

Meeting Notes



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Macon County Illinois Hazard Mitigation Plan

Kickoff Meeting / FILE 175631017

Date/Time: January 25, 2011 10:00 AM CST
Place: Conference Call
Attendees: James Root, Macon County EMA
Melissa Van Dolah, Macon County EMA
Josh Turner, Macon County GIS
Jennifer Hoffman, Macon County Planning and Zoning
Tony Van Notta, Macon County Planning and Zoning
John Menninger, Stantec Consulting Services

INTRODUCTION

Introductions were performed for the group. Following introductions, John Menninger provided a brief overview of the Hazard Mitigation Plan Process.

PLANNING PROCESS REVIEW

Mr. Menninger identified the key components of the planning process and provided further detail on each task. These elements included:

- Advisory Committee Meeting / Data Collection
- Hazard Identification
- Risk Assessment
- Mitigation Planning
- Plan Review and Adoption

The project team agreed to hold three advisory committee meetings open to the general public. These meetings along with their general goals are listed below.

- Initial Advisory Committee Meeting: Outline the planning process. Request further local data. Identify the relevant county-specific hazards of concern.
- Risk Review and Hazard Mitigation Meeting: Review the results of the risk assessment. Outline mitigation ranking framework. Identify potential mitigation projects.

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- Draft Mitigation Plan Review: Discuss the Draft Mitigation Plan. Outline the process for revision and adoption.

Mr. Menninger will provide the County with a initial data request list by the end of the week.

INITIAL ADVISORY COMMITTEE MEETING

The project team identified the key participants of the Advisory Committee. It is anticipated that each participating community will provide a representative. Additional participants may include incorporated townships, police and fire departments, the local Red Cross, and local businesses including ADM and CAT.

Public notice for the meeting will be provided in the local newspaper. The public will be invited to attend and will have the opportunity to provide comment and ask questions. Stantec will check with the State on whether the public notification can be located in the local section of the paper or must be an official legal notice.

The first meeting is scheduled for Wednesday, February 22nd at 1:30 PM CST at the Macon County Board Room at 141 South Main Street, Decatur, Illinois.

PROJECT SCHEDULE AND FINANCIALS

The project is expected to last for 12 months with an initial Draft Report complete within 8 months and review and approval finalized by the end of the year. Mr. Menninger will forward a formal schedule.

Invoicing procedures were discussed. Mr. Menninger will review the current agreement and respond to Mr. Root.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING SERVICES INC.



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