



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

SPECIAL VILLAGE BOARD MEETING MEETING WEDNESDAY, MARCH 15, 2023 AT 6:15 PM

A quorum of the Village Board may be present

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call to Order
- II. Roll Call
- III. Declaration of Disaster Relative to February's Ice Storm
 - A. A draft declaration and memo from Interim Administrator
- IV. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 03/13/2023 5:00 PM



VILLAGE OF WILLIAMS BAY

To: Village Board

C: Chief Timm
Lori Peternell
Wayne Edwards
Dave Lothspeich

From: Dave Bretl, Interim Administrator

Re: Declaration of Disaster

Date: March 13, 2023

The above-stated item has been included as the topic of a special Village Board meeting, as well as a Finance & Personnel Committee meeting on Wednesday.

The issue relates to declaring a disaster relative to the recent ice storm that occurred on February 23 and 24. Attached please find the following:

1. A model disaster declaration;
2. PDF of a Power Point describing the program;

From what I understand after reading the materials and speaking with the County's Emergency Management Director, the program requires a 30 percent local match and there is a minimum damage threshold. I am under the impression that the pick-up of downed trees in the right-of-way, i.e. homeowners placing brush and tree limbs in front of their houses (in the right of way) would be eligible for reimbursement. The Village could receive reimbursement for employee labor devoted to this task or by hiring a contractor. The Village will want to confirm this prior to entering into a contract or incurring overtime.

The purpose of the Finance & Personnel Committee meeting following the Board meeting is to identify a source of funding for the match.

I would recommend declaring the disaster at this point. This will get the ball rolling as you gather additional information and provide you with flexibility going forward. You will have some time to identify costs incurred, to date, that might be reimbursable and to develop a plan to use program funds if you wish.

The background of the slide features a large, light blue circular logo for the Wisconsin Emergency Management (WEM) agency. The logo contains a white silhouette of the state of Wisconsin in the center. The letters 'W', 'E', and 'M' are prominently displayed in large, light blue serif font, with the 'W' and 'E' partially obscured by the state outline. The words 'EMERGENCY' and 'MANAGEMENT' are written in a smaller, light blue sans-serif font along the bottom inner edge of the circle. The top of the circle is decorated with a ring of small, light blue stars. Scattered across the entire slide are numerous realistic water droplets of various sizes, some with highlights and shadows, giving a fresh and clean aesthetic.

WISCONSIN DISASTER FUND

KELSEY BROWN – WDF COORDINATOR



PROGRAM OVERVIEW

- STATE DISASTER ASSISTANCE PROGRAM FOR LIMITED REIMBURSEMENT PAYMENTS TO ELIGIBLE APPLICANTS
- DAMAGES CAUSED BY NATURAL DISASTERS
- REIMBURSEMENT RATE:
 - 70% OF THE TOTAL ELIGIBLE AND DOCUMENTED COSTS
 - 30% IS THE APPLICANT'S LOCAL MATCH

WDF TIMELINE OVERVIEW – EVENT SPECIFIC

Time After Event Starts	Task Item(s)	Event Due Date
Within 72 Hours from the start of an incident	County/Tribal EM submits UDSR through WebEOC	N/A
Within 30 days from the end of the incident	County/Tribal EM submits County Notification form via email to identify the impacted jurisdictions and their estimated damage amounts. <i>(damage threshold is \$4.44 as of October 1, 2022)</i>	03/25/2023
Within 60 days from the end of the incident	Eligible jurisdictions submit through EM Grants Pro • Application with worksheet(s) outlining the work completed or outstanding • Damage Descriptions	04/24/2023
Within 90 days from the end of the incident <i>(work should be completed by this time)</i>	Eligible Jurisdiction submits through EM Grants Pro • All supporting documentation for items claimed on Worksheets • Or Time Extension Request	05/24/2023



DISASTER/EMERGENCY DECLARATIONS

- DISASTER/EMERGENCY DECLARATION IS REQUIRED TO BE ELIGIBLE FOR WDF
 - THE EMERGENCY RULE (EMR2205) EXTENSION EXPIRED ON DECEMBER 1, 2022.
- SHOULD BE DONE DURING THE INCIDENT PERIOD, PER WEM 7.
- A DECLARATION DONE BY THE COUNTY WOULD COVER THE JURISDICTIONS WITHIN THE COUNTY.
- IF THERE WASN'T A COUNTY DECLARATION, THEN THE JURISDICTION WOULD HAVE TO DO A DECLARATION.

DAMAGE ASSESSMENT

- THIS IS TO IDENTIFY DAMAGES INCURRED DURING THE EVENT AND SEPARATE FROM ANY ADDITIONAL DAMAGES INCURRED FROM OTHER EVENTS OR NORMAL MAINTENANCE ACTIVITIES THAT OCCURRED OUTSIDE THIS SPECIFIC EVENT.
- CATEGORY A AND C WORK SHOULD BE SEPARATED FOR EACH DAMAGED LOCATION
- CATEGORY B WORK SHOULD BE COMPLETED WITHIN 60 DAYS OF THE EVENT AND CAN BE GROUPED RATHER THAN SEPARATED BY LOCATION.
- DAMAGE ASSESSMENTS SHOULD INCLUDE AT MINIMUM:
 - TYPE OF DAMAGE, LOCATION (GPS), DIMENSIONS, MATERIALS LOST, AND WORK NEEDED TO REPAIR THE DAMAGE.

Time extensions will not be granted to complete the damage assessment.

ELIGIBLE WORK CATEGORIES OF WORK



A. Debris Clearance



B. Protective Measures

**Emergency
Work**



C. Roads & Bridges

**Permanent
Work**

CATEGORY A – DEBRIS CLEARANCE

- PUBLIC RIGHT OF WAY
- PUBLIC PROPERTY & OTHER AREAS WHERE PUBLIC ENTITY HAS RESPONSIBILITY
- DEBRIS THAT POSES AN IMMEDIATE THREAT TO HEALTH &/OR PUBLIC SAFETY



CATEGORY B – PROTECTIVE MEASURES



- POLICE, FIRE, EMS, SEARCH & RESCUE
- BARRICADES, SANDBAGS AND AREA SECURITY
- FOOD/WATER FOR VOLUNTEERS & EMERGENCY WORKERS DURING DISASTER RESPONSE PHASE
- COSTS FROM MUTUAL AID AGREEMENTS ARE INELIGIBLE EXPENSES

CATEGORY C ROADS AND BRIDGES

- COSTS TO REPAIR ELIGIBLE ROADS AND ASSOCIATED ROAD FACILITIES TO **PRE-DISASTER** CONDITION
 - BRIDGES, CULVERTS, SIDEWALKS, GUTTERS
- ELIGIBLE ROADS ARE MINOR COLLECTORS AND LOCAL ROADS.
 - MAKE SURE TO CHECK IF THE ROAD FUNCTIONAL CLASSIFICATION ON DOT'S WEBPAGE
 - [HTTPS://WISCONSINDOT.GOV/PAGES/PROJECTS/DATA-PLAN/PLAN-RES/FUNCTION.ASPX](https://wisconsindot.gov/pages/projects/data-plan/plan-res/function.aspx)
- MITIGATION OF DAMAGES IS INELIGIBLE





EVENT RELATED COSTS - GENERAL

ELIGIBLE COSTS

- DEBRIS REMOVAL
 - I.E. TREE REMOVAL FOR ROAD CLEARANCE/POWER RESTORATION
- EMERGENCY POWER RESTORATION

INELIGIBLE COSTS

- SNOW REMOVAL*
- SNOW DUMPS
- DE-ICING
- SALTING
- SANDING OF ROADS & OTHER FACILITIES

COST DOCUMENTATION - OVERVIEW

- APPLICANT LABOR
 - FT/PT – OT FOR CAT A & B ONLY
 - TEMP HIRES – REG & OT ELIGIBLE
 - CAT C WORK – REG & OT ELIGIBLE
- APPLICANT OWNED EQUIPMENT
- MATERIALS
- CONTRACT WORK
- DONATED RESOURCES
 - LABOR
 - EQUIPMENT
 - MATERIALS
 - CONTRACT WORK

MUST BE DOCUMENTED!

SUPPORTING DOCUMENTATION –EXAMPLES

- APPLICANT LABOR
 - TIMESHEETS/LOGS FOR EACH EMPLOYEE WITH TIME BEING CLAIMED, AND
 - PAY RATE VALIDATION DOCUMENTATION
 - I.E. PAY STUB, PAY CONTRACT, ETC.
- APPLICANT OWNED EQUIPMENT
 - TIMESHEETS/LOGS FOR EACH OPERATOR WITH USAGE TIME BEING CLAIMED OR
 - EQUIPMENT LOGS DOCUMENTING THE TIME BEING USED.
 - IF USING LOCALLY ADOPTED RATES, DOCUMENTATION OF THE ADOPTED RATES
 - IF NO ADOPTED RATES ARE AVAILABLE, THEN THE WI DOT RATES ARE USED OR IF THE SPECIFIC PIECE OF EQUIPMENT IS NOT LISTED ON THE WI DOT RATES, THEN THE FEMA RATES ARE USED.
- MATERIALS AND CONTRACT WORK
 - ITEMIZED INVOICES FOR THE WORK PERFORMED.
- DONATED RESOURCES
 - LABOR AND EQUIPMENT – SIGN IN SHEETS
 - MATERIALS AND CONTRACT WORK – ITEMIZED INVOICES
- LINKS TO EQUIPMENT RATES
- WI DOT RATES FROM JANUARY 2023:
[HTTPS://WISCONSINDOT.GOV/DOCUMENTS/DOING-BUS/LOCAL-GOV/HWY-MNT/MNTC-MANUAL/CHAPTER02/02-25-50-JAN2023.PDF](https://wisconsindot.gov/documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02/02-25-50-jan2023.pdf)
- FEMA RATES FROM 2021:
[HTTPS://WWW.FEMA.GOV/AS-SISTANCE/PUBLIC/TOOLS-RESOURCES/SCHEDULE-EQUIPMENT-RATES](https://www.fema.gov/as-sistance/public/tools-resources/schedule-equipment-rates)

WDF APPLICATIONS AND WORKSHEETS

- SUBMITTED THROUGH EM GRANTS PRO (EMGRANTS.WI.GOV)
- THE WORKSHEETS REPLACED THE TOOLKIT.
 - DISPLAYS THE CLAIMED COST BREAKDOWNS AS PART OF AN APPLICANTS CLAIM
 - USED AS PART OF THE REVIEW AND VALIDATION PROCESS

WALK-THROUGH VIDEO FOR THE SUBMITTAL OF APPLICATIONS CAN BE FOUND AT:

WWW.YOUTUBE.COM/WATCH?V=O8J8ZR5WLYO



Kelsey Brown – WDF Coordinator



QUESTIONS?

widisasterfund@widma.gov

Phone: 608-242-3259

<https://wem.wi.gov/recovery/wisconsin-disaster-fund-wdf/>

ATTN: WDF Coordinator

PO Box 7865

Madison, WI 53707-7865

MUNICIPAL DISASTER DECLARATION

WHEREAS on _____, a disaster, namely _____
has struck the (City, Village, Town) of _____; and

WHEREAS, because of such emergency conditions, the (Common Council, Village Council, Town Board) is unable to meet with promptness; and

WHEREAS, it is necessary and expedient for the health, safety, welfare and good order of the (City, Village Town) to proclaim that emergency conditions exists; and

WHEREAS, the disaster has caused the (City, Village, Town) of _____
to expand, commit and exhaust all of its available resources; and

WHEREAS, the (City, Village, Town) of _____ is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to sections 323.11 and 323.14 (4) of the Wisconsin Statutes, as Chief Elected Official of the (City, Village, Town) of _____ in testimony whereof I have hereunto set my hand and have caused the great seal of the (City, Village, Town) of _____ to be affixed.

Done at the (City, Village, Town) hall this ____ day of _____, _____.

Chief Elected Official

NOTE: Under 323.14(4)(b), Stats., this proclamation shall be subject to ratification, alteration, modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the proper validity of this proclamation.