



# Appendix 8

## Williamsburg Planning Committee and Meeting Documentation

The appendix for each jurisdiction includes information about the planning committee and meeting(s) held to discuss and determine the jurisdiction’s content in *the Iowa County Hazard Mitigation Plan 2015 – 2020*.

In this multi-jurisdictional planning process, a planning committee was established to ensure the final plan reflects local capabilities, conditions, and priorities in each community. The composition of planning committees throughout Iowa County varies due to type, size, and past planning efforts in each community. The members and meeting attendance for the planning committee is included in Table 1 to provide context for how final mitigation strategies were identified for each jurisdiction.

**Table 1:** Williamsburg Planning Committee

Name	Position/Organization
Frank Murphy	Mayor/Resident
Martin Bunge	City Council Member/Resident
Ray Garringer	Assistant Chief of Police/Iowa County Supervisor
Nichole Winegarde	Recreation Director
Pat Lienemann	Library Director
Albert John Avery	Public Works Director
Evan Uhlmann	Resident
Josh Humphrey	Iowa County EMA Coordinator

The primary contact for Williamsburg is the City Clerk, Shelley Annis, who was not able to attend the City’s planning meeting. Meeting documentation is included in the following pages. Documentation includes public notice, agenda, meeting minutes, and sign-in sheet.

# Public Meeting Notice

## Iowa County Multi-Jurisdictional Hazard Mitigation Plan

City of Williamsburg Meeting

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**Date**

Thursday, March 26, 2015

**Time**

1:30 PM

**Location**

Williamsburg Library  
300 West State Street  
Williamsburg, IA 52361

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For more information, please contact Alicia Presto at the East Central Iowa Council of Governments by email at [alicia.presto@ecicog.org](mailto:alicia.presto@ecicog.org) or by phone at 319-365-9941 ext. 121.



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

# Iowa County Multi-Jurisdictional Hazard Mitigation Plan

City of Williamsburg Meeting

## Agenda

1. Consultant and planning committee introduction (5 minutes)
2. Hazard mitigation planning overview and discussion (10 minutes)
3. Review and discuss hazard risk assessment (20 minutes)
4. Review and discuss critical facilities and vulnerable populations (5 minutes)
5. Review and discuss plan goals (10 minutes)
6. Review and discuss operations and resources (10 minutes)
7. Review and discuss mitigation strategy and action plan (20 minutes)
8. Discuss plan maintenance and review (5 minutes)
9. Discuss next steps in plan development process (5 minutes)

### Date

March 26, 2015

### Time

1:30 PM

### Location

Williamsburg Library  
300 West State Street  
Williamsburg, IA



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### More Information

Alicia Presto, Planner  
East Central Iowa Council of Governments  
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[alicia.presto@ecicog.org](mailto:alicia.presto@ecicog.org)



## Meeting Minutes

Date: March 26, 2015

Time: 1:30 PM – 3:15 PM

Location: Williamsburg Library, 300 West State Street, Williamsburg, IA

1. Consultant and planning committee introduction

The meeting began at 1:30 PM. The planning consultant from the East Central Iowa Council of Governments (ECICOG) introduced herself and explained that Iowa County has contracted with ECICOG to complete the county's hazard mitigation planning grant to develop a multi-jurisdictional hazard mitigation plan for the entire county. All meeting participants introduced themselves and identified their position/organization in the community. For a list of meeting participants, refer to the meeting sign-in sheet. All meeting participants are considered a member of the City's planning committee.

2. Hazard mitigation planning overview and discussion

The planning consultant explained the basic purpose and benefits of hazard mitigation planning. For reference, a brochure for the hazard mitigation funding was provided to the committee. The planning consultant highlighted the process for updating a hazard mitigation plan, and explained that the City will be incorporated into a countywide plan. The planning consultant answered questions from the committee about participating in a multi-jurisdictional plan.

3. Review and discuss hazard risk assessment

The planning consultant provided the hazard analysis and risk assessment from the City's existing hazard mitigation plan (converted to Iowa's 2013 criteria) and the same analysis completed at the countywide, multi-jurisdictional level for the planning committee to directly compare. Each hazard that can affect the county was discussed in the context of the assessment criteria, which includes probability, magnitude and severity, warning time, and duration. The planning committee discussed the appropriate priority level (1-High, 2-Medium, or 3-Low) for each hazard.

4. Review and discuss critical facilities and vulnerable populations

The planning committee identified facilities that are critical to the community during and after a hazard event. The planning consultant provided a list of critical facilities from the existing plan to use as a reference. To update the plan, the planning consultant recorded a list of facilities and explained that a map of facilities would be developed for the final summary of the City's hazard mitigation plan information. The planning committee also discussed the individuals and groups in the community that may be particularly vulnerable during a hazard event.

5. Review and discuss plan goals

The planning consultant provided example hazard mitigation goals for the planning committee to review. The goals in the City's existing plan were also reviewed to provide context. The planning committee adopted the existing goals except the goal referring to the National Flood Insurance Program because participation in the program is a specific and ongoing program rather than a broad goal.

6. Review and discuss operations and resources

The planning committee discussed City operations and resources in order to account for all sustained mitigation actions.

7. Review and discuss mitigation strategy and action plan

The planning consultant explained that proposed mitigation actions are new projects or activities that are beyond current city operations. The planning committee identified proposed mitigation actions and the potential lead agency, partners, benefit, cost, and potential funding source were discussed for each action. Based on this discussion, the planning committee identified a priority level for each proposed mitigation action (1-High, 2-Medium, or 3-Low), which determines the anticipated time line for completion.

The planning consultant provided the action plan from the City's existing hazard mitigation plan to review. The action plan was updated and new mitigation actions were added to the City's mitigation strategy. The planning committee will be able to review the final mitigation strategy and action plan in the City's summary.

8. Discuss plan maintenance and review

The planning committee discussed the best method and time for reviewing the hazard mitigation after it is approved. The planning committee decided to independently review the plan annually in September.

9. Discuss next steps in plan development process

The planning consultant explained that a draft summary of the City's information will be provided to the planning committee to review and provide comments to the consultant. The planning consultant will revise, as needed. A full draft of the plan will be available for public comment in May 2015 on the ECICOG website. The consultant will send information to the City when the plan is available. The plan draft will also be submitted for FEMA review in May 2015.

Once the plan is approved, the planning consultant will contact the City and provide instructions when the plan needs to be adopted. The plan development process is expected to be complete in July 2015.

The meeting ended at 3:15 PM.

### **Notes**

Meeting minutes were completed by Alicia Presto, the planning consultant, on Wednesday, April 15, 2015.

# Iowa County

## Multi-Jurisdictional Hazard Mitigation Plan

### City of Williamsburg Meeting

Date: March 26, 2015

Time: 1:30 PM

Location: Williamsburg Library, 300 West State Street, Williamsburg, Iowa

### Meeting Sign-In

Name	Organization	Phone or Email	Are you compensated for participating?
Josh Ampley	Dunn Co EMA		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ray Garringer	Williamsburg Police	319-330-0430	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PAT LIENEMANN	Williamsburg LIBRARY	319-668-1195	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Evan Ahlmann	Citizen	319-530-3003	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Martin Bunge	City Council	319-668-9618	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
FRANK MURPHY	MAYOR	319-668-8140	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Robert John Avery	Public Works Dir	319 330 8638	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Nicole Winogrand	Recreation Director	319 430 5323	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Meeting Duration: 1.75 hours