

W I S C O N S I N



NOTICE OF PUBLIC MEETING

FINANCE AND PROPERTY COMMITTEE

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Notice is hereby given of a meeting of the Finance and Property Committee to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Tuesday, March 7, 2023 at 4:00 p.m.** The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to Order
2. Consider a request from the Wisconsin Rapids Fire Department to approve the funding for the Station II Remodel
3. Review and consider a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave
4. Review and consider for approval the 2023 Humane Society contract
5. Audit of the bills
6. Set next meeting date
7. Adjournment.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



Finance & Property Committee

Date of Request: 2/23/23

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave.

Background information: In accordance with the City of Wisconsin Rapids Grant Management Policy, grants with >\$25,000 amounts need to be approved by the Finance & Property Committee.

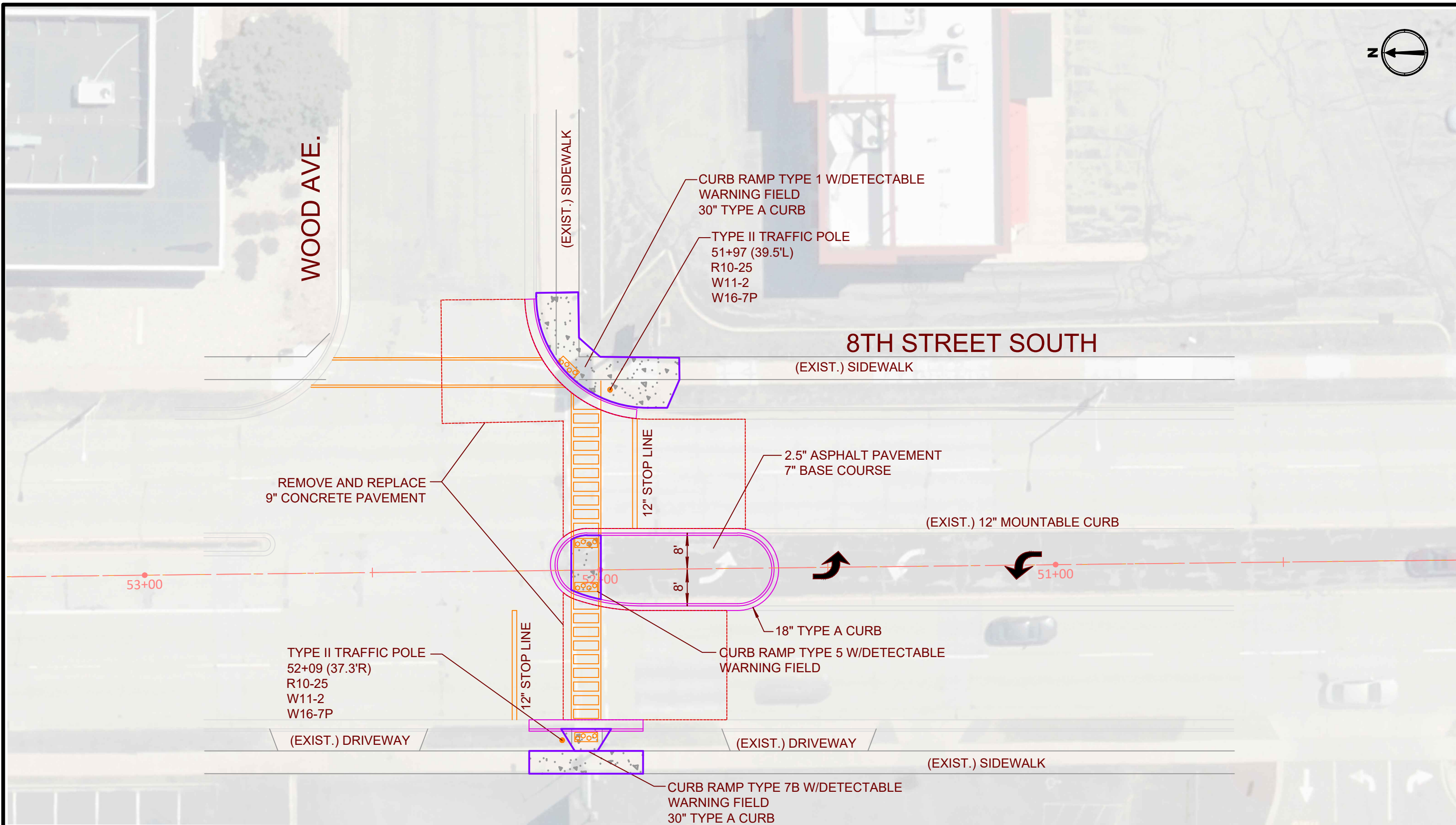
The Public Works Committee approved proceeding with a grant application in December of 2022.

Options available: The application process does not commit the City to pursue the project to completion. If the project is approved the City would then propose a budget to support the local match as part of the normal budget process.

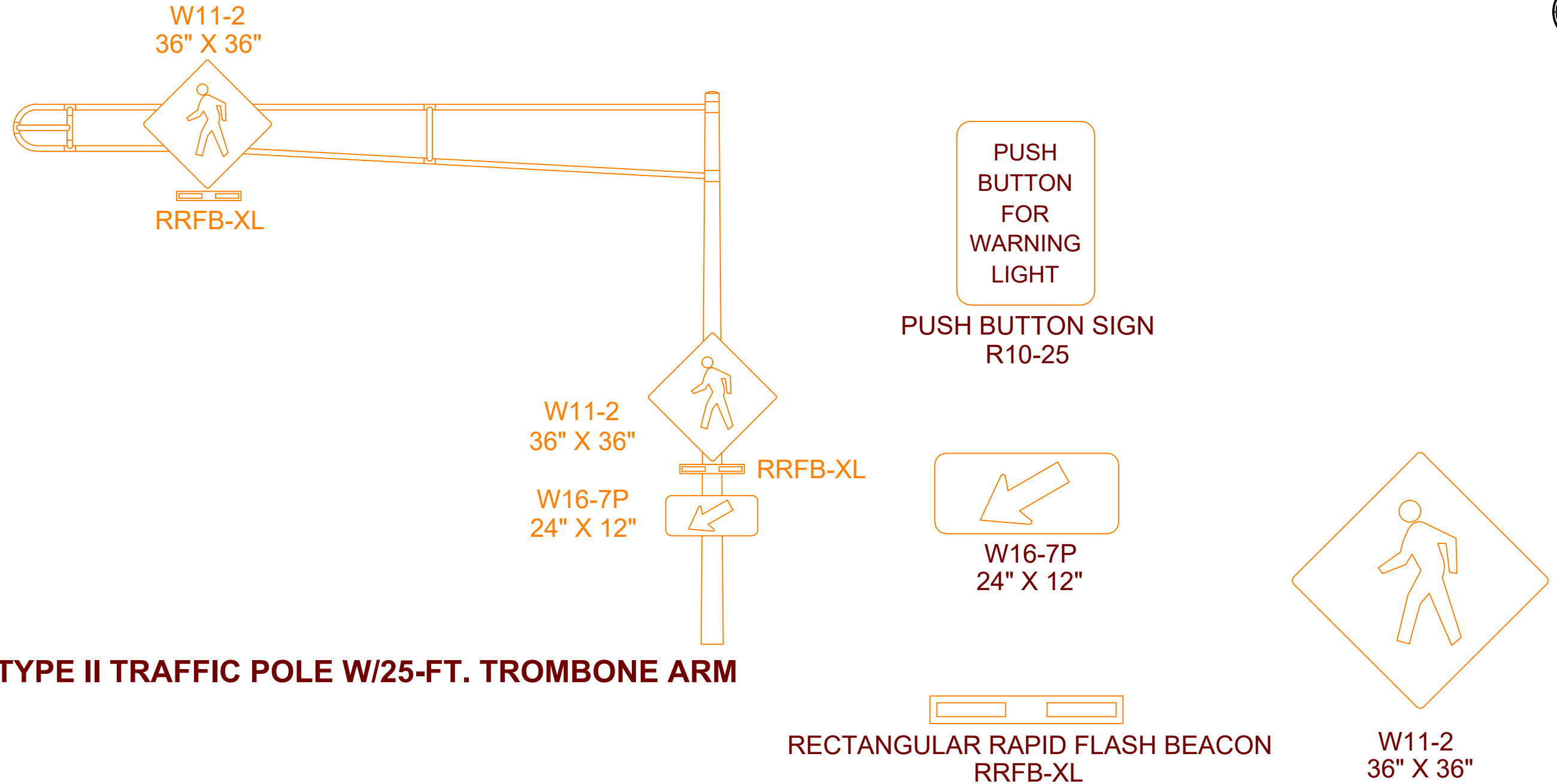
Staff recommendation: Staff recommend proceeding with the grant application process.

Action you are requesting the committee take: Approve the grant request for pedestrian crossing enhancements at 8th St S & Wood Ave.

How will the item be financed? Public Works Construction Fund



PROJECT:HSIP Pedestrian Crossing Application 2022		ENGINEERING DEPARTMENT 444 WEST GRAND AVENUE WISCONSIN RAPIDS, WI 54495 PHONE 715-421-8205 / FAX 715-421-8291		<div>WISCONSIN RAPIDS</div>		
LOCATION: 8th St S (CTH 13) and Wood Ave						
		DRAWN BY: APK	PLOT DATE: 11/28/22		SCALE: 1" = 20FT.	SHEET 01 OF 02



PROJECT: HSIP Pedestrian Crossing Application 2022

LOCATION: 8th St S (CTH 13) and Wood Ave

ENGINEERING DEPARTMENT
444 WEST GRAND AVENUE
WISCONSIN RAPIDS, WI 54495
PHONE 715-421-8205 / FAX 715-421-8291



DRAWN BY: APK

PLOT DATE: 11/28/22

SCALE: 1" = 20FT.

SHEET 02 OF 02



2023 City of Wisconsin Rapids Grant Request Form

Upon the Department completing the grant application assessment as outlined in the Grant Management Policy, the Department will prepare the grant application according to the grantor's guidelines and requirements and complete this Grant Request Form. The completed documents will be delivered to the Finance Director and the appropriate approval process will be determined. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in the Grant Management Policy.

Date	
Department	
Department Grant Project Manager	

Grant Program Name		Application Deadline	
Granting Agency Name		Grant Amount	
Agency Contact		Agency Phone No.	

Source of Funds					
Federal	State (Federal Pass-thru)	State	Other	Local Match	Total Grant Project Budget
If source of funds is either Federal or State (Federal Pass-thru), please provide the appropriate Federal Grant Catalog of Federal Domestic Assistance (CFDA) number				CFDA#	
If local match is required, are funds available in the department budget?	Yes	No	If yes, identify budget line item	Name	
				Account No.	

Please provide a concise description of the grant and potential sources of local match if funds are not available in department budget

Grant Accounting (Completed by Finance Department)				
Grant Revenue Account No.			Grant Expenditure Account No.	
Budget Resolution Required?	Yes	No	If a budget resolution is required please attach	<i>Date Approved</i>

Grant Request Approvals (Level of approval governed by the Grant Management Policy)			
Department Head - * reference signature guarantee below	Name	Signature	Date
Finance Director	Name Timothy J. Desorcy	Signature	Date
Mayor	Name Shane Blaser	Signature	Date
Finance Committee Approval (Attach minutes)	Date	Common Council Approval	Date

*** Department Head Signature Guarantee** - By signing the City of Wisconsin Rapids Grant Request From you guarantee to abide by all elements of the attached City's Grant Management Policy dated 01/16/2018 and the terms and conditions of the grant identified above.



Finance Department

City of Wisconsin Rapids Grant Management Policy

Purpose

It shall be the policy of the City of Wisconsin Rapids to identify and apply for grants that provide additional financial resources to the City in carrying out its core services, along with specific initiatives identified by the City Council. Grants applied for must adhere to this policy, be financially feasible to the City's operation, and should not create a financial burden by virtue of funding match requirements. Because grant funding allows the City to leverage local public funds in order to extend and enhance the services it offers to the community, the impact of grant funding upon the City is significant, with the process of grants administration and management a critical and important function.

The purpose of this Policy is to establish internal controls and guidelines for the application, financial and reporting administration for all, regardless of the amount, grants awarded to the City of Wisconsin Rapids and to assist in providing accurate and complete disclosure of the program reporting and financial results of each grant.

This policy applies to all grant applications or requests for funds for which the City of Wisconsin Rapids is the applicant or for which the City is required to act as the sponsor. This is a city-wide policy affecting all persons and departments that research, apply for, and/or manage grants. When the City applies for and receives a grant, it agrees to administer the funding according to the granting agency's (grantor) terms and conditions. Reporting and accounting properly for grant expenditures and providing program documentation and evaluation is critical to the City's success in receiving and maintaining grant awards.

Grant Application Procedures

The department considering an application for a grant is responsible for performing a grant application assessment, in which the following factors shall be evaluated. The assessment shall be done well in advance of grant submission due dates to avoid last minute delays or problems that could cause the grant deadline to be missed.

Grant Application Assessment:

(1) Financial

- i. Total anticipated project cost
- ii. Matching requirements (both financial and in-kind) and sources
- iii. Program income considerations
- iv. Staffing requirements
- v. Verify and document the source of the grant funds – Federal (direct), Federal (pass-thru), State, and local.
- vi. Federal Funds – Obtain the applicable Catalog for Federal Domestic Assistance (CFDA) number
- vii. Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential loss of funding and the subsequent loss of grant funded positions or program components. Departments must plan responsibly for either termination or reduction of the program or seek to secure alternative sources of funding.

(2) Programmatic

- i. Alignment with City's and/or department's strategic goals and priorities
- ii. Provision or expansion of services to address critical needs
- iii. Department's capacity to administer the financial and administrative aspects of the grant

Upon the Department completing the grant application assessment, the Department will prepare the grant application as outlined by the grantor's requirements and complete the Grant Request Form. The completed documents will be delivered to the Finance Director and the appropriate approval process will be determined. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in this policy.

Departments shall adhere to the following grant application approval requirements.

Grant Application Scenario	Department Head	Finance Director	Mayor	Finance and Property Committee
Grants \$5,000 or less				
No local match is required	X	X		
Local match can be found within the Department's adopted budget	X	X	X	
The Department cannot identify funds within its adopted budget to offset 100% of the local match	X	X	X	X
There is no continuing commitment of local funds beyond the grant period	X	X	X	
A continuing commitment of local funds beyond the grant period	X	X	X	X
Grants more than \$5,000 but less than \$25,000				
No local match is required	X	X	X	
Local match can be found within the Department's adopted budget	X	X	X	X
The Department cannot identify funds within its adopted budget to offset 100% of the local match	X	X	X	X
There is no continuing commitment of local funds beyond the grant period	X	X	X	X
A continuing commitment of local funds beyond the grant period	X	X	X	X
Grants \$25,000 or more	X	X	X	X

Post-Award Procedures

Department heads are accountable for all grants within their departmental jurisdiction. In cases where more than one department is responsible for the grant, a lead department shall be designated for accountability. Each department that applies for and/or receives grant funding shall:

- (1) Designate a grant project manager for every grant awarded to the department
- (2) Implement awarded grant projects according to the terms and conditions of each grant award.
- (3) Ensure invoices and/or personnel costs are for legitimate expenditures and allowable costs per the terms of the grant agreement. As part of the expenditure approval, the grant project manager shall note on the invoice that item purchased or service performed is a grant eligible expenditure.
- (4) Ensure that all project managers know how to designate project expenditure account numbers to ensure accuracy and submit regular grant drawdown requests to the funding agency in coordination with the Finance Director.
- (5) Ensure that project reporting requirements and deadlines for submission are met.
- (6) Maintain a grant project file that contains all required support documentation to meet reporting/audit requirements. The grant project file shall consist of, at a minimum, the following documents:
 - i. Completed Grant Request Form
 - ii. Completed and properly approved grant application
 - iii. Authorized and executed grant agreement and/or contract

- iv. Authorized and executed grant agreement and/or contract amendments
- v. Grant reimbursement/drawdown requests to the funding agency. All documentation supporting eligible grant expenditures will be attached to the request including the appropriate procurement documentation.
- vi. Documentation of any required in-kind match requirements
- vii. Documentation of the achievement of grant goals and objectives (i.e. job creation, performance objectives, etc.)
- viii. Applicable Davis-Bacon documentation
- ix. Any required periodic grant reports to the funding agency and/or organization
- x. Any required grant close-out reports
- xi. Any correspondence with the funding agency and/or organization

All grant agreements and/or contracts will be executed by the City of Wisconsin Rapids Mayor and a copy of the executed contract will be delivered to the Finance Director. In addition, the Finance Director will review all grant drawdown requests before they are submitted to the funding agency and/or organization.

Procurement Policies and Procedures

Departments should follow the grantor's policies and procedures for all practices including procurement for the selection of contractors and vendors. If grant applications have special conditions regarding procurement it should be noted on the Grant Request Form. Absent of any specific procurement requirements dictated by the grant agreement or if federal, state and/or grantor's procurement requirements are less restrictive; the following thresholds should be adhered to:

Supplies and Services	Under \$2,999	\$3,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000 - \$150,000
Bid Specifications	Not required for purchases under \$150,000				
Solicitation of Bids, Proposals and Quotes	Encouraged	2 or more written quotes			
	Public bid is required for purchases over \$150,000				
Advertising and Notice	Not required				
Approval / Award - Unless a contract is approved by the Common Council	Department Head				Mayor or Finance Director
Purchase Order (Obtained from the Finance Department) -	Not required				Required

Public Construction	Under \$2,999	\$3,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000 and Over
Bid Specifications	Not required		Written specifications required		
Solicitation of Bids, Proposals and Quotes	Encouraged	2 or more verbal or written quotes		3 or more written quotes	Public Bid
Advertising and Notice	Not Required		Class 1 notice before contract is executed		Class 2 notice
Approval / Award – Unless a contract is approved by the Common Council	Department Head				Mayor or Finance Director
Purchase Order (Obtained from the Finance Department)	Not required				Required

Sole-Source Procurement – Sole-source procurements are only permissible when a reasonable investigation shows that there is only one practicable source for the required supply or service. The determination that only one practicable source exists must be documented in grant project file.

Public Construction Public Bid Process – For public construction projects over \$25,000, a class 2 notice will be published and all contractors will be required to complete the City of Wisconsin Rapids Bid Packet (see attachment). The submitted bid packets will be reviewed by the Engineering Department and the City Engineer and/or the Public Works Director will approve the contractor as a qualified bidder. At the bid opening, the contract award will be based on lowest qualified bidder and approved by the Common Council.

Procurement of Professional Services - The general project scope is developed by the City and invitations to submit proposals are sent to consulting firms the City believes may be qualified to do the work and/or a general request for proposals is published. Having at least two proposals has been the minimum required for review and efforts are always made to have more than two.

Proposals are reviewed by the Director of Public Works, City Engineer, staff delegates, and/or ad-hoc committee appointed by the Mayor or City Council that has an understanding of the project and is capable of performing an evaluation. In order of importance, the following is evaluated:

1. The scope proposed by the consulting service provider is identified, complete, and consistent with the scope requested.
2. The qualifications of the consulting service provider are evaluated to insure they are capable of performing the work defined in the project scope. Qualification evaluation includes the project staff's education, training, experience, past-performance, capabilities, personnel, and workloads.
3. The cost of the proposal is evaluated to determine the value of the services proposed is representative of the scope of work to be performed.

The evaluation process is documented in the grant project file and a recommendation is then presented to the City Council for review and approval.

Grant Accounting

Finance Department Responsibilities

- (1) Upon review and approval of the grant application, the Finance Department will assign and set-up in the City's financial accounting system a revenue and expenditure account number that will be unique to that grant. These financial account numbers will be noted on the Grant Request Form.
- (2) The Finance Department will open any specific bank account that is required by the grant agreement and/or contract.
- (3) The Finance Director will review all grant drawdown requests before they are submitted to the grantor and verify that any grant expenditures that are being reimbursed are recorded in the appropriate expenditure account.
- (4) All grant proceeds received will be promptly deposited in the applicable bank account and recorded in the appropriate grant revenue financial account.
- (5) Issue regular reports on the status of grant-funded projects to departments and special reports when requested.
- (6) Maintain a "Schedule of Expenditures of Federal and State Awards"

Grant Closeout

Upon completion of the grant term of each grant award, the grant project manager will review the grant project file to ensure that it contains all the necessary documentation that is required by both the grantor and this policy. The Finance Director will be notified that the grant project has been completed and is now considered closed and the grant project file will be delivered to the Finance Department placed in the City's official grant storage file.

Conflict of Interest

Grant audit findings due to conflicts of interest can damage the reputation and credibility of the City. Further, the appearance of a conflict of interest and be just as damaging to the City's reputation and credibility as an actual conflict.

The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by and official or employee of the City.

No officer or employee of the City shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which a City official or employee is working.

It shall be the responsibility of the Grant Project Manager for each particular grant funded project to ensure that in the use of project funds, officials or employees of the City and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:

1. Using his or her official position for private gain
2. Giving preferential treatment to any person or organization
3. Losing complete independence of impartiality
4. Making an official decision outside official channels
5. Affecting adversely public confidence in the grant funded program in particular and the City in general

Audits

The City of Wisconsin Rapids is subject to the Single Audit Act. A Single Audit encompasses the review of compliance with program requirements and the proper expenditure of funds by an independent Certified Public Accountant according to the standards of OMB Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

All findings are reported directly from the independent Certified Public Accountant to the City in the form of the Federal Awards and State Financial Assistance Report. If the Audit includes findings, the City will complete and submit to the independent Certified Public Accountant a corrective Action Plan.

Adopted: 11/15/2016 Revised: 01/16/18

2023
AGREEMENT FOR HUMANE SOCIETY SERVICES
BETWEEN
CITY OF WISCONSIN RAPIDS
AND
SOUTH WOOD COUNTY HUMANE SOCIETY, INC.

THIS AGREEMENT made this 1st day of January, 2023, is by and between the City of Wisconsin Rapids, hereinafter "City", and South Wood County Humane Society, Inc., hereinafter "SWCHS".

WHEREAS, City has a need for animal shelter and other humane society services; and

WHEREAS, SWCHS operates and maintains an animal shelter for the confinement of stray and surrendered dogs and cats;

NOW THEREFORE, it is agreed by and between the parties as follows:

A. TERM

The term of this agreement shall be from January 1, 2023, through December 31, 2023.

B. SERVICES

1. SWCHS shall:

- a. operate in accordance with all state, federal and local laws regarding the operation of an animal shelter.
- b. receive animals found or located within City and brought to the shelter by City, City law enforcement, the Wood County Humane Officer, and the public.
- c. supply, feed, house, and care for all animals received pursuant to this agreement.
- d. perform stray pick-up services on public and private property, Monday through Saturday, 8:00 a.m. to 8:00 p.m. City shall retain animals between 8:00 p.m. and 8:00 a.m., and SWCHS shall pick up those animals at 8:00 a.m. Animals must be contained or tied before SWCHS will pick up.
- e. provide on-duty personnel at the shelter during regular working hours.
- f. accept fees and donations from the general public for all animals brought to the shelter by residents of municipalities with partial contracts, as well as euthanasia fees.
- g. provide a fee schedule for reclamation, adoption, animal housing, emergency seizure, impoundment, and euthanasia.

- h. make reasonable efforts to return impounded animals to the proper owner pursuant to City code.
- i. comply with all provisions of City's municipal code, including City's dangerous animal ordinance.
- j. cooperate with City officials, County Humane Officer, and City law enforcement on actions pertaining to animals and quarantine, and shall assist the City Attorney and City law enforcement in obtaining and presenting evidence in the civil or criminal prosecution of all violations of City ordinance or state law, pertaining to animal control.

C. INSURANCE

- 1. SWCHS shall carry liability insurance with the following minimum coverage: \$1,000,000, combined with single limit bodily injury and property damage with City named as an additional insured. Said insurance must provide that City is to be notified by the insurance carrier not less than ten days before cancellation for nonpayment of premium or not less than sixty days for non-renewal. SWCHS shall forward copies of all insurance policies to City within 7 days of signing this agreement.
- 2. SWCHS does release, indemnify, and promise to defend and save harmless City, its elected officials, officers, employees, and agents, from and against any and all liability, loss, damages, expense, action, and claims, including costs and reasonable attorney fees incurred by City, its elected officials, officers, employees, and agents in defense thereof, asserting or arising directly or indirectly on account of or out of the performance of service pursuant to this agreement.

D. ACCOUNTABILITY

- 1. At the end of each quarter, SWCHS shall submit to City reports reflecting the number of animals handled for City, broken down by address of their source, their disposition, along with a brief narrative highlighting the quarter's activities.
- 2. SWCHS shall make available for City inspection at any reasonable time all records relating to the services, inspection, care provided, reports, etc., for the services provided to City under this agreement.

E. CONSIDERATION

City shall pay to SWCHS \$86,500.00 for the services provided by SWCHS to City during the term of this agreement.

F. GENERAL

- 1. The parties intend that an independent contractor relationship will between City and SWCHS will be created by this agreement. No agent, employee, or representative of

SWCHS shall be deemed to be an employee, agent, servant, or representative of City for any purpose, and the employees of SWCHS are not entitled to any of the benefits City provides for its employees. SWCHS will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this agreement.

- 2. SWCHS is not an agent of City and does not have the authority to bind City to any fiscal or contractual obligation.
- 3. This agreement may not be assigned without prior written consent of the other party.
- 4. Nothing in this agreement is intended as a waiver of City's right or opportunity to rely upon the limitations and immunities contained within Wisconsin law, including Wis. Stat. §893.80 and 345.05; such limits, caps, and immunities are intended to be preserved by City and its agents, elected officials, officers and employees.

SOUTH WOOD COUNTY HUMANE SOCIETY, INC.

By: _____

Date: _____

CITY OF WISCONSIN RAPIDS

By: _____

Date: _____