

STOCKBRIDGE-MUNSEE COMMUNITY

PUBLIC WORKS DEPARTMENT

POLICIES AND PROCEDURES MANUAL

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Section One: Public Works Department Purpose

The Stockbridge-Munsee Community (Tribe) has a Public Works Department that is responsible for the management and maintenance of tribal facilities, parks, cemeteries, fleet, roads and public utilities as well as final disposition of property. This includes buildings, property and equipment that are used for governmental operations as well as the public water and sewer system. Property held for the following tribal businesses, Pine Hills Golf Course & Supper Club, Mohican LP and Little Star Convenience Store, is also managed by the Public Works Department. The Public Works Department is not responsible for property held and used by the Mohican North Star Gaming and Resort.

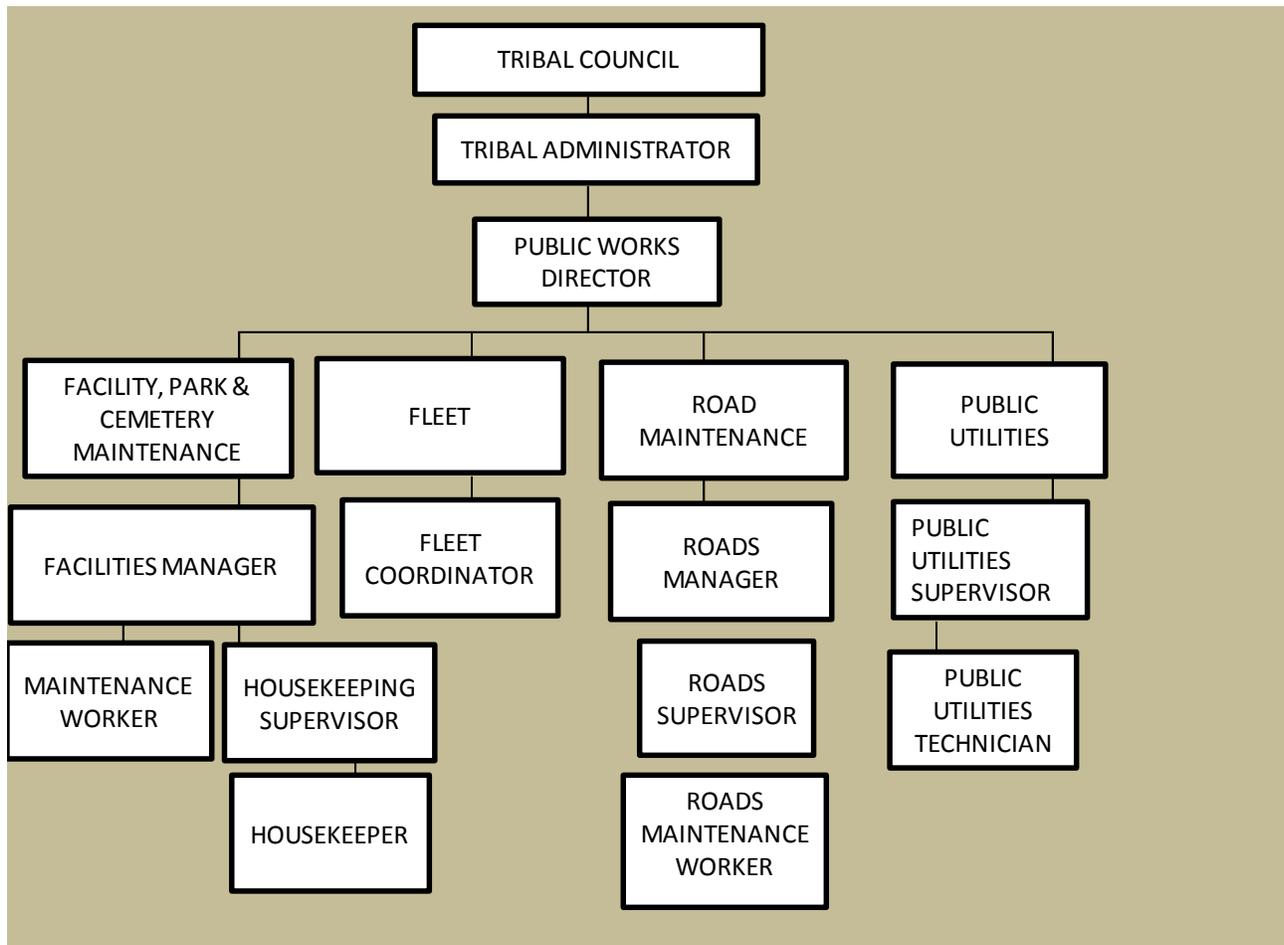
The Public Works Department is part of the Administration Division. Public Works consists of Facility, Park & Cemetery Maintenance, Property, Fleet, Road Maintenance and Public Utilities.

This Manual contains policies and procedures relating to these departments, emphasizing safety practices for the benefit of all Stockbridge-Munsee Community Public Works employees and serves as a reference guide.

This Public Works Department Manual covers all employees within the Stockbridge-Munsee Public Works Department. Section Eight covers all employees of the Stockbridge-Munsee Community that use Tribal fleet vehicles. The elements contained in this manual must be followed in all situations except when doing so would expose the employee to a greater hazard. If in the employee's opinion, following this program would expose the employee to a greater hazard, the employee's supervisor shall be notified and the concern is to be addressed before proceeding.

Throughout this manual, it is recognized that the nature of work performed by Stockbridge-Munsee Community Public Works employees varies significantly from actual construction work. Stockbridge-Munsee Community Public Works employees who work at a construction site are often involved solely in monitoring, intermittent site visits, or surveying work at a site controlled by a contractor. Unless directly working under Stockbridge-Munsee Community employment and supervision, the contractor has assumed the responsibility for ensuring that contractors and subcontractors follow OSHA regulations.

Section Two: Public Works Organizational Chart



Section Three: Safety

It is the policy of the Stockbridge-Munsee Community Public Works Department to perform work in the safest possible manner consistent with the federal safety regulations for all daily work activities. It is our belief that every employee is entitled to work in a safe and healthy environment. Every reasonable effort shall be taken to provide such an environment.

Stockbridge-Munsee Community Public Works considers the safety of its employees, contractors and other related individuals to be of prime importance. We are committed to providing a work place free of accidents, injuries or fatalities. To this end, every reasonable effort shall be made to follow OSHA standards in the interest of accident prevention to provide for safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property and equipment.

As outlined in the Tribe's Employee Rights Ordinance, Chapter 53, and Tribal Resolution 015-14 (January 7, 2014), tribal policy is to provide employees with a safe work place. This Public Works Department Manual lays out standard operating procedures to ensure the protection of all Stockbridge-Munsee Community Public Works employees through recognition, awareness, and use of proper safety procedures. Due to the nature of work being performed, the requirements outlined in this manual are based largely on the standards for the construction industry, *see*, 29 C.F.R. part 1926, and on the general standards under 29 C.F.R. part 1910. See copies of the OSHA regulations for full details on all of the requirements.

Use Personal Protective Equipment

Employees shall use personal protective equipment (PPE) as appropriate for the type of task being performed. This may include protection for eyes, face, head, extremities, respiratory devices, or protective shields. If employees have questions on what PPE is necessary for a job, they should consult with their supervisor and/or the Public Works Director. The Public Works Director, or designee, shall ensure that each employee is trained on the use of PPE that they are required to use, including, when PPE is necessary, what PPE is necessary, how to use the PPE, the limitations of the PPE, and proper care for the PPE.

The Tribe recognizes the protective value of PPE and has decided it is in its best interest – for employee safety and morale – to pay for equipment it deems necessary and appropriate. The Stockbridge-Munsee Public Works Department will provide weather-related gear (i.e. winter coat, gloves, hats), safety-toe boots, work jeans, waders and all required PPE. These items will be

replaced as necessary per the department manager's discretion. Employees are responsible to provide such other PPE (i.e. prescription safety glasses) that the Tribe does not determine to be necessary, but they wish to use, at their own cost.

Types of Personal Protective Equipment

- **Occupational Foot Protection – 29 C.F.R. §1926.96**

Safety-toe footwear for employees shall meet the requirements and specifications in *American National Standard for Men's Safety-Toe Footwear*, ANSI Z41.1-1967.

- **Head Protection – 29 C.F.R. §1926.100**

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns shall be protected by the use of appropriate head protection.

Hard hats for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, ANSI Z89.1-1997 Type I, Class G, *Safety Requirements for Industrial Head Protection*.

Hard Hats for the head protection of employees exposed to high voltage electrical shock I meet the specifications contained in American National Standards Institute, ANSI Z89.1-1997, Type I, Class E, *and Safety Requirements for Industrial Head Protection...*

- **Hearing Protection – 29 C.F.R. §1926.101** Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, Permissible Noise Exposures, in 29 C.F.R. §1926.52, ear protective devices of the insert or muff type shall be provided and used.

Hearing protective devices inserted in the ear shall be properly fitted. Plain cotton is not an acceptable protective device.

- **Eye & Face Protection – 29 C.F.R. §1926.102**

Employees shall be provided with eye and face protection equipment when machines or operations present potential eye or face injury from physical or chemical agents. Employees whose vision requires the use of corrective lenses in spectacles, when required by this regulation to wear eye protection, shall be protected by goggles or spectacles.

Face and eye protection equipment shall be kept clean and in good repair. The use of this type equipment with structural or optical defects shall be prohibited.

High Visibility Clothing

Each employee shall wear reflective warning vests, or other high visibility garments when working in the near proximity of heavy equipment or vehicular traffic. The work area will include: driving lanes, shoulders or berms, medians, streets, highways, and within construction site boundaries. The exception to wear is when employees are continually protected from vehicular traffic by permanent, or semi-permanent, barricades or structures.

Hazard Communications

The Public Works Director, or designee, will maintain copies of Safety Data Sheets (formerly referred to as Material Safety Data Sheets) for each hazardous chemical used in the workplace by the Public Works Department. The Safety Data Sheets will be kept in labeled binder that is located in the Facilities Manager's Office and shall be readily accessible to employees for review and/or to obtain a copy of them. The Public Works Director, or designee, will periodically review what hazardous chemicals are being used in the workplace and obtain updated the Safety Data Sheets where appropriate. The Public Works Director, or designee, shall ensure that employees are provided effective information and training on hazardous chemicals in their work areas at the time of their initial assignment and whenever a new chemical hazard is introduced. Employee training shall include information on detecting the presence or release of the chemical, information on the hazards from the chemical, and information on the measures that employees can take to protect themselves from the hazards. In addition, employees will receive an explanation about any labeling system used for hazardous chemicals and be informed about the Safety Data Sheets.

Use of Tools and Equipment

Employees are expected to use tools and equipment in a responsible manner and in accordance with manufacturer recommendations. This includes ensuring the safe condition of such equipment and properly storing it when not in use. Employees shall not modify machines to remove or disable safety devices.

Vehicle Safety - Standard Operating Procedures

Special recognition is given to vehicle safety since many employees are required to operate motor vehicles as part of their work. For their safety and welfare, employees shall comply with the following:

- a. Operators must have a valid driver's license in his/her possession.
- b. All employees and passengers in government vehicles must use available safety restraint systems. Use of seat belts is mandatory in all vehicles.
- c. Construction inspection and survey equipment, tools, etc. shall be secured to prevent movement.
- d. Employees shall immediately report any safety problems or mechanical defects with their vehicles to the Facilities Manager.
- e. All motor vehicle operators must drive defensively, be courteous, and obey all traffic rules and regulations.
- f. All motor vehicle operators shall not pick up hitchhikers except when rendering assistance to disabled motorists in emergency situations.
- g. Under no circumstances shall an employee operate a vehicle while under the influence of intoxicating beverages, drugs, or substances.
- h. Smoking is not allowed in all vehicles.
- i. In case of inclement weather, heavy traffic, or other road hazards, operate the vehicle at a safe speed. Be especially aware of the hazards of snow and ice during the winter season.
- j. Vehicles should be locked when left unattended.
- k. Vehicles shall not be left unattended while in operation. The motor shall be stopped.
- l. Vehicles used in the performance of job tasks within roadway rights-of-way, at project construction sites, or any situation requiring increased visibility to protect occupant safety shall display an approved vehicle warning light.
- m. Operators shall not engage in text messaging while driving.

Safety Items for Public Works Vehicles

Each Public Works vehicle shall have the following safety items carried in it:

- First Aid Kit
- High-Risk latex gloves
- Window scraper
- Flashlight
- Rescue Blanket
- Fire Extinguisher

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- Flares
 - Winter Survival Kit
 - Vehicle Warning Light

Weather Safety

Public Works employees are sometimes exposed to extreme conditions in the completion of day-to-day duties. In an effort to keep our employees safe the following guidelines have been developed to recognize, prevent and monitor body temperature management.

Heat Stress

Heat Stress may occur any time work is being performed when temperatures are elevated. Likewise hypothermia and frostbite can occur when the body temperature drops or when skin is exposed to cold.

If the body's physiological processes fail to maintain a normal body temperature because of excessive heat or cold, a number of physical reactions can occur. Heat related symptoms range from mild (such as fatigue, irritability, anxiety and decreased concentration, dexterity or movement) to fatal. Because heat stress is one of the most common and potentially serious illnesses on outside project sites, regular monitoring and other preventative measures are vital. Cold related symptoms range from mild (shivering, lethargy, confusion) to unconsciousness and death.

Heat Stress Prevention and Monitoring

Workers must learn to recognize and treat the various forms of heat stress. The best approach is preventative heat stress management.

In general:

- Have workers drink 16 ounces of water before beginning work, such as in the morning or after lunch. Water should be maintained at 50-60°F. Employees should drink 1 to 2 4oz. cups of water every 20 minutes for a total of 1 to 2 gallons per day. Pick a cool area for rest breaks. Discourage the intake of coffee during working hours. Monitor for signs of heat stress.
- Acclimate to outside work conditions by slowly increasing workloads, i.e., do not begin site work activities with extremely strenuous activities.

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- Use cooling devices to aid natural body heat regulation. An example of a cool aid is long cotton underwear, which acts as a wick to absorb moisture and protect the skin from direct contact with heat-absorbing protective clothing.
 - In extremely hot weather, conduct outside activities in the early morning and evening.
 - Ensure that adequate shelter is available to protect against heat, which can decrease physical efficiency and increase the probability of heat stress. If possible, set up in the shade.
 - Good hygienic standards must be maintained by frequent changes of clothing and showering. Clothing should be permitted to dry during rest periods. Persons who notice skin problems should immediately consult medical personnel.

Symptoms and Treatment of Heat Exposure

The following is a discussion of specific results of heat stress.

Heat Stroke

- Heat stroke is an acute and dangerous reaction to heat stress caused by a failure of the body's heat regulating mechanisms, i.e., the individual's temperature control system that causes sweating stops working correctly. Body temperature rises so high that brain damage and death will result if the person is not cooled quickly.
- Symptoms - Red, hot, dry skin, although a person may have been sweating earlier; nausea; dizziness; confusion; extremely high body temperature; rapid respiratory and pulse rate; unconsciousness or coma.
- Treatment - Cool the victim quickly. If the body temperature is not brought down fast, permanent brain damage or death will result. Soak the victim in cool, but not cold water; sponge the body with cold water or pour water on the body to reduce the temperature to a safe level (102° F). Observe the victim and obtain medical help. Do not give coffee, tea or alcoholic beverages.

Heat Exhaustion

- Heat exhaustion is a state of very definite weakness or exhaustion caused by the loss of fluids from the body. The condition is much less dangerous than heat stroke, but it nonetheless must be treated.

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- Symptoms - Pale, clammy, moist skin; profuse perspiration and extreme weakness. Body temperature is normal, pulse is weak and rapid and breathing is shallow. The person may have a headache, may vomit and may be dizzy.
 - Treatment - Remove the person to a cool, air conditioned place, loosen clothing, place in a head-low position and provide bed rest. Consult physician, especially in severe cases. The normal thirst mechanism is not sensitive enough to ensure body fluid replacement. Have patient drink 1 to 2 cups of water immediately, and every 20 minutes thereafter until symptoms subside. Total water consumption should be about 1 to 2 gallons per day.

Heat Cramps

- Heat cramps are caused by perspiration that is not balanced by adequate fluid intake. Heat cramps are often the first sign of a condition that can lead to heat stroke.
- Symptoms - Acute painful spasms of voluntary muscles, e.g., abdomen and extremities.
- Treatment - Remove victim to a cool area and loosen clothing. Have patient drink 1 to 2 cups of water immediately, and every 20 minutes thereafter until symptoms subside. Total water consumption should be 1 to 2 gallons per day. Electrolyte supplements can enhance recovery (i.e., Gatorade, Quench, etc.).

Heat Rash

- Heat rash is caused by continuous exposure to heat and humid air, and aggravated, chafing clothes. The condition decreases ability to tolerate heat.
- Symptoms - Mild red rash, especially in areas of the body that come in contact with protective gear.
- Treatment - Decrease amount of time in protective gear and provide powder to help absorb moisture and decrease chafing.

Hypothermia and Frostbite Prevention

- Employees must learn to recognize and treat the various forms of hypothermia and frostbite. The best approach is prevention.
- Personal protective clothing should be worn in at least three layers.
- An outer layer to break the wind and allow some ventilation.
- Middle Layer of wool or synthetic fabric to absorb sweat and retain insulation properties.
- Inner layer of cotton or synthetic weave to allow ventilation.

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- Cover feet, hands, and head. Up to 40% of heat can be lost through the head.
 - Use heaters and wind blocks when possible.
 - A heated shelter should be provided if experiencing prolonged exposure to wind chill temperatures of –20 or less.
 - Use thermal insulating material on equipment handles.
 - Allow for period of cold adjustment before full work load.
 - Select the warmest periods of the day to perform tasks.
 - Remain hydrated.

Symptoms and Treatment of Hypothermia

Hypothermia occurs when the body temperature falls to a level where normal muscular and cerebral functions are impaired. In general hypothermia can occur in any climate, not just freezing temperatures.

- Symptoms – When the body temperature drops to around 95 degrees F. the first signs of hypothermia occur. These symptoms include shivering, inability to do complex motor functions, lethargy, and mild confusion. As body temperatures fall the individual becomes dazed and simple motor functions become difficult. Speech may become slurred and victim may become irrational. Severe hypothermia causes a slowing of the heart rate, blood flow, and breathing. Victim may become unconscious and heart failure may occur in extreme cases.
- Treatment – Involves the conserving of the victim’s remaining body heat, and providing additional heat sources. Seek medical help for moderate to severe cases. If person is not shivering and unresponsive, assume severe hypothermia. Move victim to shelter, remove wet clothing, and add layers of dry clothing. The victim can be re-warmed using body-to-body contact, insulated hot water bottles, and providing warm fluids avoiding alcohol and caffeine.

Symptoms and treatment of Frostbite

Frostbite occurs when skin tissue freezes, forming ice crystals between the cells. Frostbite normally occurs at temperature below 30 degrees F, but wind chill can cause frostbite at higher temperatures.

- Symptoms – Initial effects include uncomfortable sensations of coldness, tingling, stinging, or aching feeling of the exposed area. Areas appear white and cold to touch. Deeper

frostbite involves freezing of deeper tissue, causing exposed areas to become numb, painless, and hard to the touch.

- Treatment – Seek medical assistance. Frost bitten parts should be covered with dry sterile gauze or cloth. Do NOT massage frostbitten tissue. Severe cases may require hospitalization and even amputation.

Fall Prevention Procedures

The following list shows methods that can be used to eliminate, minimize, and protect against fall hazards and the risks associated with falls. The list is presented in hierarchical order, and efforts shall be made to implement Item #1 before considering implementation of Item #2, etc.:

- 1) Eliminate the hazard. Often a particular task can be redesigned to eliminate the hazard as in the example below:
 - Example: Lights located on a tower might be designed to lower to the ground to eliminate the fall hazard associated with climbing up to the light.
- 2) Fall Restraint. When a hazard exists where traditional fall protection cannot be implemented, the employee should don an approved harness and utilize lanyards to restrain and restrict movement to prevent employee's buttocks from going over an edge.
 - Example: A worker near the edge of a roof can wear a harness connected to anchors by lanyards, ropes, or other work positioning devices to prevent the worker from reaching the edge of the roof, thereby eliminating the fall hazard.
- 3) Fall Arrest System. If Items 1 and 2 are not possible, do not eliminate the hazard, or when Other specific regulations require personal fall arrest systems, the employee shall don an approved harness and utilize a personal fall arrest system. Some personal fall arrest systems include energy absorbing lanyards, self-retracting lifelines, automatic rope grabs, etc.
- 4) Using the "buddy system". There shall be two Stockbridge-Munsee Public Works trained employees on site. The two employees must be in contact with each other at all times when an employee is exposed to a fall hazard in order to check the use and operation of the safety equipment and be available to implement rescue procedures.

Confined Space Entry Program

The purpose of the Confined Space Entry Program is to ensure that persons assigned to work in confined spaces have procedures and training to reduce the risk for accidents and injuries.

Confined space means a space that: is large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit and; is not designed for continuous employee occupancy.

This Confined Space Entry Program lays out standard operating procedures to ensure safe entry methods are utilized prior to and during all work activities in confined spaces. This program is based on the requirements of 29 CFR 1910, Subpart J, and General Environmental Controls. See, a copy of the OSHA regulations for full details on all of its requirements.

Training Requirements

Personnel responsible for supervising, planning, entering or participating in confined space entry and rescue shall be adequately trained in their functional duties prior to any confined space entry. Training shall be based on 29 CFR 1910.146 and include:

- an explanation of the general hazards associated with confined spaces;
- a discussion of specific confined space hazards associated with the facility, location or operation;
- the reason for, proper use, and limitations of personal protective equipment and other safety equipment required for entry into confined spaces;
- an explanation of the permit system and other procedural requirements for conducting a confined space entry;
- how to respond to emergencies;
- duties and responsibilities as a member of the confined space entry team; and,
- a description of how to recognize probable air contaminant overexposure symptoms to themselves and co-workers, and method(s) for alerting attendants.
- summoning rescue or other emergency services; and,
- proper use of equipment used for communicating with entry and emergency/rescue personnel.

Verification of Training

Periodic assessment of the effectiveness of employee training shall be conducted. Training shall be repeated as often as necessary, but reviewed at least annually, to maintain an acceptable level of personnel competence. Stockbridge-Munsee Public Works employees receive the proper OSHA training for confined spaces as necessary.

Identification and Evaluation of Confined space

The trained Stockbridge-Munsee Public Works employees shall identify hazards for each confined space. The hazard identification process shall include, but not be limited to, a review of the following:

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1. The physical characteristics, configuration, and location of the confined space, such as:
 - Oxygen deficient or enriched atmosphere
 - Flammable/explosive atmosphere
 - Toxic atmosphere
 - Engulfment hazard
 - Accumulation of water

(Oxidation of metal equipment inside confined spaces could likely lead to an oxygen deficient environment. It is also possible that decomposing organic material in the space could cause a buildup of methane and hydrogen sulfide.)

The work site analysis shall identify and evaluate confined spaces. Examples of possible hazards to be aware of are shown below:

Potential Confined Spaces	Hazards
1. Excavations	1. Engulfment
2. Lift Stations	2. Explosive
3. Manholes	3. Toxic
4. Underground Vaults	4. Oxygen Deficient
5. Water Storage Tanks	5. Fall Hazard

2. Mechanical hazards. Tripping and fall hazards may be present and the existence of metal constitutes a significant puncture hazard.

Hazard Evaluation

Hazards identified shall be evaluated by a qualified person. Each hazard shall be examined with respect to:

- A. scope of hazard exposure,
- B. magnitude of the hazard,
- C. likelihood of hazard occurrence,
- D. consequences of the hazard occurrence,
- E. potential for changing conditions/activities,
- F. strategies for controlling the hazards,
- G. Impact on the need for emergency response.

Isolation and Lockout/Tagout

All energy sources which are potentially hazardous to confined space entrants shall be secured, relieved, disconnected and/or restrained before personnel are permitted to enter the confined space.

Isolation

Methods and means shall be selected and used to prevent flammable, toxic, irritating, or oxygen displacing gases and vapors from entering the space. All hazardous material, high pressure, high temperature and other piping that could introduce a hazard shall be isolated by utilizing blinding, disconnection, removal, or double block and bleed as needed to prevent entry of material(s) and hazardous contaminant(s).

- Pipelines or similar conveyances between the confined space and point(s) of isolation shall be drained, cleaned or flushed of hazardous material and known hazardous contaminants as necessary.
- Precautions shall be taken to ensure that whenever drains, vents or piping are left open that reversal of flows, or air contamination from adjacent processing, or chemical handling, cannot enter the confined space.
- In confined spaces where complete isolation is not possible, provisions shall be made for as rigorous isolation as practical and an evaluation conducted.
- Special precautions shall be taken when entering double walled, jacketed, or internally insulated confined spaces that may discharge hazardous material through the internal walls.

Lockout/Tagout

- Where there is a need to test, position or activate equipment by temporarily removing the lock or tag or both, a procedure shall be developed and implemented to control hazards to the occupants.
- Lockout, or tagout or both of equipment, systems and processes shall be confirmed prior to permitting entry into the confined space.
- Further testing shall be conducted with ventilation systems turned on to ensure that the contaminants are removed and that the ventilation system is not itself causing a hazardous condition.
- If the confined space is vacated for any significant period of time, the atmosphere of the confined space shall be re-tested before re-entry is permitted.
- Continuous Atmospheric testing may be waived for non-permit confined spaces only if such spaces are properly ventilated before and during occupancy and it has been established through a formal hazard identification and evaluation study that the ventilation is sufficient to guard against atmospheric contamination. Example- water towers.

Safeguards

Entry and Exit-The entry and exit points shall be evaluated to determine the most effective methods and equipment to be utilized to enable employees to safely enter and exit the confined space. Safe entry and exit means shall be provided for confined spaces.

Fall Protection

- Where a potential exists for persons or objects falling into a confined space, guard rail systems, railings, or temporary barriers shall be employed at the entrance that will prevent an accidental fall through of the opening and protect the employee working in the space from foreign objects. Fall arresting systems shall be worn by personnel entering confined spaces as determined by a qualified person.
- A fall arresting system is not necessary for entry into vaults with equipped ladders under 24 feet in length. The vaults will be protected as specified in the preceding paragraphs.

Excavation and Trenching Policy

All Stockbridge-Munsee Public Works employees that work around or in excavations shall be trained to know the hazards associated with this type of work and shall conduct themselves in a manner so as to minimize these hazards. This shall include only entering an excavation if trained as a “competent person”, only entering excavations when absolutely essential in performing duties, and making sure that all excavations have adequate protective systems before entering.

Evaluation of Excavation Hazards

Prior to working near an excavation, employees shall perform a self-evaluation and assess the potential hazards associated with the following:

- Surface encumbrances
- Underground installations (existing utilities, etc.)
- Access and egress (required for excavations > 4 feet in depth so that lateral travel distance is less than 25 feet for employees)
- Exposure to vehicular traffic
- Exposure to falling loads
- Mobile equipment operating adjacent to the excavation
- Hazardous atmospheres (see **Confined Space Entry Program** for procedures to follow if a hazardous atmosphere exists)
- Water accumulation
- Unstable adjacent structures or improper sloping/shoring
- Loose rock or soil
- Lack of inspections
- Falls

Particular care should be taken when excavations are taking place in previously disturbed areas and/or if excavations have been left open for a long duration. Employees should never remain in an excavation for a prolonged period of time.

Temporary Traffic Control Policy

As part of their duties, Stockbridge-Munsee Public Works employees may be involved in surveying, staking, and/or inspection within or along a roadway. When the work of Stockbridge-Munsee Public Works employees suspends the normal function of a roadway, provisions for temporary traffic control must be made. The main purpose of temporary traffic control is to provide for the safe movement of vehicles through the area where work is taking place while protecting employees and equipment.

As much as feasibly possible, Stockbridge-Munsee Public Works employees shall reduce their risks to roadway hazards by minimizing and/or eliminating the time spent in and/or along roadways during the completion of work. When Stockbridge-Munsee employees are involved in work that suspends the normal function of a roadway, provisions for temporary traffic control, complying with the Wisconsin Manual for Uniform Traffic Control Devices, shall be made. The local law enforcement shall be contacted for their requirements for temporary traffic control plans.

Work Practice Controls for Infectious Materials

Work practice controls are alterations in the manner in which a task is performed in an effort to reduce the likelihood of exposure to potentially infectious materials. Utilities Department employees shall employ the following work practice controls:

- A. Hands shall be washed after removing gloves, or as soon as possible, after contact with wastewater or bodily fluids. If hand washing facilities are not available, the employees shall use an antiseptic hand cleanser. Hands shall then be washed with soap and water as soon as feasible.
- B. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses shall not occur in areas where there is a reasonable likelihood of exposure.
- C. Before leaving the work area, all personal protective equipment (PPE) should be removed, or as soon as possible afterwards, and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- D. All procedures involving wastewater or other potentially infectious materials shall be performed in such a manner as to minimize splashing and spraying.

Tick Control

If working in areas where ticks may be present, the following precautions can reduce the risk of getting a tick bite and acquiring Lyme disease:

- Wear a long-sleeved shirt, long pants, and high socks with pant cuffs tucked into socks or boots.
- Wear light-colored clothing, so ticks are easier to see.

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- Walk in the center of mowed trails when possible, to avoid brushing up against vegetation.
 - Use insect repellents containing 0.5% permethrin or 20-30% DEET.
 - Conduct “tick checks” after spending time outdoors.
 - Remove ticks immediately after they have become attached.

Employee Related Tick Bite Procedure/Protocol Effective 6-11-15. This is posted at the Public Works Department.

Worker Considerations and Training Requirements

Stockbridge-Munsee Public Works employees who work on or along roadways shall:

- (1) Be trained on how to work around motor vehicle traffic in a way that minimizes their vulnerability (e.g., setting up survey instrument outside roadway whenever possible, using vehicle).
- (2) Wear a bright, highly-visible vest, shirt, or jacket that is orange, yellow, yellow-green, or a fluorescent version of these colors. For nighttime work, the garment shall be retro-reflective, so that it is visible at 1000 feet.

Motorist Assistance

The Tribe permits Public Safety employees, at the employee’s option, to act as a Good Samaritan and provide limited assistance to stranded motorists and persons requesting help at the Public Works building. The Tribe does not provide a roadside assistance program, but does allow employees to provide limited assistance on an occasional basis.

The Public Works employees may use work time and/or tribal equipment to assist motorists with the following types of services:

- Inflating or changing flat tires
- Jump start car
- Fill radiator with water
- Fixing minor mechanical problems
- Removing debris from the road at the scene of an accident
- Providing minimal amounts of fuel
- Transporting a stranded motorist

Tribal employees are prohibited from accepting payment or a gratuity for providing motorist assistance. Persons receiving motorist assistance must sign a waiver releasing the Tribe from any liability in the event of vehicle damage or injury.

MOTORIST ASSISTANCE WAIVER OF LIABILITY

The undersigned person understands that the Stockbridge-Munsee Community does not operate a motorist assistance program. However, the Stockbridge-Munsee Community does allow its Public Works employees to provide limited Good Samaritan assistance in the course of their other duties for the well-being of the community. This assistance is limited to the following types of services:

- Inflating or changing flat tires
- Jump start car
- Fill radiator with water
- Fixing minor mechanical problems
- Removing debris from the road at the scene of an accident
- Providing minimal amounts of fuel
- Transporting a stranded motorist

The undersigned person requests motorist assistance from the Stockbridge-Munsee Community under these terms and further waives any claims for damages or injury that he or she may bring against the Stockbridge-Munsee Community and its employees based on such assistance.

Signature: _____ Date: _____

Printed Name: _____

Office Use:

Employee Providing Assistance: _____

Type of Assistance: _____

Section Four: Facility Maintenance

Purpose

Facility maintenance covers the day-to-day and long-term running of the designated buildings. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. roof replacement, HVAC repair, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of facility management to ensure through regulatory compliance and proper operations that all aspects (fire safety & testing, security, inspections and cleaning) of a building create a safe and cost effective environment for the occupants to function.

Maintenance, Repair and Minor Alterations

Maintenance can be divided into the following categories:

- **Scheduled Maintenance:** Done when convenient or on a scheduled basis;
- **Preventative Maintenance:** This is the foundation of every successful maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent major breakdowns.
- **Emergency Repair:** Unscheduled repairs required as a result of equipment failure.

Maintenance will be completed in accordance with prescribed procedures contained in the applicable owner's manual. The Facilities Manager will retain all property maintenance documentation including monthly inspections reports and completed work order requests.

The Facilities Manager will forward all information related to maintenance of the designated buildings and equipment to the Public Works Director in a monthly report for review and retention.

Fire Safety & Testing

The threat of fire carries one of the highest risks to loss of life, and the potential damage or shut down of a designated building. Facility Management has in place a maintenance, inspection and testing program for all of the fire safety equipment and systems (i.e. smoke detectors, carbon dioxide detectors, fire extinguishers, etc.). Records and certificates of compliance are kept by the Facilities Manager.

Security

Security to any organization is necessary to protect the employees and the Tribe. Alarm systems that detect motion, smoke, open doors and unauthorized entrances are installed in all designated buildings. Any issues with the alarm system are reported to Surveillance.

Inspections

Monthly inspections are completed by the Maintenance Workers and turned into the Facilities Manager. The monthly inspections cover the following categories: fire & safety; ceiling, lighting & door; flooring; heating & cooling; and exterior. Needed repairs are identified, and the Facilities Manager completes work orders for such repairs. These work orders are assigned to Maintenance Workers for completion.

Work Order System

In addition to the work orders generated due to monthly inspections, Tribal employees may request services (i.e. painting, issuance of office keys, moving office furniture, fleet repair, etc.) through completion of a work order form. The P&E Work Order Form is located on the tribal website under Applications, Forms & Permits. The form may be printed or completed electronically. The completed form must be signed by the applicable department manager and forwarded to the Facilities Manager via e-mail, fax or inter-office mail. Within time and resource availability, the Facilities Manager will assign the work order to a Maintenance Worker. The assigned Maintenance Worker signs off on the form upon completion and turns it in to the Facilities Manager. Completed work orders are turned into the Public Works Director and associated costs are noted in the monthly report generated by the Facilities Manager.

Internal Lease Agreements

Each department enters into a lease agreement with the Public Works Department. The Legal Department must approve the form and any changes to the Tribe's internal lease agreement. The purpose of this internal agreement is to provide documentation of user space costs based on office area and storage/warehouse/garage space. The Lessee (designated department) and the Lessor (Public Works Department) agree to the terms prescribed in the lease. A sample lease can be found under the Forms subsection of this section.

Each Tribal building has a designated kitchen area. To reduce energy costs no appliances (i.e. refrigerator, coffee maker, microwave, pizza oven, water cooler, etc.) will be allowed anywhere in the designated Tribal Buildings with the exception of the designated kitchen area. Water coolers provided by Public Works and community coffee makers that are supplied by department shared costs are exempt.

Facility Maintenance Forms

MONTHLY BUILDING INSPECTION		
Building _____	Inspector _____	Date _____
Fire & Safety	Condition (Good, Not Good)	Comments, Details
Carbon Monoxide Detector		
Smoke Detector		
Fire Extinguisher Available		
Fire Extinguisher Tag		
Exit Doors Cleared & Available		
Emergency Lights Tested		
Alarm System		
Ceiling, Lighting & Door		
All lights working		
Ceiling Tiles Missing		
Ceiling Tiles Stained		
Office Doors Working		
Door Locks Working		
Flooring		
Carpet Stained or damaged		
Tiles Stained or Damaged		
Floor Service/Cleaning Needed		
Flooring Replacement Needed		
Heating & Cooling		
A/C Check		
Furnace Check/Filter Replace		
Exterior		
Roof Condition		
Siding Condition		
Window Condition		
Window Screen Condition		

Stockbridge-Munsee Community

Band of Mohican Indians

Property & Equipment Department

Work Order

Print Name: _____ Department: _____ Date: ____ - ____ - ____

I have \$ _____ budgeted for requested work under account # _____.

I believe the work requested is a covered expense (user fees). Note: If it is not a covered expense, I will be notified immediately.

Work Requested

Heating/Air Conditioning ,
Structural/ Building ,
Other ,

Electrical ,
Grounds Work ,
Fleet Vehicle ,

Plumbing ,
Furniture/Furnishings ,

Brief Explanation of Problem: _____

Department Manager's Signature

Date

Facilities Maintenance Manager Signature

Date

When you have completed the work order form, send to Roberta or Les via Interoffice mail, email or by faxing to (715)793-4878

----- **P&E Office Use Only** -----

Date Assigned: ____ - ____ - ____

Assigned to: _____

Date Completed: ____ - ____ - ____

Completed by: _____

Total Hours: _____ X _____ (# of employ.)

Total Parts/ Materials: \$ _____ (attach receipts)

Notes: _____

Inspected/ Verified by: _____ Date: ____ - ____ - ____ Total Cost: \$ _____



Stockbridge-Munsee

Band of Mohican Indians

N8476 Moh He Con Nuck Rd.

P.O. Box 70

Bowler, WI54416

This agreement is between (Lessee) _____ the Assets Department (Lessor). The purpose of this contract is leasing of user space as indicated below:

Building/ Office Location:

Square footage of aforementioned building/ office:

Office Area(s) (Ex.Dir)	sq. ft.	@	\$	17.00 equals	\$
Warehouse/Storage/Garage	sq. ft.	@	\$	4.50 equals	\$

The Lessee agrees to the following:

- To be responsible for all repair costs incurred due to misuse or user's negligence.
- To notify the Facilities Manager immediately, by work order (FAX 793-4878) or phone (793-4879), of structural and/or mechanical defects within the building/office.
- To notify the AssetPublic Works Department immediately, in writing, when an office move/relocation occurs. In the event of an office move/relocation, your lease payment may or may not change without expiration of this lease.
- All comfort items including but not limited to coffee and water coolers will be the responsibility of the Lessee.
- All telephone repair, service bills and equipment requests will be the responsibility of the Lessee.

The Lessor agrees to the following:

- To provide adequate insurance coverage for the building and contents, owned by the Stockbridge-Munsee Community.
- To provide regular maintenance inspections, complete necessary maintenance and repairs to the building at no additional costs (unless there is evidence of misuse by the lessee).
- To provide electricity, heating/AC, suitable drinking water, waste management, mat service, automatic fire protections services, alarm service and pest control service.

We, the undersigned, have read the terms stated herein and fully understand and agree to all the provisions set within the user fee contract.

This agreement shall be effective the 1st day of Month/Year and shall expire on the 30th day of Month/Year.

Signature of Lessee-Department Mgr or Senior Mgr

Date

Signature of Lessor-Public Works Director

Date

Section Five: Housekeeping

Mission Statement

In order to provide quality services to the designated buildings under lease with the Stockbridge-Munsee Public Works Department a comprehensive plan was developed by the Housekeeping Supervisor, Facilities Manager, and Public Works Director. Four critical areas have been established and addressed in the Stockbridge-Munsee Housekeeping Policies & Procedures and are as follows: establishing the duty to be completed, implementing performance requirements, developing evaluation criteria and adopting green cleaning practices.

Green cleaning means the use of those products and services that have a lesser or reduced impact on human health and the environment when compared with competing products or services that serve the same purpose. This approach is consistent with the standards outlined in Executive Order No. 13514 (October 5, 2009). Due to the nature of the work and types of products used, housekeeping services have the potential to have significant negative impacts on the environment and public health.

While simple in its approach, this definition incorporates the following three key concepts.

Human Health. Of course, the principal purpose of cleaning is to protect human health so any definition of green or environmentally preferable should address human-health considerations. In the realm of green cleaning, this means we must give due deference to the health impacts cleaning has on custodial personnel and the occupants of the built environment where we are performing our cleaning activities. Special consideration should be given to more vulnerable populations, such as children, the elderly, and those with suppressed immune systems.

Comparative in Nature. Note that the above definition of green cleaning is comparative in nature. In other words, it does not set an absolute or final endpoint of what is environmentally preferable. Instead, it makes a comparison to competing products and services and thereby encourages continual improvement along the green spectrum.

Performance. Lastly, implicit in this definition is the concept that green products and services must perform their intended function of cleaning. It goes without saying that a cleaning product that cannot clean is a waste of resources altogether and is therefore the antithesis of environmentally preferable. More importantly, the performance of cleaning products is critical to maintaining a safe and healthy indoor environment.

In an effort to provide sustainable and environmentally preferable service the following performance requirements and evaluation criteria will be implemented:

1. Team cleaning schedule for large buildings and individual cleaning for smaller buildings. Emphasize cleaning in high-traffic areas, such as building entrances, lobbies and corridors.
2. Identify areas that have a higher risk for germs, such as staph, and therefore require disinfection. These would include Mohican Family Center and Head Start.
3. Use high efficiency filtration vacuum cleaners.
4. Use of two-chamber cleaning buckets as opposed to traditional mop pails.
5. Use indoor cleaning equipment ergonomically designed to minimize vibration, noise, and user fatigue.
6. Require spot checking for accidents and stains to prevent transfer. A spot checking procedure is in place and deficiencies will be documented on the applicable form.
7. Provide training to staff in sustainable methods (chemical management, proper dilution, recycling and waste minimization, etc.).
8. Use “green” cleaning chemicals certified by a reputable source.

Housekeeping Daily Duties:

Empty internal trash receptacles, wipe with disinfectant and replace garbage liner when necessary.

Dispose of all garbage, following Tribal recycling standards.

Dust office horizontal surfaces that visibly require dusting with the exception of desks.

Sweep entrances, lobbies and corridors.

Clean all glass door areas in entrance ways.

Dust and disinfect all handrails.

Sweep and mop floors, vacuum carpets and scrub all floor and door moldings.

Treat all carpet stains as necessary.

Sweep and mop bathrooms.

Clean all toilet fixtures and replenish toilet supplies.

Wipe and clean all mirror areas.

Disinfect all horizontal areas in bathrooms.

Clean all bubblers/water fountains.

Clean and disinfect all countertops, sinks and tables in kitchen/eating areas and replenish comfort items (coffee, water cooler, etc.) as necessary.

Sweep or vacuum all stairs.

Clean external kitchen equipment surfaces (stove, microwave, refrigerator, freezer, dishwasher, and cabinets)

Complete daily assignment sheets and turn into Housekeeping Supervisor.

Empty all outside trash receptacles and cigarette receptacles when necessary.

Sweep up all trash and cigarette butts outside of buildings.
Wash all trash receptacles and cigarette receptacles when necessary.

Housekeeping Monthly Duties:

Dispose of all rotten perishable items from refrigerators on the last Thursday of every month.
Thoroughly dust all furniture.
Sweep storage space.
Wash walls, vertical surfaces and undersurfaces.
Wash all interior window surfaces.
Wash and wipe down all stall partitions, doors, window sills and frames.
Wipe all light fixtures, and light panels that do not require a ladder to reach. When necessary complete a work order to change out any burned out light bulbs.
Wipe out all heating/cooling vents.
Wash all outside window surfaces
Wash all window screens
Clean internal areas of all appliances.

Housekeeping Bi-Annual Duties

Shampoo all carpeted areas.
Strip and refinish main corridors and other heavy traffic areas.

Housekeeping Supervisor Daily Duties:

Perform random spot checks.
Assist in overall cleaning.
Assign duties for each staff member.
Collect daily assignment sheets from each staff member.

Housekeeping Supervisor Weekly Duties:

Turn in daily assignment sheets to Facilities Manager. Should a complaint come in then the sheet can be reviewed to determine which staff person was responsible for the duty. Appropriate action then can be taken with the individual.
Stock cleaning stations at each facility.

Housekeeping Supervisor Monthly Duties:

Once per month the Housekeeping Supervisor along with another Public Works employee as a witness will remove the money from the feminine hygiene machines and place in a sealed bag. The initials of both parties along with the date will be written on the bag, and the money will be turned into Accountants from Finance. **Finance Policy 4.1 and 4.2 covers money handling within the Tribe and gives departments the ability to setup procedures.

Housekeeping Supervisor Annual Duties:

Provide staff training on using the forms and their responsibility for housekeeping duties.

Provide staff hazardous waste disposal and safe handling training.

Coordinate with Facilities Manager stripping and resealing gym floor.

Housekeeping Forms

Housekeeper: _____

Location: _____

Initial each task upon completion.

Date:					
Daily Duties:					
Empty trash bins as necessary					
Disinfect trash bin as necessary					
Replace garbage liner					
Dispose of all garbage					
Sweep up all trash outside buildings					
Sweep/vacuum entrance					
Sweep/vacuum corridors					
Sweep/vacuum lobby area					
Sweep or vacuum all stair areas					
Scrub all door and floor moldings					
Clean glass door areas in entrance area					
Dust and disinfect all handrails					
Spot treat carpet stain as needed					
Dust office surfaces					
Sweep bathroom floor					
Damp mop bathroom floor					
Disinfect/Scrub toilet					
Disinfect/Scrub sink					
Disinfect horizontal surface					
Wiped mirror					
Dust vertical blinds as necessary					
Clean all bubblers/water fountains					
Clean all kitchen sink areas					
Clean/Disinfect all eating surfaces					
Clean external kitchen equipment as necessary					
Replenish comfort items					

Housekeeper: _____

Location: _____

Initial each task upon completion.

Date:					
Monthly Duties					
Dust all furniture					
Sweep Storage Area					
Dust wall surfaces					
Dust vertical blinds					
Dust undersurfaces					
Wash interior windows					
Damp wipe window sills					
Damp wipe doors					
Damp wipe door frames					
Damp wipe partitions					
Wash trash/cigarette receptacles					
Wipe all light fixtures					
Wipe all light panels					
Wipe out all heating/cooling vents					
Scrub all floor moldings					
Scrub all door moldings					
Clean internal kitchen stove, microwave					
Clean internal kitchen refrigerator					
Clean internal kitchen dishwasher					
Clean internal kitchen cabinets					
Clean internal coffee pot					
Dispose of all rotten perishable items					

Housekeeper: _____

Location: _____

Initial each task upon completion.

Date:					
Bi-Annual Duties:					
Shampoo all carpeted areas					
Strip and refinish main corridors					
Strip and refinish heavy traffic areas					

Section Six: Grounds & Parks Maintenance

Purpose

Designated grounds and parks maintenance covers the day-to-day and long-term care of the tribal parking lots, grounds around designated buildings, parks, lakes, and designated elder/disabled driveways. These tasks are carried out by the employed staff and outsourced only in certain situations.

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of designated grounds' staff to ensure these areas are kept safe, clear, cleaned and respected in every manner possible. The regular maintenance duties include plowing, salting, sanding, mowing, raking and repairs.

Designated Tribal Grounds

The designated grounds are identified as parking lots, yards, lawn and boat landings at the following tribal buildings: Tribal Office, Mohican Family Center, Education & Historic Preservation, Public Safety, Administration, Ella Besaw Center, Land & Enrollment, Arvid E. Miller Library/Museum, Finance Storage, Forestry Storage, Environmental, Public Works, Mohican LP, Little Star Convenience Store, Mohican North Star Gaming and Resort, Stockbridge-Munsee Health & Wellness Center, Child Support, Legal, Mohican News, Food Distribution, Roads, Utilities, Elderly Center and boats landings at Sam's Lake, Big Lake and Beaulieu Lake.

Designated Parks

The designated parks are identified as Many Trails Park, Putnam Park and Corlyss Park. The regular maintenance duties include plowing, salting, sanding, mowing, raking and repairs. The Public Works Department is crucial in the preparation and maintenance of the Many Trails Park and Campground for the annual Mohican Veterans' Pow-Wow. Public Works provides firewood for the campers to prevent any insects being brought in from outside sources.

Elderly/Disabled Driveways

Every year the Elderly Manager forwards a list of driveways belonging to elders and disabled individuals to the Public Works Department that are eligible for snowplowing services. These driveways are divided among the employees, and they are plowed, salted and sanded throughout the winter months as necessary.

Section Seven: Cemetery Maintenance & Burials

Purpose

The cemeteries owned by the Stockbridge-Munsee Community are maintained by the Public Works Department through mowing, raking, plowing and trash removal. Maintenance covers the day-to-day and long-term care of the cemeteries through plowing, mowing, removal of hazard trees, tombstone repair and grave digging.

1. Ownership

The Stockbridge-Munsee Community owns the following cemeteries:

- a. Stockbridge-Munsee Burial Grounds
 - (1) Located at N9237 Moh He Con Nuck Road, Bowler, WI 54416.
 - (2) Open for burial of eligible persons.
- b. Stockbridge Indian Cemetery
 - (1) Located North of Stockbridge, WI (Calumet County) on Moore Road West of Hwy 55
 - (2) Closed to new burials; except with permission of the Tribal Council.
- c. Mission Lake Catholic Cemetery
 - (1) Located W10273 Cty Road G, Gresham, WI 54128.
 - (2) Closed to new burials.
- d. Red Springs Cemetery
 - (1) Located at W10231 E. Townhall Road, Gresham, WI 54128.
 - (2) Open to new burials.

2. Maintenance of Cemeteries/Burial Grounds

- a. The P&E Department will be responsible for the ongoing maintenance, preservation & enhancement of the Burial Grounds.
- b. Plants/Decorations
 - (1) Planting on a burial site is prohibited.
 - (2) Potted & hanging plants in their own containers are allowed.
 - (3) Plants/decorations shall not be placed behind a monument.
 - (4) All flowers, plants, or other decorations shall be removed from individual burial plots by the family or staff when they have become unsightly and unattractive.
 - (5) Any plants or decorations interfering with the maintenance of the cemetery shall be removed by the P & E Department.

-
-
- c. Flags and Banners. Flags or banners shall be removed when they become unsightly, or are hung in a disrespectful manner.

3. Opening, Closing and Marking of Burial Sites

- a. The Roads Department will be responsible for opening, closing and marking all burial sites.
- b. Burial sites for cremains may be opened and closed by the Roads Dept., if requested.

Section Eight: Tribal Vehicle Use and Maintenance

Purpose

The Tribal Fleet consists of 75 plus tribally-owned vehicles as well as light and heavy equipment including plows, leaf blowers, lawn mowers, snow blowers, salt hoppers, tractors, forklifts, trailers, boom mower, and tree processor. This equipment is provided for official business use by designated drivers and skilled operators employed by the Stockbridge-Munsee Community.

Vehicles and equipment are maintained and repaired by the Fleet Coordinator. Vehicles may be assigned to a tribal department and/or a specific employee for the completion of work-related duties.

All departments will be required to check-in and check-out vehicles weekly. This will reduce insurance costs due to any damage being noted immediately and will give the Fleet Coordinator the ability to determine the usage needs of our Tribal Fleet.

Some vehicles may be available for short-term rental/leasing by departments and/or employees so that they can be used for work-related travel or other official tribal business.

Tribal-Owned Vehicle Use

1. The major use of a Tribal-Owned vehicle shall be for official business. Vehicles are assigned to applicable departments. Non-business miles are not permissible. Each driver must keep a mileage log. Each time you purchase fuel you must make an entry on the mileage log. For example, if you are filling gas cans for lawnmower use indicate on the log the number of cans filled and the purpose. If you are fueling just the vehicle note on the log fuel purchase for vehicle only. Driver's supervisor is responsible for reviewing mileage records. A copy of the mileage log must be turned in to the Fleet Coordinator monthly.
2. All Tribal-Owned vehicles will be identified as such with a Tribal seal and Tribal vehicle identification number affixed. Modifications to Tribal-Owned vehicles for personal reasons are not permitted; this includes signs, stickers, antennas, etc.
3. Modifications to Tribal-Owned vehicles for operating purposes may be undertaken with the express, written consent of the Public Works Director.
4. Installation and/or use of any radar-detection device (fuzz busters) in a Tribal-Owned vehicle are strictly prohibited. Law Enforcement is exempt from this rule.

-
5. The use of a Tribal-Owned vehicle for personal gain is prohibited. This includes using a tribal vehicle to deliver goods or services for personal reasons or using the vehicle for car pools where the riders make payments that the driver retains for him/her.
 6. NO SMOKING will be allowed in Tribal-Owned rental vehicles (vehicles used for business trips).
 7. Drivers shall not engage in text messaging while driving.
 8. Unauthorized persons are not permitted in any Tribal-Owned vehicle, except drivers may render assistance to disabled motorists in emergency situations. Family members may not ride in Tribal-Owned vehicles unless for work purposes. When the company of family members is desired for business trips, the employee should use his/her own car and request reimbursement at the rate equal to the approximate cost of operating a Tribal-Owned vehicle.
 9. All personal items and garbage must be removed from the vehicle prior to returning. Your program will be charged a \$20 cleaning fee if the P&E Department has to clean out the inside of the vehicle.
 10. When a department or employee wishes to renting/leasing a vehicle for short-term work purposes, a fleet vehicle rental form must be completed and submitted to the Fleet Coordinator.
 - a. The department and/or employee assumes responsibility for the vehicle for the once the keys are picked up from the Public Works Department.
 - b. There is a leasing fee that is charged to the department for such leases. The leasing fee is the Tribe's current mileage rate.
 - c. Employees do not receive mileage when using a tribal vehicle.
 - d. Vehicles and keys must be returned to Public Works in a timely-fashion at the end of the rental period.
 - e. Upon completion of rental period, all personal items and garbage must be removed from the vehicle prior to returning. Your program will be charged a \$20 cleaning fee if the P&E Department has to clean out the inside of the vehicle.

Fleet Coordinator Responsibilities

The Fleet Coordinator will be responsible to check each item listed below prior to the vehicle being assigned or leased and the employee will sign and date:

- Oil
- Transmission Fluid Level

Service, Maintenance and Driver Responsibilities

1. On the road fueling and minor repairs:
 - a) The Department/ Program is responsible to provide all consumables during the lease/ rental or assignment period.
 - b) If a minor repair occurs on the road (windshield wiper, flat tire, etc.), you should fix the problem (retain all receipts) and contact the Facilities Manager with information as to the incident.
2. If a major breakdown occurs on the road (e.g. blown engine, transmission failure), drivers should contact the Fleet Coordinator for assistance and instructions for getting work done. The Public Works Department will be responsible for all costs.
4. When assigned a tribal-owned vehicle, all garbage must be removed from the vehicle weekly, and the vehicle must be washed and vacuumed monthly. This cost will be covered by the Public Works Department through the Little Star Convenience Store.
5. All vehicles must receive an annual complete safety check and inspection. The Fleet Coordinator is responsible for coordination of the safety checks and inspections.
6. Drivers are responsible for immediately reporting all accidents or damage to the vehicle to the Fleet Coordinator, Mohican Nation Insurance, appropriate divisional manager and local law enforcement personnel.
7. Drivers are personally responsible for the cost of traffic citations and violations, including parking tickets. Drivers must immediately notify Mohican Nation Insurance upon receiving any traffic citations and/or violations.
8. Operators of any Tribal-Owned vehicle must report any problems with the vehicle that you think might constitute a safety or liability hazard to the Fleet Coordinator.

Driver Acceptability Guideline Determination

Only persons who have been determined to satisfy the driver acceptability guideline established through the Tribe's insurance are permitted to drive a tribal vehicle.

The following protocols will be followed in order to determine whether an employee is eligible to use tribal vehicles prior to such use.

- a. When Public Works receives a request that a tribal employee be permitted to use a tribal vehicle, the Fleet Coordinator will contact Mohican Nation Insurance to verify whether the employee meets the driver acceptability guidelines.
- b. If the employee has not yet had a determination completed in relation to driver acceptability, then the employee will be referred to the Human Resources Department to provide consent to a search of their driver record.
- c. Once the driver record search has been completed, Mohican Nation Insurance will contact the Fleet Coordinator to confirm whether the tribal employee satisfies the driver acceptability guidelines.

The Mohican Nation Insurance Department will provide written notice to the Fleet Coordinator of any change in a tribal employee status in relation to the driver acceptability guidelines.

Stockbridge-Munsee Community
Band of Mohican Indians
Property & Equipment Department

Fleet Vehicle Rental Form

I (the borrower), _____, of _____ Department am requesting to reserve the following type/size vehicle: _____ for Tribal Business Use. I will need the vehicle for the following date(s): _____ to _____. I have already provided a copy of my driver's license to the Human Resources Department and I meet the driver eligibility criteria set by Mohican Nation Insurance. I understand I will be responsible for a usage fee equal to the current mileage rate.

Borrower's Signature

Date

Availability

_____ We, Property & Equipment Dept., do not have a vehicle available at this time.

_____ We, Property & Equipment Dept., have reserved a vehicle for the following date(s):

From: _____ To: _____

It is your responsibility to read the reverse side of this form. If you have any questions, we will go over them before you check out the vehicle.

Fleet Coordinator/P&E Designee

Date

Check-Out/In Information

Odometer Start _____

Odometer End _____

Total Mileage _____ X .54 = _____ Total Due

Vehicle condition when check out: _____

Vehicle condition when returned: _____

I, the borrower, agree the above information is true and correct to the best of my knowledge and agree to the terms stated herein.

Dated the _____ day of _____, 20__

Borrower's Signature

Fleet Coordinator/P&E Designee

Permitted and Prohibited Uses of Tribal Vehicles

Permitted and Prohibited Uses of Tribal Vehicles

1. The major use of a Tribal-Owned vehicle shall be for official business. Vehicles are assigned to applicable departments. Non-business miles are not permissible. Each driver must keep a mileage log. Driver's supervisor is responsible for reviewing mileage records. A copy of the mileage log must be turned in to the Fleet Coordinator monthly.
2. All Tribal-Owned vehicles will be identified as such with a Tribal seal and Tribal vehicle identification number affixed. Modifications to Tribal-Owned vehicles for personal reasons are not permitted; this includes signs, stickers, antennas, etc.
3. Modifications to Tribal-Owned vehicles for operating purposes may be undertaken with the express, written consent of the Public Works Director.
4. Installation and/or use of any radar-detection device (fuzz busters) in a Tribal-Owned vehicle is strictly prohibited.
5. The use of a Tribal-Owned vehicle for personal gain is prohibited. This includes using a tribal vehicle to deliver goods or services for personal reasons or using the vehicle for car pools where the riders make payments that the driver retains for himself/herself.
6. NO SMOKING will be allowed in rental vehicles.
7. Operators shall not engage in text messaging while driving.
8. Unauthorized persons are not permitted in any Tribal-Owned vehicle, except drivers may render assistance to disabled motorists in emergency situations. Family members may not ride in Tribal-Owned vehicles unless for work purposes. When the company of family members is desired for business trips, the employee should use his/her own car and request reimbursement at the rate equal to the approximate cost of operating a Tribal-Owned vehicle.
9. All personal items and garbage must be removed from the vehicle prior to returning. Your program will be charged a \$20 cleaning fee if the P&E Department has to clean out the inside of the vehicle.

P&E Responsibilities

P&E will be responsible to check each item listed below each day, prior to the vehicle being assigned or leased and the employee will sign and date:

- Oil
- Transmission Fluid Level

Fleet Coordinator/P&E Designee

Date

Service, Maintenance and Driver Responsibilities

1. The driver will be responsible to check each item listed below each day, during the term of lease/ rental period:
 - Oil
 - Transmission Fluid Level
2. On the road fueling and minor repairs:
 - a) The Department/ Program is responsible to provide all consumables during the lease/ rental period.
 - b) If a minor repair occurs on the road (windshield wiper, flat tire, etc.), you should fix the problem (retain all receipts) and contact the Fleet Coordinator with information as to the incident.
3. If a major breakdown occurs on the road (e.g. blown engine, transmission failure) drivers should contact the Fleet Coordinator for assistance and instructions for getting work done by calling (715) 793-4886.
4. All vehicles must receive a complete safety check annually. The Fleet Coordinator is responsible for coordination.
5. Drivers are responsible for immediately reporting all accidents or damage to the vehicle to the Fleet Coordinator, Mohican Nation Insurance, appropriate divisional manager and local law enforcement personnel.
6. Drivers are personally responsible for the cost of traffic citations and violations, including parking tickets. Drivers must immediately notify Mohican Nation Insurance upon receiving any traffic citations and/or Violations.
7. Upon return of any Tribal-Owned vehicle, or at any time with a personally assigned vehicle, report any problems with the vehicle that you think might constitute a safety or liability hazard to the Fleet Coordinator

BY SIGNING BELOW I ACKNOWLEDGE READING AND UNDERSTANDING ALL OF THE ABOVE:

Borrower's Signature

Date



Stockbridge-Munsee Community

PO Box 70
Bowler, WI 54416

Telephone: (715)793-4383
Fax: (715)793-1307

ONECARD EMPLOYEE INFORMATION

Please Print

Employee Number: 445110 _ _ _ _

First Name: _____

Last Name: _____

Contact Information

Cell Phone: _____

Desk Phone: _____

Email Address: _____

Preferred Contact Method:

- Cell phone
- Desk phone
- Email

All requests for receipts will be made via email, in addition to your preferred contact method chosen above.

Account Number for Purchases: ____ - ____ - _____ - _____ - ____ - ____

Employee Signature

Date

Supervisor Signature

Date

Supervisor signature approves the above distribution account for purchases made by the above named employee. Four digit account may change based on purchases. Changes to the four digit distribution account are at the discretion of the designated finance personnel.

Section Nine: Vehicle & Equipment Replacement Schedule

Mission Statement

To establish efficient and effective delivery of tribal fleet services by providing customer departments with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to their needs and that preserve vehicle value and equipment investment.

Objectives

Our primary objective is to control the overall cost of operating and maintaining the Tribal fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are part of the budget cycle and will be based on the recommendation of the Fleet Coordinator. Availability of funding will determine finalization of approved vehicle and equipment purchases.

Purpose

The purpose of this document is to propose a vehicle replacement plan and schedule for the next five years and the specific vehicle and equipment needs and requirements of the Stockbridge-Munsee Community. This document reflects the vision of the Fleet Coordinator to create a multi-year vehicle and equipment replacement plan that will serve as a guide in providing recommendations to Tribal Council on needs. This is a living document that will be modified and updated annually or as necessary to reflect changes in the Tribe's organizational climate, the changing needs of our internal customers, and changes in the automotive and equipment industry.

- We will provide vehicles that are safe, reliable, and environmentally-sound, at competitive prices.
- Provide honest, responsive, effective and efficient fleet services to our customers.
- Maximize the return on investment (ROI), and the long-term value of the fleet investment.
- Maintain high quality internal and external services. Know and respond to fleet customer desires, needs, and requirements.

Acquisition

The goal of the Fleet Coordinator's recommended acquisition practices is to obtain the lowest possible price and the highest possible quality. All purchases of vehicles and equipment will follow the applicable purchasing policies of the Tribe. Annually, before the preparation of the Operating and Capital Budgets, the Fleet Coordinator and Public Works Director will meet and review the vehicle replacement schedule and plan for the acquisition of replacement vehicles and equipment. Whenever possible we highly recommend the purchase of gently-used vehicles and equipment to provide a costs savings to the Tribe.

Vehicle and Equipment Replacement Program

The objective of the vehicle replacement program is to promote an orderly system of purchasing and funding a standardized fleet and heavy equipment replacement process and to plan future departmental transportation requirements.

All vehicles acquired and maintained by the Public Works Department are recommended for replacement in accordance with adopted guidelines/procedures and all departments are responsible for complying with these guidelines/procedures. Each vehicle and equipment recommendation provided by the Fleet Coordinator will have a completed Vehicle Summary form and Vehicle/Equipment Evaluation Form submitted with the proposed Vehicle & Equipment Replacement Schedule provided to Tribal Council annually.

Development of Guidelines/Procedures

The Fleet Coordinator has inventoried existing vehicles and equipment and has prepared a replacement schedule for all tribal fleet vehicles and equipment. The schedule will be updated annually and will be used as the basis for planning for the replacement of vehicles and equipment through the operating and capital budgets.

The vehicle and equipment replacement schedule will include the following information for each vehicle or unit of capital equipment:

- Age in years also known as life.
- Usage in hours or miles.
- Useful life (based on commonly used standards for municipal vehicles and equipment)
- Cost of Maintenance
- Overall condition: mechanical, operating, safety, or appearance.

-
- Downtime
 - Availability of replacement parts
 - Funding

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/hour/or mileage criteria. Additional consideration is given to functionality and overall condition of the vehicle.

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by the Fleet Coordinator (Evaluation Form attached). The Evaluation Forms will be provided to the Public Works Director for further review and consideration. If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention or reassignment. In some cases, it may be reassigned to other departments with "low usage" requirements or to a loaner pool (vehicles used when assigned vehicle is being repaired).

The Public Works Director will review and approve all specifications for purchases of Tribal fleet vehicles and motorized equipment and forward this recommendation to Tribal Council for final approval. We recommend bidders may only submit bid packages including vehicles that are on the lot in an effort to save money and reduce delivery time. Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost saving to the Stockbridge-Munsee Community.

Vehicle Categories

For the purposes of this review the Tribal fleet and equipment has been grouped the following categories. Each category is described below, and the number of units currently on hand, replacement cost and useful life range for each category is summarized below in Chart 1.

All-Wheel Drive Sports Utility Vehicle (AWD SUV)-these vehicles are larger than, and provide more passenger room and better off road performance than, traditional sedans or pick-up trucks. Because of their size, AWD SUVs' are highly visible and provide the operator with better visibility than sedans. Useful lives for this class of vehicle depends on duty assignment and range from 8 to 12 years. The vehicle in our inventory is used for police service reducing the useful life to three years based on wear and usage.

Field Equipment-equipment of this class includes tractors and motorized mowing equipment. Useful life ranges between 10 to 15 years for tractors based on wear and usage. Motorized mowing equipment should be replaced once it has reached 800 hours.

Heavy Dump Trucks-these vehicles have a gross vehicle weight (GVW) of at least 33,000 pounds and load carrying capacity of five tons. Heavy dump trucks are used to tow leaf vacuum and leaf boxes during the fall and large loads of rock salt during the winter and throughout the year haul heavy loads and tow equipment trailers. These vehicles are up fitted with heavy duty aluminum dump bodies and hydraulic packages. Heavy dump trucks have a useful life of 12 to 15 years based on wear and usage.

Heavy Equipment-This is mobile on the road and off road equipment that is used to dig, load trucks and carry large loads over a short distance. The backhoes are used to plant trees and maintain underground assets, and to load leaves onto trucks in the fall and clear snowbanks from parking lots. The front end loader is used to maintain the compost sites, load salt and remove trees. This includes tractor with boom mower, backhoes, front end loaders, rollers, and bulldozers. These units have a useful life of 15 years based on wear and usage.

Light Dump Trucks- This class of vehicle has a gross vehicle weight of 17,000 lbs. and is equipped with four-wheel drive. These vehicles are the work horses of the public works department and are used to haul personnel, materials and equipment to on and off the road work sites. During the fall and winter these vehicles haul loads of wet leaves, and plow and salt residential streets. These vehicles are up fitted with heavy duty aluminum dump bodies and hydraulic packages. These are relatively small and maneuverable trucks that can navigated through tight streets. The useful life for a light dump is 10 years based on wear and usage.

Pick-up Trucks- This class of vehicle may be equipped with either two or four-wheel drive and may have an extended cab capable of carrying a crew of five personnel along with light hand equipment or materials. Pick-up trucks may pull a trailer for the Conservation, Forestry, Police, Fire or Public Works departments. The typical useful life of a pick-up truck is 10 years based on wear and usage.

Sedans- This class of vehicle is the most cost and fuel efficient class of vehicle for use driving longer distances, as well as for trips over paved roads when there are a limited number of individuals and amount of equipment in the vehicle. This class of vehicle is used most often when departments have long-distance travel. The typical useful life of a sedan, not including patrol vehicles, is 8-10 years based on wear and usage.

Patrol Vehicles – Patrol vehicles are any type of vehicle used by tribal law enforcement officers and can include SUV, pick-up trucks and sedans. Sedans are the work horse of the Police Department. Sedans are used as patrol vehicles, traffic vehicles and unit vehicles. Police sedans are more than a means of transportation they are the lifeline for the community and its police force. The vehicles must be maintained to respond to any emergency situation encountered by an officer. Police sedans are up fitted with computers, GPS systems, and video systems as well as sirens and emergency lighting. After three (3) years of continuous service these Patrol Vehicles are ready to be replaced. Mileage and wear will be determining factors in replacement.

Utility Trucks-These are truck chassis cabs that are fitted with various bodies e.g. Animal Control Boxes, and tool and storage beds. These vehicles are limited in their use but are used daily to perform a specific task. The useful life range is between 3 and 12 years based on wear and usage.

Vans- These vehicles are used to carry personnel and equipment. Vans sizes range from the large extended window van to the small min-vans. Vans have a useful life range between 10 and 12 years based on wear and usage.

Chart 1. Summary of Vehicles and Equipment Currently on Hand

Vehicle Category	Current Inventory	Current Replacement Value	Useful Life Range
AWD Sports Utility	1	\$ 28,857.00	3
Field Equipment	16	\$ 192,118.75	10 to 15
Heavy Dump Trucks	5	\$ 558,128.55	10 to 12
Heavy Equipment	5	\$ 750,000.00	15
Light Dump Truck	3	\$ 150,000.00	10
Pick-Up Truck	39	\$ 1,153,749.90	10
Sedan	9	\$ 230,210.00	3 to 10
Utility Truck	1	\$ 26,750.00	3 to 12
Van	9	\$ 275,400.00	10 to 12
Total	88	\$ 3,365,214.20	

Chart 2. FY16 Projected Replacement Schedule

ID#	Year	Vehicle Category	Assignment	Useful Life Years	Estimated Cost	Requested Action
151	1997	Pick-Up Truck	Environmental	10	(\$2,300)	Trade-In/Sell
	1998	Pick-Up Truck	Forestry	10	(\$2,100)	Trade-In/Sell
145	2000	Pick-Up Truck	Elderly	10	(\$3,500)	Trade-In/Sell
108	2000	Pick-Up Truck	Roads	10	(\$3,450)	Trade-In/Sell

180	1998	Pick-Up Truck	Pine Hills	10	(\$3,100)	Trade-In/Sell
111	2007	Pick-Up Truck	P&E	10	-	Assign to Pine Hills
112	2007	Pick-Up Truck	P&E	10	-	Assign to Elderly
	2000	Van	P&E	10	(\$1,250)	Trade-In/Sell
185	2000	Van	Family Services	10	(\$1,300)	Trade-In/Sell
	2013	Heavy Equipment	Forestry	15	\$75,000	Purchase Used Forwarder
		Field Equipment	Elderly	10	-	Elderly Mower to Utilities
		Field Equipment	P&E	10	(\$3,500)	Trade-In Mower
		Field Equipment	P&E	10	\$3,500	Purchase trailer
		Field Equipment	Utilities	10	\$3,500	Purchase trailer
		Field Equipment	P&E	10	\$7,500	Purchase enclosed trailer
		Field Equipment	Utilities	10	(\$3,500)	Trade-In Mower
		Field Equipment	P&E	10	\$11,800	Purchase Mower
		Field Equipment	Elderly	10	\$11,800	Purchase Mower
	2016	Pick-Up Truck	P&E	10	\$29,583	Purchase Pick-Up
	2016	Pick-Up Truck	P&E	10	\$29,583	Purchase Pick-Up
	2016	Pick-Up Truck	P&E	10	\$29,583	Purchase Pick-Up
	2016	Pick-Up Truck	Roads	10	\$29,583	Purchase Pick-Up
		Plow	Roads	10	\$6,500 (1 Plow)	Purchase V-Plow
		Plow	P&E	10	\$19,500 (3Plows)	Purchase V-Plows
		Total			\$233,432	

Chart 3. FY17 Projected Replacement Schedule

Year	Vehicle Category	Assignment	Useful Life Years	Estimated Cost	Requested Action
1998	Heavy Equipment	Roads	15		Trade-In Dump Truck
2006	Heavy Equipment	Roads	15		Trade-In Dump Truck
1995	Heavy Equipment	Roads	15		Trade-In Roller
2012	Heavy Equipment	Roads	15	\$150,000.00	Purchase Dump Truck
2012	Heavy Equipment	Roads	15	\$150,000.00	Purchase Roller
	Total			\$300,000.00	

Chart 4. FY18 Projected Replacement Schedule

ID#	Year	Vehicle Category	Assignment	Useful Life Years	Estimated Cost	Requested Action
	1995	Heavy Equipment	Roads	15		Trade-In Bulldozer
109	2004	Pick-Up Truck	Elderly	10		Trade-In/Sell
132	2000	Pick-Up Truck	Enviro	10		Trade-In/Sell

129	2000	Pick-Up Truck	Roads	10		Trade-In/Sell
	2018	Pick-Up Truck	P&E	10	\$29,583.00	Purchase Pick-Up
106	2013	Pick-Up Truck	Transfer			P&E to Elderly
	2018	Pick-Up Truck	Roads	10	\$29,583.00	Purchase Pick-Up
	2013		Transfer			Roads to Housing
	2015	Pick-Up Truck	transfer			P&E to Elderly
	2018	Pick-Up Truck	P&E	10	\$29,583.00	Purchase Pick-Up
	2015	Heavy Equipment	Roads	15	\$150,000.00	Purchase Bulldoze
					\$238,749.00	

Chart 5. FY19 Projected Replacement Schedule

ID#	Year	Vehicle Category	Assignment	Useful Life Years	Estimated Cost	Requested Action
133	2005	Pick-Up Truck	Housing	10		Housing to Pine Hills
146	2004	Pick-Up Truck	Elderly	10		Trade-In/Sell
180	1998	Pick-Up Truck	Pine Hills	10		Trade-In/Sell
	2019	Pick-Up Truck	Housing	10	\$29,583.00	Purchase Pick-Up Truck
	2007	Pick-Up Truck	Enviro	10		P&E to Enviro
104	2007	Sedan	P&E	10		Trade-In/Sell
104	2007	Sedan	Mail	10		Trade-In/Sell
199	2013	AWD SUV	Police	3		Trade-In/Sell
	2019	Sedan	P&E	3 to 5	\$25,579.00	Purchase Sedan
	2019	Sedan	Mail	3 to 5	\$25,579.00	Purchase Sedan
	2019	AWD SUV	Police	3	\$28,857.00	Purchase AWD SUV
					\$109,598.00	

Chart 6. FY20 Projected Replacement Schedule

ID#	Year	Vehicle Category	Assignment	Useful Life Years	Estimated Cost	Requested Action
151	1997	Pick-Up Truck	Environmental	10		Trade-In/Sell
113	1999	Pick-Up Truck	P&E	10		Trade-In/Sell
145	2000	Pick-Up Truck	Elderly	10		Trade-In/Sell
108	2000	Pick-Up Truck	Roads	10		Trade-In/Sell
	2016	Pick-Up Truck	P&E	10	\$29,583.00	Purchase Pick-Up
	2016	Pick-Up Truck	Roads	10	\$29,583.00	Purchase Pick-Up
	2016	Pick-Up Truck	P&E	10	\$29,583.00	Purchase Pick-Up
	2016	Pick-Up Truck	P&E	10	\$29,583.00	Purchase Pick-Up
		Total			\$118,332.00	

VEHICLE/EQUIPMENT EVALUATION FORM

Vehicle or Equipment VIN or Serial# _____

Vehicle or Equipment #: _____ Department Assigned to: _____

Make: _____ Model: _____ Year: _____

Mileage: _____ Hours of Operation: _____

Date of Evaluation: _____ Evaluator: _____

System	Diagnosis	Estimated Repair Cost
Engine		
Transmission		
Drive Line		
Differential		
Exhaust		
Pumping System		
Hydraulic System		
Electrical System		
Brakes		
Tires		
Body		
Interior/Exterior		
Front End/Suspension		
Air Conditioning		
Other		
Total Estimated Repair Cost		

Diagnosis Code	Code Description
Good 3	System is functioning well, and no repairs expected at this time
Fair 2	Minor Repairs required
Poor 1	Major repairs needed as soon as possible – consider replacing

Evaluators

Comments: _____

VEHICLE/EQUIPMENT EVALUATION SUMMARY REPORT

Vehicle or Equipment #: _____ VIN or Serial #: _____

Department Assigned to: _____

Make: _____ Model: _____ Year: _____

Description of use: _____

SUMMARY OF VALUES

YEARS OF SERVICE _____ USEFUL LIFE _____ YEARS OVER OR UNDER _____

CURRENT MILEAGE _____ MILEAGE THRESHOLD _____ MILES OVER OR UNDER _____

CURRENT HOURS _____ THRESHOLD HOURS _____ HOURS OVER OR UNDER _____

MAINTENANCE/REPAIR COSTS TO DATE: (ATTACHED)

PURCHASE COST: _____ REPAIR COST: _____

REPLACEMENT COST: _____ TRADE IN VALUE: _____

COMMENTS AND OTHER

CONSIDERATIONS: _____

RECOMMENDATIONS: _____

Section Ten: Roads Maintenance

Purpose

Roads Maintenance covers the day-to-day and long-term running of the Tribe's public road system. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. road construction, bridge construction, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of roads management to ensure through regulatory compliance and proper operations that all applicable federal, state and tribal laws are followed in creating a safe and cost-effective environment for the users of our public roadways.

The U.S. Bureau of Indian Affairs (BIA) roads program provides support to the Tribe for the maintenance of its public road system. Roads maintenance program funds are administered at the BIA Region offices for the maintenance of roads identified as part of the BIA roads system. The BIA road system is part of the National Tribal Transportation Facility Inventory (NTTFI). BIA roads are public roads that provide access for tribal communities and the general public. The broad definition of BIA roads includes all transportation-related facilities used in surface transportation such as: roads, bridges, ferry terminals, ferry boats, trails, boardwalks, primitive roads and administrative roads to BIA agency offices.

The Tribe's Roads Department is responsible for 38 miles of public roads. These roads are listed on the RIDFS (Roads Inventory Field Data System) and the TTPSR (Tribal Transportation Program Safety Report from OPUS International Consultants). The Tribe's forest roads are not public roads that are part of the BIA road system.

Annual Authorization & Reporting

The Tribal Transportation Program addresses transportation needs of tribes by providing funds for planning, designing, construction, and maintenance activities for all public roads. The program is jointly administered by the Federal Highway Administration's Federal Lands Highway Office (FHWA) and the BIA, Division of Transportation, in accordance with an interagency agreement.

The BIA and Tribal governments undertake most of the design and construction of Tribal Transportation Program projects. Under tribal self-determination contracts, self-governance agreements, FHWA Program Agreements or other appropriate agreements, Tribal governments

can perform, administer and operate portions or all but "inherently Federal functions" of the TTP. The Roads Manager takes the TTP to Tribal Council annually for their approval through resolution.

The Roads Manager submits an Annual Road Maintenance Report to the BIA that covers all road conditions, work performed in the previous year. Any financial reports are sent to the BIA by the Stockbridge-Munsee Finance Department as requested.

Maintenance, Repair and Minor Alterations

Maintenance can be divided into the following categories:

- **Scheduled Maintenance:** Done when convenient or on a scheduled basis;
- **Preventative Maintenance:** This is the foundation of every successful roads maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent costly repairs.
- **Emergency Repair:** Unscheduled repairs required as a result of equipment failure (i.e. frozen culvert causes water over the roadway, trees in roadways).

Maintenance and inspections will be completed in accordance with prescribed procedures and noted in the BIA Quarterly DMR (Deferred Maintenance Report). The Roads Manager will retain all inspection reports and completed work order requests.

Maintenance includes plowing, salting, sanding, mowing ditches, moving snowbanks, clearing downed trees and debris. Plowing is completed whenever at least 2" of snowfall exists. The Roads Manager determines when salting and sanding is necessary and contacts the employees of the Roads Department and assigns them to roads and parking lots.

The Roads Manager will forward all information related to maintenance of the designated roads and equipment to the Public Works Director in a monthly report for review and retention.

Safety

As much as feasibly possible, Stockbridge-Munsee Roads employees shall reduce their risks to roadway hazards by minimizing and/or eliminating the time spent in and/or along roadways during the completion of work. When Stockbridge-Munsee employees are involved in work that suspends the normal function of a roadway, provisions for temporary traffic control, complying

with the Wisconsin Manual for Uniform Traffic Control Devices, shall be made. The local law enforcement shall be contacted for their requirements for temporary traffic control plans.

Work Order System

Community members, Tribal Departments, Tribal businesses, outside agencies (i.e. Bureau of Indian Affairs, Shawano County Highway Department, etc.) and approved contractors may request services (i.e. basement digging, driveway construction, building demo, site preparation, equipment hauling, etc.) by completing a work order request in person, via phone or e-mail to the Roads Department. The Roads Manager will log the request and approve within his budgetary constraints and availability of hours and resources necessary for completion. Completed work and associated costs are noted, and a monthly report is generated and forwarded to the Public Works Director. Any billing is completed by the Public Works Director.

Section Eleven: Utilities Maintenance

Utilities Maintenance covers the day-to-day and long-term running of the tribal water and sewer system. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. sludge pumping, lab testing, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of utilities to ensure through regulatory compliance and proper operations that all applicable federal and tribal laws are followed in providing safe drinking water and effective wastewater treatment in a manner that does not have negative impacts on the environment.

Maintenance, Repair and Minor Alterations

Maintenance can be divided into the following categories:

- **Scheduled Maintenance:** Done when convenient or on a scheduled basis;
- **Preventative Maintenance:** This is the foundation of every successful utilities maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent costly repairs. This includes flushing, water testing, private septic inspections, etc.
- **Emergency Repair:** Unscheduled repairs required as a result of equipment failure (i.e. septic back-up).

Maintenance and inspections will be completed in accordance with prescribed procedures identified by U.S. Indian Health Service (IHS), U.S. Environmental Protection Agency (EPA), Chapter 37 – the Tribe’s Groundwater Protection Ordinance, Chapter 39 – the Tribe’s Tribal Utility Ordinance, and, for utilities permitted through the State of Wisconsin or located on land that the Tribe owns in fee simple, Wisconsin law.

Reporting and Testing

Completed work, testing results and inspections are and noted in the Quarterly DMR (Discharge Monitoring Report) and submitted to the EPA by the Public Works Director.

Annual Nitrate testing results are submitted to the EPA. Coliform Testing Results are submitted to the EPA monthly. The Stockbridge-Munsee is required to submit six results monthly.

A Consumer Confidence Report (CCR) is required for submission to the EPA and tribal utilities customers annually. The report is a summary of last year's water quality. Included are details about where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. This report will be sent to each customer, published in the Mohicans

News, posted at public locations throughout the Tribe and available for viewing on the Tribal website.

The Utilities Supervisor will forward all information related to maintenance of the tribal water and sewer system to the Public Works Director in a monthly report for review and retention.

POWTS & Enforcement

Chapter 37, Groundwater Protection Ordinance, protects groundwater in order to protect the residents of the Stockbridge-Munsee Indian Reservation who depend exclusively on groundwater for a safe drinking water supply. Groundwater also is the primary source of water for wetlands, streams and rivers on the Reservation. Certain land use practices and activities can seriously threaten or degrade groundwater quality and quantity.

The Tribe is responsible to ensure that there is regular maintenance of private wastewater treatment systems (POWTS) on the reservation under Section 37.14 (B) of Chapter 37. The Public Works Director will maintain a list of POWTS on tribal trust lands and monitor to ensure that required pumping and inspections of POWTS are completed in accordance with tribal law. Public Works will be responsible for providing required notices to community members in relation to such maintenance of the POWTS.

Infection Control Policy

Stockbridge-Munsee Utilities employees shall take all reasonable precautions to minimize the risk of exposure to diseases that may be present in various environments in which they work. Universal precautions will be observed to prevent contact with blood, or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious.

Personal Protective Equipment (PPE)

PPE to reduce exposure to diseases shall be used by workers to protect themselves from direct exposure to wastewater and other potentially infectious materials. The following Personal Protective Equipment **may** include:

- Latex or Rubber Gloves
- Disposable Splash Goggles/Safety Glasses
- Antiseptic Towelettes

Personal protective equipment shall not permit blood, or other potentially infectious materials, to pass through or reach the employee's work clothes, street clothes, undergarment, skin, eyes, mouth, or other mucous membranes, for the duration of time the equipment will be used.

Gloves shall be worn when it is reasonably anticipated that the employee may have contact with blood or other potentially infectious materials. Disposable gloves shall be replaced as soon

as practical. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. They must be discarded if cracked, peeling, torn, punctured, or when the ability to function as a barrier is compromised.

Eye protection devices, such as goggles, glasses with side shields, or chin length face shields, shall be worn whenever splashes, spray, splatter, or droplets of infectious materials may be generated, and eye, nose, or mouth, contamination can be reasonably anticipated.

Vaccinations for Hepatitis B

The hepatitis B vaccination **may** be offered to those employees, who may be exposed to blood or other potentially infectious materials. Stockbridge-Munsee Community has the right to offer employees **post-exposure** vaccinations based on Federal OSHA's interpretation of what constitutes an employee's main job duties and a "collateral job duty". The Tribe will maintain appropriate records in relation to reported exposures and vaccinations. Medical records will be maintained through the Stockbridge-Munsee Health and Wellness Center.

Section Twelve: Emergency Plan for the Water/Sewer System

Purpose

This emergency plan has been developed to ensure that key staff has appropriate procedures to deal with emergency situations. In no situation should an untrained or unqualified person attempt to work on equipment or piping. Hazardous chemicals, hazardous pipe material, confined space entry, and electrical hazards associated with the operation and maintenance of these systems can injure, maim, or even kill quickly and without warning. If you are unsure of yourself or lack specific knowledge of these hazards, do not attempt to repair system components without assistance. Even trained personnel do not enter dangerous situations without back-up personnel to assist them. Your life is worth more than any piece of property.

Mutual Aid Agreement

It is important that good relationships be maintained with the public works department of the nearby communities so there will always be mutual assistance and cooperation. If you are unable to repair or find a solution to a particular problem you should consider contacting the public works department of a nearby community. They are generally willing and even eager to assist in emergencies. Mutual Aid Agreements can increase the level of safety equipment available and size and experience of the emergency labor force at a very low cost and benefit to all.

Water Systems Outline

<u>Community</u>	<u>Connections</u>	<u>Source</u>	<u>Storage Tank</u>
1) South Central Tower	135	3 wells	250,000 gal tower
Southcentral Area	31	23 Residential & 8 Business	
Housing Area	62	54 Residential & 8 Business	
Moh/Fairview Ext	33	26 Residential & 7 Businesses	
Camp 14 Road Intertie	9	9 Residential	
Total		112 Residential & 23 Business = 135	
a) Booster Station		Camp 14 Road	
b) Pump House		Taconic	
2) Housing Area Tower (filled through South Central Tower)			60,000 gal tower

Sewer Systems Outline

<u>Community</u>	<u>Connections</u>	<u>Source</u>	<u>Storage Tank</u>
1) Housing Area	lagoon	1 (Oak Street)	19
2) Extension Camp14/ Mohheconnuck Rd.	lagoon	1 (Camp 14 Road)	15
3) Casino/Clinic/Ah Toh Wuk WWT Facility		5 (Taconic, Elm Rd, Ah Toh Wuk, Casino RV Park)	26
General Information:	Total Connections	Residential 147	Business 20

1. # of connections on the Housing water/sewer system:

homes and apartments: 83 businesses: 7

2. # of connections on the Moh He Con Nuck/Fairview Extension:

homes: 20 businesses: 7

3. # of connections on the South Central water system:

homes and apartments: 35

businesses: 6

4. # of customers on the 14 Rd Intertie:

homes: 9

5. Populations served (Numbers from April 17, 2015):

Housing & Extensions: 290

South Central: 96

Total Population Served both systems: 386

** This total does not include in/out people at businesses)

Public Works Department Contact Information

The Stockbridge-Munsee Community water and sewer systems are currently operated by the Stockbridge-Munsee Utilities Department which is part of the Public Works Department.

Public Works Director: Stacey Schreiber Office 715-793-4854 Cell 715-881-0161
Utility Supervisor: Cory Wallschlaeger Office 715-793-4362 Cell 715-891-2937
Utility Technician: Dudley Welch Office 715-793-4362 Cell 715-326-0381
Utility Technician: Bernard Rudesill Office 715-793-4362 Cell 715-881-1512
Office/Billing: Shawn Moede Office 715-793-4219 Fax 715-793-4529

The addresses for the Public Works Department and Utilities are:

Stockbridge-Munsee Public Works	Stockbridge-Munsee Utilities
W13817 County Highway A	N8618 Oak St.
Bowler, WI 54416	Bowler, WI 54416

Emergency Call Out Procedure

Regular office hours:

In the event of an emergency during normal working hours (Monday-Friday, 8:00 a.m. to 4:30 p.m.) the Utilities Department can be reached by telephone at 715-793-4219; 715-793-4362 or 715-793-4854.

After hours:

For emergencies occurring after hours and on weekends and holidays, the Utilities Department Technicians can be reached by cellular phone or at home:

Dudley Welch:	715-326-0381 cell	
Bernard Rudesill:	715-881-1512 cell	715-793-4486 home
Cory Wallschlaeger:	715-891-2937 cell	
Stacey Schreiber:	715-881-0161 cell	

If police assistance may be necessary, the Police Department should be contacted by calling:

Stockbridge-Munsee Police Department:	715-793-4385	
Shawano County Sheriff's Department:	715-793-7905	or 715-526-3111
Life-threatening emergency:	9-1-1	

Non-Emergencies during Regular Office Hours:

Non-emergencies during regular office hours (M-F, 8 a.m. - 4:30 p.m.) that may require immediate police assistance, please call the Shawano County Sheriff's Department at 715-793-7905 or 715-526-3111 and ask for a deputy to be dispatched to you for assistance.

Non-Emergencies after regular office hours:

Non-emergencies after regular office hours (M-F, 8 a.m. - 4:30 p.m.) that may require immediate police assistance, please call the Shawano County Sheriff's Department at 715-793-7905 or 715-526-3111 and ask for a deputy to be dispatched to you for assistance.

Emergency Roles & Responsibilities

1. Tribal Council

- * Ultimate Responsibility

2. Public Works Director

- * Keep Tribal Council informed
- * Oversee operations
- * Assess disaster
- * Direct warning to users through hand-delivered written notices
- * Establish control actions
- * Direct emergency operations
- * Contact specialists-EPA, IHS, etc.
- * Contact EMS, Police, Fire Dept., etc.
- * Document actions taken

3. Utility Supervisor & Utility Technicians

- * Keep public informed
- * Help assess disaster
- * Warn users
- * Document actions taken

-
- * Assess system damage
 - * Establish repair procedure
 - * Execute repairs
 - * Fire Control
 - * Emergency aid
 - * Answer calls

4. Office Staff

- * Keep public informed
- * Help with control actions
- * Take messages for Technicians and Managers

PRIORITY SERVICE LIST:

#1 Priority: Individuals/Organizations that are critically dependent upon an uninterrupted supply of water and/or strict water quality requirements.

In the event of an emergency that would affect the source, supply, storage, distribution or quality of water to individuals and/or organizations that are critically dependent upon an uninterrupted supply of water and/or strict water quality requirements, the following action must be taken:

1. Notify proper Utility Staff of problem (if unaware) so that an initial assessment can be made: 715-793-4219 Housing Office; Utilities Office 715-793-4362; or Public Works Office 715-793-4854 (offices) or 715-326-0381; 715-881-1512; or 715-891-2937 (cells)
2. Contact the second source, Culligan of Shawano, for emergency supply of water. Culligan's phone number is 715-526-2220.
3. Review actions or procedures that are being taken to alleviate the problem.
4. Contact appropriate emergency personnel/vendors, if necessary, as listed.
5. Notify the customer(s) immediately of any warning, problems, etc.

Emergency Contacts

On the following pages are names and numbers of emergency contacts that the Utilities Staff will use for emergency purposes. They are listed in alphabetical order.

NAME	PHONE	REASON/PURPOSE
Central WI Electric Coop	800-377-2932	consumer electric
Diggers Hotline	800-242-8511	digging or boring
DOT Haz Mat	616-941-1986	Chemical Accident
EMS or Ambulance	911	Medical Emergency
	715-793-4044	Medical Non-Emergency
EPA (John Colletti)	312-886-6106	Environmental
Indian Health Service (IHS)	715-365-5145	Engineer
Richard Lawe	715-799-3907	Technical Assistance
Poison Control Center	800-815-8855	Poison Information
Shawano Police Dept.	911	Emergency
	715-526-3111	
	715-793-7905	Non-Emergency
	715-793-4385	
S/M Environmental Mngr.	715-793-4394	
S/M Fire Dept.	911	Fire Emergency
	715-793-4555	Fire Non-Emergency
S/M Health Center	715-793-4144	Doctor
S/M Tribal Police	Hoffmann	715-881-0584
	Brown	715-881-0583
	Gourley	715-881-0585

Vendor Contacts

NAME	PHONE	SERVICE SUPPLIED
Culligan of Shawano 430 S Main St Shawano, WI 54166	715-526-2220 emergency 715-526-5198	bottled water
Davies Water Equip. Co. 5350 N Richmond St. Appleton, WI 54915	920-731-3252	pipe, valves, fittings
Energenecs Inc. W59 N249 Cardinal Ave. Cedarburg, WI 53012	414-377-6360	lift station equipment
HD Supply 2100 Little Rapids Rd DePere, WI 54115	920-983-8510	pipe
LW Allen, Inc. 4633 Tompkins Dr Madison, WI 53716	608-222-8622	pumphouse panel, control systems
Maguire Tank, Inc. PO Box 1446 Sioux Falls, SD 57101	605-334-9749	water tower
Nordwig, Dan RR1 Bowler, WI 54416	715-787-4279	excavating
Northern Lakes Services	715-478-2777	bacteriological analysis,

400 North Lake Ave. Crandon, WI 54520		water testing
Olson Electric N3499 Sandy Ln. Clintonville, WI 54929	715-526-5488	electric
Pittsburg Tower & Tank PO Box 913 Henderson, KY 42419	505-826-9000	water tower
R&L Electric Motor Service N3530 State Rd 15 New London, WI 54149	920-982-5650	pump service
Shawano Well Drilling W9618 Angle Rd. Shawano, WI 54166	715-526-5075	well drilling
Siemens Water Tech. Corp 301 W Military Rd Rothschild, WI 54474	800-338-7226	sample testing
Van Ert Electric Company, Inc. 7019 W Stewart Ave Wausau, WI 54401	715-843-8052	electric

Emergency Procedures

I. Water:

A. Water line breaks

1. Locate break on system map, determine location of gate valve(s) and isolate break.

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2. Determine type and size of pipe materials; gather appropriate repair supplies, tools, etc.
 3. If pipe is deeper than 3 feet- GET ASSISTANCE and shoring materials, follow safe excavation procedures.
 4. If repairs require more than 2 hours, notify the Fire Department that there is a loss of fire protection. Notify any industries or users that may be affected.
 5. Wear appropriate safety equipment.
 6. Remove broken pipe or defective valve, hydrant, etc., and replace or repair.
 7. PLAN AHEAD, ensure proper repair parts are on hand before starting job.
 8. Disinfect repaired lines with chlorine for appropriate time, then flush lines.
 9. Pressure test repaired section prior to backfill and allow needed detention time for chlorine.
 10. Back fill with appropriate materials.
 11. Test for Bacteria. (see vendor sheet)

B. Water Service Line Breaks

1. Breaks between meter and house are the responsibility of property owner. Shut off water at curb stop or meter and notify customer.
2. If between meter/curb stop and main, follow steps in subsection A. Water line breaks. Shut off meter/curb stop to prevent back-flow.
3. Have customer shut off hot water tank to prevent burn out of heater elements due to no water in tank.
4. Chlorinate lines when finished, turn on meter/curb stop and watch for leaks.

C. Reservoir Leaks

1. Determine severity of damage. May have to call engineer or tank manufacturer or installer to review and assess damage.
2. Drain tank below level of leak and effectively repair.
3. DO NOT ENTER TANK ALONE, GET ASSISTANCE. Assure adequate oxygen is present.
4. Inspect for further leaks or damage and repair as necessary.
5. Chlorinate as necessary and seal access ports.
6. Refill and check for further leaks or damage and repair as necessary.

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7. Test for bacteria. (see vendor sheet)
 8. If needed, rent portable water tank, trailers from National Guard, etc., for temporary storage.
 9. Notify customers of situation and to ration water if needed.

II. Sewer

A. Sewer line blockage

1. Locate blockage by checking manholes down gradient until dry manhole is found.
2. Get assistance, sewer gas is deadly, **DO NOT ENTER MANHOLE ALONE!** and check system map for side sewers.
3. Set up sewer jet at dry manhole and work towards blockage (upstream).
4. Use proper nozzle for suspected blockage- grease, gravel, debris, etc.
5. Watch for debris as sewer jet unplugs blockage.
6. After blockage is removed, reject twice and follow plan to insure no re-block:
 - a. Check all down flow manholes for proper flow or debris build up on a regular basis.
 - b. If help and proper safety equipment are available, remove all debris from manholes on a regular basis.
 - c. Check lift station or recovery tank for debris and proper pump operation on a regular basis.

B. Sewer line break

1. Locate break on system map to determine pipe depth, size, material, etc.
2. If line is over 3 feet in depth, get assistance and shoring materials to protect from cave in.
3. Gather all needed repair bands, pipe and tools. **BE PREPARED**, plan ahead.
4. Wear appropriate safety gear.
5. Cut out broken section at least 2 feet on either side of broken area.
6. Install new section of pipe and repair bands as per manufacturer's specifications.

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7. Notify appropriate agencies if a public health hazard exists; IHS, DOE, etc.
 8. Insure new section has proper flow elevations and has no leaks. Sewage cannot run uphill.
 9. Backfill with appropriate materials.
 10. Wash person and equipment afterwards.

C. Lift Station

1. Check pumps for proper operation
2. If pump is not operational, then determine cause and follow proper repair sequence:
 - a. If electrical systems are not operational, follow procedure for Electrical Malfunction (See, below, in subsection III of this Section 12)- be prepared and get assistance.
 - b. If electrical systems are operational, but pump will not start, then pull pump and check for clogged impellers. BEFORE PULLING PUMP, TURN OFF ALL ELECTRICAL POWER INCLUDING EMERGENCY GENERATORS:
 1. Pull pump and inspect impellers. If pumps are plugged, then clear blockage.
 2. After blockage is cleared, attempt to start pump.
 3. Insure integrity of seals to insure pump efficiency.
 4. If it does not start, remove and rebuild pump, check seals, place on line.
 5. Make sure all switches, generators, etc. are back on line and operational before leaving site.

III. Electrical

A. Electrical Malfunction

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1. Check reset buttons, place controls on manual, note smell if wires were burnt.
 2. Check fuses, breakers, etc. for continuity, replace or reset it needed.
 3. Check incoming voltage. If none, notify electric company.
 4. Check contact, fuses, mag starters etc. for proper voltage on both sides.
 5. Check amperage draw on equipment. If excessive, shut off power supply.
 6. If unable to reset or start get assistance- call a licensed electrician for assistance with repairs. BE SAFE, ELECTRICITY CAN KILL!!

B. Power Failure

1. Notify Electric Company.
2. Monitor water levels.
3. Advise water users of limited water availability and the need to conserve.

IV. Freezing/Snowstorms

1. Thaw out frozen lines.
2. Repair pipe and/or plumbing tree if necessary.
3. Clear access to pumphouse, lift stations, fire hydrants, gate valves etc.

V. Contamination of Source

1. Disinfect distribution lines and/or reservoir.
2. Contact Tribal Water Quality, IHS, EPA, etc., for assistance.
3. For alternative source rent portable water tanks, trailers from National Guard, etc. for temporary storage.
4. Notify customers of situation and to ration water if needed.

VI. Environmental

A. Toxic Hazardous Materials Spill

1. Attempt to determine type of material. Be prepared, keep MATERIAL

SAFETY DATA SHEETS (MSDS) handy.

2. Remove and treat injured, seek medical help and advice.
3. Get HELP- WAIT FOR HELP TO ARRIVE IF POSSIBLE.
4. Contact supervisor, HAZMAT Team, and any other appropriate agencies
(from the Emergency Contact List).
5. Consult DOT Handbook for proper procedures.
6. Clean area and protect scene.
7. Dispose of material properly according to regulations.
8. BE PREPARED!! READ EMERGENCY PROCEDURE BEFORE HAND.

Ongoing Plan Revision

This plan is designed to be updated and revised on a regular basis as needed. As situations that are not covered herein arise, it will be necessary to document them and prepare an emergency response sequence for the particular incident.

Training

All key personnel should receive a copy of this plan. They should be made familiar with it in its entirety and should be given a walk through training sessions at each site so that they may become familiar with each system and its components prior to an emergency situation arising. SAFETY FIRST MUST BE STRESSED AT ALL TIMES AND IN ALL SITUATIONS.

Inventory Sheet

Water System: South Central Tower

WELL #	1	2	3
Date drilled:	9-8-04	9 28-04	1-11-04
Drilled by:	Shawano Well Drilling		
Casing Size:	8"	8"	8"
Casing Depth:	107 ft	89 ft	82 ft
Pitless Adapter:	2" Mass Type J		

Drop Pipe Size: 8" galvanized steel ASTM A53

Drop Pipe Length: 30 ft 30ft 30 ft

Pump (Mfg.): Goulds Pump 100H10 5 10HP 3W 3PH 460 Volts

Static Water Level: 44 ft 25 ft 33.1 ft

Yeild, GPM: 123 126 125

Drawdown: unknown at this time

Grout: neat cement

Screen: Johnson stainless steel

Pump House Controls: LW Allen

Service Disconnect: G.E.

LP Wall Furnace: Williams model # 1403622 serial #51044314D

Check Valves: none

Gate Valves: American Flow Control

Chemical Pumps: Liquid Metronics (LMI)
chlorine: serial #20020612573
model #A171-353B1

From Wells: 6" 900 PVC

From pump house to tower: 8" 900 PVC

Water main: 14" PW pipe Twin Seal C-900

Gate valves: American Flow AFC LMF 1

Fire Hydrant: Waterous, American Flow Control WB-67

Water Service Line: Polyethylene CTS

Section Thirteen: Utilities Payment Process

Chapter 39 Stockbridge Munsee Tribal Law Tribal Utility Ordinance regulates the operation, maintenance and management of tribal utilities. These policies will work in conjunction with the ordinance for specifics pertaining to water/sewer accounts.

- I. Accounts
 - A. All water and/or sewer accounts must be set up by filling out the proper paper work at the Utilities office. The proper paper work consists of the form Utilities Customer Registration for new users or changes to existing users. The land assignment will be required as proof of ownership, to be submitted along with the application.
 - B. All accounts are registered to the owner of the home and the owner of the home is always responsible for any balances on the account. Accounts can be put in a renters name temporarily but all charges are the ultimate responsibility of the home owner/landlord.
 - C. There is a \$40.00 fee for connection to the tribal utility system; either as a new consumer or to be reconnected after services has been shut off.
 - D. Any user can voluntarily have their water/sewer shut off at any time, free of charge as long as there is a zero balance on the account. If user owes any balance at time of shut off, the \$40.00 will be charged to turn it back on.

- II. Payments
 - A. All Payments, checks and money orders must be made payable to Stockbridge Munsee Utilities. Cash will also be accepted at the Housing Office.
 - B. NSF checks will be charged \$40.00 service fee in addition to any bank or other lending institution fees.
 - C. Due Dates: All payments are due and payable on the date listed on the most recent billing. A late fee will be added if not paid by the due date.
 - D. Late Fee: a late fee of 2% will be added to all bills not paid on time. The minimum late fee is .25 cents.

- III. Rates
 - A. Residential Users are charged \$25.00 for the first 5,000 gallons and \$2.00 per 1,000 gallons after that per month.
 1. Users that only have one service are charged half of the flat rate in the amount of \$12.50.
 - B. Business Users are charged a flat rate of \$65.00 per month.
 1. Special business rates are given to:
 - a) Stockbridge Bible Church and Homeless Shelter are charged \$25.00 per month.
 - b) Users that only have one service are charged half of the flat rate in the amount of \$32.50.
 - c) Casino is charged at a rate of \$12.00 per 1,000 gallons each month.

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- C. Rates are subject to change at any time per Tribal Council directive.
- IV. Past due accounts
- A. Any account that not paid in full for 3 consecutive months or reaches a balance due of \$100.00 is subject to disconnection.
 - 1. A disconnection letter will be sent to the customer for shut off the following month.
 - a. Any account not paid in full is shut off and a fee of \$40.00 is added to the account.
 - b. Customer may obtain a payment agreement but if the payment agreement is not followed, the shut off will be enforced.
 - i. Payment agreements will be set up by the Housing Office Manager.
 - ii. A shut off notice will be sent the following month if the balance is not paid in full.
 - iii. Water will not be turned back on after a shut off until balance is paid in full.
 - B. Any account that is shut off and/or abandoned will be forwarded to the Legal Department for collection. All costs associated with such legal action will be the responsibility of the customer.
- V. Miscellaneous
- A. Any account where the enrolled member is deceased will be “written-off” on the books. The surviving non-tribal member spouse or any individual trying to obtain service at the same residence will be treated as a new customer.
 - B. Individuals who attempt to turn service on or off without the involvement of the Utility Department, tamper with their water meter or engage in other violations of tribal law will be referred to law enforcement.
 - C. Consistent with Tribal law, individuals who violate the Tribe’s Utility Ordinance may be liable for three times the value of the services obtained plus the cost of correction as well as a fine for the violation.

**Stockbridge Munsee Public Works Department
Water /Sewer Customer Registration**

You are required to attach a copy of the land assignment showing ownership, any application that does not have the land assignment attached is NOT complete and will not be processed.

Cost is \$40.00 to file this paper work and have account put into your name or changed to another person's name. (Chapter 39 Tribal Utility Ordinance)

****Land Owners:** Please be aware that you can place the account into a renters name but the ultimate liability remains with the landowner. Any balances left by someone other than the owner become the owner's responsibility which may include late fees, disconnection fees, court costs etc. New/Change of services will not be processed until all balances are paid in full.

Request for: New User _____ Change to Existing Account _____

Date request is to be effective: _____

This section must be filled out!!

Land owner Name: _____

Land owner current address : _____

Land owner phone number: _____

This section for a Change to Existing Account

Name to be placed on service: _____

Street Address of Service request: _____

Mailing Address (if different from above): _____

Phone number for service address: _____

Signature of Land Owner *By signing I agree that any balances left by myself or other party whom I agree to allow services at my address will ultimately be my responsibility and the Tribe may pursue those balances in my name.

Signature of Other party requesting service

Section Fourteen: Property Management

Purpose

It is the purpose of this document to establish a written standard to ensure that management of the Tribe's personal and public property is accomplished in a uniform manner to ensure integrity.

It is also the purpose of this document to define the roles and responsibilities of the Finance and Public Works Departments for property management and to identify what property is covered by this policy.

Property covered by this policy includes: tribally-owned sensitive, non-sensitive and capital assets; any sensitive, non-sensitive and capital assets obtained through federal grants or sub-grants; and Sensitive, Non-Sensitive and Capital Assets obtained through other grants and contracts. Property from the following tribal businesses, Pine Hills Golf Course & Supper Club, Mohican LP and Little Star Convenience Store, are also covered under this policy.

Tribally-owned real estate, land held in trust on the behalf of the Stockbridge-Munsee Community, trust resources like timber, and tribally-owned infrastructure are not covered by this section.

The Public Works Department

The Public Works Department administers the maintenance, safeguarding, optimum utilization and disposal or cannibalizing of designated property in the custody of the Tribe.

The Public Works Department will review all property reported as excess and circulate a list of property to Tribal Council by completing a "Property Disposition Form" and submitting with the Tribal Agenda Request Routing Form for approval to the Tribal Council.

The Public Works Director will carry out final disposition of Property upon approval from the Tribal Council.

Disposal of Tribal Property

When necessary, certain items of Tribal property shall be disposed to avoid possible harm or danger to the general public. The Public Works Director will recommend disposal of Tribal Property by using the Tribal Council Agenda Request Routing Form. Only the Tribal Council can approve the disposal of Tribal property.

Disposal will be accomplished in the safest and most economical manner possible.

Maintenance

Maintenance is the process of providing the degree of care necessary to obtain high quality production and to ensure the optimum useful life of property. Public Works is responsible for the maintenance of designated property. This maintenance will be coordinated through the Facilities Manager (See Section Four: Facility Maintenance Policies & Procedures for more information).

Maintenance can be divided into the following categories:

1. **Scheduled Maintenance:** Done when convenient or on a scheduled basis;
2. **Preventative Maintenance:** This is the foundation of every successful maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent major breakdowns.
3. **Emergency Repair:** Unscheduled repairs required as a result of equipment failure.

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of facility management to ensure through regulatory compliance and proper operations that all aspects (fire safety, security, testing, inspections and cleaning) of a building create a safe and cost effective environment for the occupants to function.

Maintenance will be completed in accordance with prescribed procedures contained in the applicable owner's manual. The Facilities Manager will retain all property maintenance documentation including monthly inspections reports and completed work order requests.

The Facilities Manager will forward all information related to maintenance of the designated buildings and equipment to the Public Works Director in a monthly report for review and retention.

DISPOSITION OF PROPERTY PURCHASED THROUGH FEDERAL AWARDS:

The following procedure, from OMB Circular A-102, Sections 30-32, shall be used when the Tribe disposes of property purchased through federal awards. Disposition will only be made with the notification of the Public Works Director and approval of Tribal Council.

- Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

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- The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees shall be considered if appropriate.
 - Notwithstanding the encouragement to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.
 - When acquiring replacement equipment, the grantee or subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency. (OMB Circular A-102 Sec. 32)

DISPOSITION OF CAPITALIZED ASSETS PURCHASED THROUGH FEDERAL AWARDS

When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
3. In a case where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.

Section Fifteen: Designated Smoking Areas

Purpose

In order to be consistent with laws and employment polices approved by the Stockbridge-Munsee Community and in an effort to create and maintain a smoke-free environment the Stockbridge-Munsee Community developed a policy demonstrating its concern for the welfare of tribal employees and visitors, and its resolve to provide a healthy atmosphere.

Policy

The use of cigarettes, cigars, pipes, electronic cigarettes or electronic devices and any other tobacco products, which produce smoke and smokeless tobacco, is prohibited inside all tribal buildings except where exceptions have been approved by the Tribal Council or for traditional ceremonial purposes.

Smoking (cigarettes, cigars, pipes, electronic cigarettes or electronic devices) is not allowed within 25 feet of the building. Persons who choose to smoke may do so only in designated smoking areas outside of the building. This policy shall apply to tribal employees and visitors.

1. Visitors who violate this policy will be asked to comply. They will be politely asked to either step outside to finish their smoking or to put out their cigarette, cigar, pipe, smokeless tobacco, electronic cigarette or electronic device in the designated container.
2. An employee who fails to abide by the no smoking policy will receive a written warning for the first offense, a one (1) day suspension without pay for the second offense, a three (3) day suspension without pay for the third offense and discharge on the fourth offense.
3. Smoking employees are required to keep the designated smoking areas litter free by extinguishing and placing cigarette/cigar butts in the appropriate containers provided.

Section Sixteen: Complaint Process & Resolution

Purpose

To deliver a **consistent, high-quality** and **accountable** response to complaints received in the Stockbridge-Munsee Public Works Department the following process that is in line with industry's best practices will be followed.

Process Overview

The following key steps must be followed for all customer complaints received by Stockbridge-Munsee Public Works:



1. Receive & classify

Any complaint, issue or negative customer interaction (whether this is formally logged by the customer or not), must be logged and classified for action. Public Works shall keep files in relation to logged complaints that includes information about the complaint, copies of any written communications with the complainant and documentation of and findings and the resolution.

All complaints must be prioritized as follows:

Priority 1 (urgent) is potential high business impact.

- This should be used (sparingly) for major issues where the customer may be either a large national supplier, or any customer who is considering moving their business from Stockbridge-Munsee Public Works.
- All Priority 1 complaints are handled immediately by the Public Works Director.

Priority 2 (non-urgent) is lower business impact.

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- This should be used for most complaints with individual customers, as this allows a reasonable time to collect information and produce a balanced response.
 - Discretion and flexibility should be exercised in prioritizing all complaints.
 - The Public Works Administrative Assistant logs the complaint and forwards this to the Public Works Director.

The Public Works Director will decide on the appropriate manager to carry out subsequent steps, including the investigation.

2. Acknowledge

All complaints, regardless of priority, ensure that every complaint receives a formal written acknowledgement containing an expectation of when they will receive a response and the person dealing with it.

3. Investigate

Follow up all aspects of the complaint. The priority level of the complaint will drive the timescale for completion (3 days for urgent or 2 weeks for non-urgent).

- All areas of interaction and communication should be established (who, what, where, when and why) and documented where possible.

4. Resolve & Confirm

Ensure that the final resolution is clear and fair. Also confirm the proposed action and resolution with Human Resources and/or Legal.

- Ensure that the proposed resolution meets established procedures and does not prejudice Stockbridge-Munsee Community in any unnecessary legal or financial manner.
- Document the proposed action and discuss and agree with Human Resources and/or Legal.
- Discuss and review the solution from both the corporate and customer viewpoint to ensure fairness and clarity.
- The review should include recognition and documentation of any underlying issues that have contributed to the complaint and recommendations for actions to prevent further occurrence.

5. Respond to Customer

Provide the customer with the resolution within the timescales promised.

- The details of the findings and proposed resolution should be clearly explained (in written or verbal form as appropriate) to the customer- within the agreed timescales; EXCEPT, detailed findings and resolution shall not be shared in relation to personnel issues consistent with tribal law or if the sharing of such information has the potential to create a liability issue for the Tribe.
- If this cannot be done on time the customer should be contacted by telephone to request further time.

6. Follow up

Ensure that complaints are followed up within a reasonable timescale to confirm that customers are satisfied with the response given.

- The follow-up procedure should identify the following:
 - 1) Is the customer satisfied with the response?
 - 2) Did they feel that their complaint was properly and fairly handled?

PUBLIC WORKS DEPARTMENT MANUAL-Stacey Schreiber, Public Works Director

Motion by JoAnn Schedler to approve the Public Works Department Manual, as of today's date. Seconded by Jeremy Mohawk. Motion carried.
(Stockbridge-Munsee Community: Tribal Council Motions, Tuesday, June 2, 2015 pg. 1)

PUBLIC WORKS MANUAL REVISIONS- Stacey Schreiber, Public Works Director

Motion by Jeremy Mohawk to go along with the Public Works Department's Policy and Procedures Manual, as presented. Seconded by Janet Miller. Motion carried.
(Stockbridge-Munsee Community: Tribal Council Motions, Wednesday, February 3, 2016 pg. 4)

SECTION FIFTEEN: Smoking Areas (Public Works)-Stacey Schreiber, Director of PW

Motion by JoAnn Schedler to approve the Section 15 Designated Smoking Areas, with the changes as presented by Stacey Schreiber. Seconded by Jeremy Mohawk. Motion carried.
(Stockbridge-Munsee Community: Tribal Council Motions, Tuesday, February 16, 2016 pg. 3)

PUBLIC WORKS DEPT POLICIES AND PROCEDURES-Stacey Schreiber, PW Director

Motion by Joe Miller to approve the request for the revisions to the Public Works Department Policies and Procedures Manual as presented and removal of previous signed memos by all public works department personnel pertaining to service to community members. Seconded by Scott R. Vele. Motion carried.