



STOCKBRIDGE-MUNSEE COMMUNITY

PUBLIC WORKS DEPARTMENT

POLICIES AND PROCEDURES MANUAL

JUNE 2, 2015

Table of Contents

| | |
|--|-----------|
| Section One: Public Works Department Purpose | 3 |
| Section Two: Public Works Organizational Chart | 4 |
| Section Three: Safety..... | 5 |
| Section Four: Property Management..... | 20 |
| Section Five: Facility Maintenance | 35 |
| Section Six: Housekeeping..... | 40 |
| Section Seven: Grounds & Parks Maintenance | 45 |
| Section Eight: Cemetery Maintenance & Burials..... | 46 |
| Section Nine: Tribal Vehicle Use and Maintenance..... | 48 |
| Section Ten: Vehicle & Equipment Replacement Schedule | 55 |
| Section Eleven: Roads Maintenance | 64 |
| Section Twelve: Utilities Maintenance | 67 |
| Section Thirteen: Emergency Plan for the Water/Sewer System | 70 |
| Section Fourteen: Utilities Payment Process | 84 |
| Section Fifteen: Competitive Construction Bid Policy | 86 |
| Section Sixteen: Complaint Process & Resolution..... | 93 |

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, property, equipment, inventory, roads and public utilities. 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.

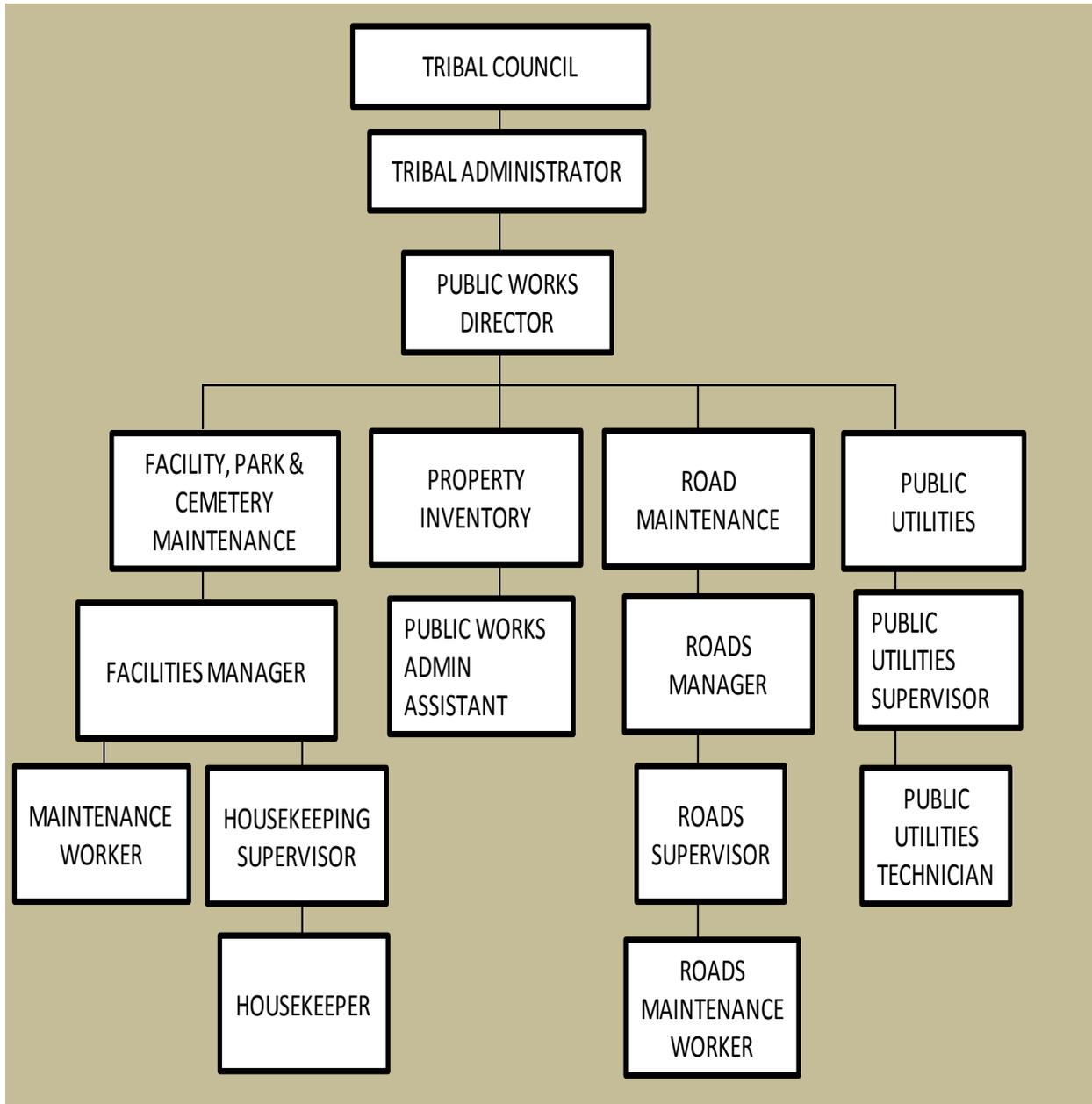
The Public Works Department is part of the Administration Division. Public Works consists of Facility, Park & Cemetery Maintenance, Property/Inventory, Road Maintenance and Public Utilities.

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 and 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.
- 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
- 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.

-
- 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.

-
- 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.

-
- 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 be 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:

-
-
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.

-
- 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.

Section Four: 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 Public Works Department 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.

Mission Statement

The Tribe shall maintain a property management system for all personal and public property owned by or in the custody of the Tribal government, including property in the custody of various programs administered by the Tribe as well as tribal businesses – Pine Hills Golf Course & Supper Club, Mohican LP and Little Star Convenience Store.

Property Management responsibilities are the safeguarding of assets, maintenance of property management records and the preparation of property reports for use by Federal Agencies and Tribal Governmental entities.

The Stockbridge-Munsee Tribal Council shall identify the employee's roles and responsibilities for the management of the Tribe's property, by official Tribal Council motion.

All property actions will be accurately documented in writing. Documentation enables the Tribe to meet the accountability requirements of the federal agencies for which it obtains funds. It also provides a historical record that will help the Tribe make efficient and economical decisions regarding its property in the future.

Categories of Property

The term “Property” denotes all personal and public property owned or held by the Tribe. It does not refer to other types of property, such as Real Property or Infrastructure Property. In addition, property purchased specifically for resale, which is referred to as “Sales Inventory,” (i.e. T-shirts, food items, cigarettes, etc.) is not subject to this policy.

Property is identified in three categories “Sensitive Property”, “Non-Sensitive Property” and “Capital Assets” (see definitions).

The term “Real Property” is identified as land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment; EXCEPT, structures located on real property, which is held by a tribal member as a land assignments, are considered to be the personal property of the tribal member consistent with Chapter 40, Land Ordinance, of Stockbridge-Munsee Tribal Law.

The term “Infrastructure Property” is identified as long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure Property is usually immovable and of value only to the governmental unit. Infrastructure Property includes roads, bridges, tunnels, drainage systems, water and sewer systems, barns, and lighting systems.

The term “Sensitive Property” is identified as property that is considered susceptible to being appropriated for personal use or which can readily be converted to cash and has a purchase price of more than \$500.00 per unit and less than \$5,000 per unit.

The term “Non-Sensitive Property” is identified as property that is considered susceptible to theft or would be easily walkable and can be converted to cash and has a purchase price of less than \$500.00 per unit.

The term “Capital Asset” is identified as Tribal government or grant owned equipment that has a total acquisition cost of \$5,000 or more per unit and an anticipated service life of one (1) year or longer. This excludes Real Property.

Standards of Conduct

It is the policy of the Stockbridge-Munsee Community to safeguard all of the property used in the Tribal government. All Tribal officers, employees, and agents who are involved in the safeguarding

of the Tribe's property must follow the standards set forth below, as well as all codes of ethics contained in tribal ordinance Chapter 51, motions and resolutions of the Tribal Council and the Tribe's Personnel Policy Manual, pages 37-38.

The acquisition, use and disposal of all property must be in accordance with the policies and procedures contained herein. In addition, property received from the federal government for use under a federal self-determination contract or acquired with such contract funds shall be managed in accordance with 25 C.F.R. 900.35-900.41 and 25 C.F.R. 900.51-900.60. Property received from the federal government (other than through a self-determination contract or compact), from the State of Wisconsin or from other private sources may be subject to additional management requirements based on the terms of applicable laws and grant agreements.

Conflict of Interest

Conflict of interest falls under two broad categories "actual" and "apparent". Actual conflicts of interest include the following:

- a. Engaging in a private business or professional activity where there would be a conflict between official duties and one's private interest.
- b. Having a financial interest, either directly or indirectly, where there would be a conflict between official duties and the financial interest. This includes the employee, the employee's spouse, the employee's children, any organization in which the employee serves as an officer, or an organization with which the employee may be negotiating or has an arrangement for prospective employment.
- c. Using or giving the appearance, of providing inside information to further a private interest for oneself or another person with whom one has family, business or financial ties. Inside information is the information available to the Tribe or tribal business, but not available to the public.
- d. Using one's official position to obtain a financial benefit for oneself or another person.

Apparent conflicts of interest are much more difficult to define. Since there is no clear definition, each employee should think about their actions and how the public might view those actions. Employees should guard against doing anything that might appear to give one person, group, or business and advantage over another. Employees should also be especially careful if their actions appear to benefit a friend or relative.

For further information on conflict of interest see the Stockbridge-Munsee Employment Manual and Chapter 51 of the Tribal Ordinances.

Compliance

Compliance with these standards is necessary so the Tribe can meet the requirements contained in federal regulations and also to uphold the Tribe's integrity and best interest among those with whom it does business.

Authority to manage the Tribe's property on behalf of the Tribe is delegated by the Tribal Council. Those delegations shall not be exceeded.

Tribal officials, employees, and agents will refrain from participating in actions in which a conflict of interest, real or apparent, would be involved. Such conflict arises when the Tribal officer, employee, or agent has a financial or other interest in the acquisition, use and disposal of the Tribe's property.

Any Tribal official, employee, or agent who had unknowingly obtained a benefit resulting from the acquisition, use or disposal of a Tribe's property will immediately, upon discovery, report the benefit to their immediate supervisor.

Failure to report such a benefit is a breach of ethical standards governing the Tribal property management activities.

No Tribal official, employee, or agent of the Tribe shall knowingly use confidential information about tribal property, including acquisition or disposal, for actual or anticipated personal gain.

Tribal officials, employees, and agents engaged in property management activities will at all times act in good faith when carrying out those activities.

Any Tribal official, employee, or agent who has doubts about propriety of an action or decision shall refrain from taking that action or making that decision. When advice or counsel would be helpful and proper, the Tribal officer, employee, or agent should seek it.

Roles and Responsibilities

Tribal Council

Tribal Council will by official tribal motion:

-
1. Approve all property management policies and procedures
 2. Approve all final disposition of Property
 3. Designate personnel's property management roles and responsibilities

The Public Works Department

The Public Works Department has direct responsibility for the formulation of Property tagging and physical inventorying policies and procedures. The Public Works Department is also responsible for receiving, interpreting and disseminating all instructions and regulations pertaining to tagging and physical inventory of sensitive and capital assets for the Stockbridge-Munsee Community.

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.

Public Works Administrative Assistant

The Public Works Administrative Assistant is responsible for:

1. Ensuring that all identified sensitive equipment, non-sensitive and capital property is appropriately tagged or identified with a property control number.
2. Tagging all identified sensitive and capital property.
3. Determining the requirements for and method of marking the sensitive, non-sensitive and capital property using the guidelines under "Categories of Property". In addition the following tagging will be completed:
 - a. Tag property with a federal tag if the federal funding agency provides such a tag.
 - b. All motorized vehicles will be tagged and a Tribal emblem attached. The only exception will be unmarked police cars or vehicles used for investigative purposes. Upon disposal or resale the Tribal emblem will be removed.
4. Establishment of identification procedures.
5. Ensuring identification procedures are being adhered to.

-
6. Ensure physical inventories will be completed on a random periodic basis ensuring that all departments are inventoried at least annually.
 7. Request and receive a Sensitive, Non-Sensitive and Capital Property List from each Property Custodian and prior to a physical inventory.
 8. Request and receive a Sensitive, Non-Sensitive and Capital Property List from the Finance Department prior to the physical inventory.
 9. Schedule and complete a physical inventory with all departments designated Property Custodians.
 10. Complete a physical inventory report after each physical inventory.
 11. Forward a copy of Finance's Sensitive, Non-Sensitive and Capital Property List and the Physical Inventory Report to the Property & Casualty Coordinator after completion of a physical inventory.
 12. Forward original Physical Inventory Report and original Sensitive, Non-Sensitive and Capital Property List to the Finance Department.
 13. Keep a copy of the Physical Inventory Report in the Administrative Assistant file system.

Property & Casualty Coordinator

The Property & Casualty Coordinator has the responsibility for ensuring that all property has the appropriate and adequate insurance coverage(s) and processing all insurance claims regarding property.

The Property & Casualty Coordinator will receive a Sensitive, Non-Sensitive and Capital Property Inventory List from the Public Works Administrative Assistant after the completion of a Physical Inventory each year. This ensures all new property is adequately covered. Confirmation of the adequate coverage of all property should be forwarded to the Public Works Director.

Property Custodians

The Property Custodians are staff appointed by the supervisor of each department or program of the Tribe, who is held accountable for property assigned to his or her specific departments or areas. The Property Custodian is responsible for:

1. Monitoring and safeguarding all sensitive, non-sensitive and capital property designated to his/her custody.
2. Maintaining a Sensitive, Non-Sensitive and Capital Property Inventory List for the assigned area.

-
3. Providing the Administrative Assistant with a Sensitive, Non-Sensitive and Capital Property Inventory List upon request.
 4. Report all changes of Sensitive, Non-Sensitive and Capital Property to the Public Works Administrative Assistant. This will be done on a Physical Inventory Report form. The Physical Inventory Report form will consist of:
 - a. The physical condition of property
 - b. Verification of presence and receipt of property
 - c. SMC identification number or Federal identification number (if applicable)
 - d. Serial number (if applicable)
 - e. Date property was placed into use
 - f. Any special requirements identified by the funding source relating to the use, management or disposal of the property
 5. The Property Custodian will use a Disposition of Inventory Request Form to request or report the following:
 - a. Surplus of Sensitive, Non-Sensitive and Capital Property
 - b. Salvage of Sensitive, Non-Sensitive and Capital Property
 - c. Transfer of Sensitive, Non-Sensitive and Capital Property
 - d. Cannibalization of Sensitive, Non-Sensitive and Capital Property
 - e. Disposal of Sensitive, Non-Sensitive and Capital Property
 6. Forward the Disposition of Inventory Request Form to the Public Works Director.
 7. Assist the Public Works Administrative Assistant with Physical Inventory of Sensitive, Non-Sensitive and Capital Property upon notification as required by policy.
 8. Initial the Physical Inventory Report Form after completion of physical inventory and return to the Public Works Administrative Assistant.
 9. Initiate and monitor warranties.
 10. The Property Custodian will place an emphasis on the control of Sensitive, Non-Sensitive and Capital Property assigned to them by ensuring:
 - a. Proper storage
 - b. Proper maintenance
 - c. Proper use
 - d. Accountability of physical location
 - e. Proper disposition

Finance Department

The Finance Department is responsible for the accounting of transactions for all Property including but not limited to:

1. Determination of historical or estimated value of property.
2. Determine property depreciation method.
3. Providing a depreciation schedule to all applicable Tribal and Federal Agencies.
4. Financial reporting of all property to all applicable Tribal and Federal Agencies.
5. Reconciliation of sensitive and capital property inventory list and provide written documentation of reconciliation results to all applicable Tribal and Federal Agencies.
6. Maintain sensitive and capital property files.
7. Maintain the computerized fixed asset systems.
8. Maintain the only fixed asset system.
9. Provide the Public Works Administrative Assistant with a year to date list of Sensitive, Non-Sensitive and Capital Property from the financial fixed asset system upon request.

(See, Financial Property Policies and Procedures for further information on Finance Department's Property Role.)

Purchasing Department

Requests for the purchase of sensitive, non-sensitive or capital asset shall be submitted by the requester on a Purchase Requisition to the Finance Department. The Purchase Requisition must contain specific information as follows:

1. Requesting program name
2. Specifications/Descriptions
3. Quantity of items ordered
4. Estimation of cost
5. Funding source/account code
6. Justification of need
7. Authorized signatures
8. Availability of funds
9. Any special requirements identified by the funding source relating to use, management or disposal of property

The requisition is sent to the Purchasing Manager for review of Purchasing Policy compliance. The Purchasing Manager shall notify the Public Works Administrative Assistant of all purchase requests with a unit price of \$500 or more. The Purchasing Manager shall notify the Public Works Administrative Assistant of any special requirements on use, management or disposal of property to ensure that such requirements can be tracked.

Property Excess Declarations

Sensitive, non-sensitive or capital property that is not in productive use in its present location should be reported to the Public Works Director as excess to the department/program needs.

Property Custodian will report any sensitive, non-sensitive or capital property that is not in productive use in its present location to the Public Works Administrative Assistant as excess by using the Disposition of Inventory Form. In addition, the Public Works Administrative Assistant will determine if excess property was received from the federal government for use under a federal self-determination contract or acquired with such contract funds and if management is required in accordance with 25 C.F.R. 900.35-900.41 and 25 C.F.R. 900.51-900.60. Property received from the federal government (other than through a self-determination contract or compact), from the State of Wisconsin or from other private sources may be subject to additional management requirements based on the terms of applicable laws and grant agreements.

Upon determination of the excess property the Public Works Administrative Assistant will forward the Disposition of Inventory Form to the Public Works Director.

The Public Works Director will review all property reported as excess. After circulation of the property list no need is established by another department/program, the Public Works Director will recommend the final disposition of the property to Tribal Council, by using the Tribal Council Agenda Routing Form. The Tribal Council will approve final disposition of property.

Physical Property Inventories

Physical inventories of all sensitive, non-sensitive and capital property will be taken. The Public Works Administrative Assistant and each Property Custodian will perform the Physical Inventory. The Public Works Administrative Assistant will announce Physical Inventory Inspections and coordinate with the Property Custodian. The Physical Inventory will be conducted while performing a walk-through of an identified department or area.

The Property Custodian will provide a list of sensitive, non-sensitive and capital property to the Public Works Administrative Assistant. The Public Works Administrative Assistant along with the Property Custodian will take physical inventory of all property within their designated area. As each item is inventoried, the Public Works Administrative Assistant will:

1. Check each item to see if the item is on the property list, verify that the information is correct, and sign his/her inventory to indicate that the information is correct;
2. Any item omitted from the property list is noted on Property Inventory Report, including a record of the tag number, description, and location;
3. Upon completion of the physical inventory, all papers related to the inventory shall be returned to the Public Works Director, who will forward results of the inventory to the Tribal Chief Financial Officer and the Property & Casualty Coordinator ;
4. Items appearing on the property list which are not located will be considered missing, and the Public Works Director will fill out a Loss or Theft of Personal Property Form and forward it to the Chief of Police.
5. The Chief of Police will forward findings of any investigation to the Property Custodian's supervisor who will determine appropriate action.

Physical inventories will be done on a random basis, yet will ensure each department will complete a physical inventory annually.

Loaning or Borrowing of Tribal Property

Under no circumstances shall Tribal sensitive, non-sensitive or capital asset property be loaned to individuals or entities outside the Tribal Organization.

If property is used for the benefit of an outside individual or entity or a tribal department other than the department and for the purpose it was obtained, then the party receiving the service must/will be invoiced for wages of licensed operator and applicable charges for materials and supplies.

Property Transfers

Transfer of sensitive or capital asset property items will be recorded and approved by the Public Works Director. Transfers will be documented by filling out the Disposition of Inventory request form, which will serve as documentation to transfer a property record from one program file and add it to another program file. Property so transferred will retain its permanent tribal tag number.

Lost, Stolen, Damaged or Missing Property

The responsible Property Custodian will immediately report to the Public Works Director any lost, stolen, damaged or missing property using the Missing Property Form.

The Public Works Director will notify the Chief of Police and the Property & Casualty Coordinator of lost, stolen, damaged or missing property once reported. Depending upon the circumstances, an employee charged with the responsibility of the property may or may not be held personally responsible for the missing or damaged property. If an investigation into the matter reveals that the property was lost, stolen or damaged due to negligence or misconduct, then the employee responsible shall reimburse the Tribe for the replacement value of such property. The Chief of Police, or designee, will coordinate or perform the investigation. The Public Works Director may also coordinate an internal investigation when appropriate.

The employee identified as the Property Custodian, on the Property Record of the Property File will be held responsible for the property listed on their Property Record. Upon completion of investigation the immediate supervisor will recommend appropriate action to be taken. The employee may be held responsible for Lost/Stolen Property.

Unserviceable Property

For property or material determined unserviceable by the Property Custodian, the Property Disposition Form will be initiated by the Property Custodian and forwarded to the Public Works Director. The Public Works Director will recommend property disposition after a review of the property and its condition by a qualified entity.

If determined economically feasible, unserviceable property or material may be cannibalized for parts. However, this must be done only with the approval of the Tribal Council by using the Tribal Council Agenda Request Routing Form.

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.

The Public Works Administrative Assistant will maintain a record of all disposed sensitive, non-sensitive and capital asset property and record the removal of such property during the Physical Inventory. The property will be removed from the Property Inventory List and all paper work will be forwarded to the Tribal Chief Financial Officer and the Property & Casualty Coordinator. The property will be removed from the inventory register and the financial fixed asset system.

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.
- 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.

This document is to work in conjunction with all Financial Property Management Policies. Both documents will support each other in all applicable areas. This document supersedes all conflicting policies.

DEFINITIONS

Accident: A sudden unforeseen event resulting in injury to people or property damage.

Cannibalize: Removal of parts from one item of equipment in order to install them on another item of equipment, or to place them in stock.

Capital Asset: Tribal government or grant owned equipment that has a total acquisition cost of \$5,000 or more and an anticipated service life of one (1) year or longer. This excludes Real Property.

Disposed: The permanent removal or destruction of Tribal Property.

Excess Property: Property under the control of any program that is not required for the discharge of the programs responsibilities.

Federally Purchased Property: Property purchased using Federal Funded Awards (Contracts/Grants).

Federal Excess/Surplus Property: Property acquired from another government for use in a specific contract/grant.

Historical Cost: Original cost to put capitalized property into use.

Infrastructure Asset: Are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, lighting systems, buildings, etc. except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets for the purpose of this Statement.

Lost Property: Property missing as a result of storms, accidents, or other circumstances beyond human control, when there is no reason to suspect theft.

Negligence: The failure to exercise the degree of care that a reasonably prudent person would exercise in a similar situation.

Non-Sensitive Property: The term “Non-Sensitive Property” is identified as property that is considered susceptible to theft or would be easily walkable and can be converted to cash and has a purchase price of less than \$500.00 per unit.

Personal Property: All property other than real; also referred to as Sensitive Property, Non-Sensitive Property and Capital Asset.

Physical Inventory: A physical tallying conducted on a periodically basis of all property assigned to a specific area.

Property Custodian: An employee of an organization, appointed by a supervisor or manager, who is assigned the responsibility of maintaining records of all transactions affecting the identity, location, or status of Sensitive and Fixed Asset property issued to that organization.

Real Property: Land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment and infrastructures.

Salvage: Property which has been inspected and determined to have some value beyond its basic material content, but which is in such condition that it has no reasonable prospect of continued use as originally intended.

Sensitive Property: Items of property which are considered susceptible to being appropriated for personal use or which can readily be converted to cash or has a purchase price of more than \$500 and less than \$5,000.

Surplus Property: Excess property that has been declared excess to program needs and becomes eligible for donation or public sale.

Tribal Property: Property purchased with Tribal government funds or donated to the Tribe.

Unserviceable: An item determined to be no longer useful or ready for use.

Section Five: 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 Administrative Assistant and associated costs are noted, and a monthly report is generated and forwarded to the Public Works Director.

Lease Agreements

Each department enters into a lease agreement with the Public Works Department. The purpose of this contract is leasing 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.

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
P&E 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 ₁

Electrical ₂

Plumbing ₃

Structural/ Building ₄

Grounds Work ₅

Furniture/Furnishings ₆

Other ₇

Fleet Vehicle ₈

Brief Explanation of Problem: _____

Department Manager's Signature

Date

Facilities 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 Six: 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 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 Seven: 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 Eight: 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 Nine: 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 Public Works Department. Vehicles may be assigned to a tribal department and/or a specific employee for the completion of work-related duties. Departments whose services relate to public health, safety and law enforcement will have vehicles assigned (P&E, Roads, Housing, Utilities, Elderly, Medical Transport, Mail and Public Safety).

All other departments will be required to check-in and check-out vehicles daily. This will reduce insurance costs due to any damage being noted immediately and will give the Public Works Department 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. The applicable department is responsible for the consumables used for vehicles and equipment.

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. Driver's supervisor is responsible for reviewing mileage records.
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. The use of a Tribal-Owned vehicle for the purpose of “jumping or jump starting” another vehicle is strictly prohibited.
 7. NO SMOKING will be allowed in any Tribal-Owned Vehicles.
 8. 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 Public Works Administrative Assistant.
 - 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. Departments/employees are responsible for purchasing any fuel required for the leased vehicle. Reimbursement for the actual cost of such costs shall be done through the leasing department. 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. The vehicle must be returned with a full fuel tank.
 - 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.

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

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 Facilities Manager for assistance and instructions for getting work done by calling his office (715) 793-4879 or cell (715) 881-1208. 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 should 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 Facilities Manager 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 Facilities Manager, 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 Facilities Manager.

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 Public Works Administrative Assistant 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 Public Works Administrative Assistant to confirm whether the tribal employee satisfies the driver acceptability guidelines.

The Mohican Nation Insurance Department will provide written notice to the Public Works Department 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 that in addition to the fees charged for the vehicle use I will be responsible to provide the consumables after the initial tank of gas is provided for the term of this rental period.

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.

Property & Equipment Staff Signature

Date

Check-Out/In Information

Odometer Start _____

Odometer End _____

Total Mileage _____ X .575 = _____ 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

Property & Equipment Staff Signature

Permitted and Prohibited Uses of Tribal Vehicles

1. Non-business Mileage: The primary and major use of a Tribal-Owned vehicle shall be for official business. Non-business miles are not permissible. Each driver's supervisor is responsible for reviewing mileage records.
2. Mounting trailer hitches and towing for personal reasons are not permitted. Hauling loads with the Tribal-Owned vehicle which could structurally damage the vehicle is prohibited. Some examples would be hauling firewood, sod, and/or gravel.
3. All Tribal-Owned vehicles will be identified as such, and modifications to Tribal-Owned vehicles for personal reasons are not permitted; this includes signs, stickers, antennas, ect....
4. Modifications to Tribal-Owned vehicles for operating purposes may on be undertaken with the express, written consent of the Asset Director.
5. Installation and/or use of any radar-detection device (fuzz busters) in a Tribal-Owned vehicle is prohibited.
6. The use of a Tribal-Owned vehicle for personal gain, such as delivering goods or services, or car pools where the riders pay the driver more than their prorata share of the non-business reimbursement rate are prohibited.
7. Unauthorized person(s) are not permitted in any Tribal-Owned vehicle, except drivers may render assistance to disable motorists in emergency situations. Family members may not ride in Tribal-Owned vehicles. When the company of family members is desired on 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.
8. The use of a Tribal-Owned vehicle for the purpose of "jumping or jump starting" another vehicle is strictly prohibited.
9. NO SMOKING will be allowed in any Tribal-Owned Vehicles.
10. 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

P&E Employee

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 Property & Equipment Dept. Manager 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 Facilities Maintenance Manager for assistance and instructions for getting work done by calling (715) 881-1208 or (715) 326-0133.
4. All vehicles must receive a complete safety check each year. The Property & Equipment Facilities Manager is responsible for coordination of the safety checks.
5. Drivers are responsible for immediately reporting all accidents or damage to the vehicle to the Facilities Maintenance Manager and to the 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 Facilities Maintenance Manager.

Questions

Additional questions about tribal driver and vehicle protection should be referred to the Facilities Maintenance Manager.

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

Borrower's Signature

Date

Section Ten: 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 are coordinated through the Vehicle Replacement Workgroup. Availability of funding will determine finalization of approved vehicle and equipment purchases.

Purpose

The purpose of this policy 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 Vehicle Replacement Workgroup to create a multi-year vehicle and equipment replacement plan that will serve as a guide in providing direction to Tribal Council on the 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 Vehicle Replacement Workgroup's 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 Vehicle Replacement Workgroup will meet and review the vehicle replacement schedule and plan for the acquisition of replacement vehicles and equipment.

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 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 Facilities Manager and his employees have inventoried existing vehicles and equipment and have 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. Priority is given to those departments whose services relate to public health and safety and law enforcement (P&E, Roads, Housing, Utilities, Elderly and Public Safety).

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by the Facilities Manager (Evaluation Form attached). The Evaluation Forms will be provided to the Vehicle Replacement Workgroup 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 Vehicle Replacement Workgroup 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 Eleven: 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 Department 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.

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 may request services (i.e. basement digging, driveway construction, etc.) by completing a work order request in person at 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 Administrative Assistant.

Section Twelve: 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, state 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 (Deferred Maintenance 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 Thirteen: 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 Business | |
| 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.

-
-
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.

-
-
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.

-
-
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

-
-
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 Fourteen: 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.

-
-
- 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.

**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 Fifteen: Competitive Construction Bid Policy

1. Council Findings

(A) The Tribal Council finds that precision and consistency in the Tribal contracting bid process is needed in order to obtain the best possible quality construction at the most reasonable prices for the Tribe.

2. Purpose

The purpose of this Policy is to define the bidding process for Tribally owned and/or operated facilities. The Tribal Council has determined that a competitive consistent bidding process will benefit the Tribe because the Tribe will be better equipped to make informed decisions when selecting a construction contractor.

3. Definitions

(A) “Agency” means any and all arms, departments, enterprises, organizations, instrumentality, corporations, Tribal Council, or other entities of the Tribe that has the final (ultimate) control over the plan preparation, bid process, posting, advertising, and/or acceptance of submitted bids.

(B) “Bid documents” means collectively, the bidding requirements and the proposed contract documents, including addenda issued prior to receipt of bids.

(C) “Complete bid” means a complete properly signed offer submitted in accordance with the bidding requirements by a contractor to contract or perform the work designated, or portion thereof for the amounts stipulated therein. It shall be comprehensive enough that the offer requires no further inquiry, explanation, or clarification.

(D) “Emergency” means a situation usually caused by catastrophic events such as tornadoes, floods, storms, war, freezing, and other similar events that requires construction or repair to begin immediately to protect the health and welfare of the community or because of business necessity. Emergency does not mean a situation caused by ineffective planning.

(E) “Enterprise” means any business, corporation, partnership, sole proprietorship, or joint venture.

4. Coverage and Scope

(A) This Policy applies to all construction projects and proposals for all Agencies.

(B) The Planning and Evaluation Team (section 11) shall apply to all projects that exceed \$100,000.00.

(C) Certain federal/state contracts and grants may supersede or contain provisions that are inconsistent with this Policy. If the contract/grant provisions are mandatory, those provisions of the contract/grant contract shall control, and the remaining portions of this Policy shall be adhered to.

(D) This Policy does not prohibit the Tribe or Agency from performing the proposed work or service itself, if the Tribal Council determines that the best interests of the Tribe would be better served if the Tribe performed the project or proposal.

(E) This Policy does not apply to change orders or change directives, which are added work or services within the general scope of an on-going project.

(F) This Policy does not prohibit an Agency or Team from retracting any invitation for bids.

5. Approved Contractors

(A) The Public Works Administrative Assistant shall compile and regularly update a list of Approved Contractors. The Public Works Director shall submit the list of Approved Contractors to Tribal Council quarterly.

(B) The criteria for determining Approved Contractors include insurance, ability to obtain bonding, experience, reliability, previous references, background/portfolio of the enterprise, technical ability, financial ability, and applicable certification and/or licenses.

(1) The Tribe reserves the right to remove a contractor from the Approved Contractor's list for cause or any reason. If a contractor is removed from the Approved Contractors list, the Public Works Administrative Assistant shall so note the removal in his/her report to Tribal Council.

(2) Contractors may submit this information on AIA Doc. 305, or similar form.

6. Site Selection

(A) Prior to final site selection, the Agency or Team need to consult and receive comments from the Land Office through Impact Review forms from Public Works, Environmental, and Forestry regarding the proposed site selection.

(B) If any of the above departments disapprove of the site selection, the department and Agency or Team shall notify Tribal Council.

1. Plans and Specifications

(A) The Team or Agency shall prepare plans and specifications, or have plans and specifications prepared, containing a description of the work, the type and/or quality of materials to be used, and such other matters that will give perspective bidders a clear idea of the scope of work required.

- (1) Such plans and specifications are essential to the bidding process to prevent a prospective bidder from gaining an unfair advantage over another bidder.
- (2) Bids submitted based on uniform plans and specifications will aid the Team, Agency, or Tribal Council in comparing bids to determine which bid is the lowest responsible bid.
- (3) The Agency or Team is permitted to charge a nominal fee for copies of the plans that prospective bidder's request.

(B) All requests for bids or proposals shall be based on the scope of work as described in the drawings and uniform specifications.

(C) If the project is for a public, commercial, or multi-family facility, then the plans and specifications shall be prepared and stamped by a licensed professional and reviewed and approved by the appropriate state authority.

8. Advertisement and Posting

(A) The Advertisement for Bids will be posted in the Mohican News, Tribal website, Shawano Leader and all Tribal Posting Boards throughout the Stockbridge-Munsee Community at least 14 days before the bidding date is closed.

(B) Advertisements for Bids or proposals shall contain the basic information regarding the project:

1. Description of the project.
2. Project or contract number, if applicable.
3. Plans and specifications, if applicable, and/or price and location where plans and specifications can be purchased.
4. Due date and time for bids to be submitted.
5. Address and requirement that sealed bids should be delivered to Tribal Secretary.
6. Whether specific bid sheets/forms are required.
7. Contact person for more information on the project.
8. Bid security requirement and percentage (if applicable).
9. Contract security requirement (if applicable).
10. Statement of Qualifications of the Contractor (if applicable).
11. Project starting date, milestones, and completion date.
12. Notice that written contract will be required.
13. Bond requirements, if applicable.

-
-
14. Tribe's right to reject any and all bids or withdraw the Advertisement.
 15. Whether bids may be withdrawn.
 16. Whether Tribal or federal Davis Bacon wage rates apply.
 17. The Tribe will not accept a bid that is not complete.
 18. Notice that this policy applies to the bid.
 19. Any other relevant information.

(D) Addendum to Advertisement for Bids

- (1) The Tribe may release addendums to Advertisements for Bids as appropriate in order to supplement or correct information to insure that all bidders have the same information.
- (2) The addendum will be posted as appropriate, as well as provided to known prospective bidders.

(E) Copies of this policy shall be made available to all bidders.

10. Bid Opening

(A) The bid opening shall occur at the Tribal offices at the scheduled time, unless special circumstances require that the bid opening occur at another time and/or location.

(B) A member of Tribal Council, a Tribal Attorney, the Purchasing Manager and the Tribal Secretary shall be present at the bid opening.

- (1) The names of the bidder and the price of each bid shall be read aloud and recorded at open bid openings.
- (2) The Tribe is not bound to make a decision as to which bid to accept at the bid opening.

11. Projects over \$100,000.00: Planning and Evaluation Team

(A) Construction projects over \$100,000.00 require that a planning and evaluation team ("Team") be created. The Team's purposes are:

1. to ensure that the construction project is planned to meet the needs of the Tribe,
2. to create a specific checklist for the project,
3. to ensure that the Invitations for Bids or Proposals are clear and complete, and meet the needs of the Tribe,
4. to facilitate the bid opening, including determining if the bid should be an open or closed opening,
5. to negotiate with bidders, if it is in the best interests of the Tribe to negotiate details prior to recommending a bid to Council,
6. to recommend to Tribal Council the bid to select for the project,
7. to make other recommendations to Tribal Council, as needed depending on the scope and

-
-
- size of a particular project,
 8. to recommend to Tribal Council the architect to be selected (if applicable),
 9. to assist the designated Project Manager, as needed, to ensure that the construction project proceeds as planned,
 10. seek consultation with Legal, as needed.

(B) The Team shall be comprised of the designated Project Manager, and at least two other individuals listed below:

1. the applicable Tribal Department Director(s) and Assistant(s),
2. the Tribal Environmentalist,
3. the project Architect, if applicable,
4. the Business Developer,
5. members of applicable boards,
6. Legal, or,
7. other Tribal employees (subject to approval from their supervisor and the Tribal Project Manager) who have experience, or need experience with construction projects.

a. Some members of the team may have a limited duration with the team, while others should remain on the team for the entire project. For example, Legal or the environmentalist may be needed for only certain times of the project, while the applicable department director may need for the entire project.

b. The Project Manager remains the owner's representative, unless Tribal Council deems otherwise.

(C) The designated Project Manager, as the Tribe's (owner's) representative shall recommend to Tribal Council who shall be members of the team for each project.

12. Projects under \$100,000.00: Agencies

(A) Agencies shall adhere to as many of the requirements and functions of the Planning and Evaluation Team as is reasonably possible.

13. Minor Changes in the Work

(A) The designated Project Manager is limited to authorizing minor changes in the work to correct minor errors and omissions, or for changes that are manifestly necessary to carry out the intent of the contract, so long as the minor change in the work does not exceed the project budget. Any changes that exceed the approved budget must come before Tribal Council.

14. Compliance

(A) All Agencies are bound by this Policy. Each Agency and Team shall fully comply with all terms of this Policy. Agencies and Teams shall not divide projects, or take other actions to avoid being subject to this Policy.

(B) Persons who do not comply with this Policy are subject to disciplinary action.

(C) Before any bid or proposal is recommended to Tribal Council, the Team or Agency must complete a Bid Review Checklist. The Purchasing Manager shall keep completed Bid Review Checklists on file for three years, for future reference by other Teams.

(D) Under no circumstances are Agencies, Teams, or Tribal Council bound to accept bids, even though an invitation for bids or proposals has been published and the bids have been opened.

1. Tribal Council reserves the right not to enter into contracts.

(E) Teams or Agencies are not bound to recommend the lowest submitted bid. Teams or Agencies have the right to reject bids that are not complete. Teams or Agencies shall consider the best interests of the Tribe when making recommendations to Tribal Council. Teams and Agencies shall consider:

1. Price contained in the submitted bid,
2. Quality of the workmanship, service, or materials, contained in the bid,
3. Past experience with the contractor or bidder,
4. Whether the bidder is responsibly qualified,
5. Reputation of the contractor or bidder.

(F) Tribal Council shall have discretion to disclose information relating to accepted bids to unsuccessful bidders.

(G) Legal shall review all contracts before the Tribe signs the contract. A request to review contract form must be completed.

15. Effective Date; Severability

(A) The provisions of this Policy, as amended, shall take effect after Tribal Council, by Resolution, adopts this Policy.

(B) If any provision of this Policy is ruled illegal by a court of competent jurisdiction, the remaining provisions of this Policy shall remain unaffected.

16. Inconsistent Policies

This Policy supersedes all conflicting Tribal Policies.

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.

-
- 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)