



FLOOD RESPONSE POLICY

Adopted June 26, 2017

SUMMARY/PURPOSE

The purpose of this Policy is to define and outline the City's response to lake flooding within the City. Lake levels have historically been one of the most important issues for the community, impacting residents living around the lakes, many businesses, and local transportation corridors. Prior Lake does not have a natural outlet and lake levels have fluctuated by 15 feet or more, from extreme low water levels in the 1930s and late 1980s to the flooding of the 1960s and high-water records in 2014.

The regulatory flood zone around Prior Lake was established in 1978 based on a calculated 100-year flood elevation of 908.9 feet mean sea level (MSL). After significant study, public process, and agency coordination the establishment of the Prior Lake Outlet and Channel (PLOC) was selected as the first flood mitigation effort by the newly-formed Prior Lake-Spring Lake Watershed District (PLSLWD) and the outlet system to the Minnesota River was first used in 1983. The regulatory flood zone for Prior Lake never accounted for the benefit of the outlet structure and the 100-year flood elevation has remained at 908.9. The outlet structure at the start of the PLOC includes a fixed weir set at an elevation of 902.5 and a low-flow slide gate to allow manual discharge of water between lake level elevations of 902.0 and 902.5.

The Prior Lake watershed experienced record amounts of precipitation in 2014, leading to a historic flooding event. This event triggered many questions and highlighted the need to develop watershed modeling and evaluate flood mitigation and response strategies for future events. The PLSLWD and the City of Prior Lake, in collaboration with Spring Lake Township, completed the Prior Lake Stormwater Management and Flood Mitigation Study (2016) that includes a calibrated modeling of the watershed, review of flood-related issues and projects, identification and evaluation of a suite of potential flood reduction strategies, and implementation plan recommendations. Public input was used to guide the development and evaluation of the available flood mitigation options described in the flood study. Development of a City Flood Response Policy is one of the major study implementation plan recommendations.

This policy supersedes any and all previously written or unwritten policies of the City regarding lake flood response. The City will review this policy periodically and will amend it as appropriate.

RESPONSIBILITY FOR FLOOD PROTECTION

During flooding conditions, both the City and its residents have responsibility for different aspects of flood protection. The priority for Prior Lake City government, as evidenced by the City's Mission Statement, is to enhance the quality of life for citizens by providing quality services which result in a safe and healthy community.

City of Prior Lake: The City's primary responsibility during a flooding event is to protect public safety. The City Council set the following community goals and priorities during the Flood Study process:

1. Protect public safety – maintain emergency vehicle access

2. Protect public health and safety – protect public utility infrastructure (i.e., sanitary sewer and water distribution)
3. Maintain traffic flow through the County Road 21 corridor
4. Maintain access to private property through public rights-of-way

The City will coordinate with other agencies and provide updated information to residents in anticipation of flooding events. This communication will continue during flooding events.

Property owners: Property owners are responsible for protecting their own private property during flooding events. Property owners may utilize City flood protection efforts to enhance private property protection efforts; an example of this would be connecting private sandbag walls to road right-of-way barriers.

PRIOR LAKE ELEVATION-BASED FLOOD RESPONSE

City flood response is based on Prior Lake elevation trigger points, weather forecasting, watershed conditions, and overall system flow. Lake elevations are determined by the PLSLWD gage. The following approximate lake elevation trigger points apply to Prior Lake:

Elevation 903.0. Lake levels below this point are typically not a cause for concern in relation to potential flooding events. When Prior Lake rises to this level, the following actions will be taken:

Category	Action
Shoreline Erosion	Prepare to deploy “Save Our Shores” signs at DNR public access points.
Equipment	Find a source of pumps and storm sewer plugs, various sizes & configurations; take inventory of sanitary manhole sealing devices; prepare to protect sanitary sewer lift stations; prepare to protect infrastructure at higher lake levels.
Residential Sandbagging	No action required at this level.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	No action required at this level.
Agency Coordination	Contact PLSLWD staff and initiate communications regarding lake levels and Prior Lake Outlet Channel inspections and operation. Contact Spring Lake Township staff and initiate communications regarding lake levels.
Infrastructure Protection	No action required at this level.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches (Sand Point and Watzl’s).
Water Surface Use Management	Prepare to deploy “Save Our Shores” signs at DNR public access points.
Communications	Initiate flood communications plan; monitor weather and lake levels; begin posting updates on website and social media.

Elevation 903.5. Lake levels approaching 903.5 can potentially cause impacts to shorelines and docks, especially when combined with wave action. Shoreline erosion potential is high and can be reduced using voluntary slow no-wake provisions.

Category	Action
Shoreline Erosion	Deploy “Save Our Shores” signs at DNR public access points.
Equipment	Confirm source of sand and sandbags; formalize sand donation from local source (if donation not feasible, prepare to purchase sand).
Residential Sandbagging	Prepare to offer sandbags for sale to the public, per the City Fee Schedule.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	City Manager will provide the Mayor and City Council with staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; PLSLWD investigates temporary Spring Lake water storage option; notify Scott County Sheriff’s Office and Mn DNR of advisory “Save our Shores” signs.
Infrastructure Protection	Prepare to deploy storm sewer plugs and pumps in critical areas.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches (Sand Point and Watzl’s).
Water Surface Use Management	Coordinate with Scott County Sheriff’s Office on the potential for a slow no-wake declaration at 903.9; prepare to deploy “Slow No-Wake” signs at DNR public access points.
Communications	Monitor weather and lake levels; post updates on website and social media; prepare a list of potential media contacts; use electronic signs to update the public; internal staff briefings as needed.

Elevation 903.9. Prior Lake reaches its regulatory Ordinary High Water (OHW) elevation at 903.9. Per the City’s ordinance, Prior Lake is under a lake-wide slow no-wake restriction when the lake is at the OHW or higher due to the increased potential for severe shoreline damage due to wave action.

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction enacted per City Code Section 703.
Equipment	Begin to deploy temporary flood protection measures in critical locations, based on City Flood Watch Area (FWA) maps.
Residential Sandbagging	Start offering sandbags for sale to the public; City will provide sand to residents in designated locations (per FWA maps).
City Emergency Operations Plan (EOP)	Inform City Emergency Management Director of lake levels and the potential for a local emergency at higher lake levels.
Mayor/City Council	City Manager will provide the Mayor and City Council with staff updates (frequency as needed).

Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; notify Scott County Sheriff's Office and Mn DNR of lake-wide slow no-wake restriction.
Infrastructure Protection	Protect sanitary sewer manholes & lift stations per FWA maps; install sewer plugs per FWA maps; install barriers to protect public right-of-way per FWA maps; deploy pumps to manage water for these locations.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches (Sand Point and Watzl's); contact testing laboratory to prepare for additional tests at higher lake levels.
Water Surface Use Management	Enact "Slow No-Wake" provision per City Code Section 703; deploy notification signs at public access points and remove "Save our Shores" signs from the same locations.
Communications	Meet notification requirements of City Code Section 703 to enact slow no-wake restriction; Monitor weather and lake levels; post updates on website and social media; activate a Flood website with updates and useful information for residents; prepare a list of potential media contacts; use electronic signs to direct public to city website for updates; internal staff briefings as needed; coordinate with Prior Lake Association; plan for community meetings triggered at higher levels.

Elevation 904.5: Lakeshore properties and public infrastructure continue to be threatened at this level. There is also potential for a local emergency above this elevation. City will coordinate with Scott County to initiate an action plan for keeping the County Road 21 corridor open to traffic during higher water levels. The City Emergency Management Director begins to play a larger role in operations above this level.

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction continues.
Equipment	Continue to deploy temporary flood protection measures in critical locations, based on City Flood Watch Area (FWA) maps.
Residential Sandbagging	Continue offering sandbags for sale to the public; City will provide sand to residents in designated locations (per FWA maps).
City Emergency Operations Plan (EOP)	Staff coordinates with City Emergency Management Director to assess the potential for a local emergency declaration.
Mayor/City Council	City Manager will provide the Mayor and City Council with daily staff updates; City Emergency Management Director will provide City Manager with an assessment of the potential for a local emergency declaration.
Agency Coordination	Scott County Sheriff's Office (surface water use), Scott County Highway Department (County Road 21 status), County Emergency Manager (potential emergency declaration), PLSLWD (outlet structure/channel operation & maintenance, lake levels, water

	quality, potential for temporary flood reduction measures), Scott WMO, State agencies (potential emergency declarations affecting this area).
Infrastructure Protection	Protect sanitary sewer manholes & lift stations per FWA maps; install sewer plugs per FWA maps; install barriers to protect public right-of-way per FWA maps; deploy pumps to manage water for these locations.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches (Sand Point and Watzl's); sample for E. coli in one flooded right-of-way location (one sample/week, random location).
Water Surface Use Management	"Slow No-Wake" provision continues per City Code Section 703; signs remain at public access points.
Communications	Monitor weather and lake levels; post updates on Flood website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to city website for updates; daily operations update for city council and staff; daily updates for front line staff (consistent message for the public); schedule first community meeting (based on level/forecast).

Elevation 905.0. Lakeshore properties and public infrastructure continue to be threatened at this level. The City Emergency Management Director may recommend declaring a local emergency at this elevation. City staff will continue to provide public communications, coordinate with other agencies, and protect public infrastructure.

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage; lake-wide slow no-wake restriction continues.
Equipment	Continue to deploy temporary flood protection measures in critical locations, based on City Flood Watch Area (FWA) maps.
Residential Sandbagging	Continue offering sandbags for sale to the public; City begins to offer free sandbags to residents upon a local emergency declaration; City continues to provide sand to residents in designated locations (per FWA maps).
City Emergency Operations Plan (EOP)	Coordinate with City Emergency Management Director, assess potential for local emergency and potentially declare local emergency; initiate EOP procedures; designate one Public Works staff person to summarize activities and complete incident reports.
Mayor/City Council	Consider declaring a Local Emergency; daily updates from City Manager and/or City Emergency Management Director.
Agency Coordination	Scott County Sheriff's Office (surface water use), Scott County Highway Department (County Road 21 status), County Emergency Management Director (local emergency declaration), PLSLWD (outlet structure/channel operation & maintenance, lake levels, water quality, potential for temporary flood reduction measures),

	Scott WMO, State and Federal agencies (potential emergency declarations affecting this area).
Infrastructure Protection	Protect sanitary sewer manholes & lift stations per FWA maps; install sewer plugs per FWA maps; install barriers to protect public right-of-way per FWA maps; deploy pumps to manage water for these locations; daily inspections and maintenance of protection measures to ensure effectiveness.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches (Sand Point and Watzl's); sample for E. coli in all flooded right-of-way locations (one sample/week/location).
Water Surface Use Management	"Slow No-Wake" provision continues per City Code Section 703; signs remain at public access points.
Communications	Monitor weather and lake levels; post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to city website for updates; daily operations update meeting for city officials and staff; daily updates for front line staff (consistent message for the public); schedule additional community meetings (base on lake level/forecast).

Elevation 905.5 and above: Significant lakeshore property damage is expected at this level and above. Most critical public infrastructure will be temporarily protected by the time Prior Lake reaches this level and daily inspections of the protection measures are required. There will be significant media attention at this level and above as the City operates under a local emergency declaration and follows its EOP. Communication with the public is critical and should come from one point of contact at the City (in accordance with the EOP). City staff will continue to provide communications support, coordinate with other agencies, and protect public infrastructure.

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage; lake-wide slow no-wake restriction continues.
Equipment	Continue to deploy temporary flood protection measures in critical locations, based on City Flood Watch Area (FWA) maps.
Residential Sandbagging	Continue offering free sandbags to the public under a local emergency declaration; City continues to provide sand to residents in designated locations (per FWA maps).
City Emergency Operations Plan (EOP)	Coordinate with City Emergency Management Director, local emergency assumed for this elevation and above; EOP in effect; Public Works designee continues to summarize activities and complete incident reports.
Mayor/City Council	Operating under a Local Emergency; daily updates from City Manager and/or City Emergency Management Director. Mayor is responsible for communicating Emergency Public Information under the EOP.

Agency Coordination	Scott County Sheriff's Office (surface water use), Scott County Highway Department (County Road 21 status), County Emergency Management Director (local emergency declaration), PLSLWD (outlet structure/channel operation & maintenance, lake levels, water quality, potential for temporary flood reduction measures), Scott WMO, State and Federal agencies (potential emergency declarations affecting this area).
Infrastructure Protection	Protect sanitary sewer manholes & lift stations per FWA maps; install sewer plugs per FWA maps; install barriers to protect public right-of-way per FWA maps; deploy pumps to manage water for these locations; daily inspections and maintenance of protection measures to ensure effectiveness.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches (Sand Point and Watzl's); sample for E. coli in all flooded right-of-way locations (one sample/week/location).
Water Surface Use Management	"Slow No-Wake" provision continues per City Code Section 703; signs remain at public access points.
Communications	Monitor weather and lake levels; post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to city website for updates; daily operations update meeting for city officials and staff; daily updates for front line staff (consistent message for the public); schedule additional community meetings, city maintenance staff and/or police go door-to-door to provide updates and gather information from residents and businesses.

SPRING LAKE ELEVATION-BASED FLOOD RESPONSE

City flood response is based on Spring Lake elevation trigger points, weather forecasting, watershed conditions, and overall system flow. Lake elevations are determined by the PLSLWD gage. All flood response related to Spring Lake will be coordinated with Spring Lake Township. The following elevation trigger points apply to Spring Lake:

Elevation 911.9. Lake levels below this point are typically not a cause for concern in relation to potential flooding events. When Spring Lake rises to this level, the following actions will be taken:

Category	Action
Shoreline Erosion	Prepare to deploy "Save Our Shores" sign at public access point.
Equipment	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Residential Sandbagging	No action required at this level.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	No action required at this level.

Agency Coordination	Contact PLSLWD staff and initiate communications regarding lake levels and Prior Lake Outlet Channel operation. Contact Spring Lake Township staff and initiate communications regarding lake levels.
Infrastructure Protection	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high levels on Spring Lake)
Water Surface Use Management	Prepare to deploy "Save Our Shores" sign at public access point.
Communications	Initiate flood communications plan; monitor weather and lake levels; begin posting updates on website and social media.

Elevation 912.3. Lake levels approaching 912.3 can potentially cause impacts to shorelines and docks, especially when combined with wave action. Shoreline erosion potential is high and can be reduced using voluntary slow no-wake provisions.

Category	Action
Shoreline Erosion	Deploy "Save Our Shores" sign at the DNR public access point.
Equipment	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Residential Sandbagging	Prepare to offer sandbags for sale to the public, per the City Fee Schedule.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	City Manager will provide the Mayor and City Council with staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; PLSLWD will investigate adding a temporary Spring Lake water storage option (temporary dam) at approximately this level; notify Scott County Sheriff's Office and Mn DNR of advisory "Save our Shores" signs; coordinate with Spring Lake Association.
Infrastructure Protection	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high levels on Spring Lake)
Water Surface Use Management	Coordinate with Scott County Sheriff's Office on the potential for a slow no-wake declaration at 912.8; prepare to deploy "Slow No-Wake" signs at DNR public access point.
Communications	Continue to monitor weather and lake levels; continue flood communications plan, including: post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to city website for updates.

Elevation 912.8: Spring Lake reaches its regulatory Ordinary High Water (OHW) elevation at 912.8. Per the City’s ordinance (equivalent to a Spring Lake Township ordinance), Spring Lake is under a lake-wide slow no-wake restriction when the lake is at the OHW or higher due to the increased potential for severe shoreline damage due to wave action.

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction enacted per City Code Section 703.
Equipment	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Residential Sandbagging	Start offering sandbags for sale to the public; City will provide sand to residents in designated locations (per FWA maps) and in a stockpile at the City Maintenance Center for Spring Lake residents.
City Emergency Operations Plan (EOP)	Inform City Emergency Management Director of lake levels and the potential for a local emergency. Potential local emergency declaration will be tied to Prior Lake levels.
Mayor/City Council	City Manager will provide the Mayor and City Council with staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; notify Scott County Sheriff’s Office and Mn DNR of lake-wide slow no-wake restriction.
Infrastructure Protection	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high levels on Spring Lake)
Water Surface Use Management	Enact “Slow No-Wake” provision per City Code Section 703; deploy notification signs at DNR public access point and remove “Save our Shores” signs from the same location.
Communications	Meet notification requirements of City Code Section 703 to enact slow no-wake restriction; Monitor weather and lake levels; post updates on website and social media; activate a Flood website with updates and useful information for residents; prepare a list of potential media contacts; use electronic signs to direct public to city website for updates; Coordinate with Spring Lake Association; begin to plan for community meetings triggered by higher levels.

Elevation 913.3 and above: Due to the lack of public infrastructure impacts from flooding on Spring Lake, the primary impacts of higher lake levels are to private residential properties. Response to flooding on Spring Lake at 913.3 and above will include the following:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction continued.

Equipment	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Residential Sandbagging	Continue offering sandbags for sale to the public; City begins to offer free sandbags to residents upon a local emergency declaration; City continues to provide sand to residents in designated locations (per FWA maps) and in a stockpile at the City Maintenance Center for Spring Lake residents.
City Emergency Operations Plan (EOP)	Inform City Emergency Management Director of lake levels and the potential for a local emergency. Potential local emergency declaration will be tied to Prior Lake levels.
Mayor/City Council	City Manager will provide the Mayor and City Council with daily staff updates; City Emergency Management Director will provide City Manager with an assessment of the potential for a local emergency declaration. If a local emergency is declared, the City EOP will be in effect.
Agency Coordination	Scott County Sheriff's Office, Scott County Highway Department, County Emergency Manager, PLSLWD, Scott WMO, Spring Lake Association, State and Federal agencies.
Infrastructure Protection	N/A (no public infrastructure is threatened by high levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high levels on Spring Lake)
Water Surface Use Management	"Slow No-Wake" provision continues per City Code Section 703; sign remains at public access point.
Communications	Monitor weather and lake levels; post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to city website for updates; daily operations update meeting for city officials and staff; daily updates for front line staff (consistent message for the public); possible community meetings; city maintenance staff and/or police may go door-to-door to provide updates and gather information from residents and businesses.

CITY FLOOD OPERATIONS PLAN

Emergency Declaration: The Mayor of the City of Prior Lake has the authority to issue a Declaration of Local Emergency based on Minn. Stat. Sections 12.29 and 12.37 and Prior Lake City Code section 201.700.

Significant rainfall or snowmelt causing rapid increases in the water level of Spring Lake and/or Prior Lake, dangerous flooding conditions, or imminent danger to persons and property shall constitute a Local Emergency with respect to this policy. The City Emergency Management Director will advise the City Manager and Mayor/City Council of conditions that may lead to a Local Emergency.

Emergency Management Structure: A Declaration of Local Emergency activates the City's Emergency Management operations. The City developed its Emergency Operations Plan (EOP) in 2008 and the document is periodically reviewed and updated (last updated 2/27/2017). The EOP guides emergency operations for the City. It assists key City officials and emergency organizations to carry out their responsibilities for the protection of the public under a wide range of emergency conditions, including flooding. The EOP is also used to:

- Mitigate the loss of life and property
- Prepare for emergencies
- Respond to emergencies
- Recover from the emergency
- Provide support to other political subdivisions in the County that may require assistance

The Basic Plan section of the EOP outlines the basis and purpose of emergency planning. The EOP also contains several Annexes that describe the basic functions of emergency response and includes specific responsibilities delegated to the Public Works Department related to utilities and debris clearance.

Direction and control of the City response to an emergency will be carried out at the Emergency Operation Center (EOC). The City EOC is located at the Prior Lake Police Department office, 4649 Dakota Street, Prior Lake. Per the National Incident Management System (NIMS), Prior Lake uses the Incident Command System (ICS) to manage and coordinate incident response. Upon activation of the EOC, City departments will respond to the emergency as coordinated by the City's designated Emergency Management Director.

To increase local agency coordination during emergencies, the City adopted the Scott County All-Hazard, Multijurisdictional Mitigation Plan on November 14, 2016. The plan includes risk assessment, mitigation strategy, and an implementation process. Participating jurisdictions are eligible for FEMA hazard mitigation assistance grants.

Protecting Public Safety: The primary focus of the City will be to employ measures that provide emergency vehicle access to flooded areas to the maximum extent practicable. Emergency vehicles can travel through a water depth of approximately 1.5 feet or less. The Elevation-Based Flood Response section of this policy outlines the measures to be taken to protect flood-prone areas and thereby public safety. There are eight primary Flood Watch Areas (FWAs) in the City of Prior Lake that will require temporary barriers:

1. Watersedge FWA (first inundated at an approximate elevation of 904.0)
2. Shady Beach FWA (905.0)
3. Breezy Point FWA (905.5)
4. Cove Avenue FWA (905.5)
5. Glendale Avenue FWA (905.5)
6. Rutgers FWA (905.5)
7. Lords Street FWA (906.5)
8. Fish Point Road FWA (907.0)

Additional watch areas that will require infrastructure protection but not barriers include the County Road 21 corridor, Northwood Road, and West Avenue. The City will post temporary speed limit signs and signs to designate flooded areas as closed/local traffic only and coordinate with Scott County with respect to the CR 21 corridor. Signs will be posted in conjunction with the work done at each elevation-based flood response area.

Protecting Public Property: Public property to be protected includes roads and associated right-of-way, sanitary sewer infrastructure, water distribution infrastructure, stormwater infrastructure, parks facilities, and other city-owned or city-controlled features.

Appendix A is an overview map showing the road right-of-way areas for each FWA to be protected in accordance with the elevation-based flood response described in an earlier section of this policy. Locations of temporary flood protection barriers, sanitary sewer manhole sealing, sanitary sewer lift station protection, storm sewer pipe plug installations, and public-use sand piles are included on detailed FWA maps maintained by the Public Works Department.

Some private driveway accesses will be blocked due to flood protection barrier placement; residents will be notified of this installation in advance and may construct private sandbag walls to tie into the City's barriers.

County Road 21 Transportation Corridor: The County Road 21 transportation corridor between State Highway 13 and County Road 42 is critical to the community. Flooding has the potential to cause the temporary closure of this critical corridor, as was seen during the record flooding of 2014. Scott County has jurisdiction for County Road 21; any policy for the corridor must be coordinated with Scott County.

The Wagon Bridge on County Road 21 separates Lower Prior Lake and Upper Prior lake. The area north of the bridge is low in elevation and floodwaters on the roadway can result in Scott County closing the roadway to all traffic. Floodwaters can enter the roadway through the storm sewer system because the road surface is lower than the surrounding land; in 2014, the road started to flood when water came up through catch basins that could not be retrofitted with anti-backflow devices. The following actions are recommended:

- Install anti-backflow devices (such as sewer balls) for all connected storm sewer pipes when Prior Lake reaches an elevation of 904.5 or higher
- Ensure that pumps are on hand to remove any water from the roadway during rainfall events, while anti-backflow devices are deployed
- Remove anti-backflow devices after the lake falls below an elevation of 904.5

The City will coordinate with Scott County to ensure that water from the lake will not back up through the storm sewer system and onto the roadway north of the Wagon Bridge. If temporary anti-backflow devices are installed for all connected storm sewer pipes, roadway drainage would no longer occur and pumping would be required after all rainfall events. The City will work with Scott County to ensure that a plan is in place to manage any system to allow access through the corridor. Scott County is the ultimate authority for any plan initiated to keep the County Road 21 corridor open to traffic during flooding events.

Supporting Residential Sandbagging Efforts: Sandbags will be offered to Prior Lake residents in accordance with the elevation-based flood response listed in this Policy. Sandbag wall construction and other property protection guidance will be made available to residents on the City's Flood Response website. Residential sandbag walls may be constructed to tie into City walls and barriers. The City is not responsible for private sandbag walls.

Supporting Essential Services: The City Emergency Management Director is the primary contact for coordinating the support of essential community services:

- Mail and other deliveries: The City Emergency Management Director will coordinate with entities such as the US Post Office to ensure that essential deliveries can reach residents and businesses. The City Emergency Management Director may designate temporary mail pickup locations.
- School bus routes: The City Emergency Management Director will coordinate with school districts to ensure proper school bus routing during an emergency.
- Waste hauling: The City Emergency Management Director may work with providers to facilitate coordinated waste hauling for affected neighborhoods.
- Other services: Residents may contact the City Emergency Management Director with other essential service requests not listed in this section.

FLOOD COMMUNICATIONS PLAN

During an ongoing Local Emergency related to flooding, the City's communications with the public will have one point of origin. The designated Public Information Officer (PIO) shall be responsible for the dissemination of information through the Flood Communications Plan and for communication with other agencies including the PLSLWD and Scott County. The City Emergency Management Director will coordinate with the PIO to notify the public of hazardous conditions, road closures and access routes, debris management, infrastructure protection efforts, and other critical activities. The following communication methods may be used during an ongoing Local Emergency related to flooding:

- Official newspaper (Prior Lake American)
- Other media outlets (TV, radio)
- City website
- Social media
- Direct mailings
- Posting on electronic sign boards
- Door-to-door
- Public meetings (City Hall and other locations)

If no local emergency has been declared, City communications will follow the guidelines outlined in the Elevation Based Flood Response tables of this Policy, and as recommended by the City Communications Coordinator.

POST-FLOOD OPERATIONS

Flood protection measures will be removed in reverse order of installation. Flood cleanup operations will follow City EOP procedures. Communications will continue according to the Elevation Based Flood Response tables of this Policy. The following items are key:

- Deactivate as directed by City Emergency Management Director
- Turn over recovery operations to appropriate entities
- Ensure all incident documentation is collected
- Participate in initial debriefing session
- Participate in Incident Review

FINANCIAL CONSIDERATIONS

All financial expenditures related to emergency flooding events must be tracked. FEMA programs may reimburse the City for these expenditures with supporting documentation. If the City implements flood response items and FEMA reimbursement does not become available, all funding for flood response will be the responsibility of the City.

Tracking city expenditures: The City Information Systems Coordinator will create work orders for tracking time and expenses (including machinery and materials). All employees who use timesheets must use the work orders for time spent on flooding-related work. Employees must also fill out FEMA forms corresponding to the same work; this ensures that all expenses will be tracked and submitted for reimbursement in a timely manner after the flooding.

APPENDICES

- Appendix A: Flood Protection Plan Flood Watch Area (FWA) Overview Map
- Appendix B: City Code Section 703 (Public Waters – Water Surface Use Management rules)
- Appendix C: City Emergency Operations Plan (EOP)
- Appendix D: Scott County Multi-Jurisdictional All Hazards Mitigation Plan (link only)
- Appendix E: Prior Lake Stormwater Management and Flood Mitigation Study (link only)