



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

MEMORANDUM

DATE: February 6, 2012
TO: City Council
FROM: City Clerk-Coordinator Dale Powers
RE: Review of White Bear Lake Peddler's Ordinance

=====

At the January Council meeting, staff was directed to research the door-to-door solicitors ordinance for the City of White Bear Lake and present it to the Council at the February meeting. Attached to this memo is WBL's ordinance 1118 that regulates solicitors, canvassers, hawkers, and peddlers.

The ordinance calls for registration of solicitors, peddlers, and transient merchants and also requires a registration fee to be paid. As of the time of this writing, staff was unable to find out what WBL charges for a registration fee.

1118. Solicitors, Canvassers, Hawkers and Peddlers

§1118.010 SOLICITORS, PEDDLERS AND TRANSIENT MERCHANTS. For the purposes of this chapter, certain words and terms are defined as follows:

Subd. 1. Peddler. Means any person, firm or corporation who goes from dwelling to dwelling, business to business, place to place, or from street to street, carrying or transporting goods, wares or merchandise and offering or exposing them for sale.

Subd. 2. Solicitor. Means any person, firm or corporation who goes from dwelling to dwelling, business to business, place to place or from street to street soliciting donations or attempting to take orders for any goods, wares or merchandise for future delivery.

Subd. 3. Transient Merchant. Means any person, firm or corporation who engages temporarily in the business of selling and delivering goods, wares or merchandise within the City, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, vacant lot, parking lot, motor vehicle, or trailer.

Subd. 4. Canvassers. Sometimes known as an advocate, means any person who goes from location to location with the primary purpose of furthering religious, social, or political advocacy. A canvasser may ask for signatures on a petition; request support for a political candidate or position; espouse religious beliefs or causes; seek donations, organization memberships, or other financial support for their religious, social, or political organization or take orders for sale in order to raise money for a non-profit or other charitable organization's operations. A canvasser does not receive compensation for the performance of these herein described. (Ref. Ord. No. 1059; 10/13/09)

Subd. 5. Professional Fundraiser. Any person, including a corporation or other entity, who, for compensation, performs any solicitations or other services for a religious, politician, social, or other charitable organization. A professional fundraiser shall not be exempt from the registration requirements of this ordinance. (Ref. Ord. No. 1059; 10/13/09)

§1118.020 SOLICITORS, PEDDLERS AND TRANSIENT MERCHANTS; REGISTRATION REQUIRED. It is unlawful for any peddler, solicitor or transient merchant to engage in any such activity within the City of White Bear Lake without first registering with the City Clerk in compliance with the provisions of this ordinance. Registration does not exempt compliance with all other applicable local, state and federal laws.

Subd. 1. Registration. Persons registering under this ordinance shall file a sworn statement with the City on a form to be furnished by the City. The sworn statement shall provide:

- A) Full name and date of birth of registrant(s)
- B) A photocopy of driver's license or other acceptable identification of the person(s) registering;
- C) The permanent home address of the registrant(s), local address if applicable and telephone number;
- D) The name and the address of the place of business or the firm or corporation which the applicant(s) represents, telephone number and credentials therefrom establishing the exact relationship with registrant(s);

§1118.010**BUSINESS REGULATIONS****§1118.030**

- E) If multiple individuals are registering under one business, firm or corporation, the name and telephone number of person responsible for the group;
- F) A description of the nature of the business and the goods to be sold;
- G) The length of time for which the right to do business is required;
- H) A copy of the firm or individual's sales tax permit;
- I) The source of supply of the goods or products to be sold, or orders taken from the sale thereof, where the goods or products are located at the time of said registration is filed, and the proposed methods of delivery;
- J) If a vehicle is to be used, a description of the vehicle, together with the license number;
- K) In cases of transient merchant sales, the applicant must also provide:
 - i) Proof of appropriate permission to operate on proposed site.
 - ii) A sketch layout of proposed set-up including signage and a list of equipment and supplies at the site for set-up. (Ref. Ord. No. 1059; 10/13/09)

§1118.030 SOLICITORS, PEDDLERS AND TRANSIENT MERCHANTS; REGISTRATION FEE. At the time of registration, the person registering shall pay a fee to cover the administrative costs of processing and investigation. The fee shall be in an amount determined by Council resolution.

§1118.040 PERSONS WORKING FOR OR ASSISTING REGISTRANT. The registrant shall also supply the name and address of all persons working for or assisting the registrant.

§1118.050 REGISTRATION IDENTIFICATION. To identify that they have duly registered with the City, all registered solicitors and peddlers and persons working for those registered shall wear identification issued by the City. All transient merchants shall conspicuously display a registration permit issued by the City.

§1118.060 PRACTICES PRIHIBITED. No peddler, professional fundraiser, canvasser or solicitor shall enter in or upon any premises or attempt to enter in or upon any premises between 7:00 pm. And 8:00 a.m. or wherein a sign or placard bearing the notice, "Peddlers or Solicitors Prohibited", or language similar thereto, is located.

§1118.070 REGISTRATION PERIOD. Registration shall be valid for the calendar year. All registrations shall expire on the December 31st after their issue.

§1118.080 FARM AND GARDEN PRODUCTS EXCEPTION. In accordance with Minnesota Statute 329.08, the provision of this ordinance shall not apply to persons selling products of the farm or garden occupied and cultivated by themselves.

§1118.090 EXCEPTIONS.

Subd. 1. The provisions of this ordinance shall not apply to special events such as Manitou Days and Thursday Night Marketfest, which are City-side celebrations and which received special permission from the City Council.

§1118.010

BUSINESS REGULATIONS

§1118.030

Subd. 2. The provision of this ordinance shall not apply to the initial contacts to establish delivery routes, businesses making deliveries on routes, or sales made pursuant to invitation issued by the owner or legal occupant.

§1118.100. PENALTY. Any person violating any provision of this ordinance shall be guilty of a misdemeanor. (Ref. Ord. No. 1059; 10/13/09)

Revised 10/13/09



Memo

TO: Honorable Mayor and City Council Members

FROM: Kristie Elfering, City Engineer

DATE: February 3, 2012

RE: Bid for Contracted Services

As directed City Staff advertised and collected bids for several contracted services. These services included street sweeping, mowing, and handyman/street pothole patching. Four (4) bids were received from Contractors interested in providing these items. It may be Council's desire to contract with one Contractor for all of the services for continuity purposes or to utilize the low bidder for each item. It should be noted that the bids for the services were requested under one package and so if the City desires to divide out the work the various Contractors will need to be contacted to determine if they will be acceptable to that arrangement. The bids are grouped by service below for ease of comparison.

Street Sweeping

The City requested two unit prices for street sweeping. The first was for a spring and fall sweep of the entire City and the second was an hourly rate for additional sweeping. The results are as follows:

Contractor	Spring/Fall Sweep	Hourly Rate
Back to Black	\$3,200.00	*
KEJ Enterprises	3,870.00	\$130.00
B.F. Lauzon Enterprises	4,000.00**	115.00
Sauve's Outdoor Service	4,600.00	145.00

*Back to Black did not provide an hourly rate, but did provide an option for a mid season clean-up of \$1,100.00.

**B.F. Lauzon Enterprises included sweeping around Wildwood Park on July 1st in anticipation of the 4th of July parade and cleaning the drainage swale in between Birch Street and the newly renamed Owl Street.

It should be noted that Back to Black proposed completing the work with a subcontractor who was not named.

Mowing

The City requested mowing of the Tighe-Schmitz Park field every week from April 15th through November 15th and mowing of Wildwood Park, City Hall, the tennis court area, and public lake tracts every other week from April 15th through November 15th. The results are as follows:

Contractor	Monthly Rate (7 monthly payments)
KEJ Enterprises*	\$749.87 (includes \$49.87 for sales tax)
B.F. Lauzon Enterprises**	\$844.15 (includes \$56.15 for sales tax)
Sauve's Outdoor Service	\$902.91 (includes \$60.06 for sales tax)

*KEJ Enterprises stated that additional park work would be completed at an hourly rate of \$45.00. KEJ did not include a sales tax line item in their bid, but when I spoke to them on the phone they did say that it would be charged on top of their bid amount.

**B.F. Lauzon Enterprises included a spring and fall cleanup of all of the parks, beaches, and City Hall. The clean-up included removal of all leaves at the time the clean-up is performed. Wind damage clean-up would be at an hourly rate of \$20.00 per hour per person.

Back to Black also provided a bid, however it was an hourly bid of \$45.00 per hour.

Handyman Services

The City requested a bid for general road repair, sign repair and replacement, and emergency tree removal. The results are as follows:

Contractor	Hourly Rate
B.F. Lauzon Enterprises*	\$42.00 (\$8.00 additional for overtime)
KEJ Enterprises	\$45.00
Back to Black	\$45.00
Sauve's Outdoor Service**	\$65.00

*B.F. Lauzon Enterprises provided unit prices for larger equipment and operators if needed by the City.

**Sauve's Outdoor Service also provided various other unit prices for other equipment and pothole patching.

Most bidders noted that tree disposal would be at an additional cost to the City.

The City has previously utilized B.F. Lauzon Enterprises and KEJ Enterprises for the services bid. If the City would like to pursue a contract with Back to Black or Sauve's Outdoor Service we would recommend that the Contractors be requested to provide references. If you have any questions please feel free to contact me at (763) 780-0450 ext. 2 or the City Clerk. I will also be in attendance at the February 14th, 2012 Council meeting.

PROPOSAL

KEJ Enterprises

611 Florence Ave
Mahtomedi, Minn 55115
651-775-0843

TO:

City Of Birchwood

207 Birchwood Ave
Birchwood, Minn 55110
(651) 426-3403

We hereby submit specifications and estimates for;

Hourly maintenance rates for the following areas from March 1st 2012 through March 1st 2013

General Road Repair (pothole patching) to be billed out at \$45.00 per hour.
(\$25.00 per hour for extra man if needed, city to provide asphalt).

Sign Repair and Replacement to be billed out at \$45.00 per hour. (City to provide signs, posts and hardware).

Emergency Tree Removal to be billed out at \$45.00 per hour. (Disposal extra, to be determined by tree size).

****All work to be at the request of the City**

Payment to be made as follows;

Billed at the end of month, payment due by 15th of month

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date _____

PROPOSAL

KEJ Enterprises

611 Florence Ave
Mahtomedi, Minn 55115
651-775-0843

TO:

City Of Birchwood

207 Birchwood Ave
Birchwood, Minn 55110
(651) 426-3403

We hereby submit specifications and estimates for;

Mowing of the Tighe-Schmitz park/baseball field **every week** from April 15th through November 15th 2012.

Mowing of Wildwood park, City Hall, tennis court area, Birch, Elm, Kay, Dellwood and Ash easements **every other week** from April 15th through November 15th 2012.

Above duties will be billed at \$4900.00 payable in 7 monthly payments of \$700.00

Additional park work (weed control, tree trimming, ect..) will be billed out at \$45.00 per hour and will be at the request of the City.

Payment to be made as follows;

Billed at the end of month, payment due by 15th of month

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date _____

PROPOSAL

KEJ Enterprises

611 Florence Ave
Mahtomedi, Minn 55115
651-775-0843

TO:

City Of Birchwood

207 Birchwood Ave
Birchwood, Minn 55110
(651) 426-3403

We hereby submit specifications and estimates for;

Street Sweeping to be billed out at \$1935.00 after 2012 spring sweep and \$1935.00 after 2012 fall sweep. Additional sweeping to be billed at \$130.00 per hr.

(Price includes hauling and disposal of sand and debris).

Payment to be made as follows;

Billed at the end of month, payment due by 15th of month

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date _____

B F Lauzon Enterprises Incorporated
651 429 5612

Sweeping Pages 1-2

Additional sweeping map Page 3

General repair, Sign repair and Emergency tree removal Page 4

Park maintenance Page 5

B. F. LAUZON ENTERPRISES INC.
PO BOX 492
WILLERNIE MN 55090

651 429 5612

January 31, 2012

CITY OF BIRCHWOOD
207 BIRCHWOOD AVE
BIRCHWOOD MN 55110

JOB LOCATION: CITY OF BIRCHWOOD Sweeping

WE HEREBY SUBMIT BID SPECIFICATION AND ESTIMATE FOR: SWEEPING THE CITY
STREETS, ROADWAYS AND HAULING.(FOR SPRING AND FALL SWEEPING)

All equipment used is owned and operated by BFLAUZON.

- A) Hand clean Birch street drainage hill of debris i.e. leaves and sticks. The debris will not be pushed to the sides but down the hill to lower Birch Street, picked up and hauled away.
- B) All blacktop streets will be swept by a B F Lauzon Enterprises Elgin-3 yard capacity sweeper with water furnished by a city hydrant.
- C) All sweepings that are picked up will be dumped into a B F Lauzon Enterprises Dump Truck and haul OFF site.
- D) Sweeping will be done weather permitting mid to late April and in late November to early December based on weather.
- E) On or around July 1st we will sweep around the Wildwood Park area for the upcoming 4th of July Parade, as I have in the past. I uses my bobcat sweeper with gutter broom, main broom and picks it up and puts it into My Dump Truck and haul off site.

SPECIAL NOTES: Streets or lots should be posted and tenants advised of sweeping at least 1 week prior to sweeping date. Cars that are parked in the way WHEN SWEEPING TAKES PLACE will be swept around. Rain postpones sweeping to the next dry day. Please call office if streets or lots have been seal coated within the past 12 months.

We hereby propose to furnish material and labor – complete in accordance with the above specifications, for the sum of \$ 4000.00. CITY FURNISHES WATER

Option 1 or 2 for additional sweeping

- 1) Additional sweeping includes both my Elgin sweeper an my dump truck at a cost per hour \$ 115.00
- 2) Additional sweeping see highlighted map Total cost \$ 850.00

All materials is to be as specified. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. NOTE: This proposal may be withdrawn if not accepted within 15 days. All payments are due net 15 days after receipt of bill.

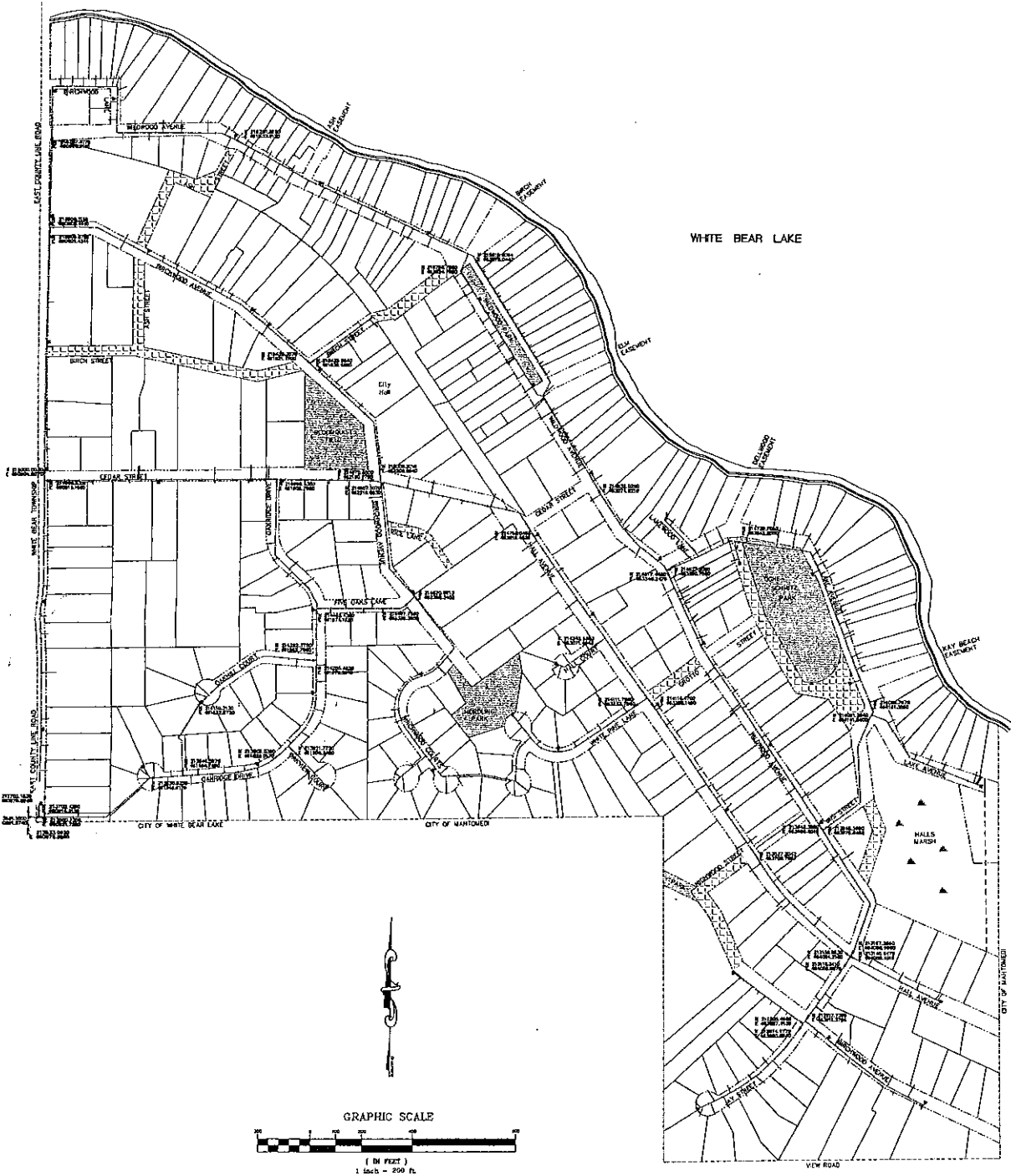
Authorized Signature: _____ Date: _____

Acceptance of proposal – the above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Date accepted: _____ Print Name _____

Signature

B. F. Lauzon Enterprises, Inc. is fully insured with worker's compensation and general liability insurance. If a collection agency or small claims court is required to collect this bill, the contractee agrees to pay for all costs associated with such actions.



LEGEND

 UNIMPROVED RIGHT OF WAY

B. F. Lauzon Enterprise Inc.
PO Box 492
Willernie MN 55090

651 429 5612
January 31, 2012

City of Birchwood
207 Birchwood Ave
Birchwood MN 55110

Job location: City of Birchwood Road Right Away

We hereby Submit bid specification and estimate for: General road repair, Sign repair an
Emergency tree removal. Summer equipment rental, per hour with operator.

All Equipment used is owned and operated by BFLauzon.

A) Labor only with pickup, hand tools Mon. through Fri. 7am/ 5pm \$ 42.00/hour
Work before 7am or after 5pm, Weekends, Emergency and Holiday +\$ 8.00/hour

B) Bobcat w/operator if need \$ 48.00/hour

C) All dump trucks w/operator if need \$ 48.00/hour

- General road repair we use power plate packers and/or two ton asphalt roller included in labor only rate
- All products will be picked up at the supplier of the City's choice, Washington county or T A Schifsky
- Daily time tickets will be issued to keep track of all equipment rented and all work completed.

During the contract year, contractor will provide services, described above for the hourly rates listed. Contractor will submit a bill for services, breaking down equipment or labor used and hours used. Payments are due net 15 days after receipt of bill. Contractor reserves the right to suspend services in the event payment is not made within 15 days.

Signature _____ Date _____
This proposal may be withdrawn if not accepted within ____ days.

Acceptance of proposal – The above prices, specification & condition are satisfactory
And are hereby accepted. You are authorized to do the work as specified. Payment will
Be made as outlined above. If a collection agency or small claims court is required to
Collect this bill the contractee agree to pay all relate collection costs.

Signature _____ Date _____

B. F. Lauzon Enterprises Inc.
PO Box 492
Willernie MN 55090

651 429 5612
January 31,2012

City of Birchwood
207 Birchwood Ave
Birchwood MN 55115

Job location: City of Birchwood Parks an Beaches

We hereby submit bid specification and estimate for: Mowing and Fall cleanup
All Equipment used is owned and operated by BF Lauzon.

- A) Spring cleanup of all parks, beaches and city hall removal of remaining leaves.
- B) Tighe-Schmitz Park will be mowed every week from April 15th through November when fall cleanup will be done. We will not leave this Park are any other Park looking like a hay field after its cut.
- C) Bloom, Wildwood park, City hall. Beaches Ash, Birch, Elm, Dellwood and Kay will be mowed every two weeks April 15th through November when fall cleanup will be done.
- D) Fall clean up in the above areas will have the leaves vacuumed up and hauled away before Street sweeping.
- E) Wind damage cleanup ie Raking, picking up and hauling away sticks, limbs. Will be at and extra charge of \$20.00 per hour per person. Before raking or just chopping the sticks up I will ask the park commissioner.

Starting in May, June, July, August, September, October and November. For the amount of \$ 788.00 per month Totaling for the year \$ 5516.00
Minnesota sales tax per month is \$56.15 totaling for the year \$393.05

During the contract year, contractor will provide services, described above for the flat rate listed. Contractor will submit a bill for services, breaking down equipment or labor used and hours used. Payments are due net 15 days after receipt of bill. Contractor reserves the right to suspend services in the event payment is not made within 15 days.

Signature _____ Date _____

This proposal may be withdrawn if not accepted within ____ Days.

Acceptance of proposal – The above prices, specification & condition are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as out lined above. If a collection agency or small claims court is require to collect this bill the contractee agree to pay all relate collection costs.

Signature _____ Date _____

S.O.S.

Sauve's Outdoor Services Inc.
2566 Ariel Street. North St. Paul, MN 55109
Phone # (651) 748-4157
Fax # (651) 773-7803
www.sauvesoutdoorservicesinc.com

Jan 31 2012

City of Birchwood Village
Attn: Dale Powers
207 Birchwood Ave.
Birchwood, MN 55110

RE: Proposal

Dale,

Thank you for the opportunity for Sauve's Outdoor Services Inc. to submit the attached proposal. This proposal should ensure all of your Landscape and street maintenance needs will be met in a timely and professional manner.

Sauve's Outdoor Services Inc. has been in business and serving clients in the Metro area since 1999. We work hard to maintain professional, affordable, and dependable services. . We are licensed with the MN dept of Ag for applying Fertilizers and Weed control. We also have an A+ rating with the Better Business Bureau.

I will be glad to meet with you personally to discuss this proposal and answer any of your questions or feel free to call me.

You can reach me any time by calling 651-983-2259.

Respectfully,

Brian Sauve

Sauve's Outdoor Services Inc.

S.O.S.

Sauve's Outdoor Service Inc.
 2566 Ariel St.
 North St.Paul,MN 55109

Proposal

Date	Estimate #
1/29/2012	1301

City of Birchwood Village
 204 Birchwood Avenue
 Birchwood, MN 55110
 Attn: Dale Powers

Job Name/Number
Birchwood Village

Terms

Description	Qty	Rate	Total
Bid for City of Birchwood Village 2012			
1) Street Sweeping:			
A. Sweep all (4.4 miles) of residential streets once in May/June and once In September/October (per time)	2	2,300.00	4,600.00
B. Sweeping By Request - Sweep residential streets - (Per Hour)	0	145.00	0.00
2) General Road Repairs:			
A. Pot hole patching - clean area, tack oil (per ton, 1 (one) ton minimum)	0	350.00	0.00
B. Remove Bituminous and 8 inches of CL5/Dirt Furnish and Install 8 inches of CL5 and 3 inches of Bituminous (per SF) (Minimum 25 SF) up to 100 SF	0	16.00	0.00
C.Remove Bituminous and 8 inches of CL5/Dirt Furnish and Install 8 inches of CL5 and 3 inches of Bituminous (per SF) (Minimum 100 SF)	0	9.00	0.00
3) Sign Repair and Replacement:			
A.Labor rate for sign replacement and general sign repair. (per hour)	0	65.00	0.00
4) Emergency Tree Removal:			
A. Emergency Dispatch Charge-charged when less than 24 hours notice is given,also on Sundays	0	200.00	0.00
B. Tree Removal Labor Rate- includes 1 worker with saw - (Per hour) *** Equipment Charges when needed *****	0	65.00	0.00
A. Skidsteer/Bobcat w/Operator- (Per hour)	0	80.00	0.00
B.1 Ton Dump Truck W/Driver - (Per hour)	0	60.00	0.00
C. Wood Chipper 12" - (Per hour) minimum 2 hours	0	125.00	0.00
D. Dumping Charge - (Per yard) + Truck time	0	11.00	0.00
5) Parks Maintenance			
A. Weekly Lawn & Landscape Maintenance -Includes:Mowing turf areas,string trimming,blow clippings off hard surfaces. Mowing of the Tighe-Schmitz Park baseball field every week from April 15th through November 15th	1	2,900.00	2,900.00
B. Lawn & Landscape Maintenance -Includes:Mowing turf areas,string trimming,blow clippings off hard surfaces. Mowing of Wildwood Park, City Hall, tennis court area, and the five public lake tracts every other week from April 15th through November 15th	1	3,000.00	3,000.00
Sales Tax		7.125%	0.00

To Approve this estimate, please sign and date on the signature line and fax/mail back.

Signature to approve this estimate _____

BACK TO BLACK

Sealcoating, Asphalt & Lot Maintenance
Eric Larson 612-384-7485

City of Birchwood Bid 2012

This bid is to include all of the following

1. Weekly mowing at Tighe-Schmitz ball park April 15th-November 15th.
2. Bi weekly mowing at Wildwood park, City Hall, tennis court area and the five public lake tracts every other week from April 15th-November 15th.
*All mowing to be done with commercial grade equipment, I have a 46" walk/ride and a 38" walk/ride.
3. Sign Repair and Replacement
4. Street Repair this is to include all pothole patching, as well as any other repair that is needed throughout the year.
5. City streets to be swept twice a year with an option for a third. Spring and Fall clean up \$1600.00 each with an option for a mid season clean up for \$1100.00. All prices include hauling away of all debris.
5. Emergency tree removal and all other park maintenance that may arise.
6. Any other projects that the City may request.

This shall all be done for an hourly rate of **\$45.00** per hour, plus materials. All material to be bought or paid for by the City of Birchwood. Note, street cleaning is not included in the hour rate.

* On the price of the Sreet Cleaning I was only able to get two out of ten sweepers to return calls. If I/we find a cheaper rate we can adjust. I will continue to get pricing until I hear otherwise.

Thank you for taking the time to review my Bid. Please call if there are any questions that arise.

Eric Larson



EXPLANATION OF PROPOSED AMENDMENTS TO PERSONNEL COMMITTEE BYLAWS

The bylaws for the Personnel Committee were first adopted in January 2011. The bylaws initially provided that the Committee would consist of two Council members – the mayor and one other member. The bylaws provided further that the members would be selected in January following the general election in the previous November and serve for two years, essentially coinciding with the term of the mayor. In January 2011 the Council selected the mayor and Jane Harper as the members to the Personnel Committee.

In January 2012, however, the Council realized that with two year terms, new Committee members would not be selected until January 2013, after the November 2012 election, and it would be possible if the mayor and the other member either didn't run for re-election or were defeated, that two entirely new members would be selected to the Personnel Committee without either one having any experience serving on the Committee. Therefore, to provide some continuity, the Council thought it would be preferable to put a Council member on the Committee who would not be up for re-election in the coming fall and would be able to continue to serve in 2013 if the Council so desired. At the same time, the desire of the Council was to keep the mayor on the Personnel Committee.

Therefore, it is necessary to amend the Personnel Committee bylaws to reflect the desire of the Council. Paragraph VIII of the bylaws recognizes that the Council may amend the bylaws at any time.

The following changes are proposed:

III. COMMITTEE MEMBERSHIP

B. Terms. The mayor will continue to serve a two-year term, consistent with the mayor's term, but the second Council member will only serve one year. This will allow the Council to avoid the situation where both Committee members may not be on the Council in a year. The Council could, however, select a Council member who may not be on the Council in a year, if it wanted to, and it could re-appoint a Council member to a second term (or even more terms) if that was its desire.

C. Resignation. The change here is to simply change the phrase "City Council rep" to "City Council member" since both the mayor and the Council member are both "reps" of the Council.

D. Vacancy. The present language makes it sound like the person resigning from the Personnel Committee is also resigning from the City Council, and that may or may not be the

situation. The proposed change clarifies that the member resigning from the Committee still gets to vote on the selection of a replacement if the resigning member is still on the Council. It is *only if a 2-2 tie vote results does the mayor or deputy mayor get to select the new member.*

V. COMMITTEE RESPONSIBILITIES

The purpose of adding this language to the bylaws is to provide additional direction on what the duties of the Committee are. This list was developed during the course of 2011 by the Personnel Committee. As provided in Paragraph VI, however, all final decisionmaking authority still rests with the full City Council. The purpose of the Committee is to monitor the issues identified and to bring information and recommendations to the City Council.

The only other changes in the bylaws are to renumber the remaining paragraphs.

PERSONNEL COMMITTEE

BYLAWS

I. NAME OF THE COMMITTEE

The name of the committee is Personnel Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Personnel Committee shall be to work with city staff on administrative and personnel matters, including performance reviews, time sheets, employment agreement issues, and other human resource matters and other matters as assigned by the City Council.

III. COMMITTEE MEMBERSHIP

A. **Members.** The committee shall consist of two members – the mayor and a City Council member elected by the entire Council.

B. **Terms.** ~~Each member~~ The mayor shall serve a two-year term beginning with the first meeting of the Council in January following an election year. The other Council member shall serve a one year term beginning with the first meeting in January. A Council member may serve more than one term.

C. **Resignation.** The City Council ~~rep-member~~ may resign from the committee by notifying the mayor or the deputy mayor in writing of the intent to resign. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

D. **Vacancy.** In the event the mayor shall resign or a vacancy in the office of mayor is created, the deputy mayor shall serve in lieu of the mayor. If the deputy mayor is already on the committee, or another member shall resign or vacancy created, the City Council, including the member resigning from the committee, shall elect another City Council member to fill a vacancy. In the event of a 2-2 vote among four council members, the mayor shall select the Council member to serve, or if the vacancy is created in the mayoral position, the deputy mayor shall select the new member. The new member shall serve the remainder of the term.

IV. COMMITTEE MEETINGS

Since only two members of the Council comprise the Personnel Committee, the committee may meet in closed session without notice of such meetings.

V. COMMITTEE RESPONSIBILITIES

The Committee shall undertake the following responsibilities:

- Develop for City Council consideration personnel policies addressing hiring practices, grievance and discipline processes, benefits, work hours, and other personnel matters; review existing policies periodically.
- Provide staff with guidance establishing work priorities and implementing City Council decisions.
- Conduct performance reviews and recommend compensation adjustments to the City Council.
- Conduct exit interviews when a staff member leaves city employment.
- Recruit and screen candidates and recommend new hires to the City Council whenever a staff vacancy shall occur.
- Draft employment agreements; review as part of performance reviews.
- Perform such other personnel matters as assigned by the City Council.

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VI. COMMITTEE AUTHORITY

The committee shall have no authority to bind the city but shall bring all decisions to the City Council for decision. The committee may recommend certain action to the Council.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. COMPENSATION

Members of the Personnel Committee shall receive no compensation for their service on the committee.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council.

Adopted this _____ day of February, 2012

Alan Mitchell
Mayor

Attest

Dale Powers
City Clerk

PERSONNEL COMMITTEE

BYLAWS

I. NAME OF THE COMMITTEE

The name of the committee is Personnel Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Personnel Committee shall be to work with city staff on administrative and personnel matters, including performance reviews, time sheets, employment agreement issues, and other human resource matters and other matters as assigned by the City Council.

III. COMMITTEE MEMBERSHIP

A. Members. The committee shall consist of two members – the mayor and a City Council member elected by the entire Council.

B. Terms. The mayor shall serve a two-year term beginning with the first meeting of the Council in January following an election year. The other Council member shall serve a one year term beginning with the first meeting in January. A Council member may serve more than one term.

C. Resignation. The City Council member may resign from the committee by notifying the mayor or the deputy mayor in writing of the intent to resign. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

D. Vacancy. In the event the mayor shall resign or a vacancy in the office of mayor is created, the deputy mayor shall serve in lieu of the mayor. If the deputy mayor is already on the committee, or another member shall resign or vacancy created, the City Council, including the member resigning from the committee, shall elect another City Council member to fill a vacancy. In the event of a 2-2 vote among four council members, the mayor shall select the Council member to serve, or if the vacancy is created in the mayoral position, the deputy mayor shall select the new member. The new member shall serve the remainder of the term.

IV. COMMITTEE MEETINGS

Since only two members of the Council comprise the Personnel Committee, the committee may meet in closed session without notice of such meetings.

V. COMMITTEE RESPONSIBILITIES

The Committee shall undertake the following responsibilities:

- Develop for City Council consideration personnel policies addressing hiring practices, grievance and discipline processes, benefits, work hours, and other personnel matters; review existing policies periodically.
- Provide staff with guidance establishing work priorities and implementing City Council decisions.
- Conduct performance reviews and recommend compensation adjustments to the City Council.
- Conduct exit interviews when a staff member leaves city employment.
- Recruit and screen candidates and recommend new hires to the City Council whenever a staff vacancy shall occur.
- Draft employment agreements; review as part of performance reviews.
- Perform such other personnel matters as assigned by the City Council.

VI. COMMITTEE AUTHORITY

The committee shall have no authority to bind the city but shall bring all decisions to the City Council for decision. The committee may recommend certain action to the Council.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

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Members of the Personnel Committee shall receive no compensation for their service on the committee.

IX. AMENDMENT OF BYLAWS

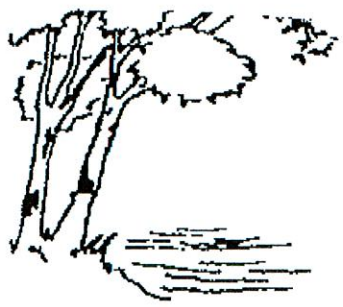
These bylaws may be amended at any time by action of the City Council.

Adopted this _____ day of February, 2012

Alan Mitchell
Mayor

Attest

Dale Powers
City Clerk



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

MEMORANDUM

DATE: February 7, 2012
TO: City Council
FROM: Dale Powers, City Clerk-Coordinator
RE: Update on Records Retention Project

=====
At the March 8, 2011 Council meeting, the City Council adopted "Rules of Procedure" to "guide the actions and conduct of the City Council, staff, and the public in the performance of City business."

Section 6.06 of the Rules of Procedure states that "the Council hereby adopts the Minnesota City General Records Retention Schedule (revised 2008) on file with the Minnesota Historical Society, State Archives Department. The City shall not destroy or discard any information required to be maintained by law except in conformance with this Schedule". **A copy of the Rules of Procedure is included with this memo as an attachment.**

Further, at the September 13, 2011 Council meeting, the City Council approved a list of performance goals for the City Clerk/Coordinator to accomplish before July 2012. Among these goals is the following: "Continue to clean and organize historic files according to the adopted records retention policy." **A copy of the City Clerk/Coordinator performance goals is included with this memo as an attachment.**

Over the course of the last 11 months, I have been reviewing which documents to keep and which documents can be destroyed according to the 2008 revision of the Schedule. Given the change to one Council meeting per month, I have had more time to devote to this task and would like to update the Council on where this task stands at the moment.

* * * * *

There are two file cabinets immediately behind the City Treasurer's work station. These are what I call "general" file cabinets, as opposed to file cabinets devoted to building, zoning, and financial matters. I have gone through all of the documents in the "general" file cabinets and reviewed them against the adopted Schedule. I also reviewed the documents using a standard that can best be described as unique City importance; that is, even if the document is a candidate to be destroyed, if I felt the documents were of sufficient institutional value as to maintain them, they were kept. For example, there are many records relating to docks going back almost 20 years; those documents were kept. If the adopted Schedule allowed for their destruction and I felt the document was not of unique City importance, it was a candidate to be destroyed and placed in a recycling bin.

I contacted the City of White Bear Lake to see if it used a vendor for document shredding. WBL told me that they use Shred-It and were happy with the service. I contacted Shred-It for pricing and I was quoted a cost of \$7.00 per banker box-size bin of documents.

Before Shred-It came out to shred the documents, I had Brent T. Peterson, Executive Director of the Washington County Historical Society, come out and review my work. I found several non-document items that interested the WCHS: a small constable badge; punch card type voting machine from 1990; blank Birchwood Village building permit cards, and a copy of the 2010 Birchwood Village Comprehensive Plan. As well, Council Member Carson reviewed my work and found it acceptable.

Inside the furnace and "spider" rooms are file cabinets and boxes – mainly financial and legal. **Those files were not touched.** I advised City Attorney Kevin Sandstrom of the legal files and asked that he go through them and recommend which documents to keep and which to destroy. I believe City Treasurer Cindie Reiter should go through the financial records and recommend which documents to keep and which to destroy.

A question was raised in regards to whether the documents that were destroyed should have been maintained. The Minnesota Historical Society, the Municipal Clerks and Finance Officers Association, and the League of Minnesota Cities each recommend following the Schedule without deviation. However, the City does have the authority to be more restrictive than the Schedule. If the City Council desires a more restrictive policy, it is recommended that the policy be complimentary to the adopted Schedule and not more restrictive than the Schedule itself. The policy would be how documents that could be destroyed in accordance with the Schedule are instead maintained by the City. An "informal" policy will allow the City to still schedule what it feels are unimportant documents for destruction; a more "formal" policy would require the City to maintain ALL documents that fit those characteristics, even if it had no value to the City.

City of Birchwood Village

Rules of Procedure

The City Council of the City of Birchwood Village hereby adopts the following Rules of Procedure to guide the actions and conduct of the City Council, staff, and the public in the performance of city business.

ARTICLE 1 GENERAL REQUIREMENTS

1.01. AUTHORITY. The City of Birchwood is authorized to adopt rules of procedure and provide for order at city council meetings pursuant to Minn. Stat. § 412.191.

1.02. PURPOSE. The purpose of these Rules of Procedure is to establish procedures for the conduct of the city council and to provide for orderly and respectful communications between and among council members, city staff, and citizens to promote the efficient working of the public's business at city council meetings.

1.03. STATE LAW. All meetings of the city council shall be conducted in accordance with requirements of state law. The requirements of these Rules of Procedure shall be interpreted and applied consistent with other applicable requirements of state law. In the event state law shall impose requirements that are in addition to the requirements of these procedures or inconsistent with these procedures, the state law shall prevail.

ARTICLE 2 COUNCIL MEETINGS

2.01. COUNCIL MEETINGS. Article 2 establishes requirements for scheduling and noticing city council meetings.

2.02. LOCATION. All meetings, including regular, special, recessed, and continued meetings, shall be held at the city hall, unless otherwise designated pursuant to Minn. Stat. § 13D.04.

2.03. REGULAR MEETINGS. A schedule of regular meetings shall be kept on file with the city clerk.

2.04. SPECIAL MEETINGS. A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the mayor or any two city council members by filing a request for the meeting with the city clerk at least three days before the meeting. The mayor or council members calling for a special meeting shall designate the purpose of the meeting. No special meeting shall be scheduled without first confirming that a quorum will be able to attend.

2.05. EMERGENCY MEETINGS. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the city council, require immediate consideration by the council. An emergency meeting may be called by the mayor or any two city council members. No emergency meeting shall be scheduled without first confirming that a quorum will be able to attend.

2.06. CLOSED MEETINGS; OPEN MEETING LAW. The Minnesota Open Meeting Law, Minnesota Statutes chapter 13D, allows some meetings to be closed to the public for defined purposes. No meeting of the city council shall be closed to the public except in conformance with the requirements of the Open Meeting Law. When a meeting is to be closed, the presiding officer shall state in public on the record before closing the meeting, the reason for closing the meeting and the state statute that permits closure. The presiding officer shall give a summary of the discussion at the closed meeting at the first open meeting following the closed meeting.

2.07. RECESSED OR CONTINUED MEETINGS. When a meeting is recessed or continued, the presiding officer shall state, pursuant to Minn. Stat. § 13D.04, subd. 4, the time and place for the next meeting to occur. The time and place shall be noted in the Minutes.

2.08. ORGANIZATIONAL MEETING. The council shall conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:

- (a) Appoint an acting mayor pursuant to Minn. Stat. § 412.121.
- (b) Select an official newspaper pursuant to Minn. Stat. § 412.831.
- (c) Select an official depository for city funds.
- (d) Establish the schedule for regular city council meetings.
- (e) At the organizational meeting held the January after a general election, acknowledge the pay for the Mayor and Council members.

2.09. WORKSHOPS. The mayor or two council members may call for a workshop. A workshop is a meeting of the council with other governmental bodies or organizations or persons for the purpose of advising the council about matters of interest to the city and the council. A quorum need not be present to hold a workshop. The council shall not take any formal action at a workshop unless proper notice is given in advance that such action may be taken and a quorum is present.

2.10. NOTICE OF MEETINGS.

- (a) *Notice Generally.* The council shall give such notice of all meetings of any kind as shall be required by state law.

(b) *Posted Notice.* The city shall post a notice and an agenda of each meeting on the bulletin board outside city hall at least three days in advance of the meeting, except for emergency meetings.

(c) *Emergency Meetings.* Posted or published notice of an emergency meeting is not required. However, the city will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.]

(d) *Recessed or Continued Meetings.* If the time and place of a recessed or continued meeting are stated at the meeting that is recessed or continued, no additional notice of the meeting is required. However, if the time and place are not stated, the notice procedures for special meeting shall be required. Additional notice may be given if time and circumstances permit.

(e) *Workshops.* The council shall give at least three days notice of a workshop by posting notice on the bulletin board outside city hall and by whatever other means the council determines are appropriate.

(f) *Days.* In calculating the number of days for providing notice, the first day that the notice is given is not counted, but the day of the meeting is counted. If the meeting day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation.

(g) *Webpage.* The city shall to the extent reasonable post notice of all meetings and workshops on the city webpage.

(h) *E-mail.* The city shall provide notice via e-mail of all meetings and workshops to individuals who have requested such notice and provided an e-mail address to the city.

ARTICLE 3 AGENDAS

3.01. AGENDA. The city clerk shall prepare an agenda for all city council meetings and workshops in accordance with the requirements of Article 3.

3.02. COUNCIL MEMBER ITEMS. The mayor and any city council member may request that an item be placed on a meeting agenda. The clerk shall determine whether to place the matter on the agenda, considering the number of items already on the agenda and whether supporting materials are available and the urgency of the matter. The clerk shall advise the council at the next meeting of all requested items that were not placed on the agenda. The council may direct the clerk to include the item or items on a future meeting agenda.

3.03. PUBLIC ITEMS. Any person may request that an item be placed on a council agenda. All requests to place an item on an agenda shall describe the subject matter to be

considered by the council and any action requested. The clerk may require the person to submit the request in writing. The clerk shall determine whether or not to place the item on the agenda. The clerk shall advise the council at the next meeting of all items that were requested to be placed on the agenda that were not included. The council may direct the clerk to include the item or items on a future meeting agenda or may take such other action as the council deems appropriate. Any person whose requested agenda item has not been placed on the agenda may appear at the council meeting and bring the matter to the attention of the council pursuant to section 3.06 and 4.08 (Public Forum).

3.04. CONSENT AGENDA. The clerk may include a consent agenda for items that can be approved by the council without discussion and with only one motion and vote. Any item on the consent agenda may be removed from consideration by the request of any one council member. Any item removed from the consent agenda shall be placed on the regular agenda for discussion and consideration at a time determined by the presiding officer.

3.05. MINUTES. The agenda shall include an item for consideration of the Minutes from the previous meeting or meetings if such Minutes are available.

3.06. PUBLIC FORUM. Each regular meeting shall include a time for the public to address the council on any matter. This item shall be placed early in the agenda to accommodate the public. The public forum item may be used to announce upcoming community events.

3.07. ACTION ITEMS. Other than for routine matters like approval of Minutes and adoption of the agenda, the clerk shall include with each item on the agenda a description of the action the council will consider taking.

3.08. DOCKET NUMBERS. The clerk may assign a docket number to each major item on a meeting agenda. The docket number, once assigned, shall continue with the matter for future reference and action.

3.09. AVAILABILITY OF AGENDA. The agenda for any meeting, except an emergency meeting, shall be prepared at least five days in advance of the meeting. The agenda shall be posted on the city bulletin board at city hall and posted on the city webpage.

3.10. DELIVERY TO COUNCIL. For all regular meetings the agenda for each meeting, along with any supporting materials for the various items on the agenda, shall be delivered to each council member at least five days in advance of the meeting. For emergency meetings and special meetings, the clerk shall deliver the required materials as far in advance of the meeting as time permits. Delivery may be by mail or e-mail or by actual delivery to the council member. The council may allow additional written materials to be submitted after this date or at the meeting but the council can also determine to postpone consideration of the matter to allow additional time to consider late-filed information.

ARTICLE 4 CONDUCT OF MEETINGS

4.01. CONDUCT OF MEETINGS. All meetings of the council shall be conducted in accordance with the requirements and procedures set forth in Article 4.

4.02. QUORUM. No meeting of the city council shall occur without the presence of a quorum. A simple majority of the council – three members – shall constitute a quorum for the valid transaction of any scheduled business to come before the council.

4.03. MEETING CANCELLATION. The clerk shall cancel any scheduled meeting of the city council when it is determined that a quorum will not be present for the meeting. In such event, the clerk shall post notice of the cancellation on the bulletin board outside city hall and provide notice to all council members by e-mail or telephone and to all individuals who have requested to be notified by e-mail of all council meetings. Any subsequent meeting scheduled after cancellation of a meeting shall occur only after compliance with applicable notice requirements.

4.04. PRESIDING OFFICER. The mayor shall preside at all meetings of the city council, unless the mayor is absent, in which case the deputy mayor shall preside. In the absence of both the mayor and the deputy mayor, the city clerk shall call the meeting to order and the remaining three council members shall decide who shall preside. The presiding officer shall have the following duties and authority:

(a) *Preserve Order.* The presiding officer shall preserve order and decorum, enforce the requirements of chapter 104, and determine all questions of procedure and order, subject to the final decision of the council on appeal as provided in paragraph (e).

(b) *Council Discussion.* The presiding officer shall determine which member has the right to speak and may move matters to a vote once the officer has determined that all members have had an opportunity to speak.

(c) *Motions and Voting.* The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order. The presiding officer may make motions, second motions, speak on any question, and vote on any matter properly before the council.

(d) *Adjourn Meetings.* If considered necessary to preserve order, the presiding officer may adjourn or continue a meeting to another time or suspend a meeting for a specified time.

(e) *Appeal of Ruling.* In the event a council member disagrees with the ruling of the presiding officer on a procedural matter, the council member may make a motion to appeal the decision to the full council. The member making the motion may speak once on the motion and the presiding officer may explain the ruling, and other council members may speak once on the motion. Once both the maker of the motion and the presiding officer have been heard, the matter shall be voted on by the council.

4.05. ADOPTION OF AGENDA. The council shall follow the agenda that has been prepared for the meeting, but the council may add, delete, and/or re-order the agenda at the start of the meeting prior to adopting the agenda. When the council determines that a matter not on the agenda should be considered at the meeting in order to avoid delay, the matter may be added to the agenda. The presiding officer may switch the order of items on the agenda in order to accommodate schedules or other requests.

4.06. DECORUM OF COUNCIL MEMBERS. The following rules of decorum shall apply to all council meetings.

(a) All council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

(b) No councilmember shall engage in conduct that delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.

(c) All council members shall conduct themselves in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.

4.07. PUBLIC PARTICIPATION. Members of the public are generally not allowed to participate in council discussion and deliberation. Members of the public shall not engage in conversation or other behavior that may disrupt proceedings of the council. Members of the public shall refrain from applauding unless invited to do so by the presiding officer. The presiding officer may recognize a member of the public and allow the person to speak to an agenda item under terms established by the presiding officer. A member of the public who is permitted to speak may be asked questions by the council members. Speakers shall comply with the requirements of section 4.08(b).

4.08. PUBLIC FORUM. A limited forum for members of the public to speak with the council will be provided on the agenda for regular meetings. Public comments during the public forum are subject to these limitations:

(a) Speakers may be requested to sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address.

(b) Speakers must be recognized by the presiding officer before speaking and may be limited to three minutes for comment. Speakers must direct their remarks toward the presiding officer. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.

(c) The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business. If there is not sufficient time at the

meeting to hear all public comments, the comment period may be deferred to another meeting.

(d) Council will generally not respond at the same meeting to an issue initially raised by a member of the public. The council may request that additional information be gathered and identify persons who will be asked to undertake that task.

ARTICLE 5 COUNCIL ACTION

5.01. COUNCIL ACTION. The city council shall take action on items in accordance with the provisions of Article 5.

5.02. PROPER MEETING. The council shall not take any official action as a council except at a properly called and noticed meeting of the council.

5.03. DELIBERATION. Each council member shall be permitted to participate in council deliberation of an item on the agenda. Deliberation may occur before and after a motion has been made. No council member shall speak until recognized by the presiding officer.

5.04. MOTIONS. A motion is a request by a council member for formal action by the city council. Motions shall be made and considered in accordance with the following provisions:

(a) *Making Motions.* Any city council member including the presiding officer shall be entitled to make and second motions. All motions must be seconded before being discussed. Only one motion at a time shall be considered and debated by the city council.

(b) *Objections.* Any member of the council may object to a motion if the member believes the motion is not in order. A motion is in order if:

- (i) it is germane to the item under consideration, and
- (ii) made at a proper time in the proper format, and
- (iii) does not violate any rule of law, and
- (iv) is not made for the purpose of delaying the proceedings.

An objection must be made immediately following the motion before debate begins and at no other time. Before ruling, the presiding officer shall allow the objector and then the mover to explain their positions on why the motion is or is not in order. The presiding officer shall determine whether the motion is in order, subject to appeal of the ruling. If the presiding officer rules that the motion is out of order, the motion shall not be considered.

(c) *Debate on a Motion.* Only one motion may be considered at a time in debate. A council member must be recognized by the presiding officer before speaking to the motion. The presiding officer may limit the amount of time any one council member may speak to the motion.

(d) *Amendment of Motion.* Any council member may move to amend a motion at any time before a vote is taken. The amendment requires a second. If the amendment is acceptable to the mover and seconder of the original motion, the amendment shall be considered a friendly amendment and no vote of the council is required to replace the original motion with the amended motion.

(e) *Motion to Withdraw a Motion.* A motion to withdraw a motion can be made by the maker of the motion before it is seconded and the motion will be withdrawn. After a second is received, the seconder must agree to the withdrawal.

(f) *Motion to Limit Debate.* Any council member may move to limit debate on a motion under consideration. The motion must be seconded. The mover shall identify the length of time debate should occur. The motion itself is not subject to debate.

(g) *Motion to Table.* Any council member may move to table a motion at any time. The motion must be seconded. The motion is not subject to debate. The motion need not identify a length of time to table the motion but a date or time may be specified. A motion that has been tabled may be taken off the table by action of the council but the matter must be properly on the agenda in order to be taken off the table and acted upon.

(h) *Motion to Call the Question.* Any council member may move to call the question. The motion must be seconded. The motion is not subject to debate. If the motion passes, debate shall cease and the council shall vote on the motion before it.

5.05. RESOLUTIONS. The council shall determine those matters that are of such significance that action on the matter shall be taken by resolution rather than by motion. Such action may include approval of contracts, licenses, and permits, the adoption or amendment of city policies, rules, and ordinances, receipt of grants, donations, and other funds, and adoption of budgets. All resolutions shall be written and numbered in a manner consistent with the city's record keeping practices. All resolutions shall be acted upon in accordance with the provisions of these procedures. In the case of land use resolutions, the resolution should contain the findings of fact leading to the proposed decision of the Council.

5.06. VOTING. All votes of the city council shall be conducted in accordance with the following:

(a) No action shall be taken by the city council except upon a majority vote of the council, unless state law requires more than a majority on a particular matter. If only three members of the council are present and constitute the quorum, a matter may pass on a vote of two to one, unless state law provides otherwise or unless the matter is the

adoption or amendment of an ordinance, which shall require three votes regardless of the size of the quorum. If a matter shall end in a two to two tie vote, no action shall be taken but the matter may be placed on the agenda for a future agenda, unless state law provides otherwise. In the event a matter incurring a tie vote is placed on a future meeting agenda, any member may change his or her vote from one meeting to the next.

(b) Any council member or the clerk may ask the presiding officer to restate the motion that is being voted upon prior to the actual vote.

(c) The votes of the city council shall be taken by voice vote. Any member may call for a roll call vote on any motion or resolution. On a roll call vote, the clerk shall call on council members in random order so the same council member is not called upon first with every roll call vote.

(d) At the conclusion of every vote the presiding officer shall announce the results of the vote.

(e) Any member who abstains from voting because of a conflict of interest or other reason shall state on the record the reason for abstaining.

(f) A clear statement of the action voted upon and the votes of each member shall be stated in the Minutes of the meeting.

5.07. RECONSIDERATION. Any matter acted upon by the council may be reconsidered at a subsequent meeting or at any time until the deadline for an appeal has expired or as otherwise provided by state law. Only a council member who voted in the majority on the original action can make a motion for reconsideration. The matter must be on the agenda for the meeting and can be acted upon according to the provisions of these rules.

ARTICLE 6 RECORDKEEPING

6.01. MINUTES. The clerk shall prepare and maintain Minutes of each council meeting. Minutes of workshops shall not be required. The Minutes of each meeting shall be posted on the city webpage after approval by the council.

6.02. CONTENT OF MINUTES. The Minutes shall contain at a minimum the following:

- (a) The city council members who are present at the meeting.
- (b) The type of meeting (regular, special, continued, emergency).
- (c) Date and place the meeting was held.
- (d) Time the meeting was called to order.

(e) Approval of Minutes approved at the meeting.

(f) A description of all action of the council, including the name of the member making any motion and the member seconding the motion and the vote of each council member on the motion.

(g) Ordinances, contracts, and other documents approved by the council shall not be included in the Minutes but shall be maintained on file in the city hall by the clerk. Resolutions shall be included in the Minutes, although the documents that are the subject of the resolution shall not be included.

(h) The Minutes shall not constitute a transcript of the proceedings and shall not contain lengthy descriptions of council discussion of agenda items.

6.03. CODE BOOK. The Clerk shall maintain a Code Book containing the city ordinances that are in effect.

6.04. RECORDING OF MEETINGS. The clerk shall maintain a video or audio recording of each city council meeting for which such a recording is available.

6.05. WEBPAGE. The city clerk shall post on the city webpage such information as the clerk deems appropriate or as is required by chapter 104 or the city council. The city clerk shall maintain an up-to-date code book on the city webpage.

6.06. DATA RETENTION. The council hereby adopts the Minnesota City General Records Retention Schedule (revised 2008) on file with the Minnesota Historical Society, State Archives Department. The city shall not destroy or discard any information required to be maintained by law except in conformance with this Schedule.

ARTICLE 7 ORDINANCES

7.01. PROPOSED ORDINANCE. Any council member may bring to the attention of the council a proposed ordinance or a proposed amendment to an existing ordinance if the matter is properly on the agenda. The proposed ordinance or amendment shall be presented to the council in writing.

7.02. PROCEDURE FOR ADOPTION. No new ordinance or amendment to an existing ordinance shall be adopted except in accordance with the following procedures:

(a) *Proposal.* The council shall first pass a motion to propose the adoption of a new ordinance or ordinance amendment. The language of the ordinance or ordinance amendment shall be in writing at the time of the action. No ordinance or amendment may be passed by the council at the meeting at which it is introduced.

(b) *Notice.* The council shall give notice of the proposed adoption of the ordinance or amendment in the same manner as notice of a regular meeting is given. The

notice shall include a summary of the ordinance language and indicate where a complete copy of the proposed ordinance may be reviewed. The notice shall inform the public that they will be permitted to submit oral comments at the public hearing and advise the public of how and when it may submit written comments on the proposed ordinance.

(c) *Public Hearing.* The council shall hold a public hearing as part of a council meeting on the proposed ordinance or amendment. The hearing shall be held in accordance with the requirements of Article 8.

(d) *Adoption.* The city council may take action on the ordinance or amendment any time after completion of the public hearing.

(e) *Majority Decision.* No ordinance or ordinance amendment shall be adopted by the council except upon the vote of a majority of the council members, regardless of how many constitute a quorum at the meeting at which the matter is decided.

7.03. Publication. After adoption of a new ordinance or ordinance amendment, the city shall publish notice of the adoption and the ordinance itself in the official newspaper of the city. The city may elect to publish a summary of the ordinance if the ordinance is lengthy provided four council members vote to do so and approve the summary.

7.04. EFFECTIVE DATE. Unless the city council provides differently in the adoption of the ordinance or amendment, the new language shall be effective after publication in the official newspaper. The clerk shall record the new ordinance in the code book within twenty days after publication.

7.05. CODE BOOK. Upon completion of the procedures to adopt an ordinance or an amendment, the clerk shall record the new ordinance in the code book.

ARTICLE 8 PUBLIC HEARINGS

8.01. HEARING REQUIRED. A public hearing shall be held whenever required by city ordinance, state law, or order of the city council.

8.02. PUBLIC NOTICE. Whenever a public hearing will be held, the city shall give notice of the hearing in the same manner as for the council meeting at which the hearing will be held. The city shall give such other notice as may be required by city ordinance or state law. The matter that is the subject of the hearing shall be included on the agenda for the meeting.

8.03. CONDUCT OF HEARINGS. Each public hearing shall be conducted in accordance with the following:

(a) The presiding officer shall open the hearing and announce the purpose of the public hearing.

(b) The presiding officer may call upon staff or other council members to make any opening statements if appropriate.

(c) The presiding officer shall recognize members of the public who would like to address the council and enter comments into the record. Persons making oral statements may be asked questions by members of the council. The presiding officer may ask commenters to limit the amount of time they speak or to select a spokesperson to represent a group of people if time becomes an issue.

(d) The presiding officer shall accept written comments into the record.

(e) The presiding officer shall identify any written comments that were received from persons not wishing to speak at the hearing and enter those into the record. The presiding officer may elect to have the written comments read into the record if appropriate. The presiding officer may refuse to accept unsigned, anonymous written comments.

(f) After every person who wishes to speak has had an opportunity to do so, the presiding officer shall close the public meeting.

(g) The presiding officer shall announce whether a period of time for the public to submit written comments will be established. If a comment period is established, the council shall not take final action on the matter that is the subject of the hearing until after close of the comment period.

8.04. CONTINUATION OF HEARING. The presiding officer may elect to continue a public hearing if necessary to accommodate all members of the public who wish to speak.

8.05. COUNCIL ACTION. Any time after completion of the public hearing, including the day of the hearing, or any time after the close of a public comment period if one is established, the council may take action on the matter.

ARTICLE 9 COMMITTEES AND POLICIES

9.01. COMMITTEES. The city council may establish a committee to assist the council in carrying out its duties. Whenever the council creates a committee, it shall give the committee a name, establish its purpose, determine the number of members and their terms, and determine whether any compensation will be provided to members who serve on the committee. The council shall also determine whether the committee shall expire on a date certain or continue until further action of the council. The council's action in creating a committee shall be reduced to writing and may be placed on the city webpage by the clerk.

9.02. POLICIES. The council may adopt policies regulating matters within the jurisdiction of the council. All policies shall be in writing. The council may adopt a new policy or amend an existing policy at any time, provided the matter is properly on a council meeting agenda. The clerk shall maintain a handbook containing all policies adopted by the council and place all policies adopted by the council on the city webpage.

Adopted this ____ day of _____, 2011

Dale F. Powers,
City Clerk

Alan Mitchell
Mayor


Dale Powers
2011-2012 Performance Goals
August 2011

The following goals are not an inclusive list of the clerk's activities for the upcoming twelve month period. They are meant to be areas of special focus and are in addition to the typical duties contained in the City Clerk/Coordinator position description.

A Priority – Highest Priority

1. Ensure that code and policy books are up-to-date and posted to the city website. (3rd quarter 2011)
2. Ensure that all city services are under a current contract; retain an up-to-date contract book. (ongoing)
3. Ensure that paperwork for all current activities is filed appropriately for easy retrieval. (ongoing)
4. Work with Parks Committee on bringing focus and direction to the Committee's responsibilities and provide administrative guidance. Ensure a smooth and timely hiring process for hockey attendants and other park employees. (ongoing)
5. Work with Planning Commission to update the city code for exterior Storage, Complaint investigation Process, Interim Use Permit and other specific land use ordinances as directed by the City Council. (3rd and 4th quarter 2011)
6. Meet semi-annually with White Bear Lake Planning and Building staff to discuss work process. (3rd quarter 2011, 1st quarter 2012).
7. Provide work direction and oversight of park employees in coordination with City Council liaison to Parks Committee and the Parks Committee Chairperson. (ongoing)
8. Complete a new contract with the City of White Bear Lake for desired services related to the City's water system. (4th quarter 2011) .
9. Recommend to the City Council an implementation strategy and timeline for City Hall improvements. (1st quarter 2012)
10. Continue building effective working relationships with other City staff, committee chairs, vendors, and contractors. (ongoing)
11. Develop a list of possible volunteer services in the City and solicit volunteers to perform those services, including Sentence to Service crews. Publish in newsletter (ongoing).

B Priority – As time permits.

-  1. Continue to clean and organizes historic files according to the adopted records retention policy. (ongoing)
2. Take proactive action when discovering activities in the City that are out of compliance with city code. (ongoing)
3. Work with the City Treasurer to complete the electronic funds transfer process. (4th quarter 2011).
4. Continue work on improving the City's website. (ongoing).

Stretch Goal

1. Conduct a resident satisfaction survey.
2. Work with the City Treasurer and the City Council liaison for Budget and Finance to prepare the annual budget. (2nd quarter 2012).



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

MEMORANDUM

DATE: February 7, 2012
TO: City Council
FROM: Dale Powers, City Clerk-Coordinator
RE: All-Hazard Mitigation Plan – Consideration of Updating

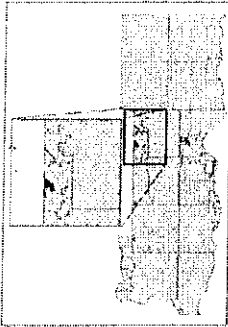
On Tuesday, February 7th, I met with Kelli Matzek, Washington County Emergency Management Specialist, at her request to advise her on any changes in the City's portion of the County's All-Hazard Mitigation Plan. Attached to this memo as an exhibit is the portion of the document pertaining to Birchwood. I advised Kelli that I did not believe any changes needed to be made to Birchwood's section of the plan; however, she advised me that the County has until March 5th to get its updated plan to the state and until April 5th to get the plan to FEMA.

As part of this meeting, I was asked when the City's Emergency Operation Plan was updated. Upon review of the Plan, it appears that other than names and phone numbers, the plan itself hasn't been updated since its inception in 1994. I bring this to the Council's attention to see if the Council wants to update the plan.

Draft Agenda

1. Introductions
2. Overview of Mitigation Plan Update
3. When was the Emergency Operation Plan last updated?
4. What mitigation projects have been accomplished since the plan was originally created/approved back in 2004? Previously listed:
 - a. Working on developing rain gardens to reduce runoff into the lake
 - b. Parks and Open Space Committee
5. What mitigation projects listed last time were not completed? Why? (Lack of funding, other priorities, etc.)
 - a. Addition of back-up generator
 - b. Educate citizens on ways they can take an active approach to mitigate for possible hazards
6. What previously listed projects or new projects would Birchwood like to include in this plan?
 - a. Categorize each project
 - i. Prevention: projects intended to keep hazards from getting worse
 - ii. Property Protection: modification of existing structures to help them better withstand the forces of a hazard, or removal of the structures from hazardous locations
 - iii. Public Education and Awareness: advise residents, elected officials, business owners, potential property buyers, and visitors about hazards, hazardous areas, and mitigation techniques they can use to protect themselves and their property.
 - iv. Natural Resource Protection: reduce the impact of natural hazards by preserving or restoring natural areas and their protective functions.
 - v. Emergency Services: minimize the impact of a hazard event on people and property. These commonly are actions taken immediately prior to, during, or in response to a hazard event. Examples include:
 - i. Structural Projects: lessen the impact of a hazard by modifying the environmental natural progression of the hazard event through construction.
7. Questions?

5. City of Birchwood



Incorporated in 1974, Birchwood Village is located in west central Washington County and had a population of 870 as of the 2010 Census. It is predominantly zoned single family residential and is approximately 215 acres in size.

1. Risks

	Birchwood	Countywide
Most Probable (Near 100% in the Next Year)	<i>Near 100% in the Next Year:</i> None Identified	<i>Near 100% in the Next Year:</i> None Identified.
	<i>High Chance (60 – 100%):</i> Thunderstorm/Lightning; Hailstorm, Windstorm	<i>High Chance (60 – 100%):</i> Severe Cold & Extreme Heat; Thunderstorm/Lightning; Hailstorm, Windstorm, Blizzard & Ice Storm
Least Warning Time (No Warning)	<i>No Warning:</i> None Identified	<i>No Warning:</i> None Identified.
	<i>Low Warning (Minutes to Hours):</i> Infectious Disease; Hazardous Material Incident; Water Supply Contamination	<i>Low Warning (Minutes to Hours):</i> Wildfire; Hazardous Material Incident; Radiological Emergency; Terrorist Threat/Act; Workplace Violence
Most Operational Vulnerability (Unable to Continue; Cannot Provide 75 – 100% of Services)	<i>Unable to Continue; Cannot Provide 75 – 100% of Services:</i> None Identified	<i>Unable to Continue; Cannot Provide 75 – 100% of Services:</i> None Identified
	<i>Severely Weakened; Cannot Provide 50 - 75% of Services:</i> None Identified	<i>Severely Weakened; Cannot Provide 50 - 75% of Services:</i> None Identified
	<i>Weakened; Cannot Provide 25 – 50% of Services:</i> Severe Cold & Extreme	<i>Weakened; Cannot Provide 25 – 50% of Services:</i> Tornado

	Heat; Water Supply Contamination	
--	----------------------------------	--

2. Vulnerabilities/Community Impact

<p>Building Stock:</p> <ul style="list-style-type: none"> • Single Family Residential: 82% • Rental Properties: 18% • Vacancies Rate: 4% 	
<p>Critical Facilities:</p>	
<p>Transportation Systems:</p>	
<p>Lifeline Utility Systems:</p> <ul style="list-style-type: none"> • Water supply from White Bear Lake • Old sewer system; three (3) lift stations • All electrical lines are above ground 	
<p>Communications Systems/Networks:</p> <ul style="list-style-type: none"> • CODE RED 	
<p>High Potential Loss Facilities:</p>	
<p>Hazardous Material Facilities:</p>	
<p>Economic Elements:</p>	
<p>Historical/Cultural/ Natural Resource Areas:</p> <ul style="list-style-type: none"> • Bloomquist Field • Tighe-Schmidt Park 	<ul style="list-style-type: none"> • Nordling Park • Lake Easements
<p>Special Consideration Areas:</p> <ul style="list-style-type: none"> • About 38% of the population is 55+ (up from 25% in 2000); 57% (up from 44% in 2000) are over the age of 45 (2010 Census). • Fourth of July Festival – 300-400 attendees – held at Wildwood Park 	
<p>Other:</p>	



**State of Minnesota, Department of Public Safety
Division of Homeland Security and Emergency Management
444 Cedar Street, Suite 223
St. Paul, MN 55101-6223**

HAZARD MITIGATION GRANT PROGRAM

The Hazard Mitigation Grant Program (HMGP) is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), and Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP becomes available as authorized under a Presidential disaster declaration. Mitigation funding will be available throughout the entire State and not just in the declared disaster area. The amount of HMGP funding available to the State is based upon the total Federal assistance to be provided by Federal Emergency Management Agency (FEMA) for disaster recovery under the disaster declaration.

The Hazard Mitigation Grant Program is funded by FEMA. Federal funding for eligible mitigation projects and planning is limited to a maximum of 75% of the total eligible project costs. The local community will be responsible for a minimum of 25% of the remaining project costs. The Minnesota Division of Homeland Security and Emergency Management (HSEM) is responsible for administering the Hazard Mitigation Grant Program for the State of Minnesota.

Who is eligible for grant funding?

All applicants must have an approved Hazard Mitigation Plan to be eligible for grant funding. Applicants who are eligible include:

- State and local governments
- Certain private non-profit organizations or institutions
- Native American tribes or authorized tribal organizations

What types of projects can be funded?

All projects must be eligible and cost-effective. Examples of potential projects include:

- Acquisition and relocation of structures from hazard-prone areas
- Retrofitting, such as elevating structures to protect them from future damage
- Structural hazard control, such as drainage improvements or hardening of critical facilities
- Conversion of overhead power lines to underground
- All-Hazard Mitigation Planning and Updates

Where can I obtain further information?

For additional information about the HMGP grant program, you can refer to the FEMA website:

<http://www.fema.gov/government/grant/hmgp/index.shtm>

For additional information, please contact the State Hazard Mitigation Team:

Jim Russell
Hazard Mitigation Administrator
Phone: (651) 201-7423
James.Russell@state.mn.us

Jennifer E. Nelson
Asst State Hazard Mitigation Officer
Phone: (651) 201-7427
Jennifer.E.Nelson@state.mn.us

Jim McClosky
Hazard Mitigation Planner
Phone: (651) 201-7455
James.McClosky@state.mn.us

CITY OF BIRCHWOOD

EMERGENCY OPERATIONS PLAN

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

FORWARD

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document will transfer it to his/her successor or to the City of Birchwood emergency management director.

Copy No. <u>1</u>	Assigned to: <u>Mary Wingfield Telephone: 653-9742</u>	
2	Jane Harper	426-0136
3	Barb Carson	426-7951
4	David Jann	699-7578
5	Jay Brunner	429-2010
6	City Office	426-3403
7	Fire Chief, WBL	429-8568
8	Police Chief, WBL	429-8551
9	City Manager, WBL	429-8516
10	County Emergency Manager	430-6682
11	Brian Lauzon	429-5612
12	Steve Dean	429-9254
13	Kristie Elfering, Engineer	763-780-0450

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

THIS PAGE DOCUMENTS APPROVAL FOR THE BASIC PLAN AND ANNEXES

Prepared by: Judy Duffy Date: July 12, 1994

(Title) Nanette Mellgren, Clerk

Approved by: City Council Date: July 12, 1994

(Title) City Council

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2	5-14, 1996				
5	5-14, 1996				
6	5-14, 1996				
5	5-24, 1996				
6	5-24, 1996				
2	3-04, 1997				
5	3-04, 1997				
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2, 5	8-12, 2003				
2, 3, 5, 6	1-28, 2005				
2, 3, 5, 6	2-16, 2007				
2, 3, 5, 6	2-10, 2009				

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

I. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

In the City of Birchwood, the mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison with the Washington County emergency management director.

Direction and control of the city's response to a major disaster will take place from the Birchwood Emergency Operating Center (EOC), which is located at Birchwood City Hall, 207 Birchwood Avenue, Birchwood or WBL Fire Station #2. If damage is more widespread than Birchwood, or if City Hall is damaged, operations will be moved to Fire Station #2 in the City of WBL, located at County Road E and McKnight Road.

II. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the city's emergency responsibility assignments, by function, is shown on Chart A. Departments and agencies listed are expected to develop whatever standard operating procedures (SOPs) they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: "P," "S," or "C."
1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function. As a rule, only city government officials can be assigned primary responsibility for carrying out a function.
 2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
 3. "C" indicates coordination responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved.

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

EMERGENCY RESPONSIBILITY ASSIGNMENTS
Code: P = Primary, S- Support, C=Coordination

FUNCTION	RESPONSIBLE AGENCIES	CONTACT
1. Notification and Warning (Outdoor warning sirens)	Washington County Sheriff Dispatch Center (P) Ramsey County Sheriff (P) WBL Police (S) WBL Fire (S)	439-9381 484-3366 429-8511 429-8511
2. Direction and Control (Decision making - Policy setting)	Mayor Wingfield (P) Emer. Management Director (S) Co. Emer Management Director (S) Jane Harper Barb Carson David Jann Jay Brunner	653-9742 653-9742 430-6701 426-0136 426-7951 699-7578 429-2010
3. Emergency Public Information (Media Relations)	Mayor Wingfield (P) Emer Management Director (S) Washington County Emer Manager	653-9742 653-9742 430-6701
4. Search and Rescue	WBL Fire Department (P) Washington Co. Sheriff(S) Capitol City Mutual Aid	429-8511 439-9381
5. Health/Medical (Includes EMS)	WBL Fire Chief (P) Capitol City Mutual Aid	429-8568
6. Evacuation, Traffic Control, and Security (Law Enforcement)	WBL Police (P) Washington County Sheriff (S) Minnesota State Patrol (S)	429-8511 439-9381 452-3246

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S- Support, C=Coordination

FUNCTION	RESPONSIBLE AGENCIES	CONTACT
7. Fire Protection	WBL Fire Department (P) Capitol City Mutual (S)	429-8511
8. Damage Assessment (Public Works - City Engineer)	Birchwood Emer. Management Director (P) City Engineer Kristie Elfering (S) (by addendum) County Emer. Management Director (S) County Engineer (S) County Assessor (S)	653-9742 763-780-0450 430-6701 430-4300 430-6182
9. Congregate Care (American Red Cross)	WBL School District Recreation Dept. (P) American Red Cross (S)	773-6077 291-6787
10. Debris Clearance (Public Works Department)	Birchwood Emer. Management Director (P) Washington County (S) Brian Lauzon (S) (by addendum) Steve Dean (S) (by addendum)	653-9742 430-4300 429-5612 426-9254
11. Utilities Restoration Gas Electric Telephone Sewer	Birchwood Emer. Management Director (P) XCEL - gas (S) XCEL - electric (S) Qwest - telephone (S) WBL Police/Non Emergency (S)	653-9742 1-800-895-2999 1-800-895-1999 1-800-954-1211 429-8511
12. Radiological/Hazardous Materials Protection (Fire service and county emergency management)	State of MN Hazardous Materials (P) WBL Fire Department (S)	778-0800 649-5451 429-8568

{NOTE: Only one "P" or "C" can be assigned per function, and a minimum of one "S" should be assigned for each function.}

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

II. OPERATIONS POLICIES

- A. Protection of life and property and alleviation of human distress will be the primary goals of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The city emergency management director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- E. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the mayor may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property.
- G. The City may, to the extent possible assist residents with the cleanup of private property. These decisions will be made on a case by case basis by the City Council.

IV. SUPPORT

A. County Government Support

Information and assistance in securing county government support can be obtained by contacting the county emergency management director.

B. State and Federal Government Support

1. General

Information and assistance in securing state or federal support should be obtained by contacting the county emergency management director. In addition, the nearest Minnesota Division of Emergency Management (DEM), regional program coordinator will provide additional technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance programs is contained in Disaster Response and Recovery: Request Procedures Relative to State and Federal Disaster Assistance Programs. This document is on file with the county emergency management director.

2. Emergency Assistance

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

In the event of a major emergency/disaster which exceeds the resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the Minnesota Duty Officer may be contacted. The Minnesota Duty Officer telephone numbers are 1-800/422-0798 (outside the Minneapolis/St. Paul metro area); 649-5451 (within the Minneapolis/St. Paul metro Area; TDD: 612/297-5353 (Metro), 1-800/627-3529 (Greater Minnesota).

3. National Guard

When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

a. Operation Policies

- (1) National Guard Assistance will complement, and not be a substitute for city and/or county participation in emergency operations.
- (2) If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.

b. Request Procedure

In the case of counties, and all cities that are not of the first class, the sheriff is the only local government official authorized to submit the request for National Guard assistance. Such requests are to be submitted to the Minnesota duty officer.

4. Federal Assistance

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the Minnesota duty officer.

V. PLAN UPDATING, TRAINING, AND EXERCISES

CITY OF BIRCHWOOD
EMERGENCY OPERATIONS PLAN

- A. For purposes of this plan, the City of Birchwood emergency management director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Birchwood emergency management director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the director may request assistance from the county emergency management director.
- C. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the City of Birchwood. A plan distribution list will be maintained by the city emergency management director.
- D. The City of Birchwood will comply with Public Law 99-499, (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available from the Washington County emergency manager.

MITIGATION IDEAS:

POSSIBLE MITIGATION MEASURES BY HAZARD TYPE

A Mitigation Planning Tool For Communities

Hazard mitigation refers to any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazardous conditions. The following list of possible hazard mitigation measures for communities is compiled from experience and discussion within the states of FEMA Region 5: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. The list of hazard types and ideas starts generally with coverage of natural hazards, such as flood or earthquake. These are followed by types of man-made and technological hazards. As extensive as this list is, it does not preclude other ideas for activities to save lives and prevent or reduce damages in the future. Many of the ideas are developed in other FEMA publications, including www.fema.gov, as well as in publications of other federal and state agencies.

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A WORD ABOUT PLANNING

Mitigation planning is best accomplished from a multi-hazard perspective. Reducing the level of risk involving one natural or technological hazard may increase the risk of damage from another hazard. Consequently, it is important to consider that some mitigation alternatives may not be viable given a particular set of hazard conditions. For example, elevating a home on stilts to allow for water flow in a floodplain can be a good thing, but it becomes a problem if the home is in an earthquake zone and the ground starts shaking.

PREPAREDNESS FOR ALL TYPES OF HAZARDS

Some mitigation ideas fit easily into many or all hazard types. These also tend to fall under a type of planning generally referred to as "preparedness." A selection of mitigation/preparedness ideas is included here at the beginning; these ideas can be considered relevant to all sections of the mitigation ideas list.

Public Education and Awareness

State and local governments can provide information describing all types of hazards, methods for preventing damages resulting from hazardous conditions, and how to respond when a hazard threatens. Either directly or by lobbying elected officials, citizens can also get involved in comprehensive planning activities that identify and alleviate their communities' hazards.

Mutual Aid/Interagency Agreements

Local governments should establish mutual aid agreements for utility and communications systems, including 9-1-1. Mutual aid or interagency agreements have value for preventing or responding to other hazard or emergency situations, as fire and police departments often do.

9-1-1 and 3-1-1

Some communities have expanded their basic 9-1-1 location identification telephone service to include features such as "enhanced 9-1-1" that registers name, address, and a description of the building/site. It has become more common to use a "reverse 9-1-1" system with which a community can send out a mass telephone announcement to every number in the 9-1-1 system. Additionally, non-emergency 3-1-1 service can be used to have people call to get information, such as locations of cooling shelters during a heat wave.

NOAA Weather Radio

Communities can encourage the use of National Oceanic and Atmospheric Administration (NOAA) weather radios among their residents. At least one set of counties surrounding a chemical stockpile has provided NOAA weather radios to all homes and businesses within the area.

NOAA Weather Radio continuously broadcasts National Weather Service forecasts, warnings and other crucial weather information. NOAA Weather Radio also provides direct warnings to the public for natural, man-made, or technological hazards, and it is the primary trigger for activating our country's Emergency Alert System (EAS) on commercial radio, television, and cable systems.

Emergency Alert System	Using digital technology to distribute messages to radio, television and cable systems, the EAS provides state and local officials with the ability to send out emergency information targeted to a specific area. The information can be sent electronically through broadcast stations and cable systems even if those facilities are unattended.
Continuity of Operations Planning	<p>The goal of Continuity of Operations (COOP) planning is to ensure that the essential functions of an organization, including government, can continue to operate during and after an emergency incident which may prevent access to normally operating systems, such as physical plant, data or communication networks, or transportation.</p> <p>Communities can encourage businesses, other organizations, and families to prepare themselves by regularly backing up computer drives, copying essential files and/or important family information, and storing these items in a separate location. A larger organization may coordinate with another office from the organization in a different part of the country to take over operations when necessary.</p>
Land Use Planning	<p>Once a community is familiar with the location of its hazardous areas; it may adopt a land use plan, or modify an existing land use plan to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guide development away from hazardous areas; <input type="checkbox"/> Reduce density in the hazardous areas; or <input type="checkbox"/> Encourage greater development restrictions on the property.
Site Emergency Plans	<p>Communities can encourage development and testing of internal emergency plans and procedures, including COOP planning, by businesses and other organizations.</p> <p>Communities should develop and test site emergency plans for schools, factories, office buildings, shopping malls, hospitals, correctional facilities, stadiums, recreation areas, and other similar facilities.</p>
Emergency Response Personnel	Emergency response personnel need to be trained and plan for various contingencies and response activities, such as evacuation, traffic control, search, and rescue.
Community Emergency Response Teams	A community may consider sponsoring a Community Emergency Response Team (CERT). A CERT is a volunteer group of citizens who are trained and equipped to respond if emergency services are unable to meet all of the immediate needs of the community following a major disaster, especially if there is no warning as in an earthquake.
Insurance	Insurance should not be considered an alternative to reducing damages for any type of hazard, but it does have the value of protecting oneself from financial devastation if damage were to occur.

Real Estate Disclosure

Real estate disclosure laws are important because they force a seller to advise a potential buyer about pre-existing conditions. This allows buyers to make more informed decisions about the potential risks involved in owning property, such as whether a property is located in a floodplain or if it had been previously damaged from flood water or any other type of hazard condition.

Family Disaster Plans and Supply Kits

Communities can encourage residents to prepare themselves by stocking up with necessary items and planning for how family members should respond if any of a number of possible emergency or disaster events strike.

FLOOD

Ninety percent of federal disaster declarations are for flood events. Response and recovery costs can be extremely high, so where risks are apparent it makes sense to take actions that prevent damage from occurring. If flood damage cannot be fully prevented, there may be mitigation techniques that lessen the damage. Flooding addressed in this section can be from high ground water, overland flooding from rivers or streams, or from a dam failure.

Acquisition

Land with structures may be purchased by and titled in the name of a local governing body that can remove structures and enforce permanent restrictions on development.

Relocation

A structure may be moved to a less hazardous location.

Elevation

A structure may be mechanically lifted so that the lowest floor, including the basement, is raised above the base flood elevation. Utilities or other mechanical devices should also be raised above expected flood levels.

Dry-Floodproofing

It may be possible to keep water out by strengthening walls, sealing openings, or using waterproof compounds or plastic sheeting on walls. Dry-floodproofing is not recommended for residential construction but may be a reasonable alternative for non-residential structures—either in new construction, while making a substantial improvement, or while repairing a substantially damaged structure.

Wet-Floodproofing

Using water resistant paints or other materials can allow for easy cleanup after floodwater exposure in accessory structures or in a garage area below an elevated residential structure. In a basement, wet-floodproofing may be preferable to attempting to keep water out completely, because it allows for controlled flooding to balance exterior and interior water forces and discourage structural collapse. Wet-floodproofing may not be used for basements in cases of new construction, substantial improvement, or substantial damage.

Floodplain/Coastal Zone Management	Determining and enforcing acceptable land uses through planning and regulation may not prevent inevitable flooding in flood-prone areas, but planning and regulation can alleviate the risk of damage by limiting exposure in such hazard areas. Floodplain and coastal zone management can be included in comprehensive planning.
Capital Improvement Plans	Infrastructure planning decisions can affect flood hazard mitigation. For example, decisions to extend roads or utilities to an area may increase exposure. Some communities may consider structural flood protection such as levees or floodwalls.
Zoning Ordinance Adoption or Amendments	Examples of zoning methods that affect flood hazard mitigation include: 1) adopting ordinances that limit development in the floodplain; 2) limiting the density of developments in the floodplain; and 3) requiring that floodplains be kept as open space.
Subdivision Ordinances or Amendments	Subdivision design standards can require elevation data collection during the platting process. Lots may be required to have buildable space above the base flood elevation.
Building Code Adoption or Amendments	Requirements for building design standards and enforcement include the following possibilities: 1) that a residential structure be elevated; and 2) that a non-residential structure be elevated or floodproofed.
Conservation Easements	Conservation easements may be used to protect environmentally significant portions of parcels from development. They do not restrict all use of the land. Rather, they direct development to areas of land that are not environmentally significant.
Transfer of Development Rights	In return for keeping floodplain areas in open space, a community may agree to allow a developer to increase densities on another parcel that is not at risk. This allows a developer to recoup potential losses from non-use of a floodplain site with gains from development of a non-floodplain site.
Purchase of Easement/Development Rights	Compensating an owner for partial rights, such as easement or development rights, can prevent a property from being developed contrary to a community's plan to maintain open space. This may apply to undeveloped land generally or to farmland in particular.
Stormwater Management Ordinances or Amendments	Stormwater ordinances may regulate development in upland areas in order to reduce stormwater run-off. Examples of erosion control techniques that may be employed within a watershed area include proper bank stabilization with sloping or grading techniques, planting vegetation on slopes, terracing hillsides, or installing riprap boulders or geotextile fabric.

Multi-Jurisdiction Cooperation Within Watershed	Forming a regional watershed council helps bring together resources for comprehensive analysis, planning, decision-making, and cooperation.
Comprehensive Watershed Tax	A tax can be used as a mitigation action in several ways: 1) tax funds may be used to finance maintenance of drainage systems or to construct reservoirs; 2) tax assessments may discourage builders from constructing in a given area; or 3) taxes may be used to support a regulatory system.
Post-Disaster Recovery Ordinance	A post-disaster recovery ordinance regulates repair activity, generally depending on property location. It prepares a community to respond to a disaster event in an orderly fashion by requiring citizens to: 1) obtain permits for repairs, 2) refrain from making repairs, or 3) make repairs using standard methods.
Flood Insurance	Purchasing flood insurance does not prevent a flood from occurring, but it does mitigate a property owner's financial exposure to loss from flood damage. National Flood Insurance Program (NFIP) policies are only available in communities that participate in the program, which is administered by FEMA.
Floodplain Ordinances or Amendments	Communities that choose to participate in the NFIP must adopt ordinances that meet minimum federal and state requirements. Communities may pass more stringent ordinances to reduce risk even further.
Community Rating System	Also administered by FEMA, the Community Rating System (CRS) is a companion program to the NFIP. It rewards a community for taking actions over and above minimum NFIP requirements with the goal of further reducing flood damages in the community. The more actions a community takes, the lower the premiums for flood insurance within that community.
Updated Floodplain Mapping	By taking the initiative locally to more accurately map problem areas with information not already on FEMA maps, a community can warn residents about potential risks that may not have been anticipated. Upgrading maps provides a truer measure of risks to a community.
Storm Drainage Systems	Flood mitigation can involve installing, re-routing, or increasing the capacity of a storm drainage system that may involve detention and retention ponds, drainage easements, or creeks and streams. It can include separation of storm and sanitary sewerage systems as well as higher engineering standards for drain and sewer capacity.
Drainage System Maintenance	At most times, a drainage system will do its job and move water to intended areas. However, if a system is not maintained, erosion, material dumping, or deterioration of man-made reinforcement materials may reduce the carrying capacity of a stream. Therefore, regular maintenance, such

	<p>as sediment and debris clearance, is needed so that the stream may carry out its design function. Also important is detection and prevention/discouragement of discharges into storm-water/sewer systems from home footing drains, downspouts or sump pumps.</p>
Drainage Easements	<p>Communities may consider obtaining easements for planned and regulated public use of privately owned land for temporary water retention and drainage.</p>
Wetland Protection	<p>With special soils and hydrology, wetlands serve as natural collection basins for floodwaters. Acting like sponges, wetlands collect water, filter it, and release it slowly into rivers and streams. Protecting and preserving wetlands can go a long way toward preventing flooding in other areas.</p>
Roads	<p>Roads are needed to get people and goods from place to place. In addition to planning for traffic control during floods, there are various construction and placement factors to consider when building roads. To maintain dry access, roads should be elevated above the base flood elevation. However, if a road creates a barrier it can cause water to pond. Where ponding is problematic, drainage and flow may be addressed by making changes to culvert size and placement. In situations where flood waters tend to wash roads out, construction, reconstruction, or repair can include not only attention to drainage but also stabilization or armoring of vulnerable shoulders or embankments.</p>
Structural Flood Control Measures	<p>Structural flood control measures (e.g., levees, dams, or floodwalls) channel water away from people and property. Structural measures may also increase drainage or absorption capacities (e.g., detention and retention basins, relief drains, spillways, drain widening/dredging or rerouting, logjam and debris removal, extra culverts, bridge modification, dike setbacks, flood gates and pumps, or channel redirection). However, structural measures may cause an increase in the base flood elevation. History has shown that structures that channel water may create a false sense of security and result in greater damage to nearby properties if the structures fail.</p>
Minor Structural Projects	<p>A minor structural project is similar but smaller and more localized than a structural project, in that the measures used to reduce flooding may include levees, floodwalls, dams or other activities that channel water away from people or property. However, a minor structural project should only be constructed in areas that cannot be mitigated through non-structural activities, or where structural activities are not feasible due to low densities.</p>
Dam and Levee Maintenance	<p>Although dams and levees may have been constructed properly, failure to maintain them can lead to significant loss of life and property if they are stressed and broken or</p>

breached during a flood event. An inspection, maintenance and enforcement program helps to ensure continued structural integrity. Dams or levees need to be kept in good repair. Unnecessary or old and structurally unsound dams should be removed. Planning for dam breaks can include constructing emergency access roads as well as automating pump and flood gate operation. And it never hurts to regulate development in a dam's hydraulic shadow, where flooding would occur if there were a severe dam failure.

Community Outreach and Education

Communities may use outreach programs to: 1) advise homeowners of risks to life, health and safety; 2) facilitate technical assistance programs that address measures that citizens can take; or 3) facilitate funding for mitigation measures. Driver safety strategies for flooded areas can be addressed through driver safety/education classes and by the media. Local officials can be trained on flood fighting, floodplain management, flood proofing, traffic control during flooding, and other measures.

Debris Control

Community members can participate in debris control by securing debris, yard items, or stored objects that may otherwise be swept away, damaged, or pose a hazard if floodwaters would pick them up and carry them away. Additionally, a community can pass and enforce an ordinance that regulates dumping.

Hazardous and Buoyant Material Protection

Containers of hazardous materials such as petroleum or chemicals should not be located in a flood hazard area. If such a location is necessary, hazardous material containers need to be anchored, because the contents can contaminate water and multiply the damaging effects of flooding by causing fires or explosions, or by otherwise making structures unusable. Also, buoyant materials should be anchored, because if they float downstream, they may cause additional damage to buildings or bridges or may plug a stream resulting in higher flood heights.

Manufactured Homes

Manufactured or mobile homes should be elevated above the base flood elevation and anchored, or more preferably, kept out of the floodplain.

Flood Warning

In addition to a communication strategy, a flood warning system may consist of people or machines monitoring water level with stream gauges. Although a flood warning system generally does not provide long-term damage reduction, it can alleviate health and safety risk by providing citizens time to escape and possibly remove belongings that could be damaged. NOAA weather radio and EAS broadcasts can be incorporated into a community's flood warning system.

Back-up Generators	A community may consider back-up generators for pumping and lift stations in sanitary sewer systems, along with other measures (e.g., alarms, meters, remote controls, and switchgear upgrades).
Basement Backflow Prevention	Depending on its infrastructure capabilities, a community may encourage the use of check valves, sump pumps, and backflow prevention devices in homes and buildings.

LANDSLIDE AND DEBRIS FLOW

Landslides or debris flow can be caused by the same high water levels or rain that result in flooding. Landslides can also be caused by earthquakes. Although many mitigation measures resemble those for flooding, landslides pose unique considerations.

Mapping	Local governments, developers, and residents can make better decisions using maps. Soil types, slope percentage, drainage, or other critical factors are used to identify landslide prone areas.
Building Codes	Building codes can set construction standards, including minimum foundation requirements, in landslide-prone areas.
Zoning Ordinances	Zoning ordinances may be used to create buffers between structures and high-risk areas.
Slide-Prone Area Ordinance	A special purpose ordinance for slide-prone areas may be used to limit fill or dumping, as well as address drainage and other landslide related problems.
Code Enforcement	A strong community commitment to code enforcement is necessary to ensure compliance with building codes and zoning ordinances.
Drainage Control Regulations	Drainage regulations are similar to storm water management regulations. By controlling drainage, a community can reduce the risk of landslides resulting from saturated soils.
Grading Ordinances	Grading ordinances require developers and landowners to obtain permits prior to filling or regrading. Such ordinances may also provide specific design standards.
Hillside Development Ordinances	Hillside development ordinances are special purpose ordinances that set specific standards for construction on hillsides.
Subdivision Ordinances	Subdivision ordinances set guidelines on how land will be divided, the placement and size of roads, and the location of infrastructure. Such ordinances can also be used to regulate open space and buildable areas.
Sanitary System Codes	Sanitary system codes can reduce the effect of drainage on landslides by limiting the type and location of sanitary systems.

Geological Hazard Overlay Zones	A geological hazard overlay zone requires a detailed geotechnical analysis prior to any construction activity. Used in association with building codes, this may reduce damage potential by providing clear information about risk.
Open Space Designations	Open space designations keep landslide prone areas undeveloped.
Relocation	Structures may be moved to less hazardous locations.
Acquisition	Land and structures may be purchased by and titled in the name of a local governing body that can remove structures and enforce permanent restrictions on development.
Restraining Structures	Restraining structures may be designed and used to hold soil in place.
Debris-Flow Measures	Debris-flow measures may include stabilization, energy dissipation, and flow control measures, all of which may reduce damage in sloping areas.
Grading	Grading can be used to increase slope stability, depending on types of soils, height of fill or cut, and compaction.
Vegetation Placement and Management Plans	Various types of vegetation increase soil stability through root length and strength and by absorbing precipitation. Management plans are aimed at ensuring long-term maintenance of vegetation appropriate for an area.
Utility Location	Placing utilities outside of landslide areas decreases the risk of service disruption.
Abatement Districts	A special taxing district, such as an abatement district, can be used to pool resources to mitigate common hazards.
Restrictive Covenants	A legally binding agreement in a private development can be used to impose restrictions on land use.

THUNDERSTORMS / LIGHTNING

Damage from thunderstorms and lightning is often underestimated. Everyone should have an appreciation for the dangers of lightning. Although not entirely preventable, damage and life safety risk from these events can be minimized.

Community Outreach and Education	Communities may use outreach programs to promote awareness of thunderstorm dangers. Driver safety strategies for severe weather events can be addressed by driver safety/education classes and by the media.
Early Warning Systems	Local and state governments can invest in public early warning systems/networks, as well as train people to serve as weather spotters.
Building Construction	Public and private buildings can be designed with structural bracing, shutters, laminated glass in window panes, and hail-resistant roof shingles or flashing to minimize damage.

Surge Protectors and Lightning Protection	Surge protection can be installed on critical electronic equipment. Lightning protection devices and methods, such as lightning rods and grounding, can be installed on a community's communications infrastructure and other critical facilities.
Burying Power Lines	Buried power lines offer the security of uninterrupted power during and after storms. However, consideration needs to be made for maintenance and repair, particularly in cold climates where soil freezes more readily.

TORNADO

Tornadoes can strike anywhere and cause extensive damage. Damage and life safety risk may not be entirely preventable, but it can be minimized.

Construction Standards and Techniques	To strengthen public and private structures against severe wind damage, communities can require or encourage wind engineering measures and construction techniques that may include structural bracing, straps and clips, anchor bolts, laminated or impact-resistant glass, reinforced pedestrian and garage doors, window shutters, waterproof adhesive sealing strips, or interlocking roof shingles. Also, architectural design can make roofs less susceptible to uplift.
Safe Rooms	Risk to lives can be improved through construction and use of concrete safe rooms in homes and shelter areas of mobile home parks, fairgrounds, shopping malls, or other vulnerable public areas.
Manufactured Homes	Damage and injury can be prevented by anchoring manufactured homes and exterior attachments such as carports and porches.
Loose Items	Loose items like yard and patio furniture should be secured.
Temporary Debris Disposal	Temporary debris disposal sites can be protected by fencing and/or located away from populated areas.

SEVERE WIND

Severe wind can be as destructive as tornadoes. Damage and life safety risk may not be entirely preventable, but it can be minimized.

Roofing Shingles	Requiring the use of special roofing shingles designed to interlock and resist uplift forces in extreme wind conditions can reduce damage to a roof or to other structures.
Building Construction	Engineered construction can accommodate foundation design, braced elevated platforms, and the ability of a structure to withstand the lateral forces of winds and waves.

Manufactured Home Tie-Downs	The risk of manufactured home damage can be reduced by using tie-downs with anchors and ground anchors appropriate for the soil type.
Burying Power Lines	Buried power lines offer the security of uninterrupted power after severe winds, but consideration needs to be made for maintenance and repair.
Designed-Failure Mode	Designed-failure mode refers to power line design that allows for lines to fall or fail in small sections rather than as a complete system, so restoration can be done more quickly.
Backup Power	Backup power resources can enable critical facilities to continue basic services and can be used by businesses to ensure security and protect refrigerated goods.
Tree Management	Tree pruning near power lines can reduce the potential for trees falling on and breaking power lines.

EXTREME TEMPERATURE

When temperatures reach levels that are extremely high or extremely low, they pose dangers that can be alleviated by planning for how to handle such situations.

Outreach/Public Awareness	A local government can organize outreach to vulnerable populations during periods of extreme temperature, including establishing and promoting accessible heating or cooling centers in the community.
Heating Requirements	Housing/landlord codes can require minimum temperatures.
Heating Bills	If not already required by state law, communities can encourage utility companies to offer special arrangements for paying heating bills.
Heating and Cooling Centers	A community can establish heating and/or cooling centers for vulnerable populations. Center operations should be linked to outreach projects that encourage at-risk populations to use the centers.

WINTER WEATHER/SNOWSTORMS

Proper preparation can decrease the risks of injury that can occur during cold weather, and snowstorms in particular.

Family and Traveler Emergency Preparedness	A local or state government can produce and distribute family and traveler emergency preparedness information relating to severe winter weather hazards.
Driver Safety	Safety strategies for severe weather events can be included in driver education classes and materials.
Power Lines	Burying or otherwise protecting electric and other utility lines can prevent utility disruption by protecting lines from ice,

	wind or snow damage. Nevertheless, lines buried in frozen soil may be difficult to reach if repair is necessary.
Code Enforcement and Building Maintenance	Local governments can impact building/site design through building code enforcement of snow-related ordinances such as snow loads, roof slope, snow removal, and storage. Communities can also monitor snow amounts to provide site-specific snow load data.
	Home and public building maintenance should be encouraged in order to prevent roof and wall damage from "ice dams," particularly resulting from ice and sleet storms.
Shelters	A community can establish heating centers or shelters for vulnerable populations, not only for residents, but also for stranded motorists/travelers.
Outreach	A community can plan to systematically contact isolated, vulnerable, or special-needs populations.
Animal Protection	Farmers and other animal custodians should plan for addressing livestock or other animal needs.
Roads	Local governments need to always plan for and maintain adequate road and debris clearing capabilities.
Snow Fences	Using snow fences or "living snow fences" (rows of trees or other vegetation) can limit blowing and drifting of snow over critical roadway segments.

SNOW LOAD

Buildings can only hold so much snow before they collapse. Paying attention to snow load weight capacities can prevent damage and injury.

Snow Load Design Standards	A single snow load weight capacity standard may not be adequate for all areas within a community. Local building departments should determine the snow load limits for their communities based on local data. A community's building code can include snow load limits or weight capacity standards in an appendix.
Snow Weight Data Collection	Establishing a program of systematic snow weight data collection will enable a community's building department to better establish realistic snow load design standards.
Maintenance	Building owners should be educated and encouraged to inspect older buildings for deterioration and make subsequent repairs.
Modifications	As buildings are modified, new technology may be used to create or increase structural stability.

Analysis and Repair or Replacement of Structural Systems

Existing support systems may be vulnerable to load stress. A community may wish to set up an inspection system and recommend repairs to building owners.

SUBSIDENCE

Some areas of land are susceptible to collapse. Risks of collapse can be determined and managed.

Community Awareness

Local and state governments can promote community awareness of subsidence risks and effects.

Mapping

Old mining areas or geologically unstable terrain should be identified and mapped so that development can be prevented or limited.

Open Space

Areas susceptible to collapse can be maintained as public open space.

Acquisition

Land or structures may be purchased by and titled in the name of a local governing body that can enforce permanent restrictions on development.

Filling or Buttressing

Filling or buttressing subterranean open spaces, as with abandoned mines, can prevent or alleviate collapse.

Relocation

A structure may be moved to a less hazardous location.

Hydrological Monitoring

Groundwater levels can be monitored in subsidence-prone areas.

EARTHQUAKE

Some regions are particularly susceptible to earthquake damage. Risks of injury and damage from earthquake events can be determined and managed.

Seismic Hazard Mapping

Information gained from seismic hazard mapping can be used to assess risk. The first step is collection of geologic information on seismic sources, soil conditions, and related potential hazards. The second step is to prepare a map showing the approximate locations of various hazards.

Related Hazard Mapping

Other earthquake related hazards include liquefaction and land slides. Maps of these related hazards may be used for vulnerability analysis and risk assessment.

Map Education

Map users should be educated in the appropriate uses and limitations of maps.

Rapid Visual Screening

Rapid visual screening is a technique used to quickly inspect a building and identify disaster damage or potential seismic structural and non-structural weaknesses. This method may be used to screen and prioritize retrofitting efforts, or inventory high-risk structures and critical facilities. In a post-

	<p>disaster setting, rapid visual screening can be used to assess risk during response and recovery efforts and determine if buildings are safe to re-occupy.</p>
Loss Estimation Studies	<p>After seismic hazards have been identified, planners can create an earthquake scenario to estimate potential loss of life and injuries, the types of potential damage, and existing vulnerabilities within a community. Scenarios can be particularly useful in predicting lifeline performance, i.e., the sustainability of critical public services or systems such as electricity, water, or roadways. This knowledge can be used to develop earthquake mitigation priorities.</p>
HAZUS	<p>FEMA's HAZUS is a computer-based tool that can be used to quantitatively estimate losses from an earthquake.</p>
Seismic Safety Committees	<p>Duties of a local or state seismic safety committee can include providing policy recommendations, evaluating and recommending changes in state and local seismic safety standards, and an annual assessment of local and statewide implementation of seismic safety improvements.</p>
School Survey Procedures	<p>Schools are critical facilities not only because of the special population they accommodate, but also because they are often identified as shelter sites for a community. Due to this sheltering role, it is essential that these buildings function after a seismic event. A community can develop a survey procedure and guidance document to inventory structural and non-structural hazards in and near school buildings. Survey results can be used to determine mitigation priorities that can be incorporated into capital improvement plans.</p>
Capital Improvement Planning	<p>School districts, local governments, corporations, and others have developed capital improvement plans to ensure that facilities remain operational for years down the road. It is more efficient and cost effective to incorporate structural and non-structural seismic strengthening actions into on-going building plans and activities, rather than to rehab later.</p>
Guidelines and Model Ordinances	<p>Earthquake hazards can be mitigated through land use planning. Communities can develop and distribute guidelines or pass ordinances that require developers/building owners to locate lifelines, buildings, critical facilities, and hazardous materials out of areas subject to significant seismic hazards. Particular consideration should be given to enforcing such ordinances in areas with steep slopes or subject to ground displacement, severe ground shaking, or liquefaction.</p>
Building Codes	<p>Although land use management that avoids building on hazardous sites is an effective way to reduce earthquake risk, there may be times when it is necessary to build on such sites. Engineers and architects have designed buildings in ways that reduce the impact of ground shaking. Encouraging all local governments to adopt and enforce</p>

	updated building code provisions is one effective way to reduce earthquake damage risk.
Seismic Code Training	Legislators often enact seismic building provisions that do not get enforced because architects, engineers, and building departments are unaware of the provisions. Conducting information sessions or other forms of outreach on seismic code provisions for new and existing buildings can enhance code use and enforcement by local architects, engineers, contractors and code enforcement personnel.
Buildings as Structural Hazards	Homeowners and businesses can take simple measures to strengthen their buildings before the next earthquake. Bracing walls and bolting sill plates to the foundation are examples. Non-reinforced masonry buildings and non-ductile concrete facilities are particularly vulnerable to ground shaking. These buildings should be strengthened and retrofitted against future seismic events.
Non-Structural Hazards	Many injuries in earthquakes are caused by nonstructural hazards, such as attachments to buildings. These include lighting fixtures, windows (glass), pictures, tall bookcases, computers, ornamental decorations on the outside of the buildings (like parapets), gas lines, etc. Activities that can reduce the risk of injury and damage include: anchoring tall bookcases and file cabinets, installing latches on drawers and cabinet doors, restraining desktop computers and appliances, using flexible connections on gas and water lines, mounting framed pictures and mirrors securely, and anchoring and bracing propane tanks and gas cylinders.
Technical Assistance for Homeowners	Developing a technical assistance information program for homeowners and teaching them how to seismically strengthen their houses can be an effective mitigation activity. The program could include providing local government building departments with copies of existing strengthening and repair information for distribution to homeowners. Other potential distribution sources include insurance companies, realtors and libraries.
Infrastructure Hardening	Identification and hardening of critical lifeline systems, i.e., critical public services such as utilities and roads, to meet "Seismic Design Guidelines and Standards for Lifelines," or equivalent standards, may distinguish a manageable earthquake from a social and economic catastrophe.
Bridge Strengthening	State and local highway departments should review construction plans for all bridges to determine their susceptibility to collapse. Problem bridges should be retrofitted.
Hazard Mitigation Awareness	Local or state governments can use community outreach activities to foster an awareness of earthquake mitigation activities in homes, schools and businesses.

Financial Incentives

Local or state governments can support financial incentives like low interest loans or tax breaks for home and business owners who seismically retrofit their structures.

Insurance

Local or state governments can work with insurance industry representatives to increase public awareness of the importance of earthquake insurance. Home structural improvements can be factored into the process of obtaining insurance coverage or reduced deductibles.

Reference Library

A local or state government can establish a library consisting of technical documents on structural and nonstructural mitigation options, as well as model ordinances and procedures that have been used by other jurisdictions to reduce earthquake risk.

DROUGHT

Periods of time with little or no precipitation can pose risks that can be managed with conservation and preparation.

Water-Saving

Citizens can be encouraged to take water-saving measures, especially when extra water is needed for irrigation and farming. Possibilities include installing low-flow water saving showerheads and toilets, and turning water flow off while brushing teeth or during other cleaning activities.

Water Storage

Human consumption is the primary reason to maintain a storage of water. People cannot live without consuming water regularly.

Water Use Ordinances

Communities can pass ordinances to prioritize or control water use, particularly for emergency situations like fire fighting.

Contingency Plans

Drought contingency plans can help anticipate needs and actions to take during a drought.

Water Delivery Systems

Designs or plans for water delivery systems can include consideration of drought events.

Crop Insurance

Crop insurance can preserve economic stability for farmers during a drought.

WILDFIRE

Wildfires typically start in woodland or prairie areas. They can occur naturally though they are often exacerbated by human activities. Wildfires can be hard to control as they threaten homes and communities located nearby. Although preventing or controlling wildfires is preferable, there are many mitigation efforts we can take to prevent or alleviate damage to our homes and communities when fires inevitably occur.

Public Education	Outreach efforts can promote such items as non-combustible roof covering, fire safe construction, and the importance of clearing brush and grass away from buildings. It is important to promote public education on smoking hazards and the risks of recreational fires.
Neighborhood Groups	Citizens may organize neighborhood wildfire safety coalitions to plan how their neighborhoods can work together to prevent a wildfire.
Zoning	Zoning can be used to cluster development into defensible areas and keep development away from fire hazards such as steep slopes, where fires are difficult to contain.
Defensible Space	Damage potential can be reduced by ensuring that structures are surrounded by defensible space or buffer zones. Buffer zones are manageable areas, generally 30 to 100 feet and cleared of combustible materials.
GIS Mapping	GIS mapping of vegetative coverage can facilitate analysis and planning decisions through comparison with topography, zoning, developments, infrastructure, or other markers.
Power Line Maintenance	Local power companies can help prevent or alleviate wildfires by proper maintenance and separation of power lines, as well as efficient response to fallen power lines.
Insurance Company Promotions	Insurance companies can include wildfire safety information in materials provided to area residents.
Property Maintenance	Maintenance of property in or near wildfire prone areas can go a long way toward preventing or reducing the spread of fire. Maintenance includes fuel management techniques such as pruning and clearing dead vegetation, selective logging, keeping grass short, planting fire-resistant vegetation, and creating fuel/fire breaks, i.e., areas where the spread of wildfires will be slowed or stopped by the removal of fuels. Other helpful techniques include use of fire resistant roofing and building materials; use of functional shutters on windows; keeping flammables such as curtains secured away from windows, or using heavy fire-resistant drapes; taking advantage of the fire department's home safety inspections; sweeping/cleaning dead or dry leaves, needles, twigs, and combustibles from roofs, decks, eaves, porches and yards; keeping woodpiles and other combustibles away from structures; use of boxed or enclosed eaves on a house; thorough clean-up of spilled

	flammable fluids; and keeping garage areas protected from blowing embers, whether from a chimney or outdoor fire place.
Fireplace and Chimney Maintenance	Residents should be encouraged to inspect chimneys at least twice a year and clean them at least once a year. Safe fireplace/chimney use and maintenance includes spark arrestors and emphasis on proper storage of flammable items.
Building Codes	Building codes can be used to require upgrades to existing as well as new structures.
Waste Disposal	Wildfire risk can be reduced by safe disposal of yard and household waste rather than through open burning.
Arson Prevention	Wildfires can be prevented by arson prevention clean up activities in areas of abandoned or collapsed structures, accumulated junk or debris, and in areas with a history of storing flammable materials where spills or dumping may have occurred.
Burning Restriction	Local ordinances can require burn permits and restrict campfires and outdoor burning.
Road and Driveway Clearance	Roads and driveways should be kept accessible to emergency vehicles and fire equipment. Driveways should be relatively straight and flat, with at least some open spaces to turn. Bridges should be strong enough to support emergency vehicles, with clearance wide and high enough for two-way traffic and emergency vehicle access. Addresses should be visible from the road, and keys to gates around property should be provided to the local fire department.
Hillside Construction	It is important to note that hillsides facing south or west are more vulnerable to increased dryness and heat from sun exposure. Structures should be set back from slopes outside of the "convection cone" of intense heat that is projected up the slope of a hill as a wildfire "climbs" it.
Building Foundations	In wildfire prone areas, risk may be decreased by enclosing the foundations of homes and other buildings, rather than leaving them open where undersides can be exposed to blown embers or other materials.
Motorized Equipment	Proper maintenance and storage of motorized equipment can decrease wildfire risk.
Flammable Materials	Wildfire risk can be alleviated by safely using and storing necessary flammable materials, including machine fuels. Approved safety cans should be used for storing gasoline, oily rags and other flammable materials. Firewood should be stacked at least 100 feet away and uphill from homes.
Smoke/Fire Detectors and Sprinklers	Citizens can install and maintain smoke detectors and fire extinguishers on each floor of their homes or other buildings.

	<p>This equipment should be tested and/or inspected regularly, and smoke detector batteries should be changed twice a year. Everyone in a household or building can be taught how to use a fire extinguisher. Other valuable fire mitigation systems include interior and exterior sprinkler systems.</p>
Spotters	<p>Early detection of wildfires, while fires are smaller, can help make fire fighting more successful. Detection can be accomplished by fire spotters who work from either towers or planes.</p>
Media	<p>Media can broadcast information about fire watches and fire warnings.</p>
Response Personnel	<p>Response personnel should have regular training and exercise experience.</p>
Water Supplies	<p>Water supplies for emergency fire fighting should be maintained in accordance with National Fire Protection Association (NFPA) standards. Residents should identify and maintain any number of outside water sources such as small ponds, cisterns, wells, swimming pools or hydrants. It is a good idea to have a garden hose that is long enough to reach any area of a home or other structures on a property. Freeze-proof exterior water outlets are recommended for at least two sides of a home or other structures. Additional outlets can be installed at least 50 feet from a home. It may be a good idea to obtain a portable gasoline powered pump in case electrical power is cut off.</p>
Evacuation	<p>Residents should be instructed on proper evacuation procedures, such as wearing protective clothing (e.g., sturdy shoes, cotton or woolen clothing, long pants, a long-sleeved shirt, gloves and a handkerchief to protect the face); taking a Disaster Supplies Kit; and choosing a route away from fire hazards.</p>
Individual Response	<p>Fire emergency telephone numbers should be posted at every telephone. Residents should plan several escape routes away from their homes, by car and foot.</p> <p>It is a good idea to keep a set of hand tools that can be used as fire tools, such as a rake, axe, hand/chainsaw, bucket and shovel.</p> <p>When wildfire threatens, residents should be instructed to carry and listen to battery-operated radios for reports and evacuation information, and follow instructions from local officials. Cars should be backed into garages or parked in open space facing the direction of escape, with doors and windows closed and the key in the ignition. Garage windows and doors should be closed but left unlocked. If residents have time, they can take steps to protect their homes by closing windows, vent doors, venetian blinds and heavy drapes; removing lightweight curtains; shutting off natural</p>

gas at the meter; turning off pilot lights; closing fireplace screens; and moving flammable furniture into the center of the home away from windows and sliding-glass doors. Outside, residents can seal attic and ground vents with pre-cut plywood or commercial seals; turn off propane tanks; place combustible patio furniture inside; connect garden hose to outside taps; set up a portable gasoline-powered pump; place lawn sprinklers on the roof and near above-ground fuel tanks; wet the roof, wet or remove shrubs within 15 feet of the home; and gather fire tools.

STRUCTURE FIRES

The risk of structure fires varies by location and demographics. Studies commissioned by the U.S. Fire Administration find that certain populations are more at risk of death or injury from structure fires. These groups include people who are economically disadvantaged, very young or very old.

Codes and Enforcement

Building codes and enforcement are the first measure for preventing structure fires.

Building Design

Building designs can include firewalls and fire doors, as well as alarm and sprinkler systems, especially in tall buildings, dormitories, and attached structures.

Public Education and School Programs

Communities can encourage public education and school programs, especially regarding stoves, heaters, fireworks, matches/lighters, smoke detectors, and evacuation. Public education can particularly focus on safe handling and disposal of cigarettes, cigars, pipes, and matches, as careless smoking and children playing with matches and lighters are significant hazards in some neighborhoods. Alcohol and other drug use can exacerbate the risks.

Personal Preparation

Citizens can install and maintain fire extinguishers and smoke detectors. Everyone in a household or workplace can be taught how to use a fire extinguisher. Residential standards established by the National Fire Protection Association (NFPA) require a smoke detector in each bedroom, or adjacent to all sleeping areas. All equipment should be tested and/or inspected regularly, and smoke detector batteries should be changed twice a year. Installing a sprinkler system is another valuable mitigation measure. Also, fire emergency telephone numbers should be posted at every telephone, and residents or building occupants should plan escape routes and assembly points away from their homes or workplaces.

Heating Systems

Fire risk can be controlled through proper installation and maintenance of heating systems.

Space Heaters	If electric space heaters are necessary, they should be placed at least 3 feet from objects, particularly combustible objects. Kerosene heaters pose additional risks relating to flammable liquids and carbon monoxide.
Fireplace and Chimney Maintenance	Residents should be encouraged to inspect chimneys at least twice a year and clean them at least once a year. Safe fireplace/chimney use and maintenance includes installation of spark arrestors and emphasis on proper storage of flammable items.
Electrical Outlets	Fire risk can be controlled through safe installation, maintenance and use of electrical wiring, outlets and fault interrupters.
Arson Prevention	Structure fires can be prevented by clean up activities in areas of abandoned or collapsed structures, accumulated junk or debris, and in areas that have a history of storing flammable materials where spills or dumping may have occurred. Older communities in particular should consider establishing a quick process to secure and/or demolish abandoned structures.
Flammable Materials	Fire risk can be controlled by using proper procedures, from training and exercising to safe handling of explosive and flammable materials.
Power Line Maintenance	Local power companies can help prevent or alleviate fires by proper maintenance and separation of power lines, as well as efficient response to fallen power lines.
Fire Departments	Fire departments should be deployed, equipped and trained per NFPA standards and ISO recommendations.
Transportation Planning	Transportation planning is important for assessing roads, overpasses, etc., in order to maximize access and improve emergency response times to all inhabited or developed areas of a community. Subdivisions should include more than one entrance to allow access if one of the entrances becomes blocked.
Civil Disturbances	It is important to gain control of civil disturbances and criminal activities that could lead to arson.
Fireworks	It is important to enforce fireworks regulations.
Illegal Drug Laboratories	Fire risk can be improved by elimination of clandestine methamphetamine, or other illegal drug, laboratories through law enforcement and public education.

SCRAP TIRE FIRES

Burning tires emit toxins into the surrounding air. Scrap tire fires not only are difficult and dangerous for fire fighters, they also pose health hazards for the surrounding community.

Tire Disposal Policies	A sample of policies for regulating safe disposal and management of scrap tires includes the following: separation of stored scrap tires from other materials; limits on the size of each pile; minimum distances between piles and property lines; covering, chemically treating, or shredding tires to limit mosquito breeding; providing for fire vehicle access to scrap tire piles; training employees in emergency response operations; installation of earthen berms around storage areas; prevention of pools of standing water in the area; control of nearby vegetation; an emergency plan posted on the property; and storing only the permitted volume of tires authorized for a particular site.
Facility Siting	Land use planning should recognize that scrap tire storage and processing facilities can pose a real environmental and health threat to a community.
Law Enforcement	Law enforcement agencies can be alerted to watch for illegal tire dumping.
Alternate Use/Recycling	Promoting technologies that recycle tires can be an asset. Examples include using whole tires in roadbeds, for culvert wingwalls, or as slope protection, or using shredded tires for a playground surface.
Pest Control	Pest-control measures for mosquitoes and other nuisances around scrap tire yards will not prevent fires, but controlling pests can decrease the risk of disease to people in the vicinity.

HAZARDOUS MATERIALS

Various government agencies regulate the use, storage, release, and disposal of hazardous substances, because exposure to these substances can result in imminent injury, illness, or damage to property. Mitigation begins with regulatory compliance.

Safety Procedures and Policies	Regulations require training in and compliance with all safety procedures and systems related to the manufacture, storage, transport, use, and disposal of hazardous materials.
Public Awareness and Worker Education	The Emergency Planning and Community Right-to-Know Act (EPCRA), also known as SARA Title III, provides an infrastructure at the state and local levels to plan for chemical emergencies. Facilities that store, use, or release certain chemicals may be subject to reporting requirements. Reported information is publicly available so that interested parties may become informed about potentially dangerous chemicals in their community. Employers must also communicate the hazards of workplace chemicals and ensure that workers receive education and training.
Local Emergency Planning Committee	To address the possibility of hazardous material incidents, communities are required under Federal law (SARA Title III)

	<p>to maintain an active and viable Local Emergency Planning Committee (LEPC) to develop an emergency plan for preparing for and responding to chemical emergencies, such as spills, leaks, explosions, or other releases. The LEPC is required to review, test, and update the plan each year.</p>
Emergency Plans	<p>The community's emergency plan must include the following: identification of local facilities and transportation routes where hazardous materials are present; procedures for immediate response in case of an accident, including a community-wide evacuation plan; a plan for notifying the public that an incident has occurred; names of response coordinators at local facilities; and a plan for conducting simulation exercises that test the plan.</p>
Risk Management Plans	<p>U.S. Environmental Protection Agency (EPA) regulations require development of Risk Management Plans for sites that manufacture, store, or handle hazardous materials. The details of Chemical Accident Prevention and Risk Management Programs are managed by EPA's Chemical Emergency Preparedness and Prevention Office (CEPPO).</p>
Transportation	<p>The U.S. Department of Transportation (USDOT) administers a labeling and placarding system for identifying the types of hazardous materials that are transported along the nation's highways, railways, and waterways. This system enables local emergency officials to identify the nature and potential health threat of chemicals being transported. If an accident were to occur, local emergency officials would be able to determine the proper emergency response procedures for the situation. Local law enforcement and other emergency officials should be well-versed in compliance with and enforcement of USDOT and state regulations regarding hazardous material and hazardous waste transportation.</p>
Disposal	<p>The U.S. EPA's Office of Solid Waste regulates disposal of hazardous waste, as required by the Federal Resource Conservation and Recovery Act (RCRA). RCRA's goals are to: 1) protect us from the hazards of waste disposal; 2) conserve energy and natural resources by recycling and recovery; 3) reduce or eliminate waste; and 4) clean up waste that may have spilled, leaked, or been disposed of improperly.</p>
Emergency Response Teams	<p>Regulations require trained, equipped, and prepared emergency response teams, for hazardous material sites and for the community in general.</p>
Search and Rescue	<p>Search and rescue teams need to be trained, equipped, and prepared to work among hazardous materials.</p>
Industrial Site Buffering	<p>Hazardous material exposure can be prevented or reduced by separation and buffering between industrial areas and</p>

	other land uses. Industrial areas should be located away from schools, nursing homes, hospitals, and other facilities with large or vulnerable populations.
Radioactivity and Radon	Radioactive soils and high-radon areas can pose risks that should not be ignored. Mitigation actions may include avoiding development, removing soils, and capping openings in basements.
Cleanup of Brownfields	A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleanup activities are expensive, but they are recommended for preventing exposure to harmful substances. Grants, low interest loans, or tax relief may be available to assist in the cost of mitigating these sites. Cleaned sites may then be redeveloped and added back to a community's tax roles.
Security	Security considerations should include preparedness for terrorism, sabotage, or civil disturbance.

TRANSPORTATION ACCIDENTS

Ground, air, and water transportation issues can pose risks to transportation users and to the general public.

Driver Education	The risk of transportation accidents can be reduced through improvements in driver education, traffic law enforcement, and transportation planning that balances needs of public transportation conveyers with safety of the general public. Commercial operators also need training and skill enhancement programs.
Road Design	Improved design, routing, and traffic control at problem roadway areas can reduce risk of transportation accidents. Designated truck routes, as well as enforcement of weight and truck travel restrictions, can help. In long-term planning, communities can consider establishing more connector roads to reduce congestion on arterial roads.
Railroads	Accidents can be reduced through railroad inspections and improved designs at problem railway/roadway intersections.
Airports	Airport maintenance, security, and safety programs are essential for reducing accident risk.
Marine Safety	Accident risk can be reduced through programs that address marine safety and general boater awareness.
Mass Casualty Preparation	It is important to consider training, planning, and preparedness for mass-casualty incidents involving all modes of transportation.

Traffic Control

Road closures and traffic control in accident areas becomes especially critical during a hazardous material incident response.

UTILITY FAILURE

Public utilities are critical infrastructure for any community. The potential for failure needs to be reviewed, and inadequacies need to be addressed.

Water and Sewer

Consideration is needed for proper location, design, and maintenance of water and sewer systems, including insulation of critical components to prevent damage from ground freeze. Sewer and storm water systems should be separated or expanded to handle anticipated storm water volumes.

Electrical Lines

A community may consider burying electric and telephone lines, where possible, to resist damage from severe winds, lightning, ice, and other hazards.

System Redundancies

One place where redundancies are recommended is in utility and communications systems, especially lifeline systems, e.g., essential public utilities. The intention is that if one system fails, the other shadow system can take over.

Backup Power

Generators can be used for backup power at critical facilities.

Maintenance

Regular maintenance and equipment checks are important, along with replacement or renovation of aging structures and equipment, which should be made as hazard-resistant as economically possible.

Rolling Blackouts and Brownouts

Sometimes it is a good idea to implement "rolling blackouts" in electrical systems that will otherwise fail completely due to overloading.

Lightning Protection

Electrical and communications systems should be protected from lightning strikes.

Tree Trimming

Tree trimming and maintenance is important for preventing limb breakage and for safeguarding nearby utility lines. A model measure would be to establish a community forestry program with a main goal of creating and maintaining a disaster-resistant landscape in public right-of-ways.

Digging Hotlines

Most, if not all, states have a utility damage prevention hotline that people can call before digging.

Vulnerable Populations

Communities can develop programs/networks for contacting and assisting elderly or homebound persons during periods of infrastructure failure.

OIL AND NATURAL GAS WELLS; PETROLEUM AND NATURAL GAS PIPELINES

Regions with oil and natural gas wells and/or petroleum and natural gas pipelines need to consider the risks of release.

Safety Regulations	The first step in oil and natural gas well accident prevention is community and operator compliance with industry safety regulations and standards.
Contingency Plans	Companies and surrounding communities need to address contingency planning for worker and public protection, including rescue and evacuation procedures.
Well Segregation	Accidents can be prevented by using buffer strips of land to segregate wells, storage tanks, and other production facilities from transportation routes and adjacent land uses, in accordance with state regulations, and consistent with the level of risk.
Pipeline Location and Design	Pipelines should be well-marked and located away from dense development, critical facilities, special needs populations, and environmentally vulnerable areas whenever possible. Proper pipeline design, construction, maintenance and inspection are essential, especially in high hazard seismic zones.
Digging Hotlines	Most, if not all, states have a utility damage prevention hotline that people can call before digging.

RADIOLOGICAL EMERGENCIES

People receive radiation exposure each day from the sun, radioactive elements in soil and rocks, household appliances like television sets and microwave ovens, and medical and dental x-rays. These exposures may prompt controversy, but they do not pose the risk of imminent danger from radiation release that might occur if a nuclear power plant had a meltdown. Serious radiological accidents can occur anywhere radioactive materials are used, stored, or transported. A nuclear power plant, hospital, university, research laboratory, industrial plant, major highway, railroad line, or shipping yard could be the site of a radiological emergency.

Users of Radiological Materials	Users, transporters, and disposers of radiological materials are required to follow strict procedures that prevent or minimize radiation release.
Emergency Planning For Transportation Routes	Communities located along major transportation routes should develop and practice an emergency plan for handling transportation accidents involving radiological materials.
Radiological Emergency Preparedness for Nuclear Plants	Radiological Emergency Preparedness (REP) for communities surrounding nuclear power plants requires proper awareness of, training on, and implementation of radiological emergency procedures. Specific planning requirements for communities within primary and secondary Emergency Planning Zones are found in the Code of Federal

Three Ways To Minimize Exposure

Regulations (44 CFR § 350, 351, 352) and in a Nuclear Regulatory Commission guidance document (NUREG-0654).

A community can promote the following three ways to minimize radiation exposure: 1) distance; 2) shielding; and 3) time. The more distance between a person and the source of the radiation, the less radiation received. Like distance, the more heavy, dense materials between a person and the source of the radiation, the better. Finally, most radioactivity loses its strength fairly quickly. Limiting the time spent near the source of radiation reduces the amount of radiation received.

Shelters and Warning Systems

Communities can promote awareness of designated fallout shelters and accident warning systems. They also may develop and promote workable population protection plans, i.e., evacuation and in-place sheltering plans.

Safe Rooms

Concrete safe rooms or shelters can be constructed in houses, trailer parks, community facilities, and business districts.

Building Materials

Public buildings and critical facilities can be constructed using laminated glass, metal shutters, structural bracing, and other hazard-resistant, durable construction techniques.

SABOTAGE / TERRORISM / WEAPONS OF MASS DESTRUCTION

Sabotage, terrorism, and the potential for exposure to weapons of mass destruction (WMD) have become part of our social conscious and should be considered in mitigation planning.

Assessment

Local governments can start with development of a thorough community risk and threat assessment that identifies potential vulnerabilities and targets for a sabotage/terrorism/WMD attack.

Critical Infrastructure Protection

Critical Infrastructure Protection (CIP) is extremely important. The federal government has begun a systematic effort to define, prioritize, and develop effective strategies for protecting the Nation's critical infrastructure. Local governments are an integral part of the effort with regard to critical local services, such as water, electricity, telephones, roads and bridges. CIP should be a prominent part of community risk and threat assessment.

Computers

Every person and institution with computers that interface with other computers should consistently use computer data back-up systems and anti-virus software.

Building Materials

Public buildings and critical facilities can be constructed or retrofitted using laminated glass, metal shutters, structural bracing, and other hazard-resistant, durable construction techniques.

Monitoring and Reporting	Prevention can be addressed through alertness, awareness, and monitoring of organizations and activities that may threaten a community. A community can establish a system for reporting information that can be used to prevent terrorist incidents or sabotage. One model may be the U.S. Department of Justice's Operation TIPS, the Terrorism Information and Prevention System, piloted in select cities beginning in August 2002.
Emergency Responder Preparedness	Communities can establish programs for law enforcement/emergency responder training, planning, and preparedness for terrorist/sabotage/WMD attacks.
School Violence	School safety and violence prevention programs are valuable, particularly since school violence is unfortunately becoming more common.
Public Gatherings	Communities may consider heightening security at public gatherings, special events, and critical community facilities and industries.
Mental Health Services	Communities can develop a greater awareness of, and provision for, mental health services in schools, workplaces, and other institutional settings.
Private Emergency Plans	Communities can encourage private sector development and testing of internal emergency plans and procedures, including Continuity of Operations (COOP) planning.

CIVIL DISTURBANCE

The potential for civil disturbance and resulting problems should be addressed in mitigation planning. Civil disturbances can include prison or institutional rebellions, disruptive political gatherings, violent labor disputes, urban protests or riots, or problems at large-scale events.

Law Enforcement	Local and state governments can provide law enforcement agencies with training, staffing, and resources.
Planning and Documentation	Local governments or other organizations can anticipate and plan for incidents. When a civil disturbance occurs, it may be a good idea to record the event on videotape for later study and use in prosecutions.
Facility Design	Emergency and security provisions can be included in design requirements for schools, factories, office buildings, shopping malls, hospitals, correctional facilities, stadiums, recreation areas, and other similar facilities.
Environmental Design	Crime Prevention Through Environmental Design (CPTED) is a field of planning that examines design, management, integration, and lowered density of poor or blighted areas with the goal of reducing vandalism, crime, and some types of riot events.

PUBLIC HEALTH EMERGENCIES

If left unchecked, various diseases or environmental conditions can result in widespread illness and threats to life.

Immunization	Immunization against communicable diseases can be encouraged among residents of a community.
Ventilation	The spread of communicable diseases can be thwarted by compartmentalizing ventilation systems in areas/facilities prone to crowding, or areas that may involve exposure to contagions or noxious atmospheres.
Radon	Communities can increase public awareness of radon dangers and the prevention efforts that can be taken to reduce concentrations of radon in homes and buildings.
Water and Sewer	Communities need to maintain water and sewer infrastructure at acceptable operating standards. Back-up generators for water and wastewater treatment facilities can help maintain acceptable operating levels during power failures. Separation of storm and sanitary sewer systems can also prevent release of untreated sanitary waste when stormwater might otherwise overflow a sewer system.
Vacant Structures	Demolition and clearance of vacant condemned structures can prevent rodent infestations.
Public Health Systems and Public Awareness	Communities can maintain public health systems with sufficient disease monitoring and surveillance capabilities to protect the population from large-scale outbreaks; they can also support free or reduced-cost clinics and school health services. Public awareness campaigns can emphasize the causes, symptoms, and protective actions for disease outbreaks or other potential public health emergencies.
Contamination Containment	Public contact with contaminated sites or waters, including floodwaters, should be prevented as much as possible.
Waste Disposal	Communities need to address pollution control, enforcement, and cleanup. Particular procedures need to be followed for disposing of chemicals, including hazardous waste and scrap materials.
Septic Tanks	Septic tanks need to be properly located, installed, cleaned, monitored, and maintained.