2UA71801KV	Desktop Computer
City Hall	HP COMPAQ dc5700	2UB5310HHD	Desktop Computer
City Hall	8MU10UT#ABA	MXL0162DRS	Desktop Computer
City Hall	Everfoucs ECoR264-8D2	9kd123480257	Security Camera Control
City Hall	HP 1740 Montior		Computer Monitor
City Hall	APC UPS 1000		Battery Backup Device
City Hall	HP LaserJet P4515fn		Laser Printer
City Hall	HP LaserJet 4250		
City Hall	Hisense 39H5D		LED/LCD TV
City Hall	TS3122 Canon Printer		InkJet Printer
City Hall	DYNEX LCD TV		LED/LCD TV
City Hall	IBM typewriter		Printer/Typewriter
City Hall	Aruba APIN0103		Wireless Access Point
City Hall	NEC Computer Mointor		Computer Monitor
City Hall	Dell Computer Monitor		Computer Monitor
City Hall	Dell Computer Monitor		Computer Monitor
City Hall	Viewsonic computer mo		Computer Monitor
City Hall	Generic Computer Monitor		Computer Monitor
City Hall	HP Desktop Computer	MXL4130GYH	Desktop Computer

City Hall	B5N08UT#ABA	2UA2430CK0	Desktop Computer
City Hall	HP Laserlet 1022		Laser Printer
City Hall	C50		ID Card Printer
City Hall	Sony DVD Player		DVD Player
City Hall	HP ProLaint ML350		Server
City Hall	9045-52A (Dell Sever)		Server
City Hall	Europower Amp		Audio Mixer and AMP
City Hall	Behringer Speaker		PA Speaker
City Hall	Pitney Bowes Postage Mach.		Postage Mach.
City Hall	7PD94UT#ABA		MXL950536T
City Hall	Dell P3		9X54JX51
Various	iPhone 11		C7CCGJVHN72J
	IPHONE 12		C7CD2KSQN72J
	iPhone 12		C7CCGEX0N72J
HPD	Galaxy XCover6 Pro		R5CW31HZ55B
Parks	Cash Register		
Parks	Battery Backup		
Airport	2 HP Printers		
Airport	2 HP Monitors		
Airport	Weireless Router		
Airport	Computer		



MEMORANDUM

TO: Mayor and Members of City Council

CC: Andy Dorian, Interm City Manager

FROM: Trisha O'Cheltree, Director of Tourism

DATE: February 3, 2026

REGARDS: Contract City of Hannibal and Feuding Hillbillies

2026 Special Edition of Music Under the Stars

The Hannibal Convention & Visitors Bureau (HCVB) is hosting a special edition of Music Under the Stars in partnership with the Mark Twain Boyhood Home and Museum along with the Missouri Division of Tourism as a free concert event for residents and visitors.

This is to celebrate America's 250th birthday along with celebrating the 150 years of Mark Twain publishing "The Adventures of Tom Sawyer"! Music Under the Stars has historically served as a signature cultural experience for the community, contributing to downtown vitality and drawing visitors to the City of Hannibal.

Funding for this special edition of Music Under the Stars will be covered through HCVB's existing budget allocations for promotional events and tourism programming.

Staff recommends that the City Council approve the accompanying resolution authorizing the Mayor to execute the contract between the City of Hannibal and the Feuding Hillbilly's.

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

RESOLUTION NO. 2589-26

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH THE HANNIBAL CONVENTION & VISITORS BUREAU FOR A SPECIAL EDITION OF *MUSIC UNDER THE STARS*.

WHEREAS, the City of Hannibal supports community events and cultural programming that enhance quality of life for residents and provide meaningful experiences for visitors; and

WHEREAS, the Hannibal Convention & Visitors Bureau (“HCVB”) proposes to organize and present a special edition of *Music Under the Stars*, offering a free public concert designed to benefit the community and promote tourism; and

WHEREAS, the HCVB has presented a contract titled “**Feuding Hillbillys Contract**” (the “Contract”), outlining the responsibilities, services, and terms necessary to carry out the special edition of *Music Under the Stars*; and

WHEREAS, the City Council finds that entering into this Contract serves a public purpose by supporting arts, culture, and economic activity within the City of Hannibal; and

WHEREAS, it is in the best interest of the City of Hannibal to authorize execution of the Contract so that the event may proceed as planned.

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

1. The City of Hannibal hereby approves the Contract between the City and the Hannibal Convention & Visitors Bureau for the production of a special edition of *Music Under the Stars*, a free concert for residents and visitors.
2. The Mayor is hereby authorized and directed to execute the Contract on behalf of the City of Hannibal, along with any related documents necessary to carry out its intent.

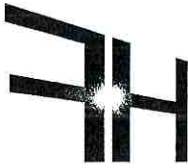
ADOPTED THIS 3rd DAY OF FEBRUARY, 2026

APPROVED THIS 3rd DAY OF FEBRUARY, 2026

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk



Feudin Hillbillys Contract

Thank you for the opportunity to partner with you. This contract and rider is not intended to be a list of demands; but rather, a checklist of matters for us to discuss our requirements and mutual expectations. It is crucial to the success of an event that we clearly approve, arrange, and review this thoroughly in advance. Our desire is to approach every performance with excellence, humility, and professionalism. We see this event as much more than "us bringing music." We view it as a privilege to work with you! Thank you in advance for your time, effort, and support.

Regarding the proposed FEUDIN' HILLBILLYS engagement on 6/11/26 (date of performance), this rider sets forth terms and conditions hereby made part this contract-dated _____ (today's date) between (PURCHASER) City of Hannibal - CVB and FEUDIN' HILLBILLYS (ARTIST). Any changes made to this rider are invalid unless approved in writing by Artist's representative. Purchaser and Artist hereby agree to the following:

Type / Details Of Event:

Name of Facility/Location Hosting: Mark Twain Museum Mall Stage
 Address: Hill Street City: Hannibal State: MO Zip: 63401
 Time Doors Open To Public: 6pm Duration Of Performance: 2.5 hours

Please Circle Answers Accordingly To The Following Questions:

In-doors or Out-doors? Open To Public-Yes/No? Age Restrictions-Yes/No? Alcohol Present-Yes/No?

Advertising/Marketing Agreement:

Unless otherwise stated in the contract, ARTIST shall receive 100% sole headline billing as FEUDIN' HILLBILLYS in any and all press releases, advertisements, radio, television, tickets, newspapers, programs, signs, marquees, or other comparable likes of publicity. ARTIST shall have approval over all advertising, promotions, and sponsorship at least thirty (30) days prior to performance.

Cancellation / Force Majeure:

ARTIST shall have the right, in its sole discretion, to cancel the engagement without liability, by giving PURCHASER at least thirty (30) days notice. If ARTIST'S performance is hindered, rendered impossible, hazardous or is otherwise prevented due to sickness, inability to perform, accident, failure of means of transportation, Act of God, and/or the cause of any similar/dissimilar event beyond ARTIST'S control, then the ARTIST shall be excused in connection therewith. Provided ARTIST is ready, willing, and able to perform, PURCHASER shall remain liable to pay ARTIST full contract price plus any monies.

Inclement Weather:

It is understood that the PURCHASER shall remain liable under any and all weather conditions. ARTIST is entitled to full pay (including monies) in event of rain, excessive wind, lightning, or other weather conditions deemed unsafe at the discretion of the ARTIST'S representative. ARTIST recommends PURCHASER obtain rain insurance if applicable. The decision of indoor vs. outdoor, cancellation, etc. needs to be made prior to production team arriving.

Creative Control:

PURCHASER'S Initials _____

ARTIST shall have exclusive control over all creative elements of the engagement including, but not limited to: sound, staging, stage lights, room lighting, choice of emcee or supporting acts, backdrops, signs, music, and any similar/dissimilar manner prior to, during, or after performance.

Staging:

PURCHASER shall provide and pay for an adequate stage suitable for its intended purpose. The stage will be a MINIMUM of 24' wide x 12' deep x 18" tall. Any staging above 18" tall will have AT LEAST 1 set of stairs and/or a ramp that meets or exceeds county and state building safety codes in accordance to current regulations. PURCHASER will provide a clean, solid, sturdy, aesthetically appealing stage that is clear of debris for the purposes of loading and unloading production. Staging requirements for mixing consoles, lighting, backline, and other work-related materials will be subject to ARTIST'S production manager's approval. PURCHASER is to notify ARTIST of any gravel, sand, stairs, or a distance of parking versus staging greater than 100', grass, incline/decline of grade, dust/mud, or any similar/dissimilar terrain or potential setting for the day of the performance. PURCHASER is to advance the staging with the ARTIST'S production manager thirty (30) days prior to performance. In the event of a flatbed trailer being used as a stage, there needs to be two (2) trailers of the same height, length, and width – butted directly up to each other, without gaps or spacing. Any space without a "stage," trailer, or on ground-level must be approved with ARTIST in advance.

Merchandising: ARTIST is to maintain 100% of any sales and reserves the right to sell (when applicable.) ARTIST desires a 4'x8' area designated for set-up, with access to an electrical outlet.

Parking:

PURCHASER is to provide ARTIST with 8 parking spots. Two spots should be reserved for a full-size pickup truck and 14' cargo trailer. Parking should be free of patrons and traffic. Parking shall be blocked with cones or other means to reserve 1 hour prior to arrival. Any passes shall be given to the ARTIST thirty (30) days in advance and the security at gates/entrances shall be made aware. Any valet expenses shall be paid by the PURCHASER.

Security: PURCHASER to provide security upon arrival of ARTIST and until ARTIST leaves event. The number of security personnel is dependent on previous shows and anticipated crowd. PURCHASER to ensure **no patrons come on stage** (without permission from ARTIST,) security checks vehicles (including ARTIST'S) outside on a regular basis, and has roaming security for entire venue including mix position, and backstage areas.

Fringe Benefits (Hospitality & Accommodations):

PURCHASER to provide complimentary drinks, including but not limited to: bottled water, soda, and alcohol (if allowed) not to exceed \$100 respectively. PURCHASER is to provide complimentary, hot and healthy meals - 3 hours prior to the performance. This is especially important when we are in a location without access to food for several hours. PURCHASER is to provide ARTIST private dressing room and restroom – knowing this in advance, allows us to plan when and where we can change clothes. With the nature of our work, we can be flexible, when necessary – just communicate these accommodations in advance.

Taxes:

PURCHASER shall pay, at its sole cost all taxes, fees, dues, and like relating to the event.

Choice Of Law:

PURCHASER agrees to obtain \$1,000,000 or greater general liability insurance, secure permits, licenses, authorizations and the like required to legally host the event. PURCHASER shall abide and be deemed to enter under all state laws applicable to this contract. It is understood this contract is legally binding on

PURCHASER'S Initials _____

both parties. In the event of a dispute, the ARTIST shall be entitled to payment of all costs and attorney fees incurred. ARTIST is a general partnership and executes this agreement as an independent contractor and not as an employee.

Settlement Of Wage:

PURCHASER agrees to guarantee ARTIST \$ 5,000.00

PLUS/VERSUS 0 % of the gross admission.

PURCHASER agrees to start collecting admission at the time of the doors opening to the general public.

PURCHASER agrees to reimburse ARTIST for any discounted or complimentary admission exemptions.

ARTIST is entitled to provide a representative of the ARTIST to collect money, but will not check ID or

provide security. The ARTIST shall have the right to enter the box office, request a count, examine

extracts of records relating to gross receipts at any time before, during or after performance.

PURCHASER to provide ARTIST a written box-office statement immediately following the engagement.

Transportation Allowance: \$ 0 Mileage Allowance: \$ 0 / mile. Per Diem: \$ 0

Purchaser to provide 2 double Hotel Accommodations:

Reservation Name/Number: n/a n/a

Reservation Location: n/a n/a

PURCHASER agrees to a non-refundable retainer deposit in the amount: \$ 500.00

made payable to: FEUDIN' HILLBILLYS DATE: 2/4/26

PURCHASER shall provide a mechanics lien or invoice for ARTIST'S representative to sign if desired.

It is understood that the PURCHASER'S representative offers a personal guarantee entering into this contract.

PURCHASER has read and initialed every page (1-4) of this contract rider:

Print First and Last Name: _____

Signature: _____

Address: 320 Broadway City: Hannibal State: MO Zip: 63401

Phone Number: _____ Email: _____

Notes/Social Media: (Newspaper, Radio, Facebook, Instagram, Twitter, Website, Ticket Sales, etc.)

Free concert for community & visitors

Please Return Completed Contract and Deposit To:

Derrick Roy
DBA Feudin Hillbillys
14 S. Deer Lake
Villa Grove, IL 61956
217-649-1186
FeudinHillbillys@Gmail.com

PRODUCTION REQUIREMENTS (ONLY NEED TO BE MET IF BUYER PROVIDES)

Production Manager Brad Jones 217.714.3733 BJONESFHB@gmail.com

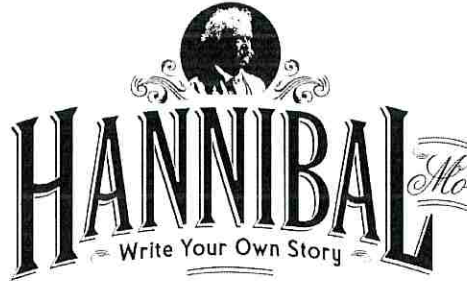
- 1) PURCHASER representative must be on site one hour from load-in until completion of load-out.
- 2) PURCHASER will provide 6 separate 20 amp circuits divided at six (6) points of power. ARTIST requires a certified electrician for the duration of the event. Service must be on a breaker and fuse protected.
- 3) Backline requirements are subject to ARTIST approval if provided.

PURCHASER'S Initials _____

- 4) A black backdrop should be supplied to cover any areas backstage. Risers are to have black skirting. Electrical cables, drop boxes, and PA cables are to be black.
 - 5) PURCHASER understands and agrees to maintain "state of the art" equipment. PURCHASER agrees in the ARTIST's sole opinion, should the said sound system not be of a quality, power, or capacity deemed adequate by ARTIST, ARTIST may refuse to perform with any amounts due to be paid regardless of refusal to perform.
 - 6) PURCHASER may obtain a list of preferred sound contractors and acceptable equipment from ARTIST's Production Manager.
 - 7) PURCHASER will discuss any seating problems with ARTIST upon advancement.
 - 8) ARTIST will require a mix position 8'x8' and a lighting position 8'x8' centered on main floor.
 - 9) PURCHASER to provide house PA with four (4) way actively crossed system in stereo. It shall exhibit an even frequency response, 40 Hz to 16 khz (+-3dB) and be capable of 110 dB (C weighted) with 5 dB of reserve headroom measured on axis at FOH without distortion. Decked PA in venues with paid seating at a distance greater than 100' will require Delay speakers properly aligned to mains. Horns must be at least 10' off the ground.
 - 10) ARTIST requires mains and monitors are free of hums, buzzes, and blown or rattling drivers. Fidelity and even coverage are a must. Fills must be properly aligned for vertical and horizontal coverage. All PA must be in respect to manufacture design. Amplification must be appropriate, equal quality, and achieve specified levels without clipping.
 - 11) ARTIST requires 24 (24) mono inputs + 4 stereo channels with minimum two (2) band full parametric strip EQ and Polarity invert per channel, and four (4) switchable auxiliary sends
 - 12) Cross-over points, system limiters, phase, polarity and signal connection must be made available to ARTIST production manager.
 - 13) ARTIST requires two (2) high quality digital reverbs, one (1) digital delay, four (4) channels of compression, and five (5) channels of insertable gate.
 - 14) PURCHASER will provide a FOH technician, monitor tech, and lighting engineer in working order throughout the day of performance.
 - 15) PURCHASER agrees to provide a minimum lighting of six (6) cans, two (2) spotlights, sufficient dimmers, and "state-of-the-art" effect lighting.
 - 16) ARTIST requires that house lights remain off the duration of the performance unless authorized.
-

Input List, Stage Plot, Backline Requirements, Logo, and Promotional Pictures are available upon request. We control our own IEM mixes and send a digital snake/split to FOH/snake.

PURCHASER'S Initials _____



MEMORANDUM

TO: Mayor and Members of City Council

CC: Andy Dorian, City Manager

FROM: Trisha O'Cheltree- HCVB Director

DATE: February 3, 2026

REGARDS: Website Maintenance Estimate – Osborn, Barr & Paramore

WEBSITE MAINTENANCE

The Hannibal Convention & Visitors Bureau (HCVB) is requesting council approval for the Mayor to sign an agreement covering website maintenance with Osborn, Barr & Paramore (OBP), including bug repairs and minor updates for \$3,425.00 during calendar year 2026.

This estimate includes agency fees associated with maintaining our website from Jan 26-Dec-26, allows for bug fixes and plugin updates. This agreement includes up to 20 hours of maintenance and up to \$150 in hard costs for plugin fees associated with the site. If there is a bug/minor update requiring less than 2 hours, OBP will fix it immediately and notify us. Anything over 2 hours will require client approval.

RESOLUTION NO. 2588-26

A RESOLUTION OF THE CITY OF HANNIBAL AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH OSBORN, BARR & PARAMORE (OBP) FOR WEBSITE MAINTENANCE SERVICES FOR CALENDAR YEAR 2026

WHEREAS, the Hannibal Convention & Visitors Bureau (HCVB) requires ongoing technical support, bug repairs, and minor website updates to ensure the City's tourism website remains functional and up to date; and

WHEREAS, Osborn, Barr & Paramore (OBP) has provided an estimate for website maintenance services covering the period of January 2026 through December 2026; and

WHEREAS, the proposed agreement includes up to twenty (20) hours of website maintenance and up to one hundred fifty dollars (\$150.00) in hard costs for necessary plugin updates and related fees; and

WHEREAS, OBP will provide immediate repairs for bugs or minor updates requiring less than two (2) hours of work, with notification to the HCVB, and will obtain client approval for any work requiring more than two (2) hours; and

WHEREAS, the total cost of these services for calendar year 2026 is three thousand four hundred twenty-five dollars (\$3,425.00).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HANNIBAL, MISSOURI, that the Mayor is hereby authorized to execute an agreement with Osborn, Barr & Paramore (OBP) for website maintenance services for the Hannibal Convention & Visitors Bureau in the amount of \$3,425.00 for calendar year 2026.

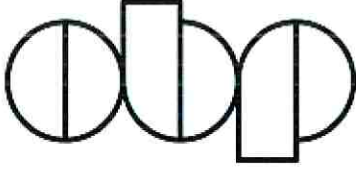
ADOPTED THIS 3rd DAY OF FEBRUARY, 2026

APPROVED THIS 3rd DAY OF FEBRUARY, 2026

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk



Osborn & Barr Communications, Inc. • 2 City Place • Suite 200 • Creve Coeur, MO 63141

Estimate

Hannibal Convention & Visitors Bureau
925 Grand Ave
P.O. Box 188
Hannibal, MO 63401

Estimate : 44533 - 1
Date : 1/14/2026
Page : 1 of 1

Estimate: 044533 VisitHannibal FY26 Web
Maintenance
Quote: 01

Job: 064794 VisitHannibal FY26 Web
Maintenance
Client Reference:

This estimate includes agency fees associated with maintaining vistihannibal.com from January 2026 until December 31, 2026. Allows for bug fixes to current functionality and plugin updates. This estimate includes up to 20 hours of website maintenance and up to \$150 in hard costs for plugin fees associated with the site. If there is a bug/minor update less than 2 hours, OBP will fix it immediately and notify the client. Anything over 2 hours, we will require client approval. Maintenance will be re-estimated in January 2027.

Total For Estimate: \$3,425.00

This estimate is subject to a +/- 10% variance. The costs are based upon our understanding at this time. These costs do not include any allowances for revisions or changes after this date. This estimate is subject to review if not approved within (30) days or if production is not complete within (60) days. Photo and broadcast estimates do not allow for "Rain Out" or "Cancellation Fees".

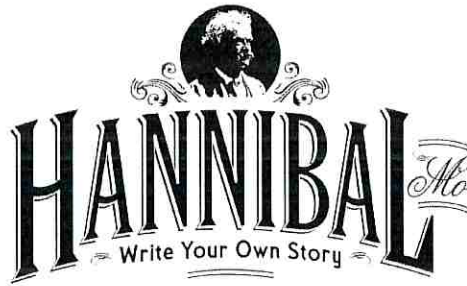
Payment:
Upon termination of the agreement Osborn & Barr Communications, Inc shall be entitled to receive the compensation and expenses in its entirety as provided herein for its services as outlined herein for advertising/public relations purchased, and for any uncancellable materials and/or contracts finished or in preparation. Photo illustrations are based upon a "usage fee" unless otherwise noted. Freight, delivery and postage expenses are estimates only. Actual costs will be billed accordingly.

All information about Osborn & Barr Communications, Inc and its clients, shall be deemed confidential information. You agree to keep all information confidential and not to use or disclose any confidential information to any person or entity without Osborn & Barr Communications, Inc's prior written approval. You acknowledge that any breach by you of the foregoing could cause irreparable injury to Osborn & Barr Communications, Inc. and may not be measurable or fully or adequately compensable in money damages.

Agency Authorization: *Jameson Ellis*
Date: 1/14/2026

Client Approval Approved By: _____
Date: _____

Remit Payment to: PO Box 11750, St. Louis, Missouri 63105



MEMORANDUM

TO: Mayor and Members of City Council

CC: Andy Dorian, Interim City Manager

FROM: Trisha O'Cheltree, Director of Tourism

DATE: January 21, 2026

REGARDS: Approval of Sponsorship Agreement with Missouri Division of Tourism for 2026 Commemoration Events

2026 MDT Sponsorship Agreement

The year 2026 presents a unique opportunity for Hannibal to celebrate two significant milestones:

- The **250th Anniversary of the United States**, and
- The **150th Anniversary of Mark Twain's *The Adventures of Tom Sawyer***.

To honor these major cultural and historical events, the HCVB is planning two high-impact community and tourism-focused activities:

- 1. Drone Light Show - June 6, 2026 (Clemens Field)**
 - Expected attendance: **3,000-5,000**
 - A dynamic visual show including Hannibal- and Twain-themed imagery
 - Visibility up to three miles
- 2. Launch of New Year-Round Lighted Attraction & Music Under the Stars Concert - June 11, 2026**
 - Expected attendance: **1,500-2,000**

Hannibal Convention & Visitors Bureau

925 Grand Ave.

Hannibal, Missouri 63401

573.221.2477

VisitHannibal.com

- Unveiling of a permanent light-based attraction in the Mark Twain Museum Mall
- Anticipated to be viewed by **tens of thousands** of visitors annually

These events are designed to elevate Hannibal's statewide significance, enhance tourism appeal, draw regional and national visitors, and strengthen the city's long-term cultural identity.

Sponsorship Agreement Summary

VisitMo has offered a **\$35,000 sponsorship**, designating the Missouri Division of Tourism as a **co-presenting sponsor** for both events. Allocation of funds is as follows:

- **\$25,000** – Drone Light Show
- **\$10,000** – Lighted Attraction Kickoff Event

HCVB Staff recommends approval of the Sponsorship Agreement with the Missouri Division of Tourism and adoption of the accompanying resolution. This partnership provides vital financial support, enhances event visibility, and strengthens the city's position during a nationally significant commemorative year.

Hannibal Convention & Visitors Bureau

925 Grand Ave.

Hannibal, Missouri 63401

573.221.2477

VisitHannibal.com

RESOLUTION NO. 2587-26

**A RESOLUTION SUPPORTING THE 2026 HANNIBAL COMMEMORATION EVENTS
AND AUTHORIZING THE SPONSORSHIP AGREEMENT WITH THE MISSOURI
DIVISION OF TOURISM**

WHEREAS, the year 2026 marks two significant milestones in American and Hannibal history:

1. The **250th Anniversary of the United States of America**, and
2. The **150th Anniversary of the publication of Mark Twain’s *The Adventures of Tom Sawyer***; and

WHEREAS, the City of Hannibal, through the Hannibal Convention and Visitors Bureau (“HCVB”), seeks to honor these historic commemorations with two major public events scheduled for June 6 and June 11, 2026; and

WHEREAS, the first event, a **Drone Light Show** to be held on June 6, 2026, at Clemens Field, is expected to attract **3,000–5,000 attendees** and will feature imagery highlighting Hannibal and *The Adventures of Tom Sawyer*; and

WHEREAS, the second event, scheduled for June 11, 2026, will launch a **new year-round lighted attraction** in the Mark Twain Museum Mall open area and will include a kickoff celebration and **Music Under the Stars Concert**, expected to draw **1,500–2,000 attendees**; and

WHEREAS, these events are designed to promote Hannibal’s heritage, increase statewide and national tourism visibility, and enhance the visitor experience for tens of thousands of future guests; and

WHEREAS, the Missouri Division of Tourism (“VisitMo”) has offered to enter into a **Sponsorship Agreement** with the HCVB to serve as **co-presenting sponsor** of both events in exchange for a **\$35,000 sponsorship fee**, of which \$25,000 shall support the drone show and \$10,000 shall support the lighted attraction kickoff; and

WHEREAS, the Sponsorship Agreement further outlines VisitMo’s promotional benefits, which include—but are not limited to—logo placement on event materials, inclusion in visual displays, recognition in news releases and newsletters, a booth at both events, and participation in branded merchandise; and

WHEREAS, the Hannibal Convention and Visitors Bureau has reviewed the Sponsorship Agreement and recommends approval in order to maximize event visibility, enhance marketing reach, and support the community’s commemorative efforts;

NOW, THEREFORE, BE IT RESOLVED, that the City of Hannibal hereby approves the 2026 Commemoration Events as proposed and authorizes the execution of the Sponsorship Agreement between the Hannibal Convention and Visitors Bureau and the Missouri Division of Tourism.

BE IT FURTHER RESOLVED, that the Mayor, is hereby authorized to sign all related documents, administer the terms of the agreement, and carry out all necessary actions to implement the events.

ADOPTED THIS 3rd DAY OF FEBRUARY, 2026

APPROVED THIS 3rd DAY OF FEBRUARY, 2026

Darrell McCoy, Mayor

ATTEST:

Melissa Cogdal, City Clerk

SPONSORSHIP AGREEMENT

This Sponsorship Agreement (this "**Agreement**") is between the Missouri Division of Tourism ("**VisitMo**"), a division of the Missouri Department of Economic Development, an executive branch agency of the State of Missouri, and the Hannibal Convention and Visitors Bureau (the "**Organizer**"), a City of Hannibal department (together, the "**Parties**", and each a "**Party**").

- 1. Events.** As part of the celebration for America's 250th and the 150th anniversary of the publication of Mark Twain's "The Adventures of Tom Sawyer," the Organizer is sponsoring two events to highlight Hannibal's role in American History between June 6 and June 11, 2026. The first event is a drone show scheduled for June 6, 2026, at Clemens Field. The show is expected to attract 3,000 to 5,000 attendees, and to be visible for up to three miles. Imagery for the drone show will include depictions of Hannibal and "The Adventures of Tom Sawyer." The second event will launch a new, lighted attraction in the Mark Twain Museum mall (open) area on June 11, 2026. This new light-show attraction will be seen by tens of thousands of visitors year-round, and the kickoff event – which will feature a Music Under the Stars Concert – is expected to draw 1,500 to 2,000 attendees.
- 2. Sponsorship Fee.** VisitMo will pay a fee of \$35,000 (the "**Sponsorship Fee**") to the Organizer in exchange for benefits and recognition as the co-presenting sponsor for both events. From the fee, \$25,000 will be allocated to the drone show, and \$10,000 to the lighted attraction kickoff event/concert.
- 3. Sponsorship Benefits.** VisitMo will receive the following benefits and recognition in exchange for the Sponsorship Fee:
 - a. VisitMo will be recognized as the co-presenting sponsor of the Events and its logo will be included on all Event marketing materials, to include but not be limited to, banners, yard signs, posters, social media posts from the Organizer's social media channels, and any print collateral distributed to promote the Events
 - b. VisitMo logo will be included in the visual displays projected during the drone show on June 6, and on signage at the Event site
 - c. VisitMo logo will appear in the visual displays of the new lighted attraction for a period of one (1) year, beginning June 11, 2026
 - d. VisitMo will be recognized as the co-presenting sponsor in all news releases distributed by the Organizer
 - e. VisitMo will have the right to a 10-foot by 10-foot booth space and to distribute collateral at both Events

- f. VisitMo logo will appear, along with the Organizer's logo, on branded merchandise (giveaways such as hand-held fans and reusable cups) distributed in advance of the Events
- g. VisitMo logo, with a reciprocal link to VisitMo.com, will be included in a minimum of three (3) newsletters distributed by the Organizer between Jan. 1, 2026, and June 1, 2026
- h. VisitMo logo, with a reciprocal link to VisitMo.com, will be included on the specific Event page on the Organizer's website

4. Term. The term of this Agreement will end at the conclusion of the Event or the date on which all obligations of the Parties have been fulfilled, whichever is later.

5. Payment. VisitMo will pay the Sponsorship Fee to the Organizer on or before Friday, February 13, 2026.

6. Marketing Material. High resolution full color and black and white logos and social media handles (the "**Marketing Material**") should be provided by VisitMo to the Organizer on or before February 1, 2026. The Marketing Material may be used solely in connection with the Event as provided in Section 3 of this Agreement. The Organizer agrees to use materials according to VisitMo's trademark usage guidelines, if any, and shall obtain the prior written or verbal approval of VisitMo prior to any use of VisitMo's trade names, logo designs, trademarks and company descriptions. VisitMo shall not unreasonably disapprove of use of its Marketing Material and, if any is disapproved, VisitMo will advise the Organizer of the specific reasons in each case for said disapproval. Any items submitted for approval may be deemed approved hereunder if the same are not disapproved in writing or verbally within seven (7) business days after receipt by the Organizer.

7. Notices. Unless otherwise specified in this Agreement, all instructions, notices, consents, demands, or other communications required or contemplated by this Agreement shall be in writing and sent timely, addressed as follows:

<p>NOTICE TO THE ORGANIZER</p> <p>City of Hannibal Attn: Darrell McCoy Title: Mayor Mail: 320 Broadway Hannibal, MO 63401 Physical: Same as mailing Phone: 573-221-0111 Email: mayor@hannibal-mo.gov</p>	<p>NOTICE TO VISITMO</p> <p>Division of Tourism Attn: Stephen Foutes Title: Director Mail: P.O. Box 1055 Jefferson City, MO 65102 Physical: 301 W. High Street, Suite 290 Jefferson City, MO 65101 Phone: 573/751-1732 Email: stephen.foutes@ded.mo.gov</p>
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Notwithstanding the foregoing paragraph to the contrary, any Party may from time to time designate additional or substitute contact information, unilaterally and by written notice under this Section.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation of receipt, whichever occurs first.

8. References. The Organizer will use the following terms, as appropriate, to refer to VisitMo in public recognition of this sponsorship: Missouri Division of Tourism, VisitMo.com, Visit Missouri, and @VisitMo.

9. Cancellation. If the Event is cancelled or the Organizer is otherwise unable to fulfill its obligations under this Agreement, the Organizer will return to VisitMo the full Sponsorship Fee and all materials and equipment provided by VisitMo, at the Organizer's expense, except as provided in the following paragraph.

If the Event is cancelled due to an act of God, pandemic, war, fire, civil disturbance, or governmental regulation or preemption in connection with an emergency, the portion of the Sponsorship Fee the Organizer has not yet spent in support of the Event when the decision is made to cancel the Event will be returned to VisitMo. VisitMo will receive a credit to be applied to sponsorship of a future event to be held by the Organizer in the amount already spent.

10. Governing Law. The validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of the State of Missouri.

11. Consent to Jurisdiction. Any legal action or proceeding with respect to this Agreement shall be brought in the courts of the State of Missouri in Cole County, Missouri, and by signing and delivering this Agreement to VisitMo, the Organizer hereby voluntarily and irrevocably accepts, generally and unconditionally, to the personal jurisdiction of the aforesaid courts.

12. Assignment. The Organizer shall not assign any of its rights or obligations under this Agreement, except with the prior written consent of VisitMo. Any purported transfer in violation of this Section will be void.

13. Legal Capacity. The signatories to this Agreement on behalf of the Parties represent that they have full capacity and authorization to sign this Agreement and bind their respective Parties.

14. Amendments. This Agreement may be amended, supplemented, reduced, or superseded only by a writing executed by the Parties.

15. No Third-Party Beneficiaries. This Agreement does not contemplate any third-party beneficiaries, nor shall it be construed to create any legal right nor authorize a cause of action by any person or entity who is not a Party.

16. Organizer Status. The Organizer will not represent itself or its employees to be employees of VisitMo or the State of Missouri.

17. Severability. If any provision of this Agreement is found to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected.

18. Electronic Documents. Any document generated by the Parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither Party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

19. No Indemnification. The Organizer shall understand and agree that pursuant to the Constitution of the State of Missouri, Article III, Section 39, VisitMo shall not indemnify, hold harmless, or agree in advance to defend any person or entity.

20. Sovereign Immunity. This Agreement does not contemplate any waiver of the sovereign immunity of the State of Missouri, nor shall it be construed to create any such waiver.

21. E-Verify: In the event § 285.530 RSMo requires the Organizer to enroll in and/or provide proof of enrollment in E-Verify, the Organizer hereby affirms that it does not knowingly employ any person who is an unauthorized alien and affirms its enrollment and participation in a federal work authorization program (the Employment Eligibility Verification Program (E-Verify) authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended).

22. Entire Agreement. This Agreement constitutes the entire understanding between the Parties with respect to the subject matter of the Agreement and supersedes all other agreements, whether written or oral, between the Parties.

Missouri Division of Tourism

By:

Stephen Foutes, Director

Date signed

City of Hannibal, Missouri

By:

Darrell McCoy, Mayor

Date signed



ELECTRIC WATER SEWER STORMWATER
3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050
www.HANNIBALBPW.org



MEMO

To: Hannibal City Council

From: Matt Munzlinger

Date: January 28, 2026

Re: North Street Storm Sewer Phase I – Change Order No. 3

Background: Quantities provided for bid project are based upon knowledge of the existing conditions and the proposed plans. Often when working in older developed areas such as this, plans are modified during construction to accommodate the conditions found while completing the new construction. Then upon completion of the construction phase of the project, a final change order is approved by the owner setting the final contract amount. Phase I of the North Street Storm Sewer project has reached this stage, with a final change order needing approval to allow for the project to be closed out.

Information Provided: Based upon contractor and engineer agreed upon quantities, attached is the final change order, Change Order No. 3, for Phase I of the North Street Storm Sewer Project. The change in contract amount of the project is an additional \$56,197.37 bringing the total contract price to \$1,773,000.08.

Action Requested: After review of the final records of construction, it is my recommendation that the City Council approve Change Order 3 reflecting installed quantities.

CHANGE ORDER

No. 3

PROJECT: City of Hannibal, North Street Storm Sewer Upgrades.

DATE OF ISSUANCE ...1/26/2026..... EFFECTIVE DATE.....1/26/2026.....

OWNER ...City of Hanibal, Missouri

OWNER's Contract No.

PSBA Project No. C-20-113

CONTRACTOR S&A Equipment and Builders, Inc.

ENGINEER: Poepping, Stone, Bach & Assoc, Inc.

You are directed make the following changes in the Contract documents.

Description: This change order adjusts the quantities to match the actual installed material quantities for this job and to add in a new quantity for culvert to be installed in phase 2.

Reason for Change Order: To Reflect actual installed quantities.

THE FOLLOWING PAY ITEMS AND QUANTITIES AND AGREED UNIT PRICES SHALL BE ADJUSTED ON THE CONTRACT:

ITEM NO.	ITEM DESCRIPTION	UNIT	Unit Price	This Request	Dollars This Est
2	Trench Backfill	Cu Yd	\$ 71.43	239	\$17,071.77
3	Remove Existing Culvert 6'x7'	Foot	\$ 300.11	4.8	\$1,440.53
15	Restore Landscaping Wall	LS	\$ 4,871.99	-1	-\$4,871.99
19	Concrete Sidewalk 6"	Sq Ft	\$ 10.43	2446	\$25,511.78
20	1.5" PVC Electrical Conduit with Conductors	Foot	\$ 47.36	46	\$2,178.56
24	7' x 5' Concrete Precast Concrete Box Culvert w/Box ties	Foot	\$ 1,181.71	-64	-\$75,629.44
31	Rock Excavation	Cu Yd	\$ 124.90	264	\$32,973.60
CO3	Provide 5x7 box culvert for use in phase 2	Foot	\$ 898.79	64	\$57,522.56
	Total		-		\$56,197.37