SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY JUNE 3, 2021 6:00 P.M.

AGENDA

1) ROLL CALL

Kitzmiller, McCoy, Butler, Hirsch, Torno

2) PLEDGE OF ALLEGIANCE

3) CALL FOR CHANGES

Approval of the Agenda of the Regular Meeting of the Summerset City Commission for June 3, 2021 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

4A) Approval of the minutes of the Regular Meeting May 20, 2021 as presented or amended.

APPROVAL OF THE CLAIMS

4B) Approval of claims, hand checks and payroll checks in the amount of $75,649.89 from May 20, 2021 to June 2, 2021 as presented or amended.

5) UTILITY BILLING ADJUSTMENTS
Approval of utility billing adjustments of $884.36 for the period May 1, 2021-May 31, 2021.

6) APPROVAL OF CITY ADMINISTRATOR SALARY
Approve City Administrator salary of $67,000

7) RESIGNATION OF PLANNING AND ZONING MEMBER
Resignation of Planning and Zoning member Kelly McIntosh

8) REMOVAL OF PLANNING AND ZONING MEMBER
Removal of Planning and Zoning Chairman Mike Osten

9) APPOINTMENT OF PLANNING AND ZONING MEMBER
Appoint John Hough to Planning and Zoning Board

10) BH COUNCIL OF LOCAL GOVERNMENT
Hazard Mitigation Update

11) CASEY PETERSON
2020 Audit Report

12) PUBLIC HEARING
Public hearing scheduled for June 3rd is cancelled and scheduled for Thursday, June 10th, 2021 at 6 p.m.

13) UPCOMING EVENTS
Summerfest June 19th at 4 p.m. Leisure Lane Park

14) CITIZENS INPUT

15) ITEMS FROM CITY ATTORNEY
Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.

16) ADJOURNMENT

Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.

ALL MEETINGS OF THE SUMMERSET CITY COMMISSION ARE OPEN TO THE PUBLIC

City of Summerset is inviting you to a scheduled Zoom meeting.

Topic: 06/03/2021 Commission Meeting
Time: Jun 3, 2021 05:45 PM Mountain Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/89212544633?pwd=b1RadGhiNS9pM1JkdkNKeGVXa2lwUT09

Meeting ID: 892 1254 4633
Passcode: 328785
One tap mobile
+13462487799,,89212544633#,,,,*328785# US (Houston)
+16699009128,,89212544633#,,,,*328785# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 892 1254 4633
Passcode: 328785
Find your local number: https://us02web.zoom.us/u/kcfpKivjQ9

SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY May 20, 2021 6:00 P.M.

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners McCoy and Butler were present. The City Attorney and Finance Officer were present. Commissioners Kitzmiller and Hirsch were absent.

Mayor Torno led the Pledge of Allegiance.

Motion by McCoy, second by Butler to amend the agenda for the Regular Meeting of the Summerset City Commission for April 15, 2021 adding item 4C). Motion carried

Motion by Butler, second by McCoy to approve the May 06, 2021 minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by McCoy, second by Butler to approve the claims and hand checks in the amount of $39,196.90 from May 06,2021 through May 19, 2021 as presented or amended. Motion carried.

A&B Business Solutions	Monthly Contract	$45.00
A&E Plumbing	Auger Piping	$281.93
Black Hawk Water Users District	Monthly Usage	$52.70
CBH CO-OP	Govt Fuel	$2,748.53
City of Rapid City	Solid Waste Disposal	$4,282.81
Demersseman Jensen	Legal Services	$2,015.00
Golden West Technologies	Managed Services	$2,998.50
HDR Engineering Inc	Task order 2021-01	$5,771.50
Hermanson Egge Engineering	4 Residential Inspections	$420.00
Kieffer Sanitation	Monthly Billing	$225.00
Legendary Electric	Electrical for Auger	$763.12
Meade County Auditor	Dispatch April	$2,296.26
Midcontinent Testing Labs	Mid Continent Testing	$140.00
Midcontinent Communications	WWTP Phone	$197.35
MDU	Utilities	$665.37
RC Journal	Audit Publications	$314.17
RCS Construction Inc	Install Auger	$2,073.98
SD Assoc of Rural Water	Conference attendance	$75.00
SD One Call	April Notifications	$40.95
Verizon Wireless	LE Voice and Mobile	$200.09
Western Communications	Repair Siren	$1,759.38
BH Energy	Utilities	$5,310.14
BH Fire Department	Donations for Equipment	$1,759.38

SD Depart of Revenue	2021-2022	$900.00
First National Trust	P&I	$4,299.52
SD Depart of Revenue	Sales Tax April	$955.60

APPROVAL OF CITY ADMINISTRATOR
Motion by McCoy, second by Butler to approve Lisa Schieffer as the City Administrator.

MALT BEVERAGE LICENSE RENEWALS 2021-2022
Motion by McCoy, second by Butler to approve the application for Retail On-Off Sale Malt Beverage and SD Farm Wine License with Sunday Service, JR's Rhodehouse BBQ Pit, 7201 Infinity Drive, Summerset, SD 57718, OC.68.04, Infinity Business Park, Sub Lot 4.

RESOLUTION 2021-05
Motion by Butler, second by McCoy to approve Resolution 2021-05 Malt Beverage License 2021-2022.

CASEY PETERSON AUDIT PRESENTAION
Motion by McCoy, second by Butler to table the topic until June 03, 2021 due to issues with the zoom audio.

MEDICAL MARIJUANA ORDINANCE

8A) **Motion** by McCoy, second by Butler to schedule a joint public hearing and the first reading for the medical marijuana ordinance for June 03, 2021

8B) **Motion** by Butler, second by McCoy to schedule the first reading for No Smoking Marijuana in Public ordinance for June 03, 2021.

UPCOMING EVENTS

City Wide Cleanup
Office Closed Monday May 31, 2021
Summerfest June 19, 2021

ACES
Motion by McCoy, second by Butler to open discussion about Glenwood Drive Expansion and Connection Project, TIF #2.
Eight residents voiced their opinions on the TIF #2 MOU that was presented.

CITIZENS INPUT
A resident made a comment about the intersections on Sturgis Rd.

ITEMS FROM CITY ATTORNEY
Motion by McCoy, second by Butler to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 7:17 p.m.
Motion by McCoy, second by Butler to exit executive session at 7:28 p.m.

ADJOURNMENT
Motion for adjournment at 7:28 p.m. by McCoy, second Butler. Motion carried.

(SEAL)
ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Check Register Report

Date: 06/02/2021
Time: 2:32 pm
Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
24651	06/02/2021	Printed			1098	A&B BUSINESS SOLUTIONS	Monthly Contract	447.25
24652	06/02/2021	Printed			0962	ALLEN, DON	Phone Stipend	450.00
24653	06/02/2021	Printed			1111	AMBROSE, JONATHAN	Phone Stipend	50.00
24654	06/02/2021	Printed			1697	BUNTAIN, JOSHUA	Phone Stipend	450.00
24655	06/02/2021	Printed			0095	Butler, Dave	Phone Stipend	50.00
24656	06/02/2021	Printed			1115	C HAVEMAN BUSINESS SERVICES	Business Services	1,200.00
24657	06/02/2021	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
24658	06/02/2021	Printed			0468	DELTA DENTAL	Employee Dental	622.20
24659	06/02/2021	Printed			1722	DUCHENEAUX,HALAYNA	Phone Stipend	50.00
24660	06/02/2021	Printed			1251	FIRST INTERSTATE BANK	Building Payment	4,911.76
24661	06/02/2021	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC	2020 Ford Interceptor	1,479.21
24662	06/02/2021	Printed			1671	GEORGE MANDAS	Consulting	2,025.00
24663	06/02/2021	Printed			0246	GOLDEN WEST TECHNOLOGIES	Managed Services	1,958.50
24664	06/02/2021	Printed			1369	GREENAPSIS	Janitorial	475.00
24665	06/02/2021	Printed			1727	GUARANTEED ROOFING & GUTTERS	50% Reroof	17,774.12
24666	06/02/2021	Printed			0041	HEALTH POOL OF SD	Employee Health Benefits	12,446.20
24667	06/02/2021	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
24668	06/02/2021	Printed			0781	Humane Society of Black Hills	May 2021	66.20
24669	06/02/2021	Printed			1566	JUSO, COLTON	Phone Stipend	450.00
24670	06/02/2021	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
24671	06/02/2021	Printed			0324	Kayl, Anthony	Phone Stipend	270.78
24672	06/02/2021	Printed			1411	MBFS USA LLC	Freightliner Payment	3,068.32
24673	06/02/2021	Printed			1698	MONTILEAUX, CASEY	Phone Stipend	450.00
24674	06/02/2021	Printed			1730	NASSER,RICH	Phone Stipend	50.00
24675	06/02/2021	Printed			1408	PALMER, BRANDY	Phone Stipend	450.00
24676	06/02/2021	Printed			0007	PRINT MARKET	Business Cards	186.50
24677	06/02/2021	Printed			1732	SCHIEFFER, LISA	Phone Stipend	50.00
24678	06/02/2021	Printed			1022	SDRS-SUPPLEMENTAL	Supplemental Retirement	485.00
24679	06/02/2021	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	143.87
24680	06/02/2021	Printed			1346	STEPHANIE MCCOY	Phone stipend	50.00
24681	06/02/2021	Printed			0983	TANNER FENENGA	Phone Stipend	50.00
24682	06/02/2021	Printed			1432	TNT CONSTRUCTION	Erosion Control	2,000.00
24683	06/02/2021	Printed			1729	TORNO, MELANIE	Phone Stipend	50.00
24684	06/02/2021	Printed			0128	UNITED STATES TREASURY	May Payroll Taxes	12,893.67
24685	06/02/2021	Printed			1024	USA BLUEBOOK	WWTP Supplies	649.76
24686	06/02/2021	Printed			1662	VALANDRA, MORGAN	Phone Stipend	50.00
24687	06/02/2021	Printed			1189	VAST	Fax/Phone/Internet	1,050.73
24688	06/02/2021	Printed			1434	WELLS FARGO FINANCIAL SERVICES	Bobcat Payment	1,079.30

Total Checks: 38 **Checks Total (excluding void checks): 68,083.37**

Total Payments: 38 **Bank Total (excluding void checks): 68,083.37**

Check Register Report

City of Summerset BANK: BANKWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST EFT Checks								
33	06/02/2021	Printed			0011	SDRS	May Retirement	7,566.52

Total Checks: 1 **Checks Total (excluding void checks): 7,566.52**

Total Payments: 1 **Bank Total (excluding void checks): 7,566.52**

Total Payments: 39 **Grand Total (excluding void checks): 75,649.89**

Summerset Previous Plan:

Summerset has experienced some major drainage issues since the city was incorporated. Two drainage areas of particular concern were identified in the previous plan: the Castlewood Mulberry drainage and the Summerset USA drainage. Drainage improvements at the Castlewood Mulberry Drainage have been completed. In addition, while the Sun Valley Drainage was not addressed in the previous plan, the city is now on Phase 2 of 3 of a drainage improvements related to this development. The United State Geological Survey is also in the process of developing a project to look at potential flood hazards within the Sun Valley Estates Subdivision within Summerset.

Summerset's mitigation priorities are to continue to address drainage issues within city limits. In addition, a large amount of the city is located in WUI intermix areas, and so continued attention to wildfire mitigation is also an important consideration.

Goal 1: Protect People and Property

Objective: Implement activities that will protect people and property from flooding

Summerset: Support efforts to study drainage issues within Summerset and secure funding to correct identified drainage issues.

Summerset: Maintain detailed records of public infrastructure damage from flooding, including dates of occurrences, photos, and repair costs in order to prepare for future mitigation projects

Objectives: Ensure that early warning reach the entire community

Summerset: Continue to identify locations where sirens are needed

Summerset: Secure funding for sirens at locations that lack access to early warning systems

Summerset: Explore other community warning system products, such as web and mobile-phone delivery systems

Objectives: Ensure that critical facilities are equipped with backup power

Summerset: Inventory all generators, portable and at public buildings, throughout the county to measure backup power capacity and to assess needs.

Summerset: Secure funding for generators at critical facilities

Goal 3: Strengthen Partnerships

Objective: Strengthen emergency operations by increasing collaboration among public agencies, non-profit organizations, business, and industry.

Summerset: Coordinate the implementation of the activities in the Hazard Mitigation Plan with other local planning effects, such as Local Emergency Management Plan and City and County land use planning efforts

Summerset: Continue to participate in, and incorporate mitigation planning, into the planning activities related to the Sturgis Motorcycle Rally.

City of

SUMMERSET

A GREAT PLACE TO CALL HOME

Agenda Item Request Form

This Request Form is required in the Finance Office no later than Monday at noon prior to the Thursday Commission Meeting (1st and 3rd Thursdays of the month). The City will contact you confirming the suitability and placement of the requested item. We encourage you to resolve any issues by contacting the Finance Office prior to requesting placement on the agenda.

PLEASE PRINT

Name Jennifer Sietsema and Kailey Snyder Phone Number 605-394-2681 ext 1244

Address 730 E Watertown St. Suite 102 Rapid City, SD 57701

Item to be Discussed

Meade County Hazard Mitigation Plan Update

Signature Kailey Snyder Date 05/25/2021

♦7055 Leisure Lane ♦ Summerset, SD 57718 ♦ Phone (605) 718-9858 ♦ Fax (605) 718-9883 ♦email: cityinfo@summerset.us ♦ website: www.summerset.us

Worksheet #1 — Identify the Hazards — step 1

Date:

What kinds of natural hazards can affect you?

Task A. List the hazards that may occur.

1. *Research newspapers and other historical records.*
2. *Review existing plans and reports.*
3. *Talk to the experts in your community, state, or region.*
4. *Gather information on Internet Websites.*
5. *Next to the hazard list below, put a check mark in the Task A boxes beside all hazards that may occur in your community or state.*

Task B. Focus on the most prevalent hazards in your community or state.

1. *Go to hazard Websites.*
2. *Locate your community or state on the Website map.*
3. *Determine whether you are in a high-risk area. Get more localized information if necessary.*
4. *Next to the hazard list below, put a check mark in the Task B boxes beside all hazards that pose a significant threat.*

	Task A	Task B
Avalanche	☐	☐
Coastal Erosion	☐	☐
Coastal Storm	☐	☐
Dam Failure	☐	☐
Drought	☐	☐
Earthquake	☐	☐
Expansive Soils	☐	☐
Extreme Heat	☐	☐
Flood	☐	☐
Hailstorm	☐	☐
Hurricane	☐	☐
Land Subsidence	☐	☐
Landslide	☐	☐
Severe Winter Storm	☐	☐
Tornado	☐	☐
Tsunami	☐	☐
Volcano	☐	☐
Wildfire	☐	☐
Windstorm	☐	☐
Other_____	☐	☐
Other_____	☐	☐
Other_____	☐	☐

*Note: **Bolded** hazards are addressed in this How-To Guide.*

Use this space to record information you find for each of the hazards you will be researching. Attach additional pages as necessary.

Hazard or Event Description (type of hazard, date of event, number of injuries, cost and types of damage, etc.)	**Source of Information**	**Map Available for this Hazard?**	**Scale of Map**

Worksheet #2 — Profile Hazard Events — step 2

Date:

How Bad Can It Get?

Task A. Obtain or create a base map.

You can use existing maps from:

- *Road maps*
- *USGS topographic maps or Digital Orthophoto Quarter Quads (DOQQ)*
- *Topographic and/or planimetric maps from other agencies*
- *Aerial topographic and/or planimetric maps*

OR you can create a base map using:

- *Field surveys*
- *GIS software*
- *CADD software*
- *Digitized paper maps*

Title of Map	Scale	Date

Flood	☐ 1. Get a copy of your FIRM. _____ ☐ 2. Verify the FIRM is up-to-date and complete. _____	☐ 1. Transfer the boundaries from your FIRM onto your base map (floodway, 100-yr flood, 500-yr flood). ☐ 2. Transfer the BFEs onto your base map.
Earth-quake	☐ 1. Go to the http://geohazards.cr.usgs.gov Website. ☐ 2. Locate your planning area on the map. ☐ 3. Determine your PGA.	☐ 1. Record your PGA: _____ ☐ 2. If you have more than one PGA print, download or order your PGA map.
Tsunami	☐ 1. Get a copy of your tsunami inundation zone map. _____	☐ 1. Copy the boundary of your tsunami inundation zone onto your base map.
Tornado	☐ 1. Find your design wind speed. _____	☐ 1. Record your design wind speed: _____ ☐ 2. If you have more than one design wind speed, print, download, or copy your design wind speed zones, copy the boundary of your design wind speed zones on your base map, then record the design wind speed zones on your base map.
Coastal Storm	☐ 1. Get a copy of your FIRM. _____ ☐ 2. Verify that the FIRM is up-to-date and complete. _____ ☐ 3. Determine the annual rate of coastal erosion. _____ ☐ 4. Find your design wind speed. _____	☐ 1. Transfer the boundaries of your coastal storm hazard areas onto your base map. ☐ 2. Transfer the BFEs onto your base map. ☐ 3. Record the erosion rates on your base map: _____ ☐ 4. Record the design wind speed here and on your base map: _____
Land-slide	☐ 1. Map location of previous landslides. _____ ☐ 2. Map the topography. _____ ☐ 3. Map the geology. _____ ☐ 4. Identify the high-hazard areas on your map. _____	☐ 1. Mark the areas susceptible to landslides onto your base map.
Wildfire	☐ 1. Map the fuel models located within the urban-wildland interface areas. _____ ☐ 2. Map the topography. _____ ☐ 3. Determine your critical fire weather frequency. _____ ☐ 4. Determine your fire hazard severity. _____	☐ 1. Draw the boundaries of your wildfire hazard areas onto your base map.
Other	☐ 1. Map the hazard. _____	☐ 1. Record hazard event info on your base map.

Worksheet #3a — Inventory Assets — step 3

Date:

What will be affected by the hazard event?

Task A. Determine the proportion of buildings, the value of buildings, and the population in your community or state that are located in hazard areas.

Hazard _____

Type of Structure (Occupancy Class)	Number of Structures			Value of Structures			Number of People		
	# in Community or State	# in Hazard Area	% in Hazard Area	$ in Community or State	$ in Hazard Area	% in Hazard Area	# in Community or State	# in Hazard Area	% in Hazard Area
Residential									
Commercial									
Industrial									
Agricultural									
Religious/ Non-profit									
Government									
Education									
Utilities									
Total									

Task B. Determine whether (and where) you want to collect additional inventory data.

	Y	N
1. Do you know where your greatest damages may occur in your hazard areas?	_____	_____
2. Do you know whether your critical facilities will be operational after a hazard event?	_____	_____
3. Is there enough data to determine which assets are subject to the greatest potential damages?	_____	_____
4. Is there enough data to determine whether significant elements of the community are vulnerable to potential hazards?	_____	_____
5. Is there enough data to determine whether certain areas of historic, environmental, political, or cultural significance are vulnerable to potential hazards?	_____	_____
6. Is there concern about a particular hazard because of its severity, repetitiveness, or likelihood of occurrence?	_____	_____
7. Is additional data needed to justify the expenditure of community or state funds for mitigation initiatives?	_____	_____

Worksheet #3b — Inventory Assets — step 3

Date:

What will be affected by the hazard event?

Task C. Compile a detailed inventory of what can be damaged by a hazard event.

Inventory the assets (critical facilities, businesses, historic, cultural, and natural resource areas, and areas of special consideration), that can be damaged by a hazard event.

Hazard _____

Name or Description of Asset	Sources of Information	Critical Facility ✓	Vulnerable Populations ✓	Economic Assets ✓	Special Considerations ✓	Historic/Other Considerations ✓	Size of Building (sq ft)	Replacement Value ($)	Contents Value ($)	Function Use or Value ($)	Displacement Cost ($ per day)	Occupancy or Capacity (#)	Other Hazard Specific Information

Worksheet #4 — Estimate Losses — step 4

Date:

How will these hazards affect you?

Hazard _____

Structure Loss (Task A.1.)						Contents Loss (Task A.2.)				
Name/ Description of Structure	Structure Replacement Value (Step 3) ($)	x	Percent Damage (Step 4) (%)	=	Loss to Structure ($)	Replacement Value of Contents (Step 3) ($)	x	Percent Damage (Step 4) (%)	=	Loss to Contents ($)
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
Total Loss to Structure						**Total Loss to Contents**				

Structure Use and Function Loss (Task A.3.)										
Name/ Description of Structure	Average Daily Operating Budget (Step 3) ($)	x	Functional Downtime (Step 4) (# of days)	+	Displacement Cost per Day (Step 3) ($)	x	Displacement Time (Step 4) ($)	=	Structure Use & Function Loss ($)	**Structure Loss + Content Loss + Function Loss ($)**
		x		+		x		=		
		x		+		x		=		
		x		+		x		=		
		x		+		x		=		
		x		+		x		=		
		x		+		x		=		
		x		+		x		=		
		x		+		x		=		
Total Loss to Structure Use & Function										**Total Loss for Hazard Event (Task B.2.)**

Worksheet #1 — Identify the Hazards — step 1

Date: March, 2001

What kinds of natural hazards can affect you?

Task A. List the hazards that may occur.

1. *Research newspapers and other historical records.*
2. *Review existing plans and reports.*
3. *Talk to the experts in your community, state, or region.*
4. *Gather information on Internet Websites.*
5. *Next to the hazard list below, put a check mark in the Task A boxes beside all hazards that may occur in your community or state.*

Task B. Focus on the most prevalent hazards in your community or state.

1. *Go to hazard Websites.*
2. *Locate your community or state on the Website map.*
3. *Determine whether you are in a high-risk area. Get more localized information if necessary.*
4. *Next to the hazard list below, put a check mark in the Task B boxes beside all hazards that pose a significant threat.*

	Task A	Task B
Avalanche	☐	☐
Coastal Erosion	☑	☐
Coastal Storm	☑	☑
Dam Failure	☐	☐
Drought	☐	☐
Earthquake	☑	☑
Expansive Soils	☐	☐
Extreme Heat	☐	☐
Flood	☑	☑
Hailstorm	☑	☐
Hurricane	☑	☐
Land Subsidence	☐	☐
Landslide	☑	☑
Severe Winter Storm	☑	☐
Tornado	☑	☑
Tsunami	☑	☑
Volcano	☐	☐
Wildfire	☑	☑
Windstorm	☐	☐
Other_____	☐	☐
Other_____	☐	☐
Other_____	☐	☐

Note: ***Bolded*** *hazards are addressed in this How-To Guide.*

Use this space to record information you find for each of the hazards you will be researching. Attach additional pages as necessary.

Hazard or Event Description (type of hazard, date of event, number of injuries, cost and types of damage, etc.)	Source of Information	Map Available for this Hazard?	Scale of Map
Flood - June 1936. 500-year flood. One death, some corn & crop losses.	• Members of community • Newspaper • Floodplain manager	FIRM	1 : 6000
Hurricane Camille - Nov. 1969. One death. Flooding & wind caused $1.5 million in damages.	• Newspaper • Internet research	FIRM & storm surge map	1 : 6000 1 : 6000
Severe storm caused flooding & landslides - May 1973. $2 million in damages.	• Newspaper • State geologist	Topo-graphic & soils maps	1 : 24000
Severe storm & tornadoes - April 1980. Wind & flash floods caused $1.5 million in damages.	• Newspaper	No	
Wildfires - April 1981. 1,050 acres burned.	• Newspaper • State fire marshal	Topo-graphic USDA & fuel model maps.	1 : 24000

Worksheet #2 — Profile Hazard Events — step 2

Date: May, 2001 — *How Bad Can It Get?*

Task A. Obtain or create a base map.

You can use existing maps from:

- *Road maps*
- *USGS topographic maps or Digital Orthophoto Quarter Quads (DOQQ)*
- *Topographic and/or planimetric maps from other agencies*
- *Aerial topographic and/or planimetric maps*

OR you can create a base map using:

- *Field surveys*
- *GIS software*
- *CADD software*
- *Digitized paper maps*

Title of Map	Scale	Date
USGS topographic	1:24,000	1995

Task B. Obtain a hazard event profile.
Check box when complete and fill in source of information.

Task C. Record your hazard event profile information. Check box when complete.

	Task B	Task C
Flood	☑ 1. Get a copy of your FIRM. FEMA Map Service Center ☑ 2. Verify the FIRM is up-to-date and complete. Hazardville Planning Dept. & floodplain manager	☑ 1. Transfer the boundaries from your FIRM onto your base map (floodway, 100-yr flood, 500-yr flood). ☑ 2. Transfer the BFEs onto your base map.
Earthquake	☑ 1. Go to the http://geohazards.cr.usgs.gov Website. ☑ 2. Locate your planning area on the map. ☑ 3. Determine your PGA.	☑ 1. Record your PGA: _____ ☑ 2. If you have more than one PGA print, download or order your PGA map.
Tsunami	☑ 1. Get a copy of your tsunami inundation zone map. West Coast/Alaska Tsunami Warning Center of NOAA	☑ 1. Copy the boundary of your tsunami inundation zone onto your base map.
Tornado	☑ 1. Find your design wind speed. Hazardville Building Inspector/Building Code	☑ 1. Record your design wind speed: _____ ☑ 2. If you have more than one design wind speed, print, download, or copy your design wind speed zones, copy the boundary of your design wind speed zones on your base map, then record the design wind speed zones on your base map.
Coastal Storm	☑ 1. Get a copy of your FIRM. FEMA Map Service Center ☑ 2. Verify that the FIRM is up-to-date and complete. Hazardville Planning Dept. & floodplain manager ☑ 3. Determine the annual rate of coastal erosion. State Coastal Zone Manager ☑ 4. Find your design wind speed. Hazardville Building Inspector/Building Code	☑ 1. Transfer the boundaries of your coastal storm hazard areas onto your base map. ☑ 2. Transfer the BFEs onto your base map. ☑ 3. Record the erosion rates on your base map: _____ ☑ 4. Record the design wind speed here and on your base map: _____
Landslide	☑ 1. Map location of previous landslides. University study ☑ 2. Map the topography. USGS topographic maps ☑ 3. Map the geology. U.S Natural Resources Conservation Service soil maps ☑ 4. Identify the high-hazard areas on your map.	☑ 1. Mark the areas susceptible to landslides onto your base map.
Wildfire	☑ 1. Map the fuel models located within the urban-wildland interface areas. National Fire Danger Rating ☑ 2. Map the topography. USGS topographic map ☑ 3. Determine your critical fire weather frequency. State Fire Marshal ☑ 4. Determine your fire hazard severity. How-To pg. 2-34	☑ 1. Draw the boundaries of your wildfire hazard areas onto your base map.
Other	☐ 1. Map the hazard. _____	☐ 1. Record hazard event info on your base map.

Worksheet #3a — Inventory Assets — step 3

Date: July, 2001

What will be affected by the hazard event?

Task A. Determine the proportion of buildings, the value of buildings, and the population in your community or state that are located in hazard areas.

Hazard Flood

Type of Structure (Occupancy Class)	Number of Structures			Value of Structures			Number of People		
	# in Community or State	# in Hazard Area	% in Hazard Area	$ in Community or State	$ in Hazard Area	% in Hazard Area	# in Community or State	# in Hazard Area	% in Hazard Area
Residential	61	16	25%	3,927,000	439,000	11%	403	69	7%
Commercial	5	4	80%	6,500,000	4,500,000	69%	570	345	61%
Industrial	0	0	0%	0	0	0	0	0	0
Agricultural	2	1	50%	175,000	90,000	51%	10	5	50%
Religious/ Non-profit	3	1	33%	3,450,000	1,500,000	43%	351	1	0.2%
Government	7	5	71%	7,055,000	2,555,000	36%	570	170	30%
Education	1	1	100%	500,000	500,000	100%	125	125	100%
Utilities	2	2	100%	2,750,000	2,750,000	100%	15	15	100%
Total	81	30	37%	24,351,000	11,884,000	49%	2,044	730	44%

Task B. Determine whether (and where) you want to collect additional inventory data.

	Y	N
1. Do you know where your greatest damages may occur in your hazard areas?	✓	
2. Do you know whether your critical facilities will be operational after a hazard event?		✓
3. Is there enough data to determine which assets are subject to the greatest potential damages?	?	
4. Is there enough data to determine whether significant elements of the community are vulnerable to potential hazards?	✓	
5. Is there enough data to determine whether certain areas of historic, environmental, political, or cultural significance are vulnerable to potential hazards?	✓	
6. Is there concern about a particular hazard because of its severity, repetitiveness, or likelihood of occurrence?	✓	
7. Is additional data needed to justify the expenditure of community or state funds for mitigation initiatives?	✓ Joe, I think we need to do some more research.	

Worksheet #3b — Inventory Assets — step 3

Date: August, 2001

What will be affected by the hazard event?

Task C. Compile a detailed inventory of what can be damaged by a hazard event.

Inventory the assets (critical facilities, businesses, historic, cultural, and natural resource areas, and areas of special consideration), that can be damaged by a hazard event.

Hazard Flood

Name or Description of Asset	Sources of Information	Critical Facility	Vulnerable Populations	Economic Assets	Special Considerations	Historic/Other Considerations	Size of Building (sq ft)	Replacement Value ($)	Contents Value ($)	Function Use or Value ($)	Displacement Cost ($ per day)	Occupancy or Capacity (#)	Other Hazard Specific Information
		✓	✓	✓	✓	✓							
Historic Lighthouse	Lighthouse Preservation Society					✓	3,000	$150,000	$1.5M	$0.5M	$500	1	
Bridge	Public Works	✓					250 ft long	$750,000	NA	$31,750	$12,000	20	
Sewage Treatment Plant	Public Works	✓					75,000	$2.5M	$2.5M	$30M	$200,000	10	
STP Outbuilding	Public Works	✓					10,000	$1M	$1.5M	$0.25M	$5,000	—	
STP Outbuilding	Public Works	✓					7,500	$75,000	$1.5M	$0.5M	$1,000	—	
Water Treatment Plant	Public Works	✓					3,000	$250,000	$1.25M	$1M	$2,000	5	
Hospital	Hospital	✓					45,000	$2.5M	$3.75M	$0.75M	$2,500	100	
Police/Fire Station	Police Dept.	✓					10,000	$2M	$3M	$0.35M	$2,000	150	

Worksheet #4 — Estimate Losses — step 4

Date: October, 2001 *How will these hazards affect you?*

Hazard Flood

Structure Loss (Task A.1.)						Contents Loss (Task A.2.)				
Name/ Description of Structure	Structure Replacement Value (Step 3) ($)	x	Percent Damage (Step 4) (%)	=	Loss to Structure ($)	Replacement Value of Contents (Step 3) ($)	x	Percent Damage (Step 4) (%)	=	Loss to Contents ($)
Historic Lighthouse	1,500,000	x	18	=	270,000	50,000	x	27	=	13,500
Bridge	750,000	x	20	=	150,000	N/A	x	N/A	=	N/A
Sewage Treatment Plant	2,500,000	x	13	=	325,000	2,500,000	x	19.5	=	487,500
STP Outbuilding	1,000,000	x	13	=	130,000	1,500,000	x	19.5	=	292,500
STP Outbuilding	750,000	x	13	=	97,500	1,500,000	x	19.5	=	292,500
Water Treatment Plant	250,000	x	5	=	12,500	250,000	x	7.5	=	18,750
Hospital	2,500,000	x	5	=	125,000	3,750,000	x	7.5	=	281,250
Police & Fire Station	2,000,000	x	5	=	100,000	3,000,000	x	7.5	=	225,000
				Total Loss to Structure	$1,210,000				Total Loss to Contents	$1,611,000

Structure Use and Function Loss (Task A.3.)										Structure Loss + Content Loss + Function Loss ($)
Name/ Description of Structure	Average Daily Operating Budget (Step 3) ($)	x	Functional Downtime (Step 4) (# of days)	+	Displacement Cost per Day (Step 3) ($)	x	Displacement Time (Step 4) ($)	=	Structure Use & Function Loss ($)	
Historic Lighthouse	2,191	x	7	+	500	x	2	=	16,337	299,837
Bridge	31,740	x	4	+	12,000	x	4	=	174,960	324,960
Sewage Treatment Plant	82,191	x	3	+	200,000	x	3	=	846,573	1,659,073
STP Outbuilding	684	x	2	+	5,000	x	2	=	11,368	433,868
STP Outbuilding	684	x	2	+	1,000	x	2	=	3,368	393,368
Water Treatment Plant	2,740	x	1	+	2,000	x	0	=	2,740	33,990
Hospital	2,055	x	0	+	2,500	x	0	=	0	406,250
Police & Fire Station	960	x	1	+	2,000	x	0	=	960	325,960
								Total Loss to Structure Use & Function	$1,056,306	$3,877,306

Total Loss for Hazard Event (Task B.2.)

IDENTIFYING HAZARDS WORKSHEET

Type of Hazard	Probability		Frequency: Times in the last			Population Impact			Property Impact		
	Yes	No	5 yrs	10 yrs	20 yrs or more	High	Med	Low	High	Med	Low
Aircraft Accident											
Avalanche											
Civil Disorder											
Coastal Storm											
Communication											
(disruption)											
Dam Failure											
Drought											
Earthquake											
Extreme heat											
Flood											
(rapid snow melt)											
(ice jam)											
(heavy rain)											
Hail											
HAZMAT											
(fixed facility)											
(transportation)											
Hurricane											
Landslide											
(earthquake-induced)											
(rain-induced)											
Lightning											
National Emergency											

Type of Hazard	Probability		Frequency: Times in the last			Population Impact			Property Impact		
	Yes	No	5 yrs	10 yrs	20 yrs or more	High	Med	Low	High	Med	Low
Utility Interruption											
(communication)											
(electricity)											
(natural gas)											
Radiological											
(fixed facility)											
(transportation)											
Subsidence											
(sinkhole)											
Thunderstorm											
(microburst)											
Tornado											
(microburst)											
Transportation											
(air)											
(rail)											
(interstate)											
(primary highway)											
(county/city roads)											
(military missile)											
Urban Fire											
(conflagration)											
Volcanic Ash											
Volcanic Explosion											
Wildland Fire											
(urban interface)											
(public land)											
(private land)											
Winter Storm											
(snow)											
(ice)											
(extreme cold)											

ASSESSING RISKS

Type of Hazard	Probability		Frequency: Times in the last			Population Impact			Property Impact		
	Yes	No	5 yrs	10 yrs	20 yrs or more	High	Med	Low	High	Med	Low
Chemical											
Biological											
Explosion											
Arson											
Release											
Other:											

Feasibility Review Worksheet

Hazard _____

Alternative _____

Answer the question below. Then fill in each row of the table from left to right. When complete, evaluate responses on this and other feasibility review worksheets to decide if this alternative is the best alternative for the community.

How is this alternative consistent with the local hazard mitigation plan?

(Cite specific goals, objectives; give relevant page numbers) _____

_____

_____

_____

STAPLEE criteria	First, ask questions	Second, answer questions	Third, note potential negative effects or obstacles	Fourth, note opportunities to mitigate potential negative effects or overcome potential obstacles
Social	Will the project affect one segment of our population unfairly?			
Social	Will the project disrupt a historic site?			
Social Political	Will the project block a beautiful view?			
Social Environmental	Will the project decrease the amount of parkland in the community?			
Technical	Will the project solve the problem?			
Technical	Will the project be at risk of loss from any hazard?			

STAPLEE criteria	First, ask questions	Second, answer questions	Third, note potential negative effects or obstacles	Fourth, note opportunities to mitigate potential negative effects or overcome potential obstacles
Administrative	Will the project require additional local staff?			
Political	Will elected officials support the project?			
Legal	Will the project violate any laws or regulations?			
Economic	Can the community afford to maintain the project?			
Economic	Can the community afford to implement the project?			
Economic	Will the project affect community jobs?			
Economic	Can the community match Federal funds to support the project?			
Economic	Will the project diminish housing or property values?			
Environmental	Will the project affect community health?			
Environmental	Will construction or operations pollute surface or ground water?			
Environmental	Will the project affect a floodplain?			

STAPLEE criteria	First, ask questions	Second, answer questions	Third, note potential negative effects or obstacles	Fourth, note opportunities to mitigate potential negative effects or overcome potential obstacles
Environmental	Will the project affect a wetland?			
Environmental	Will the project increase the level of flooding?			
Environmental	Will the project pollute the air?			
Environmental	Will the project affect any identified Federally-listed threatened or endangered species and/or designated critical habitat in the project area?			
Environmental Social	Will there be any negative public health effects?			
Environmental Political	Will the project increase demand for water and electricity?			

Questions	Where to find answers in the Hazard Mitigation Plan	How will your community answer this question or how does Hazard Mitigation Plan answer this question?
Why is this project the best alternative?		
What will the impacts be during construction?		
Who will implement the project?		
How will the project be implemented?		
When will the project be implemented?		
What will the project cost?		
What will be the dimensions / specifications of the project?		
Who will be responsible for maintaining the project?		
What will the costs of maintaining the project be?		
What are the residual risks*?		

Residual risk means the risk of damage remaining after the project is implemented.

Using the Hazard Mitigation Plan to Support the Grant Application Worksheet

Funding Program _____

Complete by noting the pages in the hazard mitigation plan that provide the information listed in the left-hand column.

Information that will strengthen an application for grant funding	Location in the hazard mitigation plan
Description of pre-existing conditions	
The relationship of the project to a floodplain and/or wetland	
An explanation of how the proposed project reduces risk and an estimate of the number of people or properties that will be protected	
Alternatives considered	
Degree to which the project conforms or is consistent with the State, Tribal, and/or local hazard mitigation plan	

Eligibility Worksheet

Funding Program _____

Note whether the answer to the question posed in the left-hand column is yes or no.

If the answer is yes to all questions, the community may complete and submit an application for this funding program.

If the answer to a question is no, note what information is needed or what the next step will be so that the community can complete and submit an application for this funding program in the future.

Question	Yes	No	Next step(s) if the answer is no
Does the community meet specified eligibility requirements such as participation in the NFIP and/or having a hazard mitigation plan?			
Is the funding intended for the type of project I wish to implement?			
Do I have time to complete and submit the application?			
Do I have sufficient documentation to complete the application?			