



Agenda
General Government Committee
Thursday, September 7, 2023 – 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699
Passcode: 163823
<https://us02web.zoom.us/j/89996258699>
Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

Iowa
County
Wisconsin

For information regarding access for the disabled, please call 935-0399.

Any subject on this agenda may become an action item.

1	Call to order.
2	Roll Call.
3	Approve the agenda for this September 7, 2023 meeting.
4	Approve the minutes of the August 3, 2023 meeting.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.
6	Consider proposal to Create an Iowa County Housing Authority.
7	Consider updates to Policy 313, 428, 605 and 1122.
8	Consider the 2024 Health Insurance. (provided at meeting)
9	Consider the 2024 Dental Insurance. (provided at meeting)
10	Employment Activity Report.
11	Set date and time for next meeting. (October 5, 2023 at 5:00 p.m.)
12	Adjournment.
	Posting verified by the County Clerk's Office: Kris Spurley Date: 8-31-23 @ 2:00 pm Initials: kks

Minutes



General Government Committee
Thursday, August 3, 2023 - 5:00 pm
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1	Call to order. Chair Peterson called meeting to order at 5:00 p.m.
2	Roll Call. Members present: Sups. Curt Peterson, Don Gander, Mike Peterson, Roger Geisking, and John Meyers Remotely: Absent: Ingmar Nelson ~ Others present: Mel Master, Dan Nankee, Larry Bierke, Kris Spurley, Allison Leitzinger and Keith Hurlbert ~ Remotely:
3	Approve the agenda for this August 3, 2023 meeting. Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the agenda of this August 3, 2023 meeting. Motion carried unanimously.
4	Approve the minutes of the June 8, 2023 meeting. Motion by Sup. Gander seconded by Sup. Geisking to approve the minutes of the June 8, 2023 meeting. Motion carried unanimously.
5	Report from committee members and an opportunity for members of the audience to address the committee. Sup. Gander and Sup. Meyer spoke in reference to the vote on the hotel study/budget transfer.
6	Consider Resolution Authorizing Participation in the Wisconsin Department of Natural Resources County Conservation Aid Program. Motion by Sup. M. Peterson seconded by Sup. Gander to approve the Resolution Authorizing Participation in the Wisconsin Department of Natural Resources County Conservation Aid Program and to forward to the County Board for consideration. Motion carried unanimously.

7	Consider updates to Policy 310 Events Recognition Account. Motion by Sup. Gander seconded by Sup. Geisking to approve doubling all gift amounts to Policy 310 Events Recognition Account effective January 1, 2024 and to forward to the County Board for consideration. Motion carried unanimously.
8	Consider updates to Policy 110,313,321,322,325,428,705,706,707,708,709 and 1122. Policy 313, 321, 325,428, 709 and 1122 were removed from the agenda. Administrator Bierke reviewed the changes to the remaining policies. Policy 110 - Motion by Sup. M. Peterson seconded by Sup. Gander to approve the updates and to forward to the County Board for consideration. Motion carried unanimously. Policy 322 - Motion by Sup. Gander seconded by Sup. Geisking to approve the updates and to forward to the County Board for consideration. Motion carried unanimously. Policy 705 - Motion by Sup. M. Peterson seconded by Sup. Gander to approve the updates and to forward to the County Board for consideration. Motion carried unanimously. Policy 706 - Motion by Sup. Geisking seconded by Sup. Gander to approve the updates and to forward to the County Board for consideration. Motion carried unanimously. Policy 707 - Motion by Sup. Gander seconded by Sup. Meyers to approve the updates and to forward to the County Board for consideration. Motion carried unanimously. Policy 708 - Motion by Sup. Meyer seconded by Sup. M. Peterson to approve the updates and to forward to the County Board for consideration. Motion carried unanimously.
9	Consider Reclassification of Emergency Management Department Assistant to Emergency Management Department Coordinator. Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the Reclassification of Emergency Management Department Assistant to Emergency Management Department Coordinator and to forward to the Executive Committee for consideration. Motion carried unanimously.
10	Employment Activity Report.
11	Set date and time for next meeting. The next General Government Committee meeting will be September 7, 2023 at 5:00 p.m.
12	Adjournment. Motion by Sup. M. Peterson seconded by Sup. Meyers to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:55 p.m.

DRAFT

AGENDA ITEM COVER SHEET

Title: Policies for Consideration

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

At the August 24th Department Head Meeting, the attached policies were approved and are ready for your consideration:

Policy 313 on Credit Card Use. This policy is existing and has been modified with changes to reflect the new credit card system Iowa County is receiving as part of the transition to our new financial software package.

Policy 605 Water Lab Testing: The Health Department would like to begin testing water samples in the County and ultimately in the region. The tests will cost the public about \$30 each, but by testing in Iowa County, our residents can avoid the backlog of tests waiting to be processed in Stevens Point.

428 Electronic Recording of Employees: The County labor attorney is recommending that Iowa County get this policy on our books to address the situation where one employee records another without permission. This policy will hopefully help avoid a negative situation.

1122 The Public Works Committee is also considering this policy that governs how other agencies might use Iowa County Highway Department equipment.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

A copy of each policy is attached to this document.

FISCAL IMPACT:

There should not be any fiscal impacts to adopting the attached policies.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED: ☐ Yes ☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



Iowa County Use of County-Provided Credit Card Policy

Date Originated: 11/22/2017

Date of Modifications: 8/22/2023

Policy Number: 313

Drafted By: Finance Director

1. PURPOSE:

To create policies and procedures establishing uniform guidelines for use of county-provided credit cards.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County departments, boards, commissions, and employees.

3. POLICY:

Iowa County may allow issuance of credit cards for County use to departments for those limited cases where departments can demonstrate a need and ability to use them in a cost-effective manner.

4. PROCEDURES:

- a. The County Administrator must approve all requests for acquisition of County credit cards. The maximum credit line allowed shall be \$5,000; however lower limits are strongly encouraged to minimize liability in case of loss or theft. In the event of an emergency, the maximum credit line may be temporarily increased by the Finance Director to an amount greater than \$5,000. Once acquired, records of all cards shall be kept on file in the Finance Department. The Finance Department should be notified of any changes to this information as soon as possible. The Executive Committee or County Administrator may revoke a department's access to credit cards at any time after their issuance.
- b. Effective the date of this policy being approved by the Iowa County Board of Supervisors all existing credit card accounts will be closed with the exception of the One Card US Bank account opened in June 2023, Highway WEX account, and the Iowa County Airport's fuel credit card.
- c. Use of County credit cards will be allowed if:
 - i. A vendor will not allow County staff to charge purchases and be billed, or
 - ii. County staff are traveling, and it is not feasible for vendors to bill the County, or
 - iii. County staff are traveling, and expenses are too high for an employee to be expected to bear the costs on their own and be later reimbursed.
- d. In no circumstances should meals be paid with a County credit card. The only exception is meals expensed to the Employee Recognition Account or County Board Recognition Account.
- e. All authorized users of County credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the official business for which it was purchased, and what general ledger account to allocate the expense to.

- f. An authorized employee, who is issued a credit card, is responsible for its protection and custody, and shall immediately notify the County Finance Department if the credit card is lost or stolen.
- g. Persons using a card shall also be responsible for all receipts given by vendors. These receipts often contain all the necessary information to make charges to the account by phone. Lost receipts, therefore, may result in erroneous charges by others.
- h. Credit Card bills will be paid immediately upon receipt by the Finance Department and charged to the appropriate department accounts. All authorized users of County credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the official business for which it was purchased, and what general ledger account to allocate the expense to. Employees who use the County credit card shall upload their receipts into the PCard module in the financial software within 5 business days of the purchase being made. Failure to timely upload receipts may result in termination of credit card usage.
- i. All late payments and finance charges will be the violating department's responsibility and will be charged to that department's budget.
- j. Periodic audits of credit card usage will be conducted by the Finance Department to verify at minimum:
 - i. The date of card use.
 - ii. Reason for each transaction to ensure compliance with financial policies.
 - iii. Signed receipt provided by vendor at time of card use or other paperwork describing reasons for use if signed receipt not used.
- k. Card Use
 - i. The credit card shall be used for the purchase of goods and services that are for the official business of the County of Iowa when normal accounts payable procedures cannot be utilized, e.g., fuel purchases, travel related expenses, conference registration fees, on-line purchases of supplies, etc. Credit cards shall never be used for the purchase of meals. Event supplies/food must be preapproved by the County Administrator with notification to Finance Director. Requests should include the event details, such as an agenda, frequency, cost, etc.
 - ii. Purchases made via the credit card must comply with the County's purchasing and expenditure policies.
 - iii. Anyone issued a County credit card shall sign a Credit Card User Agreement, thereby agreeing to abide by adopted County credit card policies and procedures. The cardholder is responsible for assuring that all credit card charges are accurate and consistent with policy guidelines.
- l. Card Holder Responsibilities
 - i. Ensure the card is used only for legitimate business purposes.
 - ii. Maintain the card in a secure location at all times.
 - iii. Obtain all sales slips, register receipts, and/or credit card slips and provide same to be reconciled to the credit card bill.
 - iv. Cardholders must use a sales tax exemption certificate for all purchases, including online purchases. If you need assistance with completing a sales tax exemption certificate, please contact the Finance Department.
 - v. Attempt to resolve disputes related to billing errors with the vendor directly or in conjunction with the Finance Department
 - vi. Ensure that the appropriate credit is issued for disputed items or billing errors on a subsequent credit card statement.

- vii. Immediately report a lost or stolen card to the card issuer and notify the Finance Department of the lost or stolen card at the first opportunity during business hours.
- viii. Upon termination of employment, employees must return their credit card to the Finance Director.
- m. Sample of items that can be purchased with the credit card:
 - i. Airfares
 - ii. Conference Registration
 - iii. Rental cars and gas
 - iv. Internet Purchases
- n. Sample of items that cannot be purchased with the credit card:
 - i. Cash advances
 - ii. Gift Cards, tokens and vouchers with the exception of the gift cards, tokens and vouchers being purchased utilizing the following accounts: Employee Recognition, County Board Recognition, Social Services Purchase of Service Transportation, and Drug Treatment Court Incentives.
 - iii. Employee uniforms
 - iv. Personal use
 - v. Food, meals (Exclusion – see paragraph 4(k) above)

5. POLICY VIOLATIONS:

- a. Any Violations of or non-compliance with the Credit Card Policy and procedures may result in suspension, deactivation, or termination of an employee's credit card.
 - i. Violations of this policy shall be reported to the Finance Director who will verify the authenticity of the violation claim.
 - ii. Should the claim be valid, the Finance Director will report the claim to the County Administrator, and Department Head depending on the circumstances of the violation.
 - iii. If the violation has occurred within the Finance Department, the claim will be reported to the County Administrator, who will verify the authenticity of the claim.
 - iv. If the violation has occurred within the County Administration Department, the claim will be reported to the County Board Chair, who will verify the authenticity of the claim.
- b. Purchases in violation of or non-compliance with the Credit Card Policy and procedures shall be the responsibility of the individual who made such purchases and may be deducted from the individual's payroll check(s) or as allowed by law.
- c. Cardholders in violation of or non-compliant with the Credit Card Policy and procedures may be subject to disciplinary action up to and including termination, repayment of any losses, and to the fullest extent of the law, as determined by the employee's supervisor, department head and the Employee Relations department.



Employee Electronic Recording

Date Originated: xx/xx/2023
Date of Modifications:
Policy Number: 428
Drafted By: Employee Relations

1. PURPOSE:

The purpose of this policy to establish standards and guidance of electronic recording within the workforce of Iowa County.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees including Elected Officials and County Committee members.

3. POLICY:

Employees shall not electronically record by audio, video, or other means, any conversations or meetings at work, on work-time, or when acting as an Iowa County employee, and shall not republish or post these recordings online, e.g., on social media. This policy is intended to eliminate surreptitious or nonconsensual recording of others at work, generally for purposes unrelated to work, and its potentially disruptive effect on County workplaces.

This prohibition applies to any recordings made by an employee unless each and every employee and, when appropriate, other persons present have been notified and consents to being electronically recorded. Persons wishing to record a meeting must also obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

These provisions are not intended to limit or restrict electronic recording of publicly posted Iowa County meetings, grievance or hearings, or any other Iowa County sanctioned meeting recorded in accordance with Iowa County policies. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by Iowa County Administration personnel, or electronic recording that are authorized by Iowa County, e.g. Zoom platforms, surveillance videos, or voicemail recordings.

Excluded from this policy is the use of body cameras by the Iowa County Sheriff's Office.

4. REFERENCES:

5. PROCEDURES:

- A. Consent Form – The consent form must be completed and signed by all parties involved and submitted to the Employee Relations Office before any recording is started.
 - a. On virtual platforms such as Zoom or Teams, employees shall indicate to the parties that the meeting will be recorded by Iowa County.

- b. Employees shall provide verbal consent or object to participating in the virtual recording.
- B. Investigations – If recording of information is needed for an investigation; Department Heads are required to seek approval from the Employee Relations Director prior to any recording.



MICROBIOLOGY WATER TESTING LABORATORY

Date Originated: 07/27/2023

Date of Modifications:

Policy Number: 605

Drafted by: Health Department Director/Health Officer

1. PURPOSE:

To operate an effective, Department of Agriculture, Trade and Consumer Protection (DATCP)-certified Microbiology Water Testing Laboratory within the Iowa County Health Department in partnership with UW Oshkosh.

2. ORGANIZATIONS AFFECTED:

Iowa County Health Department
Iowa County Land Conservation
Private Citizens

3. POLICY:

Iowa County Health Department will provide a certified program for testing private well water specimens. The department will ensure that all parties involved in the program understand the procedures for specimen collection, testing, and follow-up and will promote private well water testing and education to residents.

4. REFERENCES:

Iowa County Health Department Procedure: Microbiology Water Testing Laboratory
[Emergency Disinfection of Drinking Water \(epa.gov\)](#)
[Potential Well Water Contaminants and Their Impacts | US EPA](#)
[Ground Water and the Rural Homeowner \(usgs.gov\)](#)
[PrivateWellClass.org](#)
[Household Water Treatment.pdf \(cdc.gov\)](#)
[Drinking Water Regulations | US EPA](#)
[Drinking Water Frequently Asked Questions \(FAQs\) | Drinking Water | Healthy Water | CDC](#)

5. PROCEDURES

A. The Iowa County Health Department has a written procedure entitled: "Microbiology Water

Testing Laboratory Procedure" which outlines the specific procedures and protocol related to the handling, testing and shipment of specimens. This includes precise protocol related to sample and equipment temperature, equipment calibration, UV light function, assay/methods, proficiency testing, and power outage. This procedure will be reviewed annually by all staff involved in the program and the Director/Health Officer.

- B. Communication of test results: staff members will report the results of each owner's well water test in a timely manner via phone call, email or direct mail to the client. If the well water results are undesirable, staff will explore remedies in conjunction with the well owner.
- C. Quarterly and annual statistics of the program will be reviewed, analyzed, and provided to the Board of Health and included in the health department's annual report. The program will be assessed annually for quality improvement opportunities.



Use of Highway Equipment by Other Governmental Entities

Date Originated: XX/XX/2023
Date of Modifications:
Policy Number: 1122
Drafted By: Highway Commissioner

1. **PURPOSE:** This Policy outlines the requirements for use of Iowa County owned equipment, machinery, trucks, small field tools, and vehicles by other governmental or quasi-governmental agencies in the County; and the County Highway Department's use of other governmental agencies equipment, machinery, trucks, and vehicles. No Iowa County owned equipment is to be rented, borrowed, or utilized by any private enterprise, business, individual, or Iowa County employee; except as allowed by the Special Events Ordinance #300.05, other intergovernmental agreements for provision of services, or in the course of their employment with the County. Shared use of County owned vehicles between Departments of Iowa County shall be determined and agreed to by the Department Heads of the Departments involved.

2. **ORGANIZATIONS AFFECTED:**

Highway Department, Public Works Department of other governmental entities, quasi-governmental agencies, employees of Iowa County Highway Department, and employees of others.

3. **POLICY:**

To foster and aid inter-governmental cooperation, the Iowa County Highway Department may allow or request use of County Owned equipment, machinery, trucks, small field tools, and vehicles by other governmental entities; or employees thereof in the performance of their duties at the Highway Commissioner's discretion. This policy governs the conditions under which other governmental agencies may request and utilize Iowa County equipment, machinery, trucks, and vehicles. No employee, elected official, or officer shall utilize County owned equipment, machinery, small field tools, trucks, or vehicles for personal purposes. No County owned equipment, machinery, trucks, small field tools, or vehicles may be used by private entities, enterprises, businesses, or the general public, except as herein stated. The Highway Department shall have discretion in the decision to loan out or lend its' equipment, machinery, small field tools, trucks, or vehicles to any other agency for any reason; first and foremost is the need to be able to provide the services necessary to the County and State Trunk Highway systems in Iowa County.

4. REFERENCES:

Wisconsin Stats. §59 Counties and §66 General Municipality Law. Wisconsin Department of Transportation Highway Maintenance Manual (HMM) CH 2.0 Administration (more particularly labelled as 02-20-25 Administrative Support; 02-30-05 Equipment Rate Formula; 02-25-45 Equipment Rates; 02-25-50 Classified Equipment Rates; and 02-25-55 Non-Standard Rates). Iowa County Policy #1119 Cost Recovery and Charges for Services Provided by the Highway Department, and Iowa County Ordinance #300.05 Highway Access for Special Events.

5. PROCEDURES:

Other governmental entities (including Counties, Townships, Villages, Cities) and other governmental agencies (such as Departments of County government, WDNR, etc.) periodically request assistance of the Highway department for the provision of services to the public. In addition, private entities, businesses, enterprises, promoters, and non-profit agencies request assistance of the County for events they are hosting or planning through either a Special Events Permit or Work-in-Right-of-Way Permit through a Hold Harmless Request for Assistance Form. The assistance sought may be in terms of labor, equipment, machinery, trucks, small field tools, and or materials as allowed by state statutes.

The decision as to if the Highway Department will allow borrowing, rental, or use of any particular piece of equipment, machinery, tool, etc. to another governmental entity for its' use shall lie solely with the Highway Commissioner. No private business, enterprise, entity, employee, or not-for-profit agency shall utilize any County owned equipment, machinery, trucks, or vehicles; unless there is a request for assistance from those entities for those purposes such as with Special Events under the Special Events Ordinance.

Use of County property by private businesses, enterprises, entities, or not-for-profit agencies is typically limited to the provision of traffic control or utilization of traffic control devices for special events in the public right of way through the Special Events Ordinance, issuance of Work-in Right-of-Way Permits (General Public), or Permit to Close a Road for Public Events Permit (Other Governmental Entities).

The Department may rent or loan equipment it owns; whether as a capital acquisition or capital lease purchase (.I.E any equipment insured by the County), to other governmental agencies. The other governmental agencies shall be charged an hourly rate (or some other rate of measure), as determined by the rate setting formula policies and procedures within the Wisconsin Department of Transportation

Highway Maintenance Manual. The employee operating the unit and the other governmental agency shall meet all of the legal requirements such as:

- Must be an employee of the renting governmental entity / agency.
- The employee must be utilizing the unit during the terms of their employment.
- Must be eighteen (18) years of age.
- Possess a valid State of Wisconsin Driver's License.
- Possess a valid State of Wisconsin CDL permit, if relevant.
- Provide evidence of their ability to operate and experience with use and maintenance of the unit of use.
- Provide and maintain evidence of insurance and insurability.

At its' discretion; the Highway Department may determine and require that a County employee accompany and operate any piece or device of equipment, machinery, or vehicle. When such labor is stipulated and required by the Department; the renting agency shall compensate the County for the labor hours in addition to equipment / machinery rental costs.

The Highway Commissioner or their designee shall make the determination as to if an employee is required to accompany and operate a specific unit or not. The local agency shall bear all costs for usage of the equipment, machinery, and labor in those instances.

Rental rates and charges for usage: All equipment, machinery, trucks, and vehicles have an established rental charge out rate. Rates are established through the machinery rental policies of the Wisconsin Department of Transportation Highway Maintenance Manual. Rates are established by horsepower, weight, engine size, and other characteristics for the particular unit. Typically the basis is hours of operation, usage, or tachometer; but may vary to be by hour, ton, mile, or other units of measure. The renting agency shall keep track by the unit measure of use for reimbursement of the County or shall be done by the gauge or instrument of measure on the unit. The County shall require a rental use form for the unit being rented, which is available from the Highway Department. The form shall stipulate and record the unit of measure for the unit at the time of rental delivery and return. The County and renter shall review the unit at the time of rental and return to log any damage, misuse, or abuse. The renting agency shall be responsible for any damage, misuse, or abuse; which may occur while in their care as part of the rental regardless of the occurrence. The renting agency shall certify to having been properly trained and experienced in the use of the machinery, equipment, trucks, or vehicles being rented at the time of possession.

Use of fuel for the operation of the unit by the renting agency shall be billed and invoiced to the Highway Department. The establishment of the rental rates for the charge for use of the unit being rented covers all fuel and routine maintenance costs. If it is determined any repairs or service is warranted while in the possession for use, the renting agency shall notify the Highway Department for a course of action regarding the repair or maintenance to be done, prior to occurrence. The Highway Department has the right to end or suspend any rentals or usage by any other entity at any time. At which point in time the unit(s) in question shall be immediately returned to the Department.

The County shall charge the rental agency at the unit of measure for the time of the rental based on the current state established rental rates for the particular unit as listed in the Wisconsin Department of Transportation Highway Maintenance Manual Chapter 2.0, current edition. The County shall bill for the rental or usage on a monthly basis through the normal Accounts Receivable process. County equipment is insured by the County at all times; however, the County reserves the right to charge the rental governmental agency for any loss or damages covered as a result of their usage of County equipment. The local governmental agency shall also insure and cover any county equipment, machinery, trucks, or vehicles utilized by their employees; in addition to protection from use, misuse, vandalism, or neglect. The rental agency may be required to provide proof of insurance for the unit while it is in their care, possession, and use.

Iowa County employees are trained on basic operation and preventative maintenance for the machinery and equipment they operate. If a County employee is utilized to operate the County owned unit, the Highway Department shall charge for both services of labor and equipment based on the current hourly rates at the time of occurrence. The Department and County Employee shall document the hours worked and where performed within the normal Time Card software of the County.

For operation of a particular piece of equipment or machinery, an employee must be familiar with the basic operation and maintenance for the unit being utilized. The individual operator may have to provide proof of their familiarity or experience or go through a Basic Operation and Maintenance training program for the particular unit. Individuals should only operate equipment or machinery they are accustomed to or have supervision of by an employee who is trained and certified for basic operation and maintenance of the particular unit. Employees of the renting governmental entity may be required to attend in person or take virtually; a basic equipment operator and maintenance training program at the County's discretion. This program is provided by the Highway Department. Any additional basic operational

or specific on-site maintenance training will be hosted and provided by the County staff at the expense of the renting governmental entity / agency.

Equipment Rental Form

Highway Department Number	
Date	
Authorized by:	
Estimated Duration of Rental	
Description of Equipment being rented	
Manufacturer of Equipment being rented	
Year	
Model Number	
Serial Number	
Estimated Value / List Price	
Company Rented from	
Rental Rate (Specify: hour, day, week, month)	
Representative / Contact	
Phone Numbers:	
Date Unit is Delivered/Picked Up	
Notes on Condition	
TACH hours on unit when delivered	
Date unit is Returned	
Notes on Condition	
TACH hours on unit when returned	
Total # of Tach Hours	

*Daily Timesheets must be made out to charge the jobs for the usage of the equipment.