RESOLUTION 72-09

Resolution to Authorize Polk County Hazard Mitigation Planning Grant

WHEREAS, A planning grant in the amount of $34,250.00 has been approved through the Pre-Disaster Hazard Mitigation Grant Program to update the original Hazard Mitigation Plan adopted in 2005 by Polk County and all of it Sub-Jurisdictions (Cities, Villages and Townships), and

WHEREAS, The Federal Emergency Management Agency (FEMA) will provide 75% of the funds ($25,675.00), and Polk County must provide 25% of the funds ($8,575.00) as the required Local match, and

WHEREAS, The purpose of the grant is to complete the required update of the Polk County pre-disaster mitigation plan, which will ensure continued availability of Hazard Mitigation Assistance (HMA) Grants to Polk County and all of it's Sub-Jurisdictions (Cities, Villages and Townships),

NOW, THEREFORE, BE IT RESOLVED, That the Polk County Board of Supervisors authorizes the Emergency Management Coordinator to proceed with the required update of the pre-disaster mitigation plan through the Hazard Mitigation Grant program.

BE IT FURTHER RESOLVED, that the Local match of $8,575.00 will be derived from in-kind services/contributions as allowable under the grant program and as outlined in the proposed Project Budget, requiring no additional levy dollars.

Funding Amount $8,575.00 **Funding Source** In-Kind Services/Contributions

Finance Committee Recommends N/A **Effective Date:** Upon passage

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Submitted at the request of the Public Protection Committee

Date Submitted to County Board 10-20-09

County Board Action adopted

SUBMITTED BY:

10/7/09

POLK COUNTY
NATURAL HAZARDS MITIGATION PLAN UPDATE
PROPOSED SCOPE OF WORK

General Approach

The project will build upon the current *Polk County Natural Hazards Mitigation Plan* adopted in April 2005. It is proposed that the updated plan continue to focus on those natural hazards analyzed in the 2005 Plan (i.e., winter storms, tornadoes, thunderstorms, extreme heat, flooding).

Polk County would contract with WCWRPC for project consulting services to prepare the updated plan, similar to the project scope of the 2005 Plan. WCWRPC would work closely with Polk County Emergency Management, as the County's contact, throughout the planning effort, including assisting with preparation of the grant application and quarterly grant reporting. WCWRPC will be responsible for all data collection, community meetings & contacts, mailings, plan preparation, coordinate WEM and FEMA plan reviews, tracking of related in-kind contributions, and required printing/copying. Following FEMA approval, WCWRPC will provide Polk County with 3 full-color plans and a CD-ROM with Word/Excel and PDF versions of the final adopted plan; each city and village will also receive a full-color plan copy.

As in 2005, Polk County will be responsible for establishing and coordination with a County steering committee, public noticing for the public informational meeting, grant drawdowns, submittal of quarterly reports to WEM, and contracting with WEM.

Multi-Jurisdictional Effort

It is proposed that the update be a countywide multi-jurisdictional effort using the following approach:

Towns — Since we are updating the previous plan, we propose to take a slightly different approach. To encourage more involvement and input from town governments, current and proposed plan strategies with implementation actions will be provided to each town accompanied by a map of the town for context. Each mailing will be tailored to the town and any unique hazard concerns for that area. It is expected that this approach will be more interactive than the generalized survey form and map used during the creation of the original plan. A presentation to the Polk County Towns Association will be made to introduce the towns to the project in general prior to the mailing. Towns are not required to adopt the updated final plan.

Cities & Villages — Following the stakeholder interviews and general update of the hazard assessment, cities and villages will be sent the current and proposed plan strategies with implementation actions and hazard map. A follow-up phone call will be made to each community to determine any proposed plan changes for their respective strategies and hazard concerns. This phone call

will also be used to determine city and village progress on the strategies and mitigation activities identified in the current plan. A meeting with every city and village may not be needed, though some meetings are anticipated at the discretion of the communities. All cities and villages must also adopt the updated final plan via resolution. Though a contact will be made to the Village of Turtle Lake for input, it is assumed that Turtle Lake will continue to be covered under the *Barron County Natural Hazards Mitigation Plan* and will generally not be included within Polk County scope of work.

County

The County Board will be required to adopt the plan update via resolution. Three meetings of approximately 30 minutes each with the steering committee are anticipated during the process:

Meeting #1 - Project Overview & Updated Issues
Meeting #2 - Progress on Strategies & Discuss Alternatives
Meeting #3 - Review/Comments on Draft Plan

A brief fourth meeting with the committee may be required following the public informational meeting or the WEM review of the draft plan prior to County Board adoption.

WCWRPC will rely heavily on "stakeholder" interviews with County departments (e.g., Land Conservation, Zoning, Emergency Management, Sheriff, Highway) to gain input on any changes in conditions or priorities since the 2005 plan, as well as progress on the 2005 Plan strategies or new strategy alternatives.

Proposed Work Plan by Plan Section

Introduction

- Update the revised planning process and dates as needed; minimal changes
- Produce a user-friendly, highly-visual, project brochure discussing hazard mitigation planning, hazard issues in the County, example strategies, and related grant programs. Such a brochure was not produced in 2005. The brochures will be used for community meetings and mailings during the project.

Community Profile

- Update demographic and economic data
- Update critical facilities list as needed; map the critical facilities and estimate value of improvements if possible
- Update tier-two and EHS numbers
- Update historic properties list
- Add new section on comprehensive plans. Review adopted comprehensive plans in the County to identify any potential hazard issues or mitigation strategies.

Assessment of Hazard Conditions

- Update NCDC data of hazard events
- Assumes no change to hazards of no significant risk and risk survey/priorities
- Contacts with appropriate Federal, State, County, and local experts and stakeholders will be made to supplement and update the hazard assessment
- More emphasis will be given within the vulnerability assessment of each hazard to estimating the value of vulnerabilities
- For this plan update, the County now has 2006 orthophotography and the parcel database is 55+ percent complete. This database will allow a much improved vulnerability assessment, especially for flooding. In addition, floodplain map modernization for Polk County began in Summer 2008. If the D-FIRMs become available within the plan update timeframe, we will use the updated floodplain boundaries. In short, the plan update will provide a much more reliable picture of what structures are located within the floodplain and the value of these structures by linking this information to the parcel database.
- Should elevation data (e.g., LIDAR) be available to reasonably extrapolate the elevation of structures, we will compare each structure's elevation to the Regional Flood Elevation as part of the vulnerability assessment in accordance with recommended models.
- The flood assessment will take some additional effort, but will be very comparable to State and Federal suggested flood vulnerability assessment models.
- Use the parcel database to improve the vulnerability assessment for all hazards, including an estimated value of critical facilities when possible.
- Identify the location of the mobile home parks in the County and the nearest emergency storm shelters to each park. Integrate this data into the tornado assessment. This information was not included in the 2005 plan.

Current Mitigation Activities

- Update mitigation activities as needed; minimal change overall
- Add description on FEMA D-FIRM mapping update
- Strengthen the section on the discussion of protective measures under the NFIP
- Add new section discussing progress on implementation of 2005 Plan strategies

Synopsis of Issues

- Update following interviews, community contacts, and assessment

Mitigation Goals & Strategies

- Assumes goals will be unchanged; modify or amend strategies as needed
- Discuss with Emergency Management staff and/or LEPC Steering Committee the possibility of further prioritizing the strategies to focus efforts on 15-25 strategies in particular, and especially those strategies for which grant funding may be available; other potential strategies will be identified within the plan but not included in the detailed implementation plan.
- Give additional emphasis to grant and technical assistance resources when developing the implementation plan for priority strategies through a special addendum to the implementation plan with model language, contact information, related programmatic details, etc.

- Address repetitive loss structures and community participation in the National Flood Insurance Program as required by recent updates to FEMA mitigation program guidance for all plans adopted after October 1, 2008.

Plan Adoption & Maintenance

- Update discussion of coordination with other plans and ordinances
- Revise or update plan review process and dates as needed; minimal change
- Conduct public hearing

Project Budget

Though the project work plan includes components not included in the 2005, the overall project costs are estimated to be lower since this is an update. The following project costs are proposed assuming the 25% grant match is met entirely with in-kind contributions:

WCWRPC Contract:	$ 25,675
In-Kind (personnel/municip. time):	$ 3,050
In-Kind (GIS data):	$ 2,600
In-Kind (WCWRPC contribution):	$ 2,925
Proposed Total Project Cost:	$ 34,250

Based on our recent experience in St. Croix County, the following is our proposed approach for meeting the 25% grant match:

Personnel Time ($3,050)	3 steering committee meetings (est. $200 x 3) stakeholder interviews (est. 25 x $35 avg.) Towns Association & Town input (est. $100) City/Village input and adoption (est. 11 x $100) County Plan Adoption (est. $200) Misc office, copying, noticing (est. $175)
GIS Data ($2,600)	Orthophotos, parcel data, etc. compiled and provided to WCWRPC for hazard assessment (50% off consultant rate)
WCWRPC	PDM Grant Application Development (20 hours) At our expense, WCWPRC will provide an estimated 20 hours of support to the County in the development of the Pre-Disaster Mitigation Grant Application using the FEMA on-line E-grants system. Grant Reporting and Administration Support (25 hours) At its own expense, WCWRPC will provide quarterly grant reporting and in-kind match tracking support to the County. RPC will also provide coordination on pre-review and final review of the plan with

WEM and FEMA, including preparation of the required review forms and copies of materials.

If Polk County desires to expand the project scope to include other potential hazards (e.g., pandemic flu, hazardous materials) or special analyses, it may be necessary to increase the project budget accordingly.

Project Timeline

If feasible, we should delay the flood assessment portion of the plan for the following:

- **Completion of the Parcel Database.** The County continues to make progress on its parcel database which is 55+ percent complete with completion by 2010. The far majority of this database should be available for use within the project timeline.

- **FEMA D-FIRM Map Updates.** It is uncertain, and perhaps unlikely, that the D-FIRMs will be available for use. We will monitor this closely and coordinate with the County and WEM to determine the best approach once the update timeline is more clear.

It is expected that the total project would take approximately 20 months, assuming a timely meeting and plan adoption schedule. WEM requires that a draft plan be submitting to WEM for pre-review within 18 months of the grant contract. As an example, the following timeline assumes an April 2009 project start, though this would be adjusted in accordance with the actual grant award date:

April 2009	Grant Award Contract executed with State
May-June 2009	Contract with WCWRPC executed; initial meeting w/ E.M. Staff
July 2009	WCWRPC commences with the planning effort
April 2010	Draft Plan review by County steering committee Draft Plan materials distributed to Towns, Villages, & Cities, including the tailored town mailings
May 2010	Public Informational Meeting Draft Plan Update due to WEM for pre-review
May-June 2010	WEM pre-review complete
June-Aug 2010	County Board adoption
Aug-Nov 2010	City & Village adoption
November 2010	Final Adopted Plan to WEM, then to FEMA for final approval
January 2011	Final Plan approval rec'd from FEMA. Copies of Final Plan made and distributed by WCWRPC Compile final grant-match documentation; Grant Close-Out

In short, the above schedule assumes the bulk of the planning effort will be completed between July 2009 and May 2010.

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, County Clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 72-09 that was adopted by the Polk County Board of Supervisors on October 20, 2009.

Carole T. Wondra 10-28-09
Carole T. Wondra Date
Polk County Clerk