



Jefferson County



ZONING AND SANITATION DEPARTMENT

SOLID WASTE/AIR QUALITY COMMITTEE

COURTHOUSE, 311 S. CENTER AVENUE, JEFFERSON, WI 53549
ROOM 201 PHONE 920-674-7430 FAX 920-674-7525

On February 9, 2016 the Jefferson County Board adopted Resolution No. 2015.80 supporting amendment to Wisconsin Act 50 and 2015 Assembly Bill 515. The Jefferson County Unit of the Wisconsin Towns Association requested that the Jefferson County Solid Waste/Air Quality Committee draft a resolution addressing the increasing costs associated with electronic e-waste recycling, supporting increase of recycling grant funds for local responsible units and Clean Sweep grant funding for DATCP.

Since the passing of this resolution, the Wisconsin Counties Association passed Conference Resolution 2 to support Senate Bill 340 and Assembly Bill 515. The Jefferson County Solid Waste/Air Quality Committee fully supports this resolution.

The Solid Waste/Air Quality Committee requests that the State of Wisconsin support changes to ACT 50 and electronic e-waste recycling program changes in Senate Bill 621. Wisconsin Act 50 needs to be updated to address the current problem of CRT glass from older TVs and monitors made with leaded glass which is creating additional costs to local governments waste and recycling programs. The cost to Jefferson County's Solid Waste/Air Quality budget was an additional \$100,000 from July 1, 2015 through June 30, 2016. Because of these additional costs we had to change the program and force towns, cities and villages to address the problem locally. The Solid Waste/Air Quality Committee did contract with two vendors for three recycling events, to which residents could bring TVs, computers and appliances. The residents were only charged a fee if they brought TVs and monitors. We have attached a copy of the flyer and brochure for your information.

The Committee would also like you to consider increasing the RU grant money and increasing the funding to DATCP for the Clean Sweep Programs. Because of the decrease in RU grant money to towns, villages and cities they are struggling to keep their recycling programs and to contribute to Jefferson County's Clean Sweep and Recycling Program. Every year we write DATCP grants for the Clean Sweep Program and every year the amount of money we receive has decreased. DATCP receives over \$1,750,000 in requests for Clean Sweep grant money, but only \$750,000 is awarded. Residents appreciate and participate in the Clean Sweep Program because it is the only safe way to dispose of hazardous chemicals.

We need our legislators to support these valuable programs for our local communities. Please consider Jefferson County Solid Waste/Air Quality Committee's requests.

Respectively,

A handwritten signature in blue ink that reads "Don Reese".

Donald Reese, Chair
Jefferson County Solid Waste/Air Quality Committee

Enclosed: Resolution No. 2015-80
Recycling Event Flyer & Brochure

RD/sce

RESOLUTION NO. 2015-80

Resolution supporting amendment to 2009 Wisconsin Act 50 and to support 2015 Assembly Bill 515

Executive Summary

The Jefferson County Unit of the Wisconsin Towns Association has requested the Jefferson County Solid Waste/Air Quality Committee to draft a resolution addressing the increasing costs associated with e-electronic waste recycling and to support increasing the recycling grant funds for local responsible units. The benefits of the Clean Sweep Recycling Program include controlling the disposal and storage of potentially hazardous household, agricultural, business, e-electronic and pharmaceutical waste. The E-Cycle Wisconsin program is supported by Wisconsin's electronics recycling law (2009 Wisconsin Act 50) and bans electronics such as TVs, computers and cell phones from Wisconsin landfills and incinerators. Due to the changes in the amount and the type of electronic waste that is recycled, 2009 Wisconsin Act 50 needs to be amended and Assembly Bill 515 needs to be enacted by the State Legislators. This will help address the current problem of disposing of CRT glass from older TVs and monitors made with leaded glass and future problem materials such as mercury lamps in flat-screen devices.

WHEREAS, the Jefferson County Unit of the Wisconsin Towns Association and the Jefferson County Solid Waste/Air Quality Committee recognize the benefits of the Clean Sweep Recycling Program to control the disposal and storage of potentially hazardous household, agricultural, business, e-electronic and pharmaceutical waste, and

WHEREAS, the Jefferson County Unit of the Wisconsin Towns Association and the Jefferson County Solid Waste/Air Quality Committee recognize the benefits of increasing the recycling grants to responsible units of local governments for certain eligible recycling expenses, and

WHEREAS, Assembly Bill 515 would increase grant funds by \$2,300,000 and be used to help local governments support recycling in their communities, and

WHEREAS, Assembly Bill 515 was introduced by Representatives Tittl, Ballweg, Berceau, Billings, Considine, Genrich, Goyke, Hintz, Knodl, Kolste, Krug, Mason, Milroy, Mursau, Novak, A. Ott, Pope, Quinn, Rodriguez, Rohrkaste, Sargent, Sinicki, Spiros, Spreitzer, Stuck, Subeck and C. Taylor; and co-sponsored by Senators Cowles, Bewley, Carpenter, Gudex, C. Larson, Miller, Olsen, Petrowski, Ringhand, Risser, Vinehout and Wirsch, and

WHEREAS, in the Strategic Plan Citizen Survey, 84% of respondents said that the Clean Sweep Recycling Program is a very important service to county residents and was ranked fourth on the list of services residents wanted in the County, and

WHEREAS, the Jefferson County Unit of the Wisconsin Towns Association and the Jefferson County Solid Waste/Air Quality Committee recognize the E-Cycle Wisconsin program which is supported by Wisconsin's electronics recycling law (2009 Wisconsin Act 50), and bans electronics such as TVs, computers and cell phones from Wisconsin landfills and incinerators, and

WHEREAS, Wisconsin Act 50 needs to be updated to address the current problem of CRT glass from older TVs and monitors made with leaded glass, which is hazardous to our environment and safety of our residents if disposed of improperly, along with future problem materials, such as mercury lamps in flat-screen devices, and

WHEREAS, Wisconsin Act 50 establishes recycling fees payable by manufacturers based on the weight of covered electronic devices sold to households or schools in the state and as a result of new electronic devices weighing less than older devices the amount of recycling fee payable by manufacturers has been decreasing each year, while the cost for recycling has increased, and

WHEREAS, Jefferson County's cost for recycling TVs and monitors was \$42,184.16 from July to December 2015, and

WHEREAS, Senator Mark Miller, in cooperation with the DNR, supports efforts to amend Wisconsin Act 50 to be fair to manufactures, collectors and recyclers, and

WHEREAS, Jefferson County has partnered with the City of Watertown, City of Fort Atkinson, Town of Ixonia, City of Jefferson, Jefferson County MIS Department and Waterloo Utilities in collection of e-electronic waste and has been offered the support of the Jefferson County Unit of the Wisconsin Towns Association, and

WHEREAS, since 2010, Jefferson County's Clean Sweep Recycling Program has collected 4,241,934 pounds of e-electronic and 75% of the e-electronic waste collected is CRT TVs and monitors, and

WHEREAS, Memorandums of Understanding (MOU) signed with each partner have enabled Jefferson County to expand its Clean Sweep Recycling Program to collect electronics, appliances, chemicals and drugs.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors supports amending 2009 Wisconsin Act 50 to address electronic waste recycling as described above and further support Assembly Bill 515 to increase recycling grants.

BE IT FURTHER RESOLVED that the Jefferson County Clerk be directed to forward a copy of this resolution to the Governor of the State of Wisconsin, the Wisconsin Counties Association, the Wisconsin Towns Association, the League of Wisconsin Municipalities, Jefferson County's Legislative Representatives, the Joint Committee on Finance, the Associated Recyclers of Wisconsin, the Solid Waste Association of North America-Badger Chapter, and the Council on Recycling.

Fiscal Note: This program is funded using contract fees from Waste Management-Deer Track Park Landfill and contributions from the City of Watertown, and other cities, towns, villages, businesses and residents. No tax levy dollars are used for this program.

[illegible]

I, Barbara A. Frank, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution No. 2015-80, adopted at the February 9, 2016, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 10 day of February 2016.

Barbara A. Frank
Barbara A. Frank
Jefferson County Clerk
Jefferson, Wisconsin

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DEBRIS MANAGEMENT PLAN



DRAFT

JEFFERSON COUNTY

APRIL, 2015

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Jefferson County Debris Management Plan

I. Purpose

The purpose of the Jefferson County Debris Management plan is to:

- Facilitate and coordinate the removal, collection and disposal of debris following a disaster;
- Mitigate against any potential threat to the health, safety and welfare of the impacted citizens;
- Expedite recovery efforts in the impacted area;
- Address any threat of significant damage to improved public or private property;
- Complete actions in a manner that follows all legal requirements and environmental best practices;
- Create a plan for each disaster that finds the best balance between the desire to quickly remove the debris while minimizing the cost to taxpayers (i.e., maximizes potential reimbursements from federal and/or state grant/aid programs).

II. Situation and Assumptions

Situation

- Natural and manmade disasters precipitate a variety of debris that include, but are not limited to:
 - Vegetative: wood waste from downed trees and brush
 - Construction and Demolition (C&D):
 - Concrete, bricks, building stone and block
 - Metal roofing, siding and other metals (including appliances/white goods)
 - Glass, asphalt and fiberglass roofing, carpeting and pad, insulation, PVC piping, siding, drywall, plaster
 - Personal items such as clothing and furniture
 - Hazardous wastes
 - Paints, solvents, fuels and pesticides
 - Asbestos siding, flooring, roofing and insulation
 - Lead

- The quantity and type of debris generated from any particular disaster will be a function of the geographical location, nature of the incident, magnitude, duration and intensity.
- The quantity and type of debris generated, its location and the size of the dispersal area will have a direct impact on the type of collection and disposal methods used to address the debris problem, associated costs incurred and how quickly the problem is addressed.
- In a major or catastrophic disaster, the county and local governments will have difficulty with locating adequate staff, equipment and funds to devote to debris removal in the short- and long-terms.

Assumptions

- A natural disaster that requires the removal of debris from public or private lands and/or waters could occur at any time.
- The amount of debris resulting from an incident could exceed the local government's ability to dispose of it using "normal" collection and disposal methods/procedures.
- If the disaster is of significant magnitude, the Governor of Wisconsin will declare a state of emergency that will authorize the use of state resources to assist with the removal and disposal of debris. If federal resources are required, the Governor would request a Presidential Disaster Declaration through the Federal Emergency Management Agency (FEMA), a process which could take several weeks to complete.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The debris management program implemented by the local government will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration and land-filling.

III. Concept of Operations

Agencies

Primary Agencies: Jefferson County Highway Department
Jefferson County Solid Waste Department
Jefferson County Emergency Management
Municipal Public Works Departments

Support Agencies: Wisconsin Department of Natural Resources (DNR)
Jefferson County Land Information Department
Jefferson County Public Information Officer (PIO)
Jefferson County Corporation Counsel

The Jefferson County Highway, Solid Waste and Emergency Management Departments, with the assistance of the Wisconsin Department of Natural Resources (DNR), Jefferson County Land Information Department and the affected municipal Public Works Departments are responsible for the debris removal function. All of the designated support agencies, utility companies, waste management firms and transport companies and other agencies requested to assist will work in conjunction with the primary agencies to facilitate debris clearance, collection, reduction and disposal following a disaster. The County Highway Department and municipal Public Works Departments will be responsible for removing debris from the public right-of-way. Only when pre-approved and it is deemed in the public interest will debris be removed from private property.

Pre-Incident Staging

Prior to or immediately following an incident, departments may be asked to stage resources (e.g., personnel, equipment, supplies) in strategic local and/or regional locations to protect the equipment from damage, preserve the Jefferson County Board of Supervisors Chairperson flexibility for deployment and to allow for the resources to begin work immediately after the disaster.

Post-Incident Immediate Decision-Making

The Jefferson County Board of Supervisors Chairperson will decide if waste can be co-mingled with regular waste or if Federal Emergency Management Agency (FEMA/Wisconsin Emergency Management (WEM) rules for segregating disaster debris will be implemented. Note:

- If there is the possibility of aid from FEMA (Stafford Act disaster declaration) or the State of Wisconsin (Wisconsin Disaster Fund), it is

strongly recommended that the segregation of waste streams be implemented even if this increases the time and costs of debris removal. FEMA and WEM require that waste is picked up and transported using separate resources (i.e., personnel, trucks) from the removal of non-disaster-generated trash if an eligible community is to be eligible for reimbursement for their debris removal costs.

- The Public Information Officer (PIO) should create and release messages immediately if debris is to be segregated.

Debris Disposal General Guidelines

After a debris-generating disaster, the following guidelines should be followed:

- Clean soil (unpainted, untreated and not contaminated with fuel, oil or other contaminants), brick, building stone, concrete, asphalt and unpainted/untreated wood may be disposed of without Wisconsin Department of Natural Resources (DNR) approval as long as the site(s) selected do not impact surface waters, wetlands, floodplains and critical habitat areas. The preferred site in Jefferson County is the.
 - Communities may consider offering clean wood waste for use as firewood and stockpile clean brick, building stone, concrete and asphalt for crushing and reusing in future building projects.
- Metals are easily recycled and therefore should be stockpiled and hauled to a scrap metal recycler.
- Drywall, plaster, carpeting, roofing and other types of construction and demolition that cannot be recycled requires disposal in a locally-licensed landfill or an approved one-time disposal site. The Jefferson County Deer Track Park Facility is the designated, approved landfill for this type of waste.
- Hazardous waste and asbestos require special handling for proper disposal.
 - Jefferson County Solid Waste Department has a processes and resources in place to organize a household hazardous waste (HHW) collection.
 - Asbestos and lead need to be removed and disposed of properly. The Wisconsin DNR Regional Waste or Air Management Specialist can assist with planning should this be necessary.

If the disaster situation seems to indicate selecting the “open burning” option, the county will work with the DNR to complete a full plan and acquire the necessary permissions and permits to execute the plan, prior to mobilizations and implementation. Note that to be considered for an open-burning permit from the DNR, the following conditions must be met:

- A wood burn site must be available for collection, storage and burning of brush and wood. It must be located away from urban areas to avoid creating a health hazard or a nuisance condition. The DNR uses their licensed wood burn site location setback requirements (i.e., ¼ of a mile) to the nearest residence as guidance.
- Only clean wood, trees and brush can be burned.
- The use of accelerants (e.g., gasoline/petroleum products, solvents) is prohibited.
- Following the wood burn, ashes and unburned debris must be removed from the burn site and disposed of at a licensed landfill.
- Burning must be conducted in a safe, pollution-free manner when wind and weather conditions are such to minimize adverse effects and in conformance with local and state fire protection regulations.

Multiple Temporary Debris Staging and Reduction (TDSR) sites will not be used in Jefferson County; all debris will be moved to the XXXXX in (location). If there is debris that cannot/should not be disposed of at the XXXX (e.g., hazardous materials, recyclables), the materials will be off-loaded from the initial transporter into a designated area at XXXX and then sorted, packed and shipped to the final destination.

Contracting Considerations

Because of the limited quantity of resources and service commitments following a disaster, there may be a need to rely on private contractors to remove, collect and manage debris for reuse, resource recovery, reduction and disposal. Using private contractors instead of government workers for debris removal activities has a number of benefits:

- It shifts the burden of the governmental body conducting the work to the private sector, freeing up government personnel to devote more time to their regularly assigned duties.
- Private contracting also stimulates local, regional and state economies impacted by the storm, as well as maximizes the potential of the local governments' level of financial assistance from the state and federal government.
- Private contracting allows the county and its political subdivisions to tailor their contract services to their specific needs. The entire process (i.e., clearance, collection, transporting, reduction and disposal) or to just certain segments of the process.

The Jefferson County Emergency Management Resource Manual has a list of contractors that have the capability to provide debris removal, collection and disposal in a cost effective, expeditious and environmentally-sound manner.

Labor Rules in a Disaster Declaration

Affected municipalities should ensure that they understand the reimbursement rules for using force account labor (contact the WEM Public Assistance Officer or refer to the Public Assistance Guide for more detail). In general, if you want reimbursement for force-account labor:

- They must be working exclusively on disaster operations
- They must be outside of their normal work hours (i.e., on overtime) and only the overtime is reimbursable.
- Note: to maximize reimbursements, you can use limited-term employees (LTEs) or contracted labor and all of their time working on eligible disaster activities is reimbursable.

Contract Rules During a Disaster Declaration

FEMA and the State of Wisconsin require competitive bidding for debris removal contracts after the first 72 hours (emergency work period) of the disaster. In general:

- FEMA/WEM require that a bid be open for 72 hours (or the local bidding interval requirement, whichever is longer) for interested parties.
- You do not have to choose solely on costs but costs should be a major factor.
- In accordance with 44 CFR Part 13.36(f)(4), cost plus percentage of cost contracts shall not be used. Use of such contracts may result in FEMA limiting the grant to an amount determined to be reasonable based on the eligible work performed.
- Contracts that are awarded by an applicant to debarred contractors are prohibited pursuant to 44 CFR 13.35 (i.e., no Federal funding can be awarded for eligible work completed).
- Time-and-materials contracts are the least preferred among contracts and they are typically used only for initial emergency work or when there are complex life-saving activities that are dependent on the removal of debris. FEMA generally limits reimbursement of time-and-materials contracts to the first 70 hours of actual work. The use of a time-and-materials contract for longer may impact the amount of reimbursement.
- Costs in Wisconsin tend to be higher than rates in other parts of the country. For cost schedules, you may use the Wisconsin Department of Transportation (DOT) rates or the FEMA schedule of rates (see resources list in this plan).
- You may choose to use resources that have gone through a regularly-scheduled competitive bidding process to be listed on the state or a local standing resources list without having to go through a new bidding process.

Documentation

Disaster assessments for Public Assistance (PA) damages should begin as soon as safely possible and be concurrent with the damage assessment for individuals. PA assessments:

- Should include pictures with notations of the location (by address and/or GPS point, as possible)
- Should follow FEMA/WEM policies and procedures (see the Wisconsin Disaster Fund worksheets in Appendix F)
- Are provided to the county EOC for inclusion in the Uniform Disaster Situation Report (UDSR) and its updates over time.

Each agency participating in the debris management process is responsible for tracking its eligible costs and expenditures and reporting it according to the established schedule.

- The Jefferson County Highway Department has a process for tracking debris received:
 - The Finance Department has the capability of creating a special account codes that can be activated in a disaster to segregate the cost of disaster debris from normal waste.
 - Each delivery must be asked if their waste is disaster-generated or regular waste and be recorded appropriately.
 - Trucks are weighed using Highway Department procedures.

Volunteer Labor Credit

The value of volunteer labor hours may be used to offset the local match (75% federal, 12.5% state, 12.5% local) in a disaster declaration. Notes:

- Volunteers must be signed in by the unit of government that will be claiming the offset. Ensure that the agreement between the county and municipalities matches the sign-ins to maximize reimbursements. For example, a town should not sign-in volunteer debris pickers under their auspices if the county has agreed to fully cover the costs of debris removal. (Note the town staff can help the county by providing personnel for the sign-in process but the sheet should be headed by a line for Jefferson County.)
- Volunteers must be signed-in by name, address, job/duty assigned and time in and out. If any of these categories are missing there will be no value assigned to the labor and no credit given by FEMA.

Debris Monitoring

FEMA and WEM require debris monitoring procedures be implemented if disaster declaration (Stafford Act or Wisconsin Disaster Fund, respectively) reimbursement is sought for debris management costs.

- The debris monitoring function should be implemented as soon as

waste removal begins.

- Usually there is not a requirement that dedicated staff be constantly monitoring and checking portions of the debris management process but there is a requirement that trained staff randomly spot-check and document all phases of the removal process. All providers should be checked including private contractors and municipal resources, as long as they are working on eligible activities (i.e., you are not required to monitor private citizens or their contractors who are not working for government on public debris removal activities.) Ensure that you work with the WEM PA Officer on your plan prior to mobilizing resources and implementation.
- Monitors should be checking to ensure that:
 - Waste streams (general trash and disaster debris) are not co-mingled
 - There are no fraudulent activities occurring.
 - Monitors should return all documentation to the Debris Manager at the end of the shift. Documentation should include notes and photographs of checks.
- The costs of monitoring should be included in cost-tracking reports, as it is also eligible for reimbursement.

IV. Legal Authorities and References/Resources

A. Legal Authorities

- Code of Federal Regulation – Title 44 ¹
- Robert T. Stafford Disaster Relief and Emergency Assistance Act ²
- Office of Management & Budget Circulars ³
 - OMB A-21: Cost Principles for Educational Institution
 - OMB A-87: Cost Principles for State, Local, and Indian Tribal Governments
 - OMB A-102: Grants and Cooperative Agreements with State and Local Governments
 - OMB A-110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
 - OMB A-122: Cost Principles for Non-Profit Organizations

¹ <http://www.gpo.gov/fdsys/pkg/CFR-2007-title44-vol1/content-detail.html>

² <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>

³ http://www.whitehouse.gov/omb/circulars_default

- OMB A-133: Audits of States, Local Governments, & Non-Profit Organizations

B. References/Resources

Federal

- FEMA Public Assistance ⁴
 - **FEMA 321 Public Assistance Policy Digest - January 2008** - Easy-to-read, brief summary of Public Assistance program policies.
 - **FEMA 322 Public Assistance Guide - June 2007** - Describes provisions and application procedures for Public Assistance program grants.
 - **FEMA 323 Applicant Handbook - March 2010** - Questions and answers on how to apply for Public Assistance program grants.
 - **FEMA 325 Debris Management Guide - July 2007** - Comprehensive guidance for community leaders in planning, mobilizing, organizing, and controlling large-scale debris clearance and disposal operations.
 - **FEMA 327 Debris Monitoring Guide - Oct. 2010**
 - **FEMA 329 Debris Estimating Field Guide - Sept. 2010**
- FEMA Schedule of Equipment Rates ⁵

State of Wisconsin

- Wisconsin DOT Schedule of Equipment Rates ⁶
- WEM – Wisconsin Disaster Fund Administrative Plan ⁷ (see Attachment 4)

Jefferson County

- Jefferson County Comprehensive Emergency Management Plan
- Jefferson County Emergency Management Resources Manual
 - Tree Removal Contractors
 - Debris Removal Contractors
 - Waste Haulers and Disposal Contractors
- Jefferson County Directory

⁴ <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

⁵ <http://www.fema.gov/schedule-equipment-rates>

⁶ http://dnr.wi.gov/aid/documents/dotequirates_standard.pdf

⁷ <http://emergencymanagement.wi.gov/recovery/assistance.asp#wdf>

V. Roles and Responsibilities

I. ROLES

The Jefferson County Highway, Solid Waste and Emergency Management (EM) Departments and municipal Public Works Departments shall be responsible for debris management activities; in conjunction with other stakeholders including the DNR and WEM.

The Jefferson County Board of Supervisors Chairperson shall select a Debris Manager to supervise the Debris Management Team. Debris Management is an EOC-based activity and therefore:

- The Debris Manager is in a direct-reporting relationship to the Jefferson County Board of Supervisors Chairperson or designee (e.g., EM Director).
- As debris management activities impact the field Incident Command, the Debris Manager will coordinate activities and provide status updates to ensure full and timely information is provided to field responders.
- The debris management function will be managed in a manner consistent with Incident Command System (ICS) best practices. At the discretion of the Debris Manager, personnel and assignments may or may not be organized using a strict interpretation of the ICS. Regardless of the exact resource structure, all of the functions (e.g., operations, planning, logistics and finance) will be covered.

Debris Manager - The debris manager has overall responsibility for the operations, planning, logistics and finance functions of the debris management activities under the Jefferson County Emergency Operation Center (EOC). The Debris Manager shall ensure that all of the following considerations are considered in the planning and implementation phases of clean-up:

Considerations

- Develop debris removal priorities (*Debris Manager, Operations, Planning*)
 - This should be done in conjunction with the Jefferson County Board of Supervisors Chairperson and the field Incident Commander. (*Debris Manager, Operations, Planning*) Final prioritization should consider technical, safety, political, logistical and fiscal implications and should be incorporated into the debris management plan. (*Planning*)
- Develop strategies for debris removal (*Operations and Planning*)

- Before activities begin, take ground and aerial photos of structures, fences, culverts and landscaping. Gather random soil and air samples as well as water samples from existing wells. Also check the site for hazardous materials. *(Operations)*
- Ensure compliance with all environmental and historical preservation laws/regulations/policies. The County Planning and Land Conservation Departments are a useful resource for determining if there are archaeological, historical and/or environmental concerns in the proposed area of work. The Wisconsin DNR and State Historical Society are also resources. *(Planning)*
- Develop scopes of work for public employees and contractors. *(Operations, Planning)*
- Secure all authorizations necessary for debris removal activities. *(Planning, Administration/Finance)*
 - Review rights-of-entry and hold-harmless agreements. *(Administration/Finance)*
 - Negotiate and document the responsibilities for funding debris removal activities between the county's Board of Supervisors Chairperson and affected municipalities. *(Debris Manager, Planning)*
- Plan for and manage needs for resources. *(Planning, Logistics, Administration/Finance)*
 - Ensure that estimates plan for several both the immediate next operational period as well as for several operational periods in the future. *(Planning)* If a rotation of resources is needed, ensure that logistical arrangements (for travel, maintenance, resupply, public information) occur early enough to ensure the seamless and smooth transition from one phase/operation/resource to the next. *(Planning)*
 - Evaluate, with the Jefferson County Board of Supervisors Chairperson, options for the use of volunteers, limited term employees or redirecting force-account personnel. Ensure that the Jefferson County Board of Supervisors Chairperson fully understands the rules and implications of his/her decision(s). *(Debris Manager)*
 - Establish and maintain any facilities designated for debris management activities (e.g., food, office supplies, communication devices, equipment, personnel). *(Logistics)*
 - Coordinate procurement of needed supplies through the County EOC including, as needed *(Logistics, Administration/Finance)*
 - Setting bidding requirements *(Administration/Finance)*
 - Advertising for bids *(Public Information)*
 - Instructing bidders *(Administration/Finance)*
 - Developing contracts *(Administration/Finance)*
- Remove debris from public property *(Operations)*

- Ensure adequate management to ensure safe and efficient operations (*Safety, Operations*)
- Activate the monitoring/compliance of debris management operations (*Operations*)
- Ensuring all debris is transported to its disposition site(s) (*Operations*)
- Photos, maps and sketches of operations will be updated as needed (*Planning*)
- Recovery Activities (*All positions*)
 - Document all activities and costs for debris removal activities and remit paperwork to the County EOC. (*All positions*)
 - All resources will be checked, maintained and returned to inventory, as applicable. (*Safety, Operations, Logistics*)
 - Upon completion of debris removal mission, the final testing of soil, water and air quality will be taken and compared to the first readings taken. All ash will be removed and any remediation actions will be taken. (*Operations*)

Public Information - The Public Information Officer (PIO) is responsible for providing information and guidance to the public regarding debris management activities. The PIO's duties include development of informational bulletins, hotline responses, radio and television announcements and newspaper notices. The PIO may work from the Emergency Operations Center (EOC) and/or from a Joint Information Center (JIC). *Templates of messages can be found in the Pre-Scripted Public Information Manual* and should provide information that:

Can help expedite the cleanup process includes:

- Segregating hazardous waste.
- Placing debris at the curbside.
- Keeping debris piles away from fire hydrants and valves.
- Reporting illegal dumping.
- Segregating recyclable materials.

Inform the public on debris removal activities such as:

- Debris pick-up schedules.
- Location of sites.
- Disposal methods and compliance with EPA Regulations.
- Restrictions and penalties for illegal dumps.

Answer questions such as:

- What if I cannot pay for debris removal from my property?
- What if I am unable to bring the debris to the curb for pickup?

Appendix A: Acronyms

C&D	Construction and Demolition
CEO	Chief Elected Official
DNR	Department of Natural Resources
DPW	Department of Public Works
EM	Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
GPS	Global Positioning System
HazMat	Hazardous Material(s)
HHW	Household Hazardous Waste
ICS	Incident Command System
JIC	Joint Information Center
PA	Public Assistance Program
PIO	Public Information Officer
TDSR	Temporary Debris Staging and Reduction (sites)
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management
WI	Wisconsin

Appendix B: Resources

This section has a list of the most useful resources needed by the Debris Manager. It is not comprehensive. If additional resources are needed, request the County Emergency Operations Plan (EOP), County Directory (from the County Clerk's Office) and/or the County Resource Manual.

Governmental Agency Contacts			
Department Name	Contact Name	Address	Phone
Jefferson County GIS	Andy Erdman		920-222-9116
Jefferson County Highway Department	On Call Supervisor		920-674-7311
Jefferson County Solid Waste/Air Quality Committee	Sharon Ehrhardt		920-674-7430 920-988-7441
	Donald Reese		920-699-2143
Fort Atkinson DPW	Kent Smith		920-723-9577
Jefferson DPW	Bill Pinnow		920-728-5220
Lake Mills DPW	Paul Hermanson		920-723-4684
UW Whitewater DPW	Greg Swanson		262-903-1136
Waterloo DPW	Gary Yerges		920-988-6084
Watertown DPW	Rick Schultz		262-753-3178
Whitewater DPW	Chuck Nass		262-903-9511
Village of Cambridge	Larry Olson		608-575-0349
Village of Johnson Creek	Lee Trumpf		920-605-0389
Village of Palmyra	Josh Gajewski		262-753-3178
Village of Sullivan	Dean Thom		920-397-0277
Town of Aztalan	Gene Olson		920-723-9436
	Joel Medenwaldt		920-650-6436
Town of Cold Spring	Mark Hoffman		262-215-0501
Town of Concord	Bill Ingersoll		414-313-2621
Town of Farmington	Don Reese		920-285-3584
	Tami Latsch		920-650-1971
	Kevin Emrath		920-605-8333
	Scott Sukow		920-988-6531
Town of Hebron	Randy Thorman		920-723-1798
	Rondald Kutz		920-674-2319
Town of Ixonia	Perry Goetsch Dennis Lillge		920-253-7041
Town of Jefferson	Donald Bigelow		920-563-9012
			920-723-5901
Town of Koshkonong	Fred Walling		920-723-6394
Town of Lake Mills	Sarah Fitzgibbon		920-648-5867
Town of Milford	Jeff Ziebell		920-988-7786
Town of Oakland	Jeff Scheel		608-235-6859
Town of Palmyra	Larry Kau		920-728-0496
Town of Sullivan	Paul Goeglein		414-899-8115

Town of Sumner	Glendan Rewoldt		608-295-4469 608-206-2368
Town of Waterloo	Dale Neupert		920-478-2981
Town of Watertown	Richard Gimler		920-285-4996 Cell
Wisconsin Emergency Management	Duty Officer		800-943-0003
Southeast Regional Director	Ben Schliesman		608-516-5282
Recovery Section Supervisor (Madison)	Robby Stoikes		608-242-3226
WI Disaster Fund Coordinator	Caryn Stone		608-242-3259
Wisconsin Department of Natural Resources			
Warden	Ryan Ellifson		920-728-0367
Regional Air Management Contact	Dan Nickolie		608-575-5632
Regional Spills (HazMat) Coordinator	Mike Schmoeller		608-576-0183 (Cell) 800-943-0003 24 Hr Hotline
Regional Waste Management Contacts			
Wisconsin Department of Transportation			
State Traffic Operations			414-227-2166
Wisconsin State Patrol DeForest Post			608-846-8500

Electric Utility Contacts			
Department Name	Coverage Area	Address	Phone
Lake Mills Light and Water Dept	City of Lake Mills		920-648-4026
Jefferson Water and Electric Dept	City of Jefferson		920-674-7717
City of Oconomowoc	City of Oconomowoc		262-567-4401
Waterloo Water and Light Commission	City of Waterloo		920-478-2260
WE Energies	Remainder of County		888-296-4937 800-292-7098

Telephone/Cable Utility Contacts			
Department Name	Coverage Area	Address	Phone
Charter (Telephone/Cable)	Town of Aztalan Town of Cold Spring Town of Concord City of Fort Atkinson Town of Hebron Town of Ixonia City of Jefferson Town of Jefferson Town of Koshkonong City of Lake Mills Town of Lake Mills Town of Milford Town of Oakland Town of Palmyra Town of Sullivan Town of Sumner City of Waterloo Town of Waterloo City of Watertown Town of Watertown City of Whitewater		888-438-2427
Frontier North (Telephone)	Town of Aztalan Village of Cambridge Town of Ixonia City of Lake Mills Town of Lake Mills Town of Milford Town of Oakland Town of Sumner City of Waterloo Town of Waterloo		800-921-8101
Riverside/TDS (Telephone)	Town of Aztalan Town of Concord Town of Farmington Village of Johnson Creek Town of Milford Town of Watertown		920-699-3411
Sage Telecom (Telephone)	Town of Aztalan Town of Cold Spring Town of Concord Town of Farmington City of Fort Atkinson Town of Hebron Town of Ixonia City of Jefferson Town of Jefferson Village of Lac La Belle Town of Milford Town of Oakland		888-449-4940

Sage Telecom (Cont'd)	Town of Sumner City of Watertown Town of Watertown City of Whitewater		
Wisconsin Bell (Telephone)	Town of Aztalan Town of Cold Spring Town of Concord Town of Farmington Town of Hebron Town of Ixonia City of Jefferson Village of Lac La Belle Town of Milford Town of Oakland Town of Sumner City of Watertown Town of Watertown City of Whitewater		800-924-1000
Centurytel (Telephone)	Town of Cold Spring Town of Concord Town of Farmington Town of Hebron City of Jefferson Town of Jefferson Town of Koshkonong City of Lake Mills Town of Palmyra Village of Palmyra Town of Sullivan Village of Sullivan		800-788-3600
MCI Metro (Telephone)	City of Jefferson City of Watertown		800-868-0457
Merrimac (Telephone)	City of Jefferson		608-493-9470
Metropolitan Comm (Telephone)	City of Fort Atkinson Town of Milford City of Whitewater		877-638-8351
Direct TV (Satellite)			
Dish Network (Satellite)			

Gas Utility Contacts			
Department Name	Coverage Area	Address	Phone
Wisconsin Power and Light Co (Alliant Energy)	Some areas of Cambridge		800-255-4268
WE Energies	Remainder of County		888-296-4937 800-292-7098

Tree Removal Contractors			
Department Name	Contact Name	Address	Phone
Jefferson County Highway Department	On Call Supervisor		920-674-7311
Hooper Corporation	Brad Carter	2030 Pennsylvania Ave Madison, WI 53704	608-249-0451
Asplundh		5907 Municipal St Schofield, WI 54476	715-241-8733 800-248-8733
Wachtel Tree Science and Service		P.O. Box 716 Merton, WI 53056	262-538-1900
First Choice Tree Service	Ken Ottman		262-691-2217
CrossCut Services LLC	Nick Weisensel	214 S Washington St Waterloo, WI 53594	920-988-9006
Two Guys Trimming	Jim Ganser	610 S Whitewater Ave Jefferson, WI 53549	920-674-6353
Rocky's Tree Service		N8462 Hustisford Rd Watertown, WI 53094	920-262-7420
R&R Tree Care		Watertown, WI	920-342-3621
Ground Hogs		122 Goede Rd Edgerton, WI 53534	608-931-3003

Debris Removal Contractors			
Department Name	Contact Name	Address	Phone
Universal Recycling Technologies (electronics and appliance debris)	Steve Pfeiffer Account Manager	2535 Beloit Ave, Janesville, WI 53546	608-314-8113 (work) 608-752-6479 (cell)

Waste Haulers and Disposal Contractors			
Department Name	Contact Name	Address	Phone
Veolia ES Technical Solutions, LLC (Hazardous Waste)	Mark Heal Jefferson County Clean Sweep Program Account Manager	W124 N9311 Boundary Rd, Menomonee Falls, WI 53051	262-253-5833 (work) 262-225-4593 (cell)

Add other resources as needed

Appendix C: Jefferson County Agreements

Appendix D: Jefferson County Purchase of Services Agreement

This document is the template used by the Purchasing staff (and pre-approved by the county's Corporation Counsel) for contracts for services. You will need to complete the blanks in the main form as well as complete Schedule A which details the services. Schedule A content should come from the scope of work.

JEFFERSON COUNTY PURCHASE OF SERVICES AGREEMENT

RE:

THIS AGREEMENT made and entered into this _____ day of _____, by and between Jefferson County, hereinafter referred to as "COUNTY" (whether a department, board, or agency thereof), and _____, hereinafter referred to as "CONTRACTOR."

WITNESSETH:

WHEREAS the COUNTY, whose address is 311 S Center Avenue, Jefferson WI 53549, desires to purchase services from the CONTRACTOR for the purpose of _____; and

WHEREAS the CONTRACTOR whose address is _____, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the COUNTY and the CONTRACTOR do agree as follows:

1. **TERM**: The term of this Agreement shall commence as of the _____ day of _____, and shall terminate as of the _____ day of _____, unless sooner agreed upon by the parties. In any event, the CONTRACTOR shall complete its obligations under this Agreement not later than the _____ day of _____, and upon its failure to do so, the COUNTY may invoke the penalties set forth in the bid specifications, RFP, or Schedule A. The COUNTY shall not be liable for any services performed by CONTRACTOR other than during the term of this Agreement.
2. **SERVICE TO BE PROVIDED**: CONTRACTOR agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and the CONTRACTOR's

response thereto, if any; and on the attached Schedule A, incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP of responses, proposals, and/or the terms of Schedule A, it is agreed that the terms of Schedule A, to the extent of any conflict, will be controlling.

3. **ASSIGNMENT**: CONTRACTOR shall not assign any interest or obligation in this Agreement and shall not transfer any interest or obligation in this Agreement, whether by assignment or novation, without the prior written consent of the COUNTY unless permitted otherwise by the bid specifications.
4. **TERMINATION**: If, through any cause, the CONTRACTOR shall fail to fulfill in timely and proper manner its obligations under this Agreement or, if, the CONTRACTOR shall violate any of the covenants or stipulations of this Agreement, the COUNTY shall thereupon have the right to terminate this Agreement by giving a thirty (30) day written notice to the CONTRACTOR of such termination, and shall specify the effective date thereof. There shall be no other termination or cancelation of this Agreement during its term, without the prior written consent of both parties unless specifically permitted otherwise by the bid specifications, RFP, or Schedule A.
5. **UNFINISHED WORK**: In the event the COUNTY exercises its unilateral right to terminate this Agreement for cause in the manner provided for in Paragraph 4, above, all finished or unfinished documents, services, papers, data, products, or the like prepared, produced, or made by the CONTRACTOR under this Agreement shall, at the option of the COUNTY, become the property of the COUNTY, and the CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, services, papers, data, products, or the like. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Agreement by the CONTRACTOR, and the COUNTY may withhold any payments to the CONTRACTOR for the purpose of set-off.
6. **FAILURE TO APPROPRIATE FUNDS**: The failure of the County Board of Supervisors to appropriate sufficient funds in any year covered by this Agreement shall automatically terminate this Agreement.

7. **TERMS OF PAYMENT:** The COUNTY will pay the CONTRACTOR for all the aforementioned work the sum of _____ (\$_____) upon satisfactory completion of the work and performance of this contract. All goods and services delivered prior to December 31st must be invoiced to COUNTY by January 31st of the subsequent year or the invoice will be subject to a 10% deduction for late billing.
8. **WISCONSIN LAW CONTROLLING:** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.
9. **ARBITRATION:**
- A. This Agreement shall be covered by the laws of the State of Wisconsin.
 - B. Claims, disputes, and other matters in question between the parties to this Agreement arising out of, or relating to, this Agreement or the breach thereof shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then pertaining, upon the express written consent of all parties of this Agreement. In the event the parties proceed to arbitration, the proceedings shall be governed by the following:
 - 1) The American Arbitration Association shall submit a panel of five (5) arbitrators to the parties. The parties shall alternate strikes until one arbitrator remains who shall arbitrate the dispute. The party initiating the first strike shall be determined by the winner of a coin flip.
 - 2) The costs of the arbitration proceeding (except for the filing fee, which shall be paid by the party initiating the proceeding) shall be borne equally by the parties. Each party shall pay his own legal fees and expenses incurred in connection with the proceeding.
 - 3) Any arbitration shall take place in the City of XYZ, XYZ County, Wisconsin.
 - 4) Unless otherwise agreed upon by the parties, the arbitration hearing shall be limited to one day in length with the arbitrator providing each side equal time to present its case during that day.
 - 5) Any discovery proceeding shall be limited to the thirty (30) day period prior to the date of the arbitration hearing. The party requesting the discovery shall pay for all costs incurred by the opposite party, except for attorney's fees, relating to the

discovery procedure including, but not limited to, witness, reporter's fees for depositions, photocopying fees, postage fees, and delivery fees.

- 6) In issuing any ruling regarding any arbitration matter, the arbitrator shall issue a written decision which shall include written findings of fact and conclusions of law.
- 7) The proceeding and arbitration shall be governed by the law of the State of Wisconsin including, specifically, Chapter 788, Wis Stats.

- 10. **CONTRACTOR EFFICIENCY:** CONTRACTOR shall commence, carry on, and complete its obligations under this Agreement with all deliberate speed and in a sound, economical, and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, the CONTRACTOR agrees to cooperate with the various departments, agencies, employees, and officers of the COUNTY.
- 11. **CONTRACTOR:** CONTRACTOR shall not subcontract any work pursuant to this Agreement without the prior written consent of COUNTY. CONTRACTOR shall maintain a written list of all subcontractors and suppliers performing labor or supplying materials under this Agreement and shall make the list available to COUNTY upon request. COUNTY, at its option, may make direct payments to subcontractors for various services performed pursuant to this Agreement or, alternatively, may issue a two-party check to CONTRACTOR and his subcontractors.
- 12. **CONTRACTOR:** CONTRACTOR shall comply with any bonding requirements, which may be applicable pursuant to § 779.14(lm), Wis Stats.
- 13. **CONTRACTOR:** CONTRACTOR shall pay all legitimate claims for labor performed and materials furnished, used or consumed in making any public improvements or performing any public work pursuant to this Agreement. Failure to comply with this provision, if applicable, may subject CONTRACTOR to criminal penalties pursuant to §§ 779.16 and 943.20, Wis Stats.
- 14. **CONTRACTOR EMPLOYEES:** CONTRACTOR agrees to secure at CONTRACTOR's own expense all personnel necessary to carry out CONTRACTOR's obligations under this Agreement. Such personnel shall not be deemed to be employees of the COUNTY nor have any direct contractual relationship with the COUNTY.

15. **DELIVERY BY MAIL:** Notices, bills, invoices, and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.
16. **HOLD HARMLESS:** At all times during the term of this Agreement, CONTRACTOR agrees to indemnify, save harmless, and defend the COUNTY, its boards, commissions, agencies, officers, employees, and representatives against any and all liability, losses, damages, costs, or expenses, whether personal injury or property damage, that the COUNTY, its officers, employees, agencies, boards, commissions, and representatives may sustain, incur, or be required to pay by reason of the CONTRACTOR furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of the COUNTY, its agencies, boards, commissions, officers, employees, or representatives.
17. **INSURANCE:**
- A. Prior to commencing work, CONTRACTOR shall, at its own cost and expense, furnish COUNTY with a Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of Wisconsin:
- 1) **Workers' Compensation:** (Statutory) In compliance with the Compensation law of the State of Wisconsin and Employers' Liability Insurance with a limit not less than \$100,000 each accident.
 - 2) **Comprehensive or Commercial General Liability Insurance** with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate combined Single Limit for bodily injury and property damage. This insurance shall include, but not be limited to, the following coverages:
 - a) Premises—Operations
 - b) Products and Completed Operations
 - c) Broad Form Property Damage
 - d) Contractual
 - e) Personal Injury
- If excavating, underground, or collapse is involved, the limits of liability stated above shall be changed to \$2,000,000. If Asbestos is involved, the limits of liability stated above shall be changed to \$5,000,000.

- 3) **Automobile Liability**: Insurance with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate Combined Single Limit for bodily injury and property damage, and shall include coverage for all of the following:
- a) Owned Automobiles
 - b) Hired Automobiles
 - c) Non-Owned Automobiles

- B. The certificate shall list the **Certificate Holder and Address** as follows:

JEFFERSON COUNTY
ATTENTION COUNTY ADMINISTRATOR
311 S CENTER AVENUE
JEFFERSON WI 53549

The Jefferson County Department(s) involved shall be listed under “**Description of Operations.**”

- C. Such insurance shall include under the **General Liability and Automobile Liability Policies** Jefferson County, its employees, elected officials, representatives, and members of its boards and/or commissions as “**Additional Insureds.**”
- D. CONTRACTOR shall require subcontractors, if applicable, to furnish identical Certificates of Insurance to the Jefferson County Administrator prior to the contract taking effect.
- E. Such Certificates of Insurance shall include a thirty (30) day notice prior to cancelation or material policy change, which notice shall be given to:

JEFFERSON COUNTY
ATTENTION COUNTY ADMINISTRATOR
311 S CENTER AVENUE
JEFFERSON WI 53549

All such notices will name the CONTRACTOR and identify the project.

The Jefferson County Administrator must approve any exception to these requirements.

Submit any requests in writing to:

JEFFERSON COUNTY
ATTENTION COUNTY ADMINISTRATOR
311 S CENTER AVENUE
JEFFERSON WI 53549

or email to: benjaminw@jeffersoncountywi.gov

18. **LIMITATION EFFECT ON PAYMENTS BY COUNTY**: In no event shall the making of any payment required by this Agreement constitute or be construed as a waiver by the COUNTY of any breach of the covenants of this Agreement or a waiver of any default of the

CONTRACTOR, and the making of any such payment by the COUNTY while any such default or breach shall exist in no way shall impair or prejudice the right of the COUNTY with respect to recovery of damages or other remedies as a result of such breach or default.

19. **DISCRIMINATION**: During the term of this Agreement, the CONTRACTOR agrees not to discriminate against any person, whether a recipient of services (actual or potential), an employee, or an applicant for employment on the basis of race, religion, sex, handicap, national origin, age, cultural differences, sexual preference, marital status, or physical appearance. Such equal opportunity shall include but not be limited to the following: employments, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, or any other form of compensation. The CONTRACTOR agrees to post in conspicuous places, available to all employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.
20. **AFFIRMATIVE ACTION**: CONTRACTOR may be required to file an Affirmative Action Plan with the COUNTY if the CONTRACTOR receives \$10,000 in annual aggregate contracts or other such consideration of comparable worth, and CONTRACTOR has ten (10) or more employees. Such plan must be filed within fifteen (15) days of the effective date of this Agreement, and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by the COUNTY.
21. **EQUAL OPPORTUNITY EMPLOYER**: CONTRACTOR shall, in all solicitations for employment placed on CONTRACTOR's behalf, state that CONTRACTOR is an Equal Opportunity Employer.
22. **COMPLIANCE INFORMATION**: CONTRACTOR agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine such compliance.
23. **CONTRACTOR'S LEGAL STATUS**: CONTRACTOR warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so and, if a corporation, that the name and address of CONTRACTOR's registered agent is as set forth opposite the heading

REGISTERED AGENT on the last page of this Agreement. CONTRACTOR shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and the CONTRACTOR's legal status.

24. **ENTIRE AGREEMENT**: The entire Agreement of the parties is contained herein, and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the COUNTY and the CONTRACTOR have executed this Agreement and its Schedules as of the day and date first set forth above.

FOR THE CONTRACTOR:

FOR JEFFERSON COUNTY:

James Schroeder
Jefferson County Board of Supervisors
Chairperson

Barbara Frank
Jefferson County Clerk

REGISTERED AGENT:

Name

Address

City/State/ZIP

Drafted by:

Name

Title

County

SCHEDULE A - AGREEMENT FOR DEBRIS REMOVAL

SERVICES

The Contractor agrees to provide Debris removal services for *(description of site)* as follows:
(Include details)

CONDITIONS AND RESTRICTIONS

The removal of the debris shall *(list applicable conditions)*
(Include details)

Appendix E: Right of Entry/Hold Harmless Agreement

The following document is used by the Debris Management Team to allow the entry and removal of debris from private property as well as indemnifying the stakeholders from legal consequences for acting according the agreement and in good faith.

Right of Entry/Hold Harmless Agreement

RIGHT OF ENTRY PERMIT NO. _____ DATE _____

PROPERTY ADDRESS/DESCRIPTION _____

NAME (OWNERS OR OWNERS' AUTHORIZED AGENT) _____

RIGHT OF ENTRY: I certify that I am the owner or the owner's authorized agent of the above described property. I grant freely and without coercion the right of access and entry to said property to representatives Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers (USACE) and the USDA Forest Service to inspect the property for purposes of determining whether disaster-generated debris is eligible for removal under FEMA's programs and to monitor that removal and to Jefferson County, Wisconsin, its agents, contractors, subcontractors and registered volunteers for the purpose of removing and/or clearing that disaster-generated debris from this property.

HOLD HARMLESS: I understand that this Agreement/Permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, FEMA, USACE, the USDA Forest Service, Jefferson County, WI and any of their agencies, agents, contractors, subcontractors and registered volunteers for damages of any type whatsoever, either to the above-described property and/or any to persons situated thereon. I release, discharge and waive any action, either legal or equitable, that might arise by reason of any action of the above entities while removing disaster-generated debris from the property. I will mark sewer lines, septic tanks, water lines and utilities located on the property.

DUPLICATION OF BENEFITS: This is a Federal requirement placed upon Jefferson County as part of the FEMA Public Assistance program. Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 U.S. C. 5155 *et seq.*) requires me to reimburse Jefferson County, WI. for the cost of removing the storm-generated debris to the extent that removal is covered by my homeowner's insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to Jefferson County, WI. If I have received payment, or when I receive payment, for debris removal from my insurance company or any other source, I agree to notify and send payment and proof/statement of loss to Jefferson County, WI. I understand that all disaster-related funding, including that for debris removal from private property, is subject to audit.

SWORN & ATTESTED

All owners/agents must sign below.

WITNESSED

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____

Name of Insurance Co. _____

Insurance Policy No. _____

Appendix F: Wisconsin Disaster Fund Administrative Plan

Some disasters may not qualify for a federal (i.e., Stafford Act) disaster assistance declaration. In those cases, there may be the option of receiving assistance from the State of Wisconsin Disaster Fund. Guidance for that fund, including the necessary worksheets and application forms, follow.

WISCONSIN DISASTER FUND ADMINISTRATIVE PLAN



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
2400 WRIGHT STREET



WDF Coordinator
Caryn.Stone@Wisconsin.gov

INTRODUCTION

The Wisconsin Disaster Fund was created by Wisconsin Act 269 and signed into law in April 2006. Wisconsin Emergency Management was designated as the agency responsible for administering the fund and subsequently developed an Administrative Rule, WEM 7, for this purpose.

The Wisconsin Disaster Fund (WDF) is a state funded reimbursement program intended to assist county, local and tribal units of government (hereafter referred to as "the applicant") recoup costs incurred in responding to, and recovering from, natural disasters. WDF is administered within the Response and Recovery Bureau of Wisconsin Emergency Management (WEM). The state reimburses 70% of the costs, with the local government responsible for the remaining 30%. The fund does not cover losses suffered by individuals, businesses or the agricultural sector, or those covered by insurance. It also does not provide management or administrative costs for the applicants.

WDF is modeled after FEMA's Public Assistance Program and is also guided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121 et seq. as amended. It is more limited in scope as it will not cover costs associated with snow storms or provide funds for mitigation activities.

To be eligible for assistance through the WDF Program, the local unit of government must first have declared a state of emergency, according to their own policies and procedures. Then, the applicant must be able to show that federal disaster assistance is not available to them. This could be because the governor's request for a federal declaration has been denied or because no federal assistance has been requested. No federal assistance is requested if the impact of the disaster does not meet the statewide and countywide per capita impact indicator – commonly referred to as the state or county "threshold". This threshold amount is adjusted annually by FEMA, on or about October 1st, based on the Consumer Price Index.

The final step is to show that the recovery costs from the declared event meet or exceed the county threshold. Once all three conditions are met, the local unit of government may apply for WDF assistance:

- ☞ the local unit of government has declared a state of emergency,
- ☞ no federal assistance is available, and
- ☞ recovery costs meet or exceed the county threshold.

If any other federal, state or local funding programs are made available to the applicant, WDF may choose not to participate in that activity, or the WDF eligible amount may be decreased. For example, if the DOT Flood Damage Aids Program awards funds for the repair of a road, WDF funds may not be used for the same road. If insurance covers an expense, the cost to the applicant is decreased, as will any possible WDF reimbursement.

This handbook was prepared by WEM and contains the required administrative procedures, references and guidance that will assist you in applying for WDF reimbursement. It is important to remember that WDF is a reimbursement program and awards from WEM are based on actual costs incurred. Accurate records are essential in documenting the costs of disaster recovery and are necessary to support a claim for reimbursement. No funds will be disbursed until adequate supporting documentation has been provided to WEM. The guidance provided here is applicable to all WDF applicants and recipients.



Wisconsin Emergency Management
Department of Military Affairs
Wisconsin Disaster Fund (WDF) Process

1. The local unit of government declares a state of emergency.
2. The County Emergency Management (EM) Director submits a Uniform Disaster Situation Report (UDSR) to widisasterfund@wisconsin.gov within 24 hours of the disaster, making sure to check the box indicating that the County has at least one unit of government that will apply for Wisconsin Disaster Funds. Updates to the UDSR should be submitted as necessary.
3. The County EM Director should provide the Administrative Plan to the applicant (s) and provide assistance as needed to complete the application. Contact with the WDF Coordinator should be established early so that the application process will progress smoothly and in a timely manner.

If there has been damage to roads, contact should be immediately made with the DOT's Flood Damage Aids (FDA) Program. This contact is usually made through the County Highway Commissioner. WDF will not pay for repairs to roads that should have been covered by FDA.

4. The County EM Director submits the "County Application for Wisconsin Disaster Funding", indicating damage estimates and population totals which support the eligibility of each potential applicant. This can be done as soon as the information is available but it must be submitted within 30 days of the incident. It would be especially helpful to submit this form early on if dealing with a County-wide event as it would ensure that all potential applicants receive the help they may need to complete the application process.
5. Each applicant requesting WDF assistance must submit the following application packet to WEM within 60 days of the incident:
 - ☛ "Applicant Request for State Public Assistance" – Signed by the Chief Elected Official of the local unit of government.
 - ☛ Documentation Toolkit to identify the costs being claimed – please submit electronic copy as well as a hard copy.
 - ☛ All supporting documentation.

This packet should be submitted to WEM through the County EM Director, but could come directly from the applicant if they have previously established a working relationship with the WDF Coordinator. At all times, the County EM Director should be kept apprised of the status of the applications within their county.

Paper copies of the first two forms are included in this packet; electronic versions are available in the Wisconsin Disaster Fund section of the WEM Disaster Recovery – Government website: <http://emergencymanagement.wi.gov/recovery/government.asp>

6. The WDF Coordinator will respond within 30 days of receiving the application packet with either a request to the applicant for more documentation or a determination that a complete application has been made.

When the application is determined to be complete, eligible expenses and documentation will be reviewed and final eligible costs determined within 30 days. This step may include site visits or other means to determine eligibility and cost.

The applicant will have 45 days to respond in full to any request from the WDF Coordinator or their application may be denied.

7. The WDF Coordinator will send the County EM Director the final paperwork for signature by the Chief Elected Official of each applicant requesting reimbursement. Paperwork includes the following forms:
 - ✎ Wisconsin Disaster Fund Public Assistance Form – DMA Form 1017
 - ✎ Assurance of Construction – DMA Form 1017A
 - ✎ Project Completion Form
8. The applicant returns the signed documents directly to Wisconsin Emergency Management (WEM). Signed documents must be received by the WDF Coordinator within 30 days of the date of the cover letter or the funding may be withdrawn.
9. The WDF Coordinator requests the check(s), which is sent to the County EM Director for presentation to the applicant.
10. The applicant must keep all documentation in accordance with WEM 7.06 (3). WEM 7 is available at: https://docs.legis.wisconsin.gov/code/admin_code/wem/7

DEFINITIONS

APPLICANT: Henceforth, in this document, "Applicant" shall refer to a county, city, village, town, federally recognized tribal government, or private non-profit organization that has applied, or intends to apply, to the Wisconsin Disaster Fund.

DAMAGE CATEGORIES OF WORK: There are three categories of work that are eligible for assistance through the WDF Program. They are Category A: Debris Removal, Category B: Emergency Protective Services and Category C: Repair of roads, bridges and associated features. Category A and B are considered Emergency Work; Category C is considered Permanent Work.

DEBRIS REMOVAL: Clearance, removal and/or disposal of trees and woody debris, building wreckage, mud, vehicles, and other disaster-related material deposited on public property. The work must be necessary to:

- ✎ eliminate an immediate threat to life, public health and safety
- ✎ eliminate immediate threats of significant damage to improved public and private property when measures are cost-effective.
- ✎ Ensure the economic recovery of the affected community to the benefit of the community-at-large.

DISASTER: A severe or prolonged, natural or human-caused occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this state or a portion of this state, or critical systems, including computer, telecommunications, or agricultural systems. Costs resulting from snow fall are not eligible for WDF reimbursement.

DONATED RESOURCES: The value of volunteer labor, donated equipment and donated materials is eligible to offset the local portion of the cost share for the recovery work. The amount of credit that can be applied to a project is

capped at the non-Federal share of emergency work. Donated resources must apply to eligible emergency work and must be documented.

DUPLICATION OF BENEFITS: An applicant may not receive funding from two sources for the same item of work. This most commonly occurs with insurance settlements but can also involve federal or state grant funds and/or donations.

ELIGIBLE APPLICANTS: Local units of government including counties, cities, villages, towns, federally recognized tribal governments, and private non-profit organizations that provide services of a governmental nature are eligible to apply to WDF.

ELIGIBLE COSTS: Must be reasonable and necessary to accomplish the eligible work, compliant with federal, state, and local requirements for competitive procurement, and must be reduced by all applicable credits such as insurance proceeds and salvage values to avoid Duplication of Benefits. Eligible costs include labor, materials, equipment, rental equipment, contractor costs and the cost to replace stockpiled materials for each of the three Categories of Work. WDF may reimburse the cost of food and water for emergency workers during the first 72 hours only.

ELIGIBLE WORK: Must be work as identified in "DAMAGE CATEGORIES OF WORK". Must be required as a direct result of the declared major disaster or emergency, must have occurred during the designated incident period and be within the designated disaster area, and must be the legal responsibility of an eligible applicant at the time of the disaster. In addition, to be eligible for reimbursement by WDF, the work must be completed prior to submission of the application, or within 60 days of the end date of the incident.

EMERGENCY PROTECTIVE MEASURES: Measures taken before, during and after a disaster to eliminate/reduce an immediate threat to life, public health or safety. It may also include measures taken to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

FORCE ACCOUNT: Employees who are that part of the expense account of a local unit of government resulting from the employment of a labor force needed for street maintenance, sewer/water operation, etc.

INCIDENT PERIOD: The time span during which the disaster-causing incident occurs. Only damage that occurs during the incident period, or is a direct result of the events that occurred during the incident period, is WDF eligible. In some cases, such as a series of storms and/or flooding, WEM may define the incident period after consultation with the County EM Director and the applicant.

INELIGIBLE COSTS: Include but are not limited to:

- ☞ mitigation projects
- ☞ assistance provided under mutual aid agreements
- ☞ costs associated with snow removal
- ☞ administrative/management costs

INELIGIBLE WORK: Includes but is not limited to:

- ☞ Work on private property, including property owned/operated by a homeowners' association.

- ☞ Replacement of trees, shrubs, and other ground cover. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.
- ☞ Stump removal when less than 50% of the root ball is exposed.

PERMANENT WORK: Is required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function and capacity.

PRE-DISASTER DESIGN: The size and capacity of a facility as it existed immediately prior to the disaster.

PRE-DISASTER FUNCTION: The function the facility was performing immediately prior to the disaster

PRE-DISASTER CAPACITY: The restored facility must operate at the capacity available to it immediately prior to the disaster.

PRIVATE NON-PROFIT ORGANIZATIONS: Must have an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under Section 501 (c), (d), or (e) of the Internal Revenue Code of 1954, as amended, or State certification that the organization is a non-revenue producing nonprofit entity organized or doing business under State law. For example, as a non-profit organization providing services of a governmental nature, electric cooperatives can apply for costs over and above normal operating costs incurred only during the period necessary for the restoration of power to all customers.

REASONABLE COSTS: A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Reasonable costs can be established by historic documentation for similar work, average costs for similar work in the area, and FEMA cost codes and equipment rates.

ROADS AND BRIDGES: Repair of damage to roads, bridges, shoulders, ditches culverts, lighting and signs that was directly caused by the disaster. Good quality photographs that show the damage caused by the disaster, and prior to any work being done, should be submitted with the application. Contact with DOT's Flood Damage Aids (FDA) Program should be made promptly to determine if any of the repairs are eligible for FDA assistance. WDF will not pay for repairs to roads that should have been covered by FDA.

TEMPORARY HIRES: A person not employed by the applicant at the time of the disaster and who is hired for the sole purpose of assisting with disaster recovery and is engaged in eligible work. The exception to this are part-time employees who may be considered as Temporary Hires if the applicant can document their usual hours and that the additional hours were spent solely on eligible work necessitated by the disaster.

WDF THRESHOLD: To be eligible for WDF assistance, the applicant must meet the countywide per capita impact indicator, or threshold, of \$3.45 per capita (2012 rate and adjusted annually). To determine whether the applicant meets that threshold, the total of expenses, as reported on the Applicant Request for State Public Assistance, is divided by the applicant's population. The result must exceed the countywide per capita impact indicator.

DOCUMENTATION REQUIREMENTS

The Local Applicant Documentation Toolkit must be completed and submitted to the WDF Coordinator with all supporting documentation. All costs claimed must be listed on one of the four worksheets; Labor, Equipment, Materials and Contractors. If a cost is not listed on a worksheet, it will not be included in the claim. Along with the completed Toolkit, the following documentation must be submitted to support the claimed costs.

Labor – Costs that exceed a permanent employee's regular work hours are eligible for reimbursement.

- Legible time cards must be submitted with a description of the work being performed and equipment used.
- Preferred proof of payment are pay stubs that document the pay rate, regular and overtime hours and copies of cancelled checks. If cancelled checks are unavailable, or costly, a copy of the bank statement showing that the relevant checks have cleared is acceptable.
- Labor costs include actual wages paid plus fringe benefits paid or credited to the employee. The value of fringe benefits paid to the employee must be documented.

For emergency work (Categories A and B), only overtime labor is eligible for permanent employees, reassigned employees, and seasonal employees used during the season of anticipated employment. Both regular and over time labor costs are eligible for non-budgeted employees (temporary hires) assigned specifically to perform emergency work.

For permanent work (Category C), both regular time and overtime are eligible for all employees.

If a part-time worker is called in for more than their regularly scheduled hours, they may be considered to be Temporary Hires. Documentation will have to be provided establishing the hours regularly worked as part-time employees prior to the event, such as contracts or work agreements. Time sheets for at least the 3 pay periods immediately prior to the event should be provided. The average of those hours would be calculated and only hours over and above that average, and documented on the time cards as "disaster recovery work", can be considered eligible costs for WDF reimbursement.

The value of compensatory time may be eligible for WDF reimbursement if the applicant can provide a written policy which details employee eligibility and payment procedures. Standby labor costs are not eligible.

PLEASE NOTE: No elected official can benefit from his/her position within a unit of government as it is a violation of the code of ethics. As such, WDF cannot reimburse for the cost of any elected official's labor.

Equipment – An equipment log must be submitted that includes a description of the equipment, (wheel type, horsepower, bucket capacity, Gross Vehicle Weight, etc.) and the hours it was actually being used. All hours the piece of equipment was in use are eligible for reimbursement, whether the operator was on regular or overtime work hours. Standby equipment costs are not eligible.

Employees' time cards may be used to document equipment hours only if they identify the equipment being used and additional information is provided in order to

properly categorize the piece of equipment. This information will be used to find the appropriate hourly rate from the DOT Highway Maintenance Manual, Chapter 02, Section 25, Subject 50: Classified Equipment Rates.

If the DOT's schedule of rates does not include the piece of equipment in question, the most recent FEMA Schedule of Equipment Rates will be used to determine an hourly rate. These hourly rates cover all costs eligible under the Stafford Act, for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operations.

If the applicant does not have adequate equipment, the necessary equipment may be leased; that cost is eligible for WDF reimbursement.

Automobiles and trucks or vans transporting people, such as a police car patrolling the streets, are reimbursed on a mileage basis; accurate records need to be kept which will document mileage in and mileage out.


Material – For all materials purchased for the disaster recovery process (such as gravel, black dirt, sand, etc.), invoices showing quantities and costs must be provided, along with proof of payment in the form of cancelled checks. If material is used from municipal stockpiles, a log showing quantities used and invoices documenting the cost of the used materials must be provided. The amount reimbursed could be the original cost for materials purchased infrequently, or the replacement cost if the materials are used, and replaced, more often.

WDF will not reimburse for other purchases made by the applicant, including but not limited to, equipment, clothing for employees or volunteers, etc. After the first 72 hours, food costs for emergency workers are also ineligible.

Contractors – For all persons and/or companies hired as contractors, an invoice on company letterhead detailing date(s), hour(s), and location(s) worked must be provided. Cancelled checks should accompany each invoice as proof of payment. The process to hire contractors within 72 hours of the disaster and after a declaration of emergency has been made, may be exempt from the state bidding procedures. Any hiring done after that time frame must be done following local and/or state bidding rules. Guidance on this can be found through local or county highway departments, public works departments, or your regional DNR or DOT office.

Photographs – Very useful in documenting all damages, but Extremely helpful when dealing with damage to road systems. Since repairs to roads are frequently done quickly, it is sometimes difficult to assess the damages without photographic evidence.

Volunteers – The value of the volunteer labor may be used to offset the 30% local share. In order to qualify, there must be a sign-in sheet which documents each person's time in, time out, type of work performed and the location of that work. This would apply to true volunteer fire departments as well as residents coming in to help. The maximum value of donated, non-professional labor shall be equal to the prevailing federal minimum wage.

	Wisconsin Emergency Management Department of Military Affairs			Applicant	
	Applicant Request for State Public Assistance			County	
				Date	
Primary Contact Name, Title		Mailing Address	Phone	E-Mail	
	Damage Category			Total Expenses	Documentation (Time cards, Invoices, photos, Equipment Journals, Etc.)
	A) Debris Removal	B) Protective Services	C) Road Systems		
Type of Expense					
Labor					
Equipment					
Contractor					
Materials					
TOTALS					
Population:	Per Capita Ratio: Total Expenses/Population				Must exceed \$3.39 per capita
Include the Following Items with the Application					
<input type="checkbox"/>	Applicant agreement to contribute the 30% cost share for eligible damages.				
<input type="checkbox"/>	Copy of a disaster or emergency declaration issued by the local or tribal governmental unit or the state for the incident.				
<input type="checkbox"/>	Statement Identifying Other Funds Sought for these Damages				
<input type="checkbox"/>	Contractor bid process (If applicable)				
<input type="checkbox"/>	Mitigation Statement (Identify any Mitigation or Improvements within the project, <u>ineligible</u> for WDF reimbursement)				
Additional Comments					

It is understood that the Local Applicant Toolkit and all supporting documentation will be submitted to the WDF Coordinator within 60 days of the date of the disaster.

Typed Name of Chief Elected Official

Signature of Chief Elected Official

Damage Description & Dimensions:

Scope of Work:

Total Labor Costs Claimed	\$
Total Equipment Costs Claimed	\$
Total Contract Work Costs Claimed	\$
Total Material Costs Claimed	\$
Total Damages	\$
Total Possible Reimbursement	\$

DRAFT

	Employee Type (Force Account or Temp Hire)		Dates and Hours Worked							Costs					Category
			9/15/09							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS	A, B or C
NAME	Force Account	REG.	8.00						8.00	\$25.00	\$2.20	\$27.20	\$217.60	A	
Example															
JOB TITLE		O.T.	6.00						6.00	\$40.00	\$2.20	\$42.20	\$253.20	C	
City Engineer															
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
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JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		
JOB TITLE		O.T.							0.00			\$0.00	\$0.00	A	
NAME		REG.							0.00			\$0.00	\$0.00		

		Dates and Hours Used								Costs			Category
Type of Equipment (Include details such as type, capacity, HP, etc.)	Operator (Include Timecards for Operator)	DATE(s) →								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST	A,B,or C
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	B
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
		Hours								0.00	\$0.00	\$0.00	
GRAND TOTALS										0.0		\$0.00	

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS - SCOPE	Category
GRAND TOTAL			\$0.00		

Contractor Invoices should provide a breakdown of Labor, Equipment and Materials Costs