


TENTATIVE AGENDA

REGULAR CITY COUNCIL MEETING  
SIKESTON CITY HALL

Tuesday, January 3, 2017  
5:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF CITY COUNCIL MINUTES
  - A. Regular Council Minutes December 5, 2016
- VI. ACCEPTANCE OF BOARD AND COMMISSION MINUTES
  - A. Housing Authority November 14, 2016
  - B. Library Board November 7, 2016
- VII. ITEMS OF BUSINESS
  - A. Briefing on New Madrid County Floodplain Mapping Project
  - B. Award of Contract for Aerial Photograph
  - C. Request by Alan Wire to Erect Sign on Railroad Right-of-Way
  - D. 2<sup>nd</sup> Reading & Consideration of Bill #6044, Calling for April 4, 2017 General Election
  - E. Other Items As May Be Determined During the Course of the Meeting
- VIII. ADJOURNMENT INTO EXECUTIVE SESSION
  - Property (RSMo 610.021(2))
- IX. ADJOURNMENT

Dated this 20<sup>th</sup> day of December 2016

  
\_\_\_\_\_  
Carroll Couch, City Clerk

**REGULAR CITY COUNCIL MEETING**  
**DECEMBER 5, 2016**

The regular Sikeston City Council meeting of December 5, 2016 was called to order at 5:00 p.m. in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were: Mayor Steven Burch and Councilmen Karen Evans, Jon Gilmore, Ryan Merideth, Gerald Settles, and Mary White-Ross. Councilman Bob Depro was absent. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Safety Director Drew Juden, Public Works Director Jay Lancaster, Parks Director Dustin Care, Street Superintendent Brian Dial, Street Supervisor Darren Martin, Senior Building Official Collin Cecil, Public Safety Captain Mike Williams, and Airport Manager Lee Dunn.

**APPROVAL OF CITY COUNCIL MINUTES**

City Council minutes of November 7, 17, and 28, 2016 were presented for approval. Councilwoman White-Ross moved to approve the minutes as presented. Councilwoman Evans seconded the motion and the following roll call vote was recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

**ACCEPTANCE OF BOARD AND COMMISSION MINUTES**

Minutes from various board and commission meetings were presented to the City Council. Councilman Gilmore moved to approve the minutes as presented. The motion was seconded by Councilman Merideth and voted as follows:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

**ITEMS OF BUSINESS**

**Consideration and Acceptance of 5-Year Capital Improvement Plan**

Councilman Merideth moved for acceptance of the 2018-2022 Capital Improvement Plan. The motion was seconded by Councilman Settles and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

**Bill Number 6044, Calling for the April 4, 2017 General Election**

Councilman Settles moved for the first reading of Bill Number 6044. The motion was seconded by Councilman Merideth and the following vote recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

Counselor Leible presented the bill for reading. This bill as approved shall become Ordinance Number 6044, calling for a general election in the City of Sikeston, Missouri, on Tuesday, April 4, 2017, for the purpose of electing a candidate for the position of councilman at-large.

Emergency Bill Number 6045 Conveying Certain Property to the Chamber of Commerce

Councilwoman White-Ross moved for the first reading of Bill Number 6045. The motion was seconded by Councilman Merideth and the following vote recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

Counselor Leible presented Bill Number 6045 for reading, an emergency ordinance authorizing the City of Sikeston, Missouri to convey to the Sikeston Area Chamber of Commerce certain real estate and to accept a lease termination.

In 2012 the city entered into a commercial lease agreement with the Sikeston Area Chamber of Commerce. Under that agreement, the Chamber of Commerce moved from 1 Industrial Drive to the former DPS Headquarters at 215 North New Madrid, leasing that property from the city for \$200/month. Under that agreement the city also agreed to demolish the former EBS Building on the northeast corner of W. Malone and N. Kingshighway, and then convey the deed to that property to the Chamber of Commerce.

Earlier this year the Chamber of Commerce vacated 215 N. New Madrid and moved into their city owned property at 128 N. New Madrid. The city also completed demolition of the former EBS Building and is ready to convey that property to the Chamber of Commerce. By adopting Emergency Bill Number 6045, the City Council will be approving conveyance of the property and termination of the former lease at 215 N. New Madrid. The Chamber will then enter into a new lease agreement for 128 N. New Madrid, which the city has previously authorized.

Councilman Gilmore moved for the second reading of Bill Number 6045. The motion was seconded by Councilman Merideth and the following vote recorded:

BILL NUMBER 6045

ORDINANCE NUMBER 6045

AN EMERGENCY ORDINANCE AUTHORIZING THE CITY OF SIKESTON, MISSOURI TO CONVEY TO THE SIKESTON AREA CHAMBER OF COMMERCE CERTAIN REAL ESTATE AND TO ACCEPT A LEASE TERMINATION.

WHEREAS, the City of Sikeston and the Sikeston Area Chamber of Commerce entered into a written Commercial Lease Agreement dated August 27, 2012, and

WHEREAS, said Agreement allowed the Sikeston Area Chamber of Commerce to terminate its lease upon 90 days' notice, and

WHEREAS, said Agreement also required the City of Sikeston to convey certain real estate to the Sikeston Area Chamber of Commerce upon their compliance with said lease, and

WHEREAS, the Sikeston Area Chamber of Commerce has fully performed all of its obligations under said lease.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: The City hereby accepts the termination by the Sikeston Area Chamber of Commerce of the lease.

SECTION II: The Mayor is hereby authorized to execute on behalf of the City any and all documents necessary and proper to convey to the Sikeston Area Chamber of Commerce the following described real estate which is attached hereto as Exhibit "A" and incorporated by reference.

SECTION III. Any other ordinance or parts thereof inconsistent herewith are hereby repealed.

SECTION IV. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall continue in full force and effect.

SECTION V. Emergency Ordinance. The City Council finds that an emergency exists within the meaning of Article III, Section 312(f) of the City Charter, in that the conveyance of the property is necessary for the Sikeston Area Chamber of Commerce's year end budgeting requirements.

SECTION VI: Record of Passage:

A. Bill Number 6045 was introduced and read the first time this 5<sup>th</sup> day of December, 2016.

B. Bill Number 6045 was read the second time and discussed on this 5<sup>th</sup> day of December, 2016. Councilman Settles moved to approve Bill Number 6045. The motion was seconded by Councilwoman Evans, discussed and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

C. Upon passage by the City Council, this bill shall become Ordinance 6045 and shall be in full force and effect from and after its passage.

#### **ADJOURNMENT INTO EXECUTIVE SESSION**

Councilman Merideth moved to adjourn into executive session for the discussion of litigation and property [RSMO 610.021 (1 & 2)]. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

Mayor Burch called the executive session to order. Present were: Mayor Steven Burch and Councilmen Karen Evans, Jon Gilmore, Ryan Merideth, Gerald Settles and Mary White-Ross. Councilman Bob Depro was absent. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Safety Director Juden, Public Works Director Jay Lancaster and Economic Development Director Ed Dust.

No action was taken in executive session.

**ADJOURNMENT OUT OF EXECUTIVE SESSION**

Councilman Gilmore moved to adjourn from executive session. The motion was seconded by Councilman Settles and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

**ADJOURNMENT**

There being no further business before the City Council, Councilman Settles moved to adjourn. The motion was seconded by Councilman Gilmore and the following roll call vote was recorded:

Evans Aye, Gilmore Aye, Merideth Aye, Settles Aye,  
White-Ross Aye, and Burch Aye, thereby being passed.

APPROVED:

\_\_\_\_\_  
STEVEN BURCH, MAYOR

ATTEST:

\_\_\_\_\_  
CARROLL L. COUCH, CITY CLERK

SEAL:

## **MINUTES OF THE REGULAR MEETING**

### **HOUSING AUTHORITY OF THE**

### **CITY OF SIKESTON, MISSOURI**

#### **HELD ON THE FOURTEENTH DAY OF NOVEMBER 2016**

On the Fourteenth Day of November, at 12:00 Noon, the Board of Commissioners of the Housing Authority of the City of Sikeston, Missouri met in Regular session at the Housing Authority Office Building in Sikeston, Missouri.

The Meeting was called to order and upon roll call, the following members of the Body were present:

Present: Chairman Mike Jensen, Commissioner Michele Knickman, Commissioner Alice Tharp, Commissioner Kathy Teachout, and Commissioner John Leible

Absent:

Also Present: Mary White-Ross, City Council Liaison, and Bobby K. Henry, Executive Director

Being a quorum present, the following business was transacted:

Minutes of the Regular Meeting of October 11, 2016 were presented and upon a motion duly made by Commissioner John Leible, and seconded by Commissioner Kathy Teachout, and unanimously carried, the Minutes were approved as presented.

Thereupon the following bills were presented for payment:

|                              |           |                           |             |
|------------------------------|-----------|---------------------------|-------------|
| Aramark                      | 143.40    | Model Lawns               | 304.50      |
| AT&T                         | 388.13    | Morlan Ford Lincoln       | 30.31       |
| Auto Tire & Parts            | 70.05     | O'Reilly Auto Parts       | 231.17      |
| Board of Municipal Utilities | 15,266.77 | Raben Tire                | 79.00       |
| Bo's Heating and Cooling     | 463.44    | RAM Housing Specialists   | 256.00      |
| Charter Communications       | 144.80    | Sam's Club                | 16.76       |
| City of Sikeston             | 8,287.59  | Service Master Commercial | 330.00      |
| C&K Building Supply          | 245.91    | Slusher                   | 25.65       |
| Decota Electric              | 288.00    | Sonny's Solid Waste       | 2,700.00    |
| Delta Growers Association    | 104.00    | Standard Democrat         | 353.32      |
| G & D Communications         | 72.00     | Steward Steel             | 3,254.00    |
| Greenway Equipment           | 139.57    | The PI Company            | 160.00      |
| Liberty Utilities            | 3,788.04  | Tri-County Transfer       | 770.00      |
| Lowes                        | 433.14    |                           |             |
| Meyer Supply                 | 105.54    |                           |             |
| Mid-South Office Supply      | 830.80    | Total for October         | \$39,281.89 |

Motion duly made by Commissioner Michele Knickman to pay bills as presented, seconded by Commissioner Alice Tharp. Motion carried unanimously.

The Capital Fund report and requisitions for the period ending October 2016 were presented. The requisitions included \$2,400.00 to Dunker Consultants (501-15), and final payment of \$28,725 to Ryan Excavation (501-16). Motion duly made by Commissioner Kathy Teachout, to pay requisitions for a grand total of \$31,125.00, seconded by Commissioner John Leible. Motion carried unanimously.

The following Resolution No. 694 was introduced for consideration:

RESOLUTION NO 694

A RESOLUTION AMENDING THE PERSONNEL POLICY OF THE HOUSING AUTHORITY OF  
THE CITY OF SIKESTON

Commissioner Kathy Teachout, duly made the motion to adopt Resolution No. 694, seconded by Commissioner Alice Tharp, and upon roll call the “Ayes” and “Nays” were as follows:

Ayes: Chairman Mike Jensen, Commissioner Michele Knickman, Commissioner Alice Tharp, Commissioner Kathy Teachout, and Commissioner John Leible

Nays: None

Resolution No. 694 was declared adopted by Chairman Mike Jensen.

The following quotes were received for an Energy Audit of Public Housing Units.

| <u>Company</u>            | <u>Quote</u> |
|---------------------------|--------------|
| Greenshield, LLC          | \$2,700      |
| Management Resource Group | \$3,000      |

Motion duly made by Commissioner John Leible to accept the quote from Greenshield LLC for the Energy Audit, seconded by Commissioner Michele Knickman. Motion carried unanimously.

The Commissioners considered a Cost of Living Adjustment (COLA) for employees to be included the FY 2017 Operating Budget and presented to the Board at the December meeting for approval.

The Executive Director informed the Board of Commissioners that his retirement date from the Sikeston Housing Authority would be December 31, 2017.

Being no further business to come before the Body, Commissioner Alice Tharp moved to adjourn, seconded by Commissioner Michele Knickman. Meeting adjourned.

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Mike Jensen, Chairman

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Bobby K. Henry, Secretary

**RESOLUTION NO. 694**

**A RESOLUTION AMENDING THE PERSONNEL POLICY OF THE HOUSING AUTHORITY OF THE CITY  
OF SIKESTON**

**WHEREAS**, the Housing Authority of the City of Sikeston (SHA) is a Public Housing Authority duly organized and operating as a municipal corporation under Missouri Revised Statutes Chapter 99.101 – 99.230; and,

**WHEREAS**, it is deemed necessary to establish and at time amend said Program, Policy, and/or Procedures in accordance with local, state, and/or federal regulations.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE CITY OF SIKESTON:**

The Housing Authority of the City of Sikeston Personnel Policy section XIV. Travel, is hereby deleted and a new section XIV. Travel, is hereby added.

Adopted this 14<sup>th</sup> Day of November 2016

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Mike Jensen, Chairman

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Bobby K. Henry, Secretary

**Sikeston Public Library  
Board of Trustees Meeting  
Monday, November 7, 2016  
4:30pm**

The Board of Trustees of Sikeston Public Library met on Monday, November 7 at 4:30 pm in the McAmis Community Room of the Sikeston Public Library. Present were Dr. Bohannon, Mrs. Boardman, Mrs. Brown, Mrs. Chitwood, Mrs. Lawson, Mr. Leible, Mr. Polivick, Mrs. Tetley, and Mr. Eifert, Director. Ms. Thompson was absent.

**MINUTES**

Mrs. Tetley made a motion to accept the minutes from the October 2016 meeting. Mrs. Brown seconded and the motion carried.

**PETTY CASH**

Mrs. Chitwood made a motion to accept the Petty Cash Report for October 2016. Mrs. Lawson seconded and the motion carried.

**BILLS**

Mr. Leible made a motion to accept the bills for October 2016 as presented. Mrs. Tetley seconded and the motion carried.

**CITY FINANCIAL STATEMENT**-The City Financial Statement for September 2016 was reviewed.

**COMMITTEES**

**FINANCE**—Balance in the money market account is \$151,288.81, earning \$31.08 interest in September and \$32.12 for October.

**PERSONNEL**—No report was presented.

**OPERATIONS**—No report was presented.

**LIBRARIAN REPORT**

- Mr. Eifert has made contact with Bootheel Asphalt for re-striping the parking lot. They were not sure it could be done on November 11 when the library is closed, but they will work around the library's hours of operation.
- Christmas Eve/Day and New Year's Eve/Day fall on the weekend this year. The library will be closed on Dec. 23-26, and December 30-January 2, so that full-time employees receive the holidays outlined in library policy.
- Fine-Free Weeks will be November 27-December 10 this year. Mr. Eifert requested that donations received during that time be earmarked for the Bulldog Pantry.

- **Mr. Eifert attended a directors meeting on October 29 in Fredericktown, where Missouri State Library staff were seeking input on setting priorities for the use of federal grant dollars.**
- **Dr. Bohannon made the motion that Mr. Eifert attend the Missouri Public Library Directors conference on December 1-2 at Osage Beach. Mrs. Chitwood seconded the motion, which passed unanimously.**

#### **ADJOURNMENT**

**Mr. Leible made a motion to adjourn. Dr. Bohannon seconded and the motion carried. The meeting adjourned at 4:50 pm.**

# **Council Letter**

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Date of Meeting: 17-01-03

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: Briefing on New Madrid County Floodplain Mapping Project.

Attachments:

1. Letter from SEMA dated December 2, 2016
2. CTP Project Management Plan – New Madrid County PIR Project

Action Options:

1. Discussion only
2. Other action Council may deem appropriate

Background:

Last week, we received a letter from the State Emergency Management Agency inviting city staff to a 'kick-off' meeting on December 14<sup>th</sup> in New Madrid, Missouri. The meeting was kicking off the public outreach for a "Paper Inventory Reduction" (PIR) project to replace older paper floodplain maps in New Madrid County with more current digital maps. This will involve remapping the county.

The meeting was led by Scot Samuels of SEMA and Steve Noe of Amec Foster Wheeler. Jonathan Douglass, Collin Cecil and Jay Lancaster were in attendance.

While the county is being remapped, we were told that because Sikeston was remapped in 2012, that Sikeston's portion in New Madrid County is not being affected.

We will be monitoring this project very closely.

## EMERGENCY MANAGEMENT AGENCY



DEPARTMENT OF PUBLIC SAFETY  
PO Box 116, Jefferson City, Missouri 65102  
Phone: 573/526-9100 Fax: 573/634-7966  
E-mail: mosema@sema.dps.mo.gov

December 2, 2016



Steve Burch  
Mayor  
City of Sikeston  
1105 E. Center  
Sikeston, Missouri 63801

RE: Floodplain Mapping Project Initiation Kickoff Meeting for New Madrid County

Dear Honorable Steve Burch;

The Federal Emergency Management Agency's (FEMA) Risk Mapping, Assessment and Planning (RiskMAP) program focuses on reducing flood risk by increasing public awareness and developing new or updated Flood Insurance Rate Maps (FIRM). The Missouri State Emergency Management Agency (MO SEMA), in partnership with FEMA, have a signed agreement to transform all the old existing paper FIRMs in New Madrid County into the new RiskMAP standards for digital maps. A new feature of the RiskMAP program this year is the PIR (Paper Inventory Reduction) initiative. This initiative includes the creation of floodplain maps for all communities located within New Madrid County whether floodplain maps existed before this project or not.

MO SEMA, in conjunction with our mapping contractor Amec Foster Wheeler (AFW) will be conducting a project Kickoff Meeting for all of the community stakeholders within New Madrid County. This meeting is designed to inform communities of the importance of this PIR project and to provide an opportunity to ask questions and provide local knowledge about the flooding conditions that impact your community. We will also be discussing how your community can utilize the new FEMA RiskMAP products to identify, assess, and hopefully reduce your flood risk. Typically these meetings last around an hour and a half give or take. It is important that your community take an active role in this process in order to ensure that the best interests of your residents are being addressed.

The project Kickoff Meeting for New Madrid County has been scheduled for:

**Wednesday, December 14, 2016, 1:00 pm at the New Madrid Community Center, 1199 Mill Street, New Madrid, Missouri.**

AFW may be contacting communities after the project Kickoff Meeting to coordinate any data retrieval that is discovered during the meeting and execute a Data Sharing Agreements if required.

A Community Mapping Stakeholder Group (CMSG) has been assembled and is responsible for staying informed about the project and disseminating information about the status of the mapping project to the rest of their community. Many previous problems within communities that have occurred due to new floodplain map updates could have been avoided had the



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community played a more active role during the development and review of the new flood maps. Monthly email updates will be sent to the CMSG to keep you and your community apprised of the status of the project and aware of upcoming review opportunities and public meetings that will require community assistance.

Please feel free to forward this information to any additional guests you feel should attend the Kickoff meeting.

I thank you for supporting and participating in this mapping effort. If your community feels additional individuals should be part of the email list, or that someone else in your community would be a more appropriate community contact, please provide me with the contact information for that individual. Finally, if any questions or concerns ever arise during this process, please never hesitate to reach out to me at [Scott.Samuels@sema.dps.mo.gov](mailto:Scott.Samuels@sema.dps.mo.gov) or by telephone at 573 526 9119.

Sincerely,



L. Scott Samuels, P.E.  
Cooperating Technical Partner (CTP) Program Manager  
Missouri State Emergency Management Agency

Enclosure: Meeting Agenda

Cc: Robert C. Franke, FEMA RVII, Project Officer  
~~Jay~~ Lancaster, Floodplain Administrator, City of Sikeston  
City of Sikeston Community File

## EMERGENCY MANAGEMENT AGENCY



DEPARTMENT OF PUBLIC SAFETY  
PO Box 116, Jefferson City, Missouri 65102  
Phone: 573/526-9100 Fax: 573/634-7966  
E-mail: mosema@sema.dps.mo.gov



|                |   |
|----------------|---|
| Project Name:  | <i>New Madrid County Floodplain Mapping Updates</i>                     |
| Meeting:       | <i>Project Kick-Off Meeting</i>   |
| Date and Time: | <i>December 14, 2016 at 1:00 pm</i>                                     |
| Place:         | <i>New Madrid Community Center, 1199 Mill St., New Madrid, MO 63869</i> |

### Project Kick-Off Meeting Agenda

#### Introductions

##### National Flood Insurance Program (NFIP) introduction

- Goals of the NFIP
- NFIP Map Modernization Process
- Paper Inventory Reduction (PIR) described
- RiskMAP Overview and Products
- Mitigation Opportunities

##### Discuss the steps used to create a floodplain map

- Topography Data
- Precipitation Data
- Hydrologic Data and Proposed Study Method
- Hydraulic Data and Proposed Study Method

##### Discussion of products being produced and provided

- Basic Studies - Zone As (high risk areas)
- Enhanced Studies - Zone AEs (high risk areas)
- 500-year Floodplains and Floodways

##### Life of a Paper Inventory Reduction (PIR) Project

- Overview and community opportunities for participation
- FEMA project oversight and approval process
- Funded PIR project tasks
- Tools and communication

##### Conclusion and Community Assistance

- Conversations to have today
- Conversations to have tomorrow
- Community Stakeholder Assistance
- Next step in the process

##### General Questions and One on One Discussions



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# ***CTP Project Management Plan***

***New Madrid County Paper Inventory Reduction (PIR)  
Project***

***Missouri State Emergency Management Agency***

***EMK-2016-CA-00002-S01***

***Mapping Activity Statement (MAS) No. 32***

***December 14, 2016***

***Revised:***

# Table of Contents

|           |  |                 |
|-----------|--|-----------------|
| <b>1</b>  | <b><i>Project Management Team.....</i></b>               | <b><i>1</i></b> |
| <b>2</b>  | <b><i>Community Mapping Stakeholders Group .....</i></b> | <b><i>1</i></b> |
| <b>3</b>  | <b><i>Scope Managment.....</i></b>                       | <b><i>3</i></b> |
| <b>4</b>  | <b><i>Schedule and Cost Management.....</i></b>          | <b><i>4</i></b> |
| <b>5</b>  | <b><i>Risk Management .....</i></b>                      | <b><i>5</i></b> |
| <b>6</b>  | <b><i>Communication Mangement .....</i></b>              | <b><i>7</i></b> |
| <b>7</b>  | <b><i>Standards.....</i></b>                             | <b><i>7</i></b> |
| <b>8</b>  | <b><i>Quality Assurance .....</i></b>                    | <b><i>8</i></b> |
| <b>9</b>  | <b><i>Cooperative Agreement Management.....</i></b>      | <b><i>9</i></b> |
| <b>10</b> | <b><i>Meeting Schedule .....</i></b>                     | <b><i>9</i></b> |

Financial support to prepare this publication was provided by the Federal Emergency Management Agency through a cooperative agreement with the Missouri State Emergency Management Agency (MO SEMA). The information contained in this publication has not been reviewed by FEMA for technical accuracy, and does not necessarily reflect the view of the Federal Emergency Management Agency. The information may be revised due to appeals or comments submitted to FEMA.

# CTP Project Management Plan

In cooperation with the FEMA Project Officer, a Project Management Team (PMT) will be established by the Missouri State Emergency Management Agency (hereafter referred to as MO SEMA) consisting of representatives from MO SEMA, FEMA's regional office, and other appropriate parties (e.g., FEMA or MO SEMA contractors) at the discretion of FEMA or the Cooperating Technical Partner (CTP).

The primary point of contact for MO SEMA for Mapping Activity Statement (MAS) No. 32 and this Project Management Plan (PMP) for New Madrid County is L. Scott Samuels, P.E., the CTP Program Manager.

The PMT will be responsible for coordinating the activities identified in the Mapping Activity Statement (MAS). The FEMA Region will be provided with documentation identifying the established PMT. The PMT will be identified within 45 days of the award. MO SEMA will use the services of Amec Foster Wheeler (AFW) to assist with the development of the PMT and the overall project management of the tasks.

## 1 Project Management Team

The project management team at a minimum shall consist of the FEMA Project Officer, MO SEMA Project Manager, and MO SEMA's Contractor. The Regional Service Center (RSC), the FEMA Community Coordinating Officer (CCO), and various other Federal Agencies such as the U.S. Corps of Engineers (COE), may participate on a as needed basis. Optional members may include the Project Manager from MO SEMA's consultant, the Project Manager from the PTS, a community official, the Regional Program Manager Lead (RPML), and other FEMA community specialists. Table 1.1 - PMT Members provides the list and contact information of each member of the PMT at the time of the date of this version of the PMP.

The PMT membership list may be updated during the life of the project as new partners are identified throughout the life of this Paper Inventory Reduction (PIR) project.

Table 1.1 – PMT Members

| Name              | Organization    | Role                      | Phone        | Email  | Mailing Address                                    |
|-------------------|-----------------|---------------------------|--------------|--|--|
| Robert C. Franke  | FEMA Region VII | Project Officer           | 816-283-7073 | <a href="mailto:Bob.Franke@fema.dhs.gov">Bob.Franke@fema.dhs.gov</a>                   | 9221 Ward Prkway, Ste 300<br>Kansas City, MO 64114 |
| Jose' Mateo Morel | FEMA Region VII | Project Officer           | 816-283-7031 | <a href="mailto:Jose.Mateomorel@fema.dhs.gov">Jose.Mateomorel@fema.dhs.gov</a>         | 9221 Ward Prkway, Ste 300<br>Kansas City, MO 64114 |
| L. Scott Samuels  | CTP (MO SEMA)   | Project Manager           | 573-526-9119 | <a href="mailto:Scott.Samuels@sema.dps.mo.gov">Scott.Samuels@sema.dps.mo.gov</a>       | P.O. Box 116<br>Jefferson City, MO 65102           |
| Darryl Rockfield  | CTP (MO SEMA)   | Assistant Project Manager | 573-526-9383 | <a href="mailto:Darryl.rockfield@sema.dps.mo.gov">Darryl.rockfield@sema.dps.mo.gov</a> | P.O. Box 116<br>Jefferson City, MO 65102           |
| Stephen Noe       | CTP Contractor  | Program Manager           | 615-430-0456 | <a href="mailto:Stephen.Noel@amecfw.com">Stephen.Noel@amecfw.com</a>                   | 3800 Ezell Rd, Ste. 100<br>Nashville, TN 37211     |

## 2 Community Mapping Stakeholders Group

The Community Mapping Stakeholder Group (CMSG) consist of individuals representing the impacted communities of the PIR project. These individuals, or subsequent personnel, will be the point of contact (POC) for their community for the life of the floodplain mapping project. This could be as long as 4 years from the original date of this document (Dec. 14, 2016). The community mapping stakeholder team

member will receive at a minimum quarterly updates, but could be as frequent as monthly, on the status of the mapping project in their community and will be responsible for disseminating this information to other interested community officials and property owners. Members may be the floodplain administrator, city engineer, city manager or other community official with a vested interest in the completion of this RiskMAP project. Table 2.1 – CMSG Members in New Madrid County provides a list of the Community Mapping Stakeholder Group contacts for each impacted community.

Table 2.1 – CMSG Members in New Madrid County

| Name             | Organization               | Title       | Phone        | Email  | Mailing Address   |
|------------------|----------------------------|-------------|--------------|--|---|
| Carol Givens     | Catron, Village of         | Mayor/Clerk | 573 688 5285 | <a href="mailto:hoveringangel@msn.com">hoveringangel@msn.com</a>                   | Village, PO Box 32, or 3810 State Highway D, Catron, Mo. 63833    |
| Charlie Ice      | New Madrid County          | FPA         | 573 748 5235 | <a href="mailto:cwice@newmadridcounty.net">cwice@newmadridcounty.net</a>           | County, PO Box 68, or 450 Main St., New Madrid, Mo. 63869         |
| Joyce Lancaster  | Risco, City of             | Clerk       | 573 396 5650 | <a href="mailto:cityofrisco@riscomo.com">cityofrisco@riscomo.com</a>               | City, PO Box 328, or 201 Front St., Risco, Mo. 63874              |
| Jessica Lowrey   | Lilbourn, City of          | Clerk       | 573 688 2584 | <a href="mailto:lilbournclerk@yahoo.com">lilbournclerk@yahoo.com</a>               | City, PO Box 643, or 200 N. 3 <sup>rd</sup> , Lilbourn, Mo. 63862 |
| Michael Pyles    | Matthews, City of          | Clerk       | 573 472 1442 | <a href="mailto:cityofmatthews@cablerocket.com">cityofmatthews@cablerocket.com</a> | City, PO Box 54, Matthews, Mo. 63867                              |
| Vickie Groves    | Gideon, City of            | FPA         | 573 448 3500 | <a href="mailto:cityofgideon@att.net">cityofgideon@att.net</a>                     | City, PO Box 396, Gideon, Mo. 63848                               |
| Jonathan Thacker | Portageville, City of      | FPA         | 573 379 0699 | <a href="mailto:25Jthacker@gmail.com">25Jthacker@gmail.com</a>                     | City, PO Drawer B, or 301 E. Main St., Portageville, Mo. 63873    |
| Ernest McFerren  | North Lilbourn, Village of | Mayor/FPA   | 573 703 1918 | <a href="mailto:Ernestmcferren56@yahoo.com">Ernestmcferren56@yahoo.com</a>         | City, PO Box 239, North Lilbourn, Mo. 63862                       |
| Karen Chapman    | New Madrid, City of        | FPA         | 573 748 2866 | <a href="mailto:Karen@new-madrid.mo.us">Karen@new-madrid.mo.us</a>                 | City, 560 Mott St., New Madrid, Mo. 63869                         |
| Tracy Noble      | Marston, City of           | Clerk       | 573 643 2416 | <a href="mailto:cityofmarston@yahoo.com">cityofmarston@yahoo.com</a>               | City, 209 E. Elm St., Marston, Mo. 63866                          |
|                  | Tallapoosa, Village of     |             |              | SEMA was unable to make contact with community officials.                          |   |
| Pete Leija       | Morehouse, City of         | Mayor/FPA   | 573 380 5684 | <a href="mailto:sgmayor@yahoo.com">sgmayor@yahoo.com</a>                           | City, PO Box 53, or 506 B. Beech St., Morehouse, Mo. 63868        |

|               |                       |       |              |  |   |
|---------------|-----------------------|-------|--------------|--|---|
| Zelma Winford | Howardville , City of | Clerk | 573 688 2137 | <a href="mailto:cityofhowardville@yahoo.com">cityofhowardville@yahoo.com</a>         | City, 105 Howard Ave., Howardville, Mo. 63869       |
| Ms. Tyus Byrd | Parma, City of        | Mayor | 573 620 1695 | <a href="mailto:Mayorbyrd.cityofparma@yahoo.com">Mayorbyrd.cityofparma@yahoo.com</a> | City, PO Box 668 or 209 Broad St., Parma, Mo. 63870 |
| Jay Lancaster | Sikeston, City of     | FPA   | 573 620 0411 | <a href="mailto:jlancaster@sikeston.org">jlancaster@sikeston.org</a>                 | City, 105 E. Center, Sikeston, Mo. 63801            |
| James Taul    | Canalou, City of      | Mayor | 573 380 3633 | <a href="mailto:taulj@cablerocket.com">taulj@cablerocket.com</a>                     | City, PO Box 221, 110 Madison, Canalou, Mo. 63828   |

### 3 Scope Management

The Mapping Activity Statement defines the required scope of services and deliverables for this project. Table 3.1 – MIP Case Numbers lists the MIP case number(s) for this project.

Table 3.1 – MIP Case Numbers

| MIP Project Title                         | MIP Case Number |
|---|-----------------|
| New Madrid County, MO FY16 (O-CW) REG PIR | 17-07-0128S     |

The following are the scope assumptions MO SEMA made to complete the required scope of work tasks in the time frames provided. Table 3.2 – Scope Assumptions summarizes those assumptions made as backup information of the CTP's approach and quantities to provide clarity on expectations.

Table 3.2 – Scope Assumptions

| Task                     | Scope Item                  | Assumption   |
|--------------------------|-----------------------------|--|
| Community Outreach       | Kickoff Meeting             | One in person meeting with community officials and follow up digitally with non-attendees.             |
| Field Survey             | MoDOT Leveraged Bridge Data | Approx. 25% of the existing hydraulic structures data for detailed analysis will be provided by MoDOT. |
| Develop Topographic Data | Leveraged LiDAR Data        | Should meet USGS specifications and directly applicable for use in FEMA floodplain mapping studies.    |

Any item that is questionable of the applicability to the project will be documented, provided to FEMA Region VII, and discussed with the Project Management Team for concurrence on the appropriate action. These questions and resolution will be documented in in Table 3.3 - Scope Exceptions, as well as the report in each task submittal. The purpose of this exceptions documentation is to provide transparency of decisions made on items that may not have clear standards or guidance.

Table 3.3 – Scope Exceptions

| Scope Item        | Reason for Exception | Decision |
|-------------------|----------------------|----------|
| NONE AT THIS TIME |                      |          |

## 4 Schedule and Cost Management

MO SEMA will maintain a task schedule of each project and update as necessary throughout the project. This schedule will contain the work breakdown structure, activities, milestones, schedules, cost, and percent complete. The activities and schedule includes the internal quality control as well as any external quality control as required by FEMA. MO SEMA formally maintains and updates this schedule on FEMA's Mapping Information Portal (MIP) at a minimum of a monthly basis to monitor progress and percentage complete of each task. The schedule for this project is provided in Table 4.1 – Project Schedule.

Table 4.1 – Project Schedule

| Task                                    | Start Date | End Date   | Description or comment |
|---|------------|------------|------------------------|
| Project Management Team Development     | 10/1/16    | 11/15/2016 | MO SEMA                |
| Combined PMP and POCP Development       | 10/1/16    | 11/15/2016 | MO SEMA                |
| Project Initiation Meeting (scoping)    | 10/1/16    | 12/31/2016 | MO SEMA & AFW          |
| Acquire Base Map                        | 11/01/2016 | 12/15/2016 | AFW                    |
| Independent QA/QC of Base Map           | 12/01/2016 | 12/15/2016 | AFW                    |
| Perform Field Survey                    | 10/31/2016 | 8/21/2017  | AFW                    |
| Develop Topographic Data                | 12/01/2016 | 12/30/2016 | AFW                    |
| Independent QA/QC of Topographic Data   | 1/01/2017  | 1/15/2017  | AFW                    |
| Develop Hydrologic Data                 | 12/12/2016 | 7/24/2017  | AFW                    |
| Independent QA/QC of Hydrologic Data    | 2/06/2017  | 7/24/2017  | AFW                    |
| Develop Hydraulic Data                  | 12/26/2016 | 11/13/2017 | AFW                    |
| Independent QA/QC of Hydraulic Data     | 5/01/2017  | 11/13/2017 | AFW                    |
| Perform Floodplain Mapping              | 11/13/2017 | 2/05/2018  | AFW                    |
| Independent QA/QC of Floodplain Mapping | 12/25/2017 | 2/05/2018  | AFW                    |
| Flood Study Review Meeting              | T.B.D.     | T.B.D.     | MO SEMA & AFW          |
| Develop FIRM Database                   | 2/05/2018  | 3/05/2018  | AFW                    |
| Key Decision Point 2                    | T.B.D.     | T.B.D.     | FEMA RVII and HQ       |
| Preliminary Map Production              | 3/05/2018  | 5/28/2018  | AFW                    |
| Independent QA/QC of Map Production     | 5/28/2018  | 7/23/2018  | AFW                    |
| CCO Meeting                             | T.B.D.     | T.B.D.     | MO SEMA & AFW          |
| Post Preliminary Processing             | 7/23/18    | 2/17/2020  | AFW                    |
| Develop Flood Risk Datasets             | 11/13/2017 | 3/05/2018  | AFW                    |
| Risk Communication and                  | 11/01/2016 | 8/19/2019  | AFW                    |

| Task     | Start Date | End Date | Description or comment |
|----------|------------|----------|------------------------|
| Outreach |            |          |                        |

Once the baseline has been established in the MIP, MO SEMA inputs the percent complete from their schedule and actual cost to date for all tasks within each project for which MO SEMA is responsible. This is completed at a minimum of at least once every thirty days and at the completion of each task. When a task is completed, including all QA/QC activities in this MAS plus the Quality Control Reviews required by FEMA standards, MO SEMA then enter 100% complete, enter the actual completion cost, and the actual completion date within the Manage Data Development, Manage Preliminary Map Production, or Manage Post Preliminary Processing tasks as applicable. The "Manage" tasks remain open and accept updates for up to 90 days after the completion of the last producer task in each module. The MIP is also populated with appropriate leverage information regarding who (CTP or community) paid for the data provided and the amount of data used by the Flood Risk Project. MO SEMA will maintain a Schedule Performance Index (SPI) and Cost Performance Index (CPI) of at least 0.92 but not to exceed 1.08.

MO SEMA reports on the earned value of projects that are in the MIP on a monthly basis and must explain variances outside of the tolerance defined above. FEMA Regional Offices may implement a Corrective Action Plan (CAP) when a CTP partner is outside of the tolerance. A CAP must define the reason for the variance and the intended resolution. FEMA Regional Offices must coordinate with FEMA Headquarters when CAPs are developed.

## 5 Risk Management

All of the projects in MAS No. 32 are subject to several variables which can cause problems to the schedule, scope, quality, and expectations. These variables are always in movement of change so a proactive approach towards managing the risk of any one of these variables from failing is necessary. Otherwise, an unmanaged risk will lead to an issue which then may negatively impact the project and perception of the State. MO SEMA recognizes the importance of effectively managing risks to the project by:

- **Risk Identification** - Identification involves recognizing a potential risk to the project, validating the risk with an internal team, establishing the documentation of the risk, validating the risk with the State or Project Monitor, and identifying the risk owner.
- **Risk Analysis** - Risk analysis is the process of determining the probability, severity of impact, and overall priority of a risk to the project.
- **Risk Mitigation** - Risk Mitigation is the process of selecting and implementing responses to identified and prioritized risks; identifying the mitigation plan and appropriate mitigation steps. This phase bridges the gap between knowing about the risk and doing something about it.
- **Risk Monitoring and Control** - Risk monitoring involves tracking individual risks, primarily by reviewing the status of their handling plans, probability, effect, and other information. Control involves making and executing decisions based on the information. Control includes the decision to close risks, mark risks as realized, transfer ownership, update probability and impact scores and other details, and escalate risks.

MO SEMA uses formal and informal communication channels to keep informed of risks. Formal communication involves standing meetings, updates provided to FEMA Region VII to include the escalation of risks. Informal communication channels include e-mails to peers and raising risks during other discussions.

Risk owners need to inform other team members that may be affected by a risk. This enables affected teams to gather information about risks relevant to their work. MO SEMA will include a list of high-priority risks in their status reports. High-priority risks will be reviewed and discuss at with the PMT at the monthly project team meetings. Table 5.1 - Risk Registry, documents the risks, probability of occurrence, mitigation action, and ownership of the risk, and results.

Table 5.1 – Risk Registry

| Risk Description   | Probability | Mitigation Action   | Ownership of Action       | Result  |
|--|-------------|---|---------------------------|---|
| Field Survey delay due to weather                          | Medium      | Communicate early and often with field crews. Use of additional manpower to get back on schedule if required.   | AFW Project Manager       | Delay in Schedule, could result in re-baselining the project, may require a Special Problems Report (SPR).                        |
| Data obtained from others not provided as expected         | Medium      | Communicate early and often with our other mapping partners to ensure deliverables are as expected to all parties. Use of other resources available through the PMT may be tapped to assist with problems that arise. | CTP & AFW Project Manager | Delay in Schedule and Cost, could result in re-baselining the project and may require a Special Problems Report (SPR) to address. |
| Federal Register fails to publish timely                   | High        | Communicate early and often. Check the Federal Register website weekly for updates.   | CTP & AFW Project Manager | Delay in Schedule, could result in re-baselining the project, may require a Special Problems Report (SPR).                        |
| Insufficient Time to Complete Required QA/QC Reviews       | Low         | Communicate early and often with our Contractor to ensure deadline for submitting tasks are met.  | CTP & AFW Project Manager | Delay in Schedule, could result in re-baselining the project, may require a Special Problems Report (SPR).                        |
| Delays in Obtaining KDP Approvals                          | Medium      | Communicate early and often with our Contractor to ensure deadline for submitting tasks are met   | CTP & AFW Project Manager | Delay in Schedule, could result in re-baselining the project, may require a Special Problems Report (SPR).                        |
| Insufficient Time for Community to Review Flood Study Data | Low         | Communicate early and often with the effective communities about the results of the restudy to prevent surprises during local review of the data.   | CTP & AFW Project Manager | Delay in Schedule, could result in re-baselining the project, may require a Special Problems Report (SPR).                        |
| Unusually Large Volume of Appeals                          | Low         | Communicate early and often with the effective communities and other interested parties about the results of the restudy to prevent surprises during local review of the data.  | AFW Project Manager       | Delay in Schedule and Cost, could result in re-baselining the project and may require a Special Problems Report (SPR) to address. |
| Continuously Update FEMA Standards and Regulations         | Medium      | Communicate early and often with our local FEMA RVII Project Office or PMT representative to verify if any new standards are created.   | FEMA RVII Program Officer | Delay in Schedule and Cost, could result in re-baselining the project and may require a Special Problems Report (SPR) to address. |
| QR Reviews not completed on                                | Medium      | Communicate early and often with our Contractor to  | CTP & AFW                 | Delay in Schedule, could result in re-baselining the  |

| Risk Description | Probability | Mitigation Action                             | Ownership of Action | Result  |
|------------------|-------------|---|---------------------|---|
| Time             |             | ensure deadline for submitting tasks are met. | Project Manager     | project, may require a Special Problems Report (SPR). |

## 6 Communication Management

The lack of proper communication is the most common cause for project failures. Risk MAP projects frequently last for multiple years with several different tasks, study areas, and stakeholders so memory can quickly fade or get confused. Thus written questions, answers, and expectations are key to keep the project understanding on track with all stakeholders.

MO SEMA will notify FEMA and all applicable stakeholders of all meetings with community officials, and other relevant meetings, at least two weeks prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend these community meetings. For communities that are unavailable during the regularly scheduled meeting, printed materials will be sent, and an opportunity to discuss the project by telephone will be made available.

MO SEMA will support FEMA with communication to communities throughout the life of each project. Continued engagement is necessary and appropriate and will build upon the relationships established or enhanced during the Kickoff Meeting and provide transparency into the Risk MAP process. This may occur through regular updates or project status calls with community leaders, project websites including updates at several milestones or along a specific timeline, or other methods. Therefore, MO SEMA will coordinate with FEMA on the format of a monthly progress report which can double as both the progress reporting to the FEMA project officer as well as project status to communities.

MO SEMA will lead the PMT meetings and issue meeting agenda, attendees, and notes to the PMT members. These PMT meetings are the primary opportunity to discuss risks to scope and schedule, and give status of next activities to occur. PMT meetings with a proactive and future outlook on the project are encouraged.

MO SEMA will provide FEMA Region VII a status of all studies on a quarterly basis. These meetings may take place in person or via conference call as decided between MO SEMA and FEMA Regional Project Officer.

## 7 Standards

All processes and deliverables shall be completed in accordance with the Federal Emergency Management Agency (FEMA)'s **Standards for Flood Risk Analysis and Mapping, dated August 22, 2013**, located on FEMA's website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. These guidelines and standards (<http://www.fema.gov/media-library/assets/documents/35313>) define the specific implementation of the statutory and regulatory requirements for NFIP flood risk analysis and mapping, and address the performance of flood risk projects, processing of letters of map change and related Risk MAP activities. The guidelines and standards are organized in a hierarchy:

- Program Standards – A required element of the Risk MAP program. Exceptions to program standards can only be granted by program leadership through an exemption process.
- Working Standards – A required element usually at a higher level of specificity than the program standards. Working standards are applied by specialists (engineers, planners, technicians, scientists, etc.) and have minimal ethical, political and legal impacts to the program. FEMA Regional offices may occasionally grant exceptions to these requirements.
- Guidance – A recommended approach to meet the standard. Accepted approaches are not limited to this recommended approach; mapping partners may use other methods to meet or exceed the standards.

All the standards for the Risk MAP program have been published as a FEMA policy. This policy supersedes all of the standards included in the previous Guidelines and Specifications for Flood Hazard Mapping Partners and associated procedure memorandums. However, useful guidance is still available in these documents (<http://www.fema.gov/media-library/assets/documents/34953>). Additional information can be found on FEMA's website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>

As the project progresses, questions on the standards, technical references, and guidance are likely to occur requiring FEMA decisions. These questions will be brought to the attention of FEMA Region VII project officer for discussion and concurrence on a solution. These questions and solutions will be documented into the Project Management Plan as well as the applicable task's summary report deliverable. Table 7.1 – Exceptions to Standards lists the current exceptions to the FEMA mapping standards.

Table 7.1 – Exceptions to Standards

| SID # | Name              | Standard Type | Exception Approved (date) |
|-------|-------------------|---------------|---------------------------|
|       | NONE AT THIS TIME |               |                           |

## 8 Quality Assurance

The projects quality assurance will be met through scoped and funded independent technical reviews following the guidelines specified in the updated "SEMA Quality Management Plan". The local communities, property owners, and other interested parties will also be asked during the Flood Study Review (FSR) meeting to provide comments on the quality of the draft floodplain maps provided at the FSR meeting. Maps will be made available online for those that can't attend the locally held FSR meeting. This will allow non-attendees of the FSR meeting to also have a chance to provide comments on the draft floodplain maps. A list of the anticipated QA/QC tasks are provide in Table 8.1 – Technical Review Schedule.

Table 8.1 – Technical Review Schedule

| Task  | Review Type        | Responsible Party  | Anticipated Task Completion |
|---|--------------------|--|-----------------------------|
| Independent QA/QC of Base Map                   | Self Certification | AFW  | 12/15/16                    |
| Independent QA/QC of Develop Topographic Data   | Self Certification | AFW  | 1/15/17                     |
| Independent QA/QC of Develop Hydrologic Data    | Self Certification | AFW  | 7/24/17                     |
| Independent QA/QC of Develop Hydraulic Data     | Self Certification | AFW  | 11/13/17                    |
| Independent QA/QC of Develop Floodplain Mapping | Self Certification | AFW  | 2/05/18                     |
| Flood Study Review Meeting                      | Public Review      | Local communities, property owners, and other interested parties | T.B.D.                      |
| Independent QA/QC of Develop Map Production     | Self Certification | AFW  | 7/23/18                     |

## 9 Cooperative Agreement Management

The period of performance of the Cooperative Agreement will be monitored as the projects in the MAS have a schedule which could extend multiple years. Any adjustments to the schedule will have a risk to exceeding the period of performance. The combination of good communication management, risk management, and quality management will minimize the risk to schedule extensions thus risk to exceed the period of performance. Table 9.1 – Cooperative Agreement Information provides the projects Cooperative Agreement and Grant Information.

Table 9.1 – Cooperative Agreement Information

| Cooperative Agreement No. | Project Period of Performance | Grant Document  |
|---------------------------|-------------------------------|-----------------|
| EMK-2016-CA-00002-S01     | 10/31/16 to 2/17/20           | FY16 MAS No. 32 |

MO SEMA understands some causes for the need of change requests are outside of our control thus impacting the schedule and/or scope of the projects. MO SEMA coordinates closely with the project management team to minimize those causes, and as needed, prepare a special problem report (SPR). The SPR will describe the background of the issues, mitigation solution to resolve the issue, schedule re-baselining, if needed, and scope of work changes if needed.

The Project Management Plan will be updated whenever a Special Problem Report is submitted to FEMA. Once a SPR is approved, the revised PMP will be distributed to the PMT. Table 9.2 - Special Problems Report lists the approved special problems reports for New Madrid County.

Table 9.2 – Special Problem Reports

| Brief Description | Outside Control of CTP? | Proposed Corrective Action | Schedule Change | Addition Funds Required | Effective Date of the change |
|-------------------|-------------------------|----------------------------|-----------------|-------------------------|------------------------------|
| NONE AT THIS TIME |                         |                            |                 |                         |                              |

## 10 Meeting Schedule

At the start of each task order, the Project Management Team has a kickoff meeting to confirm the MIP schedule, confirm scope of work, clarify expectations to achieve during project, and identify risks to the project's success. This kickoff meeting occurs within 30-60 days from notice to proceed. The Project Management Team meetings occur on a monthly basis by telephone, and in person quarterly, as was decided by the team members during the kickoff meeting. The PMT Meetings focus discussions on the project status and risks to upcoming deliverables. MO SEMA Quarterly Meetings topics include those of the PMT meetings, unique topics needing discussion, and Risk MAP program updates. Other meetings specific to preparation of scope of work items, such Discovery, Flood Risk Review, Resilience, CCO, and LAMP related meetings should be listed. Table 10.1 - PMT and PMP Meeting Schedule lists the meetings schedule.

Table 10.1 – PMT and PMP Meeting Schedule

| Description                               | Attendees  | Frequency  | Day  | Time   |
|---|--|--|--|--------|
| New Madrid County Project Kickoff Meeting | County and Community Officials, MO SEMA, AFW, & FEMA | Once   | December 14, 2016                                | 1 p.m. |
| PMT Meeting                               | All PMT Members                                      | Monthly, except for CTP Quarterly Meeting months (Nov, Feb, May, Aug). | Tuesdays of the first full week of the new month | T.B.D. |

| Description               | Attendees                                   | Frequency                                      | Day                          | Time                              |
|---------------------------|---|--|------------------------------|-----------------------------------|
| CMSG Meetings             | Community Stakeholder Members               | Monthly or as needed                           | By the last day of the month | By standard mail service or Email |
| CTP Quarterly Meeting     | PMT, CERC, RSC, RPML other FEMA Contractors | Quarterly in November, February, May, & August | T.B.D.                       | T.B.D.                            |
| Flood Risk Review Meeting | PMT, State NFIP, other as needed            | Once   | T.B.D.                       | T.B.D.                            |
| Resilience Meeting        | PMT, SHMO, State NFIP                       | Once   | T.B.D.                       | T.B.D.                            |
| CCO / Open House Meeting  | PMT, State NFIP, effected communities       | Once   | T.B.D.                       | T.B.D.                            |

# **Council Letter**

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Date of Meeting: 17-01-03

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: Authorization to Accept Midland GIS Proposal for Aerial Photography

Attachments:

1. Midland GIS Proposal

Action Options:

1. Authorization to accept Midland GIS proposal and proceed with aerial photography.
2. Other action Council may deem appropriate

Background:

Midland GIS is our current GIS services provider. We have requested a proposal from Midland GIS to update our Aerial Photography that has not been updated since 2008. Midland's proposal is attached with a proposed price of \$15,750.00. This item is included in the current budget under the Capital Improvement Budget. We are seeking Council's approval for this proposal.



## PROPOSAL

### PHOTOGRAMMETRIC SERVICES

Date: November 29, 2016

TO

### Contact Jay Lancaster

**Organization** City of Sikeston, MO  
**Address** 105 E. Center St.  
Sikeston, MO 63801  
**Phone** 573.471.2512

### FROM

### Name of Firm Midland GIS Solutions

**Business Address** 501 N. Market  
Maryville, MO 64468  
United States

### Contact Matt Sorensen

**Email** [sorensen@midlandgis.com](mailto:sorensen@midlandgis.com)  
**Website** [www.midlandgis.com](http://www.midlandgis.com)  
**Phone/ Facsimile** 660.562.0050 / 660.582.7173  
**Type Ownership** LLC  
**FEIN** 43-1897127  
**Year Established** Est. 2000, Missouri

Thank you for your recent request for photogrammetric services. The following documentation describes Midland GIS Solution's understanding of the project and its proposed Scope of Services.

## **PROJECT AREA**

The project area includes the City of Sikeston and Miner which is approximately 55 square miles of imagery. The exact area of interest (AOI) is shown in the boundary diagram later in this document. Prior to mobilization of acquisition assets and production, Midland GIS Solutions will require confirmation of the contractual project limits.

## **DIGITAL AERIAL PHOTOGRAPHY**

Aerial photography will be captured of the area of interest using aircraft equipped with high precision direct digital aerial mapping sensors. The acquisition plan will be designed to achieve photogrammetric accuracies based on the known accuracy requirements requested by the City and generally accepted photogrammetric practice. The digital image sensors are equipped with digital forward motion compensation and gyro-mount sensor leveling technology. To supplement the required photogrammetric ground control, all aircraft and sensors are equipped with Global Positioning System (GPS) Navigation, Airborne Global Positioning System (ABGPS) survey and Inertial Measurement Unit (IMU) technology. The direct digital sensors capture Panchromatic (PAN), Red, Green, Blue (RGB) and near Infrared (IR) bands simultaneously. Processing and delivery of supplemental image bands is available upon request for an additional charge.

**Conditions:** Vertical aerial photographs will be acquired using a precision aerial mapping camera, free of clouds, cloud shadows and atmospheric haze, generally between 10:00 a.m. and 2:00 p.m., or when the sun angle is greater than 30 degrees.

## **GROUND CONTROL SURVEYS**

Global Positioning System (GPS) survey technology will be used to establish the ground control. The elevations shall be based upon ellipsoidal heights that have been modified by the latest geoidal model available. The accuracies shall be sufficient to support the mapping requirements.

Horizontal control will conform to Third Order Class II standards as stated in the publication "Standards and Specifications for Geodetic Control Networks," National Oceanic and Atmospheric Administration, Federal Geodetic Control Committee, September 1984 and will be local coordinates unless stated otherwise in the scope of work.

Vertical Control established will conform to Third Order, Class II standards as stated in the publication "Standards and Specifications for Geodetic Control Networks," National Oceanic and Atmospheric Administration, Federal Geodetic Control Committee, September 1984.

Field survey procedures are defined in the publication "Standards and Specifications for Geodetic Control Networks," National Oceanic and Atmospheric Administration, Federal Geodetic Control Committee, September 1984.

The coordinates shall be based on the Missouri State Plane Coordinate System, East Zone, North American Datum (NAO) of 1983. The elevations shall be based on Mean Sea Level, North American Vertical Datum (NAVO) of 1988. All units shall be based in U.S. Survey feet.

**Aerotriangulation:** Analytical aerotriangulation may be used to establish supplemental horizontal and vertical control for stereoscopic models.

## DIGITAL MAPPING

### ORTHOPHOTO MAPPING

**Digital Orthophotography:** Midland GIS Solutions will produce orthorectified digital aerial image tiles consistent with the shapefile area of interest (AOI) and tile layout provided by the City of Sikeston. The orthoimage tiles will be provided at a horizontal scale of 1"=100' at a ground resolution of .5'. Unless specifically requested in writing, Midland GIS Solutions reserves the right to utilize, if available, any existing elevation model deemed suitable for orthorectification to meet the contractual accuracy requirements as stated. If suitable elevation data is not available, Midland GIS Solutions will generate a new elevation model using manual and automated photogrammetric techniques. If requested, Midland GIS Solutions will deliver the elevation model used in the orthorectification process. To improve efficiency of client acceptance, Midland GIS Solutions may provide, at its discretion, seamline data for reference. Standard image format shall be tiff and tiff world (.tif/.tfw) and will be delivered on external hard drive. Additional image formats are available. An additional charge may be required for additional formatting or processing.

### MAPPING ACCURACY

Unless otherwise requested, the photogrammetric mapping provided under this proposal will meet or exceed American Society for Photogrammetry and Remote Sensing (ASPRS) Accuracy Standards for Large Scale Maps, **Class 1** horizontal and/or vertical accuracies as listed below. Photogrammetric mapping meeting alternate accuracies (Class 2 or 3) is available upon request. Table accuracy values below are RMSE in feet.

| Map Scale | Class 1<br>Accuracy<br>RMSE | Class 2<br>Accuracy<br>RMSE | Class 3<br>Accuracy<br>RMSE |
|-----------|-----------------------------|-----------------------------|-----------------------------|
| 1"=20'    | 0.2                         | 0.4                         | 0.6                         |
| 1"=40'    | 0.4                         | 0.8                         | 1.2                         |
| 1"=50'    | 0.5                         | 1                           | 1.5                         |
| 1"=100'   | 1                           | 2                           | 3                           |
| 1"=200'   | 2                           | 4                           | 6                           |
| 1"=400'   | 4                           | 8                           | 12                          |

## MAP TESTING PROCEDURES

Standard procedure requires that photogrammetric maps be field-checked prior to use. Obtaining field survey information for map check purposes will be the sole responsibility of the City of Sikeston, MO. Failure to perform field tests and notify Midland GIS Solutions of non-compliance with the map accuracy standards previously stated within 90 days of delivery shall be deemed an acceptance of the maps and any claims whatsoever as a result of such non-compliance are waived. In the event of timely notice of any deficiencies, Midland GIS Solutions liability extends only to correcting Midland GIS Solutions related deficiencies and will in no case exceed the original fee or include any subsequent costs incurred by the client or others; said warranty does not extend to services, data, or control information provided by the client.

Midland GIS Solutions recommends map testing follow FGDC-STD-007.3-1998, Geospatial Positioning Accuracy Standards, Part 3: National Standard for Spatial Data Accuracy (NSSDA) guidelines.

<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part3/chapter3>

## SCHEDULE

The aerial photography will be scheduled immediately upon your authorization to proceed. A Project Manager will be assigned to coordinate the production and scheduling of this project. Services will be provided on a mutually agreeable schedule after receipt of the signed copy of this proposal/ contract. Both seasonal and daily weather conditions dictate when acceptable data can be captured. Our Flight Control Manager will consider these factors when planning the schedule.

## FEE SCHEDULE

| SERVICES            | SCALE AND PRODUCT                           | PRICE    |
|---------------------|---|----------|
| <i>Orthoimagery</i> | 1"=100' 6" resolution color<br>orthoimagery | \$15,750 |

**DELIVERY ITEMS** included in above fees:

- Listing of GPS field survey data
- Digital data in .tif/tifw and MrSID mosaics

Proposal is good for Sixty (60) days from date of proposal.

### Midland GIS Solutions, LLC

Name: Matt Sorensen

Title: Sr. Vice President

Signature:



Date: 11/29/16

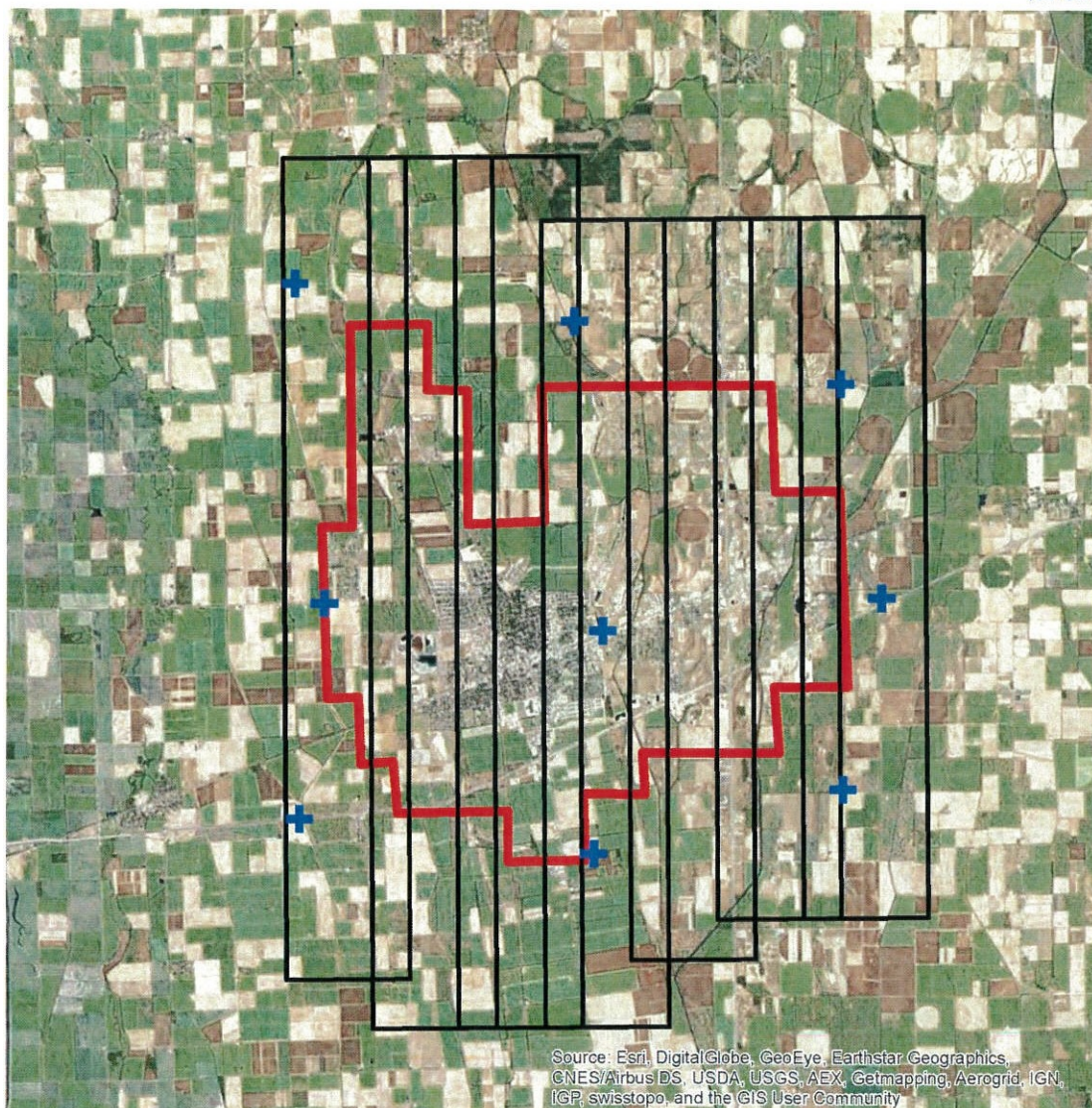
### City of Sikeston, MO

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature:

Date: \_\_\_\_\_



0

+ Targets (9)

# Sikeston/Miner, MO 2017 Orthos Proposed Control Plan

CAUTION: *This diagram is for estimating purposes only. Final number of points and positions may vary.*

# **Council Letter**

---

Date of Meeting: January 3, 2017

Originating Department: City Manager

To the Mayor and City Council:

Subject: Sign Request from Alan Wire

Attachment(s):

1. Letter from Alan Wire

Action Options:

1. Authorize Staff to Enter into an Agreement with Alan Wire to Locate a Sign on the City-Controlled Railroad Right-of-Way.
2. Other Action Council May Deem Necessary

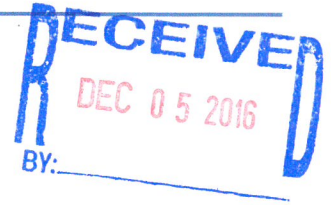
Background:

Alan Wire has requested permission from the city to install a company sign on the city-controlled railroad right-of-way adjacent to the Alan Wire plant on W Malone Ave. The request letter and renderings of the sign are attached. In exchange for a long-term lease of the ground on which to locate the sign, Alan Wire would make improvements to the railroad right-of-way adjacent to their property; namely, removing the old railroad rock and creating an easily mowable surface. This will facilitate and reduce the cost of the city's eventual development of a trail. The proposed location of the sign would not negatively impact our ability to build a trail. The sign will require a sign permit and must meet current requirements for wind load, footings, etc.

There are several signs located elsewhere on the railroad right-of-way for which the sign owner makes lease payments to the city. This project is different because it is not a revenue-generating sign but a monument sign identifying the adjacent company. It is conceivable that similar requests could be received along other portions of the railroad right-of-way, so this project could be precedent setting.



830 S. West St – Sikeston, Missouri 63801



December 1, 2016

Mr Jonathan Douglas  
City of Sikeston  
105 E Center St  
Sikeston, Missouri 63801

Dear Mr Douglas:

Alan Wire is refurbishing much of the old Fleming Building and building new office space at that location, moving our main offices there from 830 S West St. We hope this construction project will be finished in 2Q 2017.

As you know, we are adding another entrance off W Malone at that location and are in need of placing a sign at that entrance. It is our desire to place the sign on the City right of way, adjacent to but just outside of our fence for better visibility from W Malone Ave.

Attached is a copy of what we envision the sign to look like when completed.

In consideration for permission for signage at this site, Alan Wire would clean up the railroad right of way, removing the railroad rock and cleaning up the site where it can easily be mowed.

Please consider the proposal and get back to me when you can.

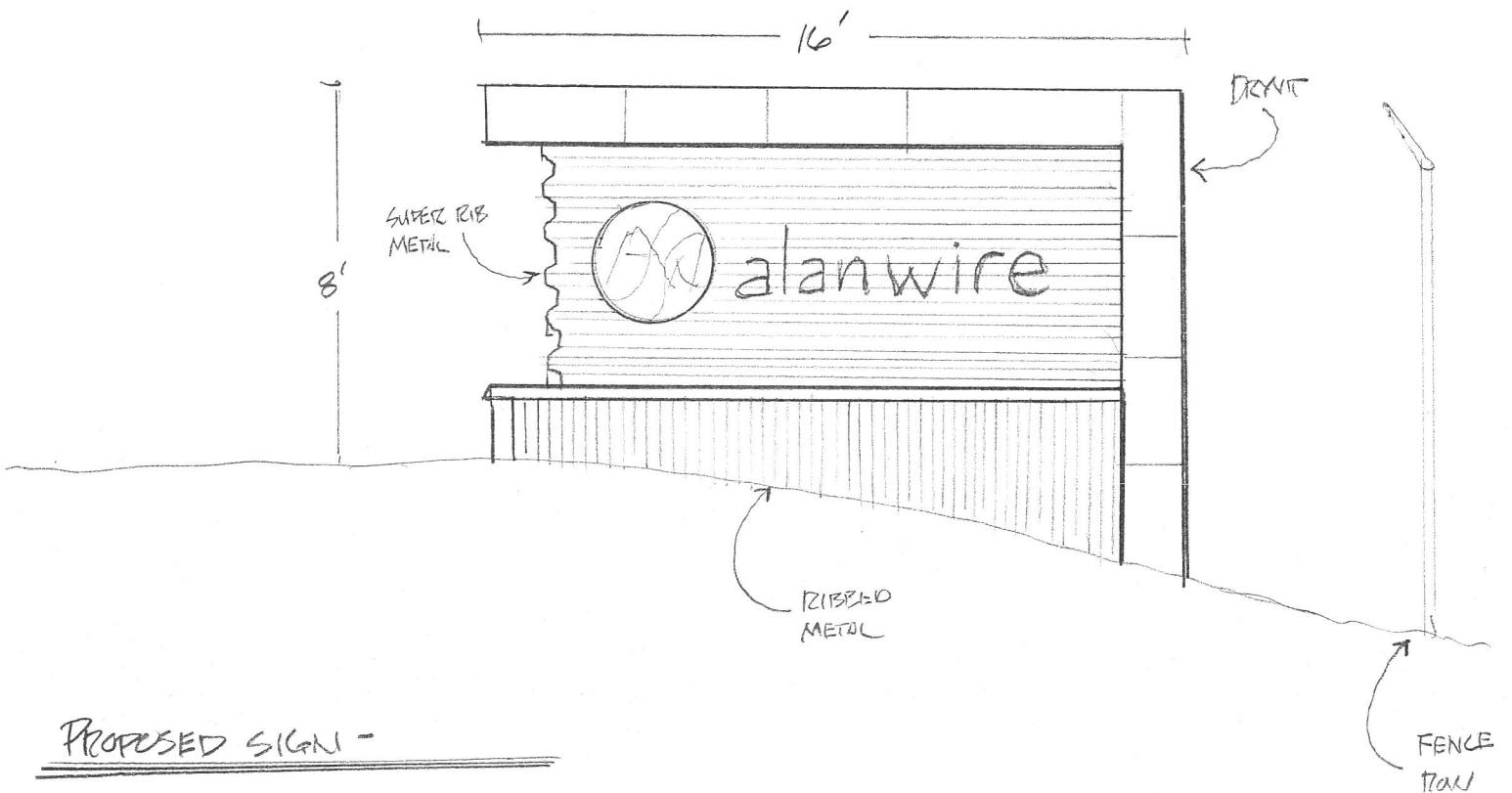
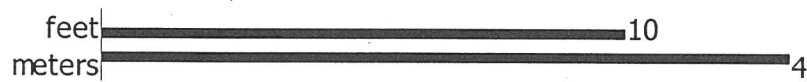
Sincerely,

A handwritten signature in black ink that reads 'Alan D. Keenan'.

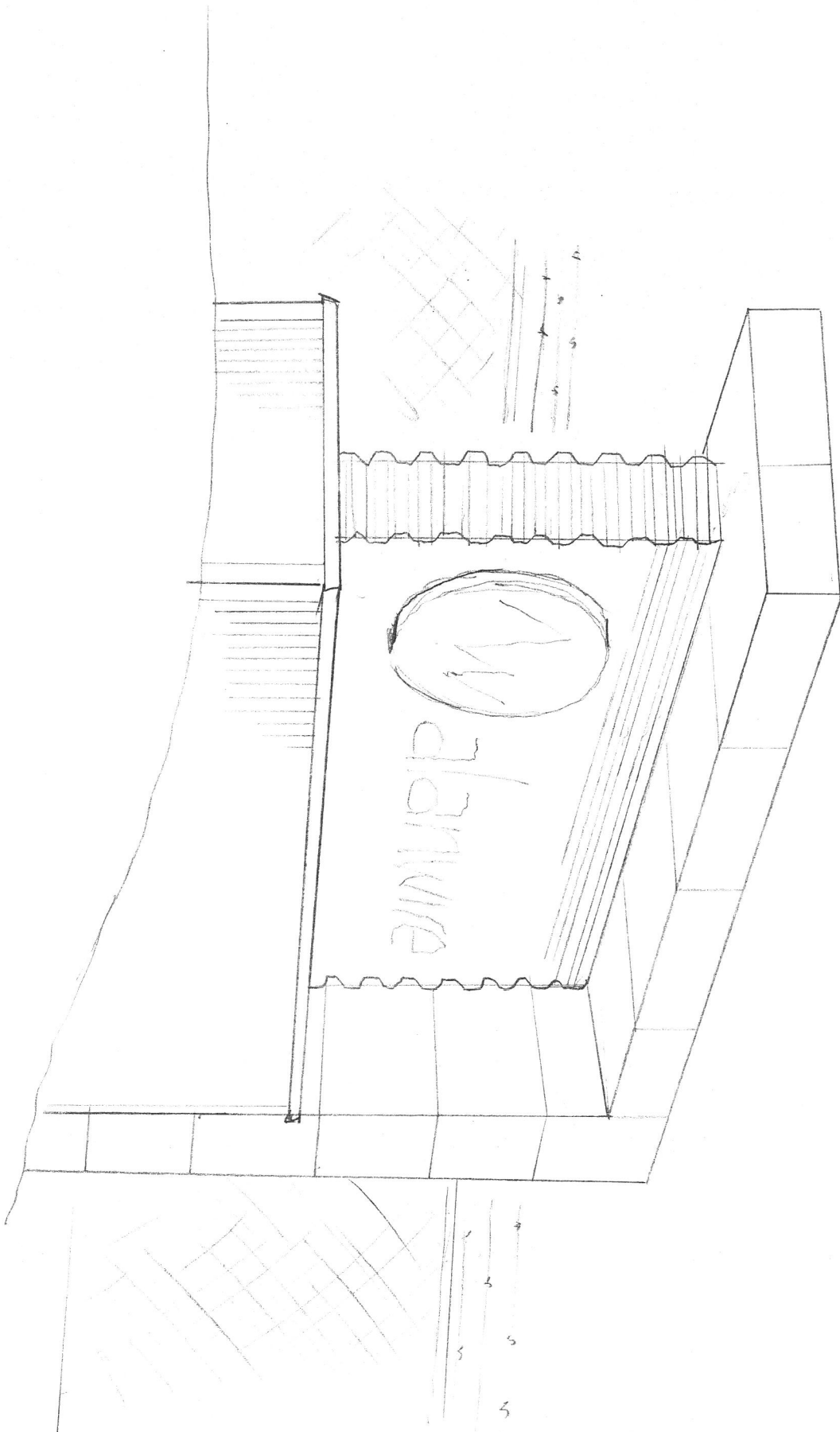
Alan D. Keenan  
President



Google Earth



PROPOSED SIGN -



# **Council Letter**

---

Date of Meeting: 17-01-03

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: 2<sup>nd</sup> Reading, Bill # 6044, Calling for April 4, 2017 General Election

Attachments:

1. Bill #6044
2. Legal Notice

Action Options:

1. 2<sup>nd</sup> Reading & Consideration of Bill #6044
2. Other Action Council may deem appropriate

Background:

Bill #6044 calls for a general election to be held on Tuesday, April 4, 2017, for the purpose of electing a Councilmember At-Large for a three year term. Staff ask for Council's approval of this bill.

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 6044, CALLING FOR A GENERAL ELECTION IN THE CITY OF SIKESTON, MISSOURI, ON TUESDAY, APRIL 4, 2017, FOR THE PURPOSE OF ELECTING A CANDIDATE FOR THE POSITION OF COUNCILMAN AT-LARGE.

BE IT ORDAINED by the City Council of the City of Sikeston, Missouri, as follows:

SECTION I: This ordinance shall not be codified.

SECTION II: That in accordance with the Missouri Comprehensive Election Laws of the State of Missouri, applicable Missouri Revised Statutes of the State of Missouri and the ordinances of the City of Sikeston, Missouri, a General Election shall be held and the same is hereby ordered to be held on Tuesday, April 4, 2017.

SECTION III: That the polls be open for said election continuously from six o' clock in the forenoon until seven o'clock in the afternoon of that day, April 4, 2017.

SECTION IV: That said election be held in the City of Sikeston, Missouri, in the polling places and precincts designated by the County Clerk.

SECTION V: That said election is hereby called for the purpose of electing one (1) candidate for the office of Councilman At-Large.

SECTION VI: That the Judges and Clerks of said election shall be those appointed by the County Clerk.

SECTION VII: That the City Clerk shall cause notice, poll books, ballots, and all other matters necessary to the election to be requested from the County Clerk's office as required by law.

SECTION VIII: That the City Clerk of the City of Sikeston, Missouri, be and he is hereby authorized and directed to notify the County Clerk of Scott County, Missouri, of the adoption of this ordinance no later than January 24, 2017, and to include in said notification all the terms and provisions required by the Comprehensive Election Act of 1986, as amended, and the above cited Statutes and ordinances.

SECTION IX: General Repealer Section. Any other ordinance or parts thereof inconsistent herewith, are hereby repealed.

SECTION X: Severability. Should any part or parts of this Ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION XI: Record of Passage.

A. Bill Number 6044 was introduced to Council and read the first time this 5th day of December, 2016.

B. Bill Number 6044 was read the second time, discussed and voted upon this 3<sup>rd</sup> day of January 2017, as follows:

Depro \_\_\_\_\_, Evans \_\_\_\_\_, Gilmore \_\_\_\_\_, Merideth \_\_\_\_\_,

Settles \_\_\_\_\_, White-Ross \_\_\_\_\_, and Burch \_\_\_\_\_,

thereby being \_\_\_\_\_,

becoming Ordinance 6044.

C. Ordinance 6044 shall be in full force and effect from and after February 3<sup>rd</sup>, 2017.

Bill Number 6044

Ordinance Number 6044

\_\_\_\_\_  
Steven Burch, Mayor

\_\_\_\_\_  
APPROVED AS TO FORM  
Charles Leible, City Counselor

SEAL/ATTEST

\_\_\_\_\_  
Carroll L. Couch, City Clerk

PUBLIC NOTICE OF GENERAL ELECTION IN THE CITY OF SIKESTON, MISSOURI, ON APRIL 4, 2017, FOR THE PURPOSE OF ELECTING ONE (1) CANDIDATE FOR THE POSITION OF COUNCILMAN AT-LARGE.

Section 1: That in accordance with the Missouri Comprehensive Election Laws of the State of Missouri, applicable Missouri Revised Statutes of the State of Missouri, and the ordinances of the City of Sikeston, Missouri, a General Election shall be held and the same is hereby ordered to be held on Tuesday, the fourth day of April, 2017.

Section 2: That the polls be open for said election continuously from six o'clock in the forenoon until seven o'clock in the afternoon of that date, April 4, 2017.

Section 3: That said election be held in the City of Sikeston, Missouri, in the polling places and precincts set by the County Clerk.

ADDRESS

WARD 1                                      901 Davis Blvd. (Trinity Gospel Church)

WARD 2                                      1006 N. Main (1<sup>st</sup> Christian Church)

WARD 3

New Madrid County      1030 S. Main (Morlan Ford)

Scott County                306 S. Kingshighway (1<sup>st</sup> Assembly of God Church)

WARD 4

New Madrid County      1030 S. Main (Morlan Ford)

Scott County                301 North West Street (Fire Station #1)

Section 4: That said election is hereby called for the purpose of electing one (1) candidate for the position Councilman At-Large, under the Charter form of government (City Charter of the City of Sikeston, Article VII, Section 7.1 - City Elections, paragraphs a and c). Said candidates shall be elected by ward.

Section 5: That the Judges and Clerks of said election shall be those appointed by the County Clerk.

Section 6: That the City Clerk shall cause notice, poll books, ballots, and all other matters necessary to the election be requested from the County Clerk's office as required by law.

Section 7: That the City Clerk of the City of Sikeston, Missouri, be and he is hereby authorized and directed to notify the County Clerk of Scott County, Missouri, of the adoption of the ordinance no later than January 24, 2017, and to include in said notification of all terms and provisions required by the Comprehensive Election Act of 1986, as amended, and the above cited Statutes and ordinances.

Section 8: The ballots used in the aforementioned General Election shall be in substantially the following form:

**WARNING:** Voting for more than the total number of candidates to be chosen for any one office will invalidate this ballot.

### **OFFICIAL BALLOT – WARD 1 - SCOTT COUNTY**

Candidates for Councilman At-Large of Sikeston, Missouri, at the General Election (3 Year Term):

Vote for one (1) Candidate

- ☐ Brian Self
- ☐ John Graham

Mark an 'X' in the box opposite the name of the candidate for whom you wish to vote.

### **OFFICIAL BALLOT – WARD 2 - SCOTT COUNTY**

Candidates for Councilman At-Large of Sikeston, Missouri, at the General Election (3 Year Term):

Vote for one (1) Candidate

- ☐ Brian Self
- ☐ John Graham

Mark an 'X' in the box opposite the name of the candidate for whom you wish to vote.

**OFFICIAL BALLOT – WARD 3 - SCOTT COUNTY**

Candidates for Councilman At-Large of Sikeston, Missouri, at the General Election (3 Year Term):

Vote for one (1) Candidate

- ☐ Brian Self
- ☐ John Graham

Mark an 'X' in the box opposite the name of the candidate for whom you wish to vote.

**OFFICIAL BALLOT – WARD 4 - SCOTT COUNTY**

Candidates for Councilman At-Large of Sikeston, Missouri, at the General Election (3 Year Term):

Vote for one (1) Candidate

- ☐ Brian Self
- ☐ John Graham

Mark an 'X' in the box opposite the name of the candidate for whom you wish to vote.

**OFFICIAL BALLOT – WARD 3 – NEW MADRID COUNTY**

Candidates for Councilman At-Large of Sikeston, Missouri, at the General Election (3 Year Term):

Vote for one (1) Candidate

- ☐ Brian Self
- ☐ John Graham

Mark an 'X' in the box opposite the name of the candidate for whom you wish to vote.

**OFFICIAL BALLOT – WARD 4 – NEW MADRID COUNTY**

Candidates for Councilman At-Large of Sikeston, Missouri, at the General Election (3 Year Term):

Vote for one (1) Candidate

☐ Brian Self

☐ John Graham

Mark an 'X' in the box opposite the name of the candidate for whom you wish to vote.

# January 2017

## Monthly Planner

| Sunday                           | Monday  | Tuesday   | Wednesday   | Thursday  | Friday    | Saturday   |
|----------------------------------|---|---|---|-----------|-----------|--|
| <i>1</i>                         | <i>2</i>  | <i>3</i><br>Regular Council Meeting 5:00 p.m.                                 | <i>4</i>  | <i>5</i>  | <i>6</i>  | <i>7</i>   |
| New Years Holiday - City Offices |   |   |   |           |           |  |
| <i>8</i>                         | <i>9</i><br>Housing Authority Board Meets - Noon<br><br>Library Board Meets 4:30 p.m.<br>Park Board Meets 5:15 p.m. | <i>10</i><br>BMU Commission Meets 4:00 p.m.<br><br>DED Board Meets 11:30 a.m. | <i>11</i>   | <i>12</i> | <i>13</i> | <i>14</i><br>Council Retreat - Bootheel Golf Clubhouse |
| <i>15</i>                        | <i>16</i><br>Martin Luther King Day - City Offices Closed   | <i>17</i><br>LCRA Meets 11:30 a.m.<br><br>Public Safety Meets 6:00 p.m.       | <i>18</i>   | <i>19</i> | <i>20</i> | <i>21</i>  |
| <i>22</i>                        | <i>23</i>   | <i>24</i><br>Tourism Advisory Board Meets 4:30 p.m.                           | <i>25</i>   | <i>26</i> | <i>27</i> | <i>28</i>  |
| <i>29</i>                        | <i>30</i><br>Special City Council Meeting 11:30 a.m.  | <i>31</i>   | <div> <div> Dec 2016 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> Feb 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 </div> </div> |           |           |  |

# February 2017

## Monthly Planner

| Sunday   | Monday   | Tuesday  | Wednesday | Thursday                                     | Friday                       | Saturday |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
|--|--|--|-----------|--|------------------------------|----------|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|---|---|---|---|---|---|---|--|--|---|---|---|---|--|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|---|---|---|---|
| <div>Jan 2017</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> |  | S  | M         | T  | W                            | T        | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  | <div>Mar 2017</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | S | M | T | W | T | F | S |  |  | 1 | 2 | 3 | 4 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | 1 | 2 | 3 | 4 |
| S  | M  | T  | W         | T  | F                            | S        |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 1  | 2  | 3  | 4         | 5  | 6                            | 7        |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 8  | 9  | 10   | 11        | 12   | 13                           | 14       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 15   | 16   | 17   | 18        | 19   | 20                           | 21       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 22   | 23   | 24   | 25        | 26   | 27                           | 28       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 29   | 30   | 31   |           |  |                              |          |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| S  | M  | T  | W         | T  | F                            | S        |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
|  |  | 1  | 2         | 3  | 4                            |          |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 5  | 6  | 7  | 8         | 9  | 10                           | 11       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 12   | 13   | 14   | 15        | 16   | 17                           | 18       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 19   | 20   | 21   | 22        | 23   | 24                           | 25       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 26   | 27   | 28   | 29        | 30   | 31                           |          |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 5  | 6<br>Library Board Meets 4:30 p.m.<br><br>Regular City Council Meeting 5:00 P.M. | 7  | 8         | 9  | 10                           | 11       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 12   | 13<br>Housing Authority Board Meets - Noon<br><br>Park Board Meets 5:15 p.m.     | 14<br>BMU Commission Meets 4:00 p.m.<br><br>DED Board Meets 11:30 a.m. | 15        | 16<br>Community Outreach Meeting - 5:30 p.m. | 17                           | 18       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 19   | 20<br>LCRA Meets 11:30 a.m.<br><br>President's Day - City Offices Closed         | 21   | 22        | 23   | 24<br>Student Government Day | 25       |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |
| 26   | 27<br>Special City Council Meeting 11:30 a.m.                                    | 28   |           |  |                              |          |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |

# March 2017

## Monthly Planner

| Sunday   | Monday   | Tuesday  | Wednesday | Thursday                                     | Friday | Saturday |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
|--|--|--|-----------|--|--------|----------|---|---|---|--|--|---|---|---|---|--|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|---|---|---|---|
| <div>Feb 2017</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table> |  |  | S         | M  | T      | W        | T | F | S |  |  | 1 | 2 | 3 | 4 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  |  |  |  | 1 | 2 | 3 | 4 |
| S  | M  | T  | W         | T  | F      | S        |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
|  |  | 1  | 2         | 3  | 4      |          |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 5  | 6  | 7  | 8         | 9  | 10     | 11       |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 12   | 13   | 14   | 15        | 16   | 17     | 18       |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 19   | 20   | 21   | 22        | 23   | 24     | 25       |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 26   | 27   | 28   |           |  |        |          |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 5  | 6<br>Library Board Meets 4:30 p.m.<br><br>Regular City Council Meeting 5:00 P.M. | 7  | 8         | 9  | 10     | 11       |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 12<br>Daylight Savings Time Begins   | 13<br>Housing Authority Board Meets - Noon<br><br>Park Board Meets 5:15 p.m.     | 14<br>BMU Commission Meets 4:00 p.m.<br><br>DED Board Meets 11:30 a.m. | 15        | 16<br>Community Outreach Meeting - 5:30 p.m. | 17     | 18       |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 19   | 20<br>LCRA Meets 11:30 a.m.<br><br>Public Safety Meets 5:30 p.m.                 | 21   | 22        | 23   | 24     | 25       |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |
| 26   | 27<br>Special City Council Meeting 11:30 a.m.                                    | 28<br>Tourism Advisory Board Meets 4:30 p.m.                           | 29        | 30   | 31     |          |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |   |   |   |