

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

March 18, 2025 6:00 p.m.

City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:00 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Leeah Shipley, Kelly Kobylski and Dan Hartman. Ronald Russell was absent.

Staff present: Cynthia Wagner, Gina Pate, Chief Lockridge, Chuck Soules, Rick Welch, Matt Denton and Linda Drummond.

2. National Pollutant Discharge Elimination System (NPDES) and Municipal Stormwater (MS4) Annual Update

Mayra Toothman, Assistant to the Public Works Director, presented an annual update on the National Pollutant Discharge Elimination System (NPDES) and Municipal Stormwater (MS4). She noted that these programs are on a five year renewal cycle and we are now in year five. The City also submits a report to DNR every year outlining the progress of our program.

2024 Key Program Updates and Achievements

- Stormwater Inlet Cleaning Program
- Illicit Discharge Detection and Elimination (IDDE)
- GIS System Enhancements
- Street Sweeping and Leaf Management
- Public Education and Outreach
- Construction Site Stormwater Control
- Basin Maintenance Program
- Pollution Prevention Training

2025 Focus Areas



HOSTING AN E-WASTE & SHREDDING EVENT (APRIL 5)



HOSTING A LOCAL HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT (APRIL 12).



CONDUCTING DRY-WEATHER OUTFALL SCREENINGS TO IDENTIFY AND ELIMINATE ILLICIT DISCHARGES.



STRENGTHENING COMMUNITY EDUCATION EFFORTS THROUGH DIGITAL PLATFORMS AND SCHOOL PARTNERSHIPS.



CONTINUING BASIN MAINTENANCE INSPECTIONS, WITH A GOAL OF ASSESSING 60% OF BASINS BY THE END OF FY2025.



CONTINUE AND ENHANCE THE IMPLEMENTATION OF THE STORMWATER INLET CLEANING PROGRAM.

Mayra noted that in the spring, HOA's and basin owners will receive a letter with details about their specific basin and staff will help answer any questions they have. The inlet cleaning program started last year will continue on a more regular basis. Mayra explained that stormwater never travels alone, so report any issues. In 2023, Alderman Atkins initiated putting decals on storm inlets we welcome anyone to continue this. If there are inlets without decals in your area please inform the City, we want to make sure all inlets have decals.

Alderman Hartman asked what they are looking for when evaluating the basins.

Mayra explained they are two types: detention and retention. Detention structures temporarily hold water, while retention structures retain it permanently. For those designed to slow down water discharge, we prefer grass as vegetation; we do not want trees or brush because it increases maintenance. She noted that staff have inspected some structures and plan to check 60% of those in our area. A checklist will be provided along with a recommended maintenance schedule, ideally twice a year. Mayra explained that we want to ensure that the inlets and outlets are structurally sound and free from erosion and serve their intended purpose.

Alderman Hartman asked if the intention was to enter all the information into the City's GIS system.

Mayra explained that the inventory is already there. Staff has identified the type of basin either retention or detention, who will be maintaining it and the condition. Staff will be updating the information with the specific condition and pictures when they do the inspections.

3. Regional Hazardous Mitigation Plan Review

Assistant to the Public Works Director, Mayra Toothman present the update on the Regional Hazard Mitigation Plan.

What is Hazard Mitigation

- Hazard mitigation is the process of reducing or eliminating long-term risks from natural hazards.
- Hazard mitigation is the process of reducing or eliminating long-term risks from natural hazards.

What is a Hazard Mitigation Plan (HMP)

- A comprehensive document that identifies hazards, assesses risks, and outlines strategies to reduce disaster impacts.
- Required for FEMA grant eligibility.
- Helps communities and schools implement protective measures.

Why is the Plan being Updated

- FEMA requires updates every 5 years.
- The last plan was completed in 2020.
- Community participation ensures the plan reflects current risks and needs.

Why is This Important

- Essential for FEMA funding opportunities.
- Helps communities plan for and reduce disaster impacts.
- Strengthens emergency response and resilience.

Goals of the Hazard Mitigation Plan

- Safeguard lives – Reduce injuries, illnesses, and deaths caused by disasters.
- Preserve property & infrastructure – Protect homes, businesses, and critical infrastructure.
- Build resilient communities – Plan for long-term risk reduction and preparedness.

Plan Development Process

- Data Gathering & Public Input: Surveys and meetings to assess risks.
- Hazard Identification: Analysis of the most significant risks to our region.

Hazard Identification and Risk Assessment

- Flooding – The most frequent and costly hazard.
- Severe Thunderstorms – Heavy rain, hail, and wind damage.
- Winter Weather – Snow and ice impacting infrastructure.
- Tornadoes & High Winds – Significant destruction risks.
- Tornadoes & High Winds – Significant destruction risks.

Capabilities Assessment

Review of local resources available for mitigation.

Includes:

- Local policies & building codes.
- Funding sources (federal, state, and local).
- Technical and administrative capacity.
- Public outreach programs.
- Participation in the NFIP (National Flood Insurance Program).

Smithville ongoing /completed goals

- Increase public safety alert and warning mechanisms – ongoing
 - Continue social media use. Provide officers training on how to use social media to send info on weather incidents.
 - Provide officers on-going training in use of the tornado siren system.
 - Use social media to provide community notice of upcoming weather-related training and free weather radios.
- Discourage new development in floodplains and flood-prone areas – completed
 - Adopt ordinances prohibiting residential and commercial development in flood plains or flood-prone areas.
 - Develop or amend comprehensive and/or land use plans to specifically address development in flood-prone areas and recommend strategies for decreasing the jurisdiction's vulnerability to flooding
- Consider alternative uses for floodplains and flood-prone areas, such as sports fields, parks, wildlife habitats, etc. – ongoing

Smithville's new goals

- Upgrade outdoor tornado sirens in the next 2-3 years.
- Continue implementing flooding mitigation initiatives through the City's CIP.
- Install lighting strike sirens in public parks to enhance safety and provide early warning during severe weather conditions.
- Improve flood hazard assessment and flood mapping.

Plan Maintenance and Implementation

- Annual Reviews: Ensure continued effectiveness.
- Post-Disaster Evaluations: Learn from events to improve strategies.
- Public Engagement: Ongoing involvement of the community.
- Coordination with Regional Plans: Align with broader resilience efforts.

Why This Matters for Our Community

- A well-developed plan protects residents and infrastructure.
- It ensures eligibility for FEMA grants.
- Strengthens local emergency preparedness efforts

Next Steps and Board Action

- Staff recommends the Board review and approve the updated plan.
- This ensures continued eligibility for FEMA funding.

Alderman Wilson asked how many employees have taken the required NIMS training required for FEMA funding.

Chief Lockridge explained with the change of the police clerk we have started updating that information and sending an email out to the employees that need to take it. He added that with the turn over with employees it is ongoing. Chief noted that the street division has all completed the training.

Alderman Wilson noted that a lot of the FEMA funding hinges on the NIMS training. She stressed that when employees receive the emails to do the training.

Chief noted that the emails that will be sent will have the instructions and a link to make it as simple as possible for employees.

Alderman Atkins asked who reviews the plan, MARC or FEMA.

Mayra stated that FEMA conducts the review process. She mentioned that the region submits the plan annually. The region, SEMA, MARC and a team collaborate to develop the plan, which FEMA reviews and provides feedback on. This year, they are concentrating on updating the plan and addressing the feedback received. Mayra indicated that there will be certain items they cannot address, such as the lack of GIS in some communities. She clarified that each community has its own goals tailored to its specific needs and resources.

Alderman Hartman said he appreciated Mayra outlining the new goals and presenting them. He noted he would like to see, and perhaps it is already underway, a timeline for their implementation. Alderman Hartman noted that he recognized that we have various topics to discuss in the coming months, such as tornado sirens, flood mitigation, and lightning strike sirens. He said it would be helpful to see staff's thoughts mapped out, but ultimately, it is the responsibility of the Board to approve those plans.

Mayra noted that certain aspects are already detailed in the CIP, such as the sirens and stormwater projects. We have a five-year plan for stormwater improvements. The lightning strike sirens will be addressed as we advance the engineering for Smith's Fork Park. Staff can compile relevant information. She emphasized that this is a plan, and we can only anticipate its implementation as outlined. This will also be included in the CIP discussions.

Cynthia noted that over the past few weeks, she has been in meetings with Finance Director Rick Welch and each department to address their needs. We have identified and discussed all the items, and we expect to have further discussions about these topics at the retreat.

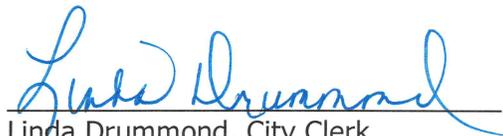
Alderman Hartman noted that staff did a great job in putting everything together for this. He said that it is crucial not only for our future funding but also because it makes us a better City.

Mayra explained that MARC has requested that communities adopt the plan in the following month. Staff is planning to bring this forward for approval at the April 1 meeting.

4. Adjourn

Alderman Hartman moved to adjourn. Alderman Kobylski seconded the motion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:19 p.m.


Linda Drummond, City Clerk


Damien Boley, Mayor