



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 **First Floor Conference Room** at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Tuesday, April 11, 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. Review bid results for replacing the existing lighting control system at the Centralia Center and consider bid award
3. Review and consider for approval a change order for the replacement of the HVAC controls at Centralia Center
4. Review bid results for replacing the roof at Centralia Center and consider bid award
5. Review bid results for prairie dog glass exhibit work and consider bid award
6. Consider for approval a special event application from Wood County Human Services, 111 W. Jackson Street, for a Foster Family Appreciation Street fair to be held on Thursday, May 18, 2023 from 5:00 p.m. to 7:00 p.m.
7. Review and consider for approval the 2023 Humane Society contract
8. Review and consider for approval policies for the Mass Transit Grant
9. Audit of the bills
10. Set next meeting date
11. 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.



Committee Referral

Name of Committee: Finance

Date of Request: 4/11/23

Requestor: Jake Klingforth

Request/Referral: Lighting Control System

Background information: Replace the existing lighting control system at the Centralia Center. Parts are no longer made and we running out of relay boards.

Options available: 2 price quotes have been attached

Staff recommendation: replace

Action you are requesting the committee take: vote yes on replacing the controllers

How will the item be financed? _____

Please attach all supporting documentation.

4610 Plover Road
P.O. Box 324
Wisconsin Rapids, WI
54495-0324



Phone: (715) 423-8440
Fax: (715) 423-8323
E-mail: econ@econelectric.com

March 10, 2023

Gordon Ashbeck
City of Wisconsin Rapids

Quote #4198A- Lowell Center Lighting Control Panel Replacement

Hello Gordy,

E-Con Electric Inc is pleased to quote a price of **\$23,380.00** for the lighting control panel replacement at the Lowell Center as discussed. Included in our price is the following:

1. We propose to supply and install a Lutron Athena system. We chose Lutron as it is a widely known in the lighting and lighting control industry and will be for many years in the future. This system is reliable and has many options for lighting control. It will cover all the needs that you currently have and is expandable as well if needed.
2. We will document and remove all the existing conduit and wiring from the control panel.
3. Remove panel.
4. Install new panel, conduits, and wiring into the panel as needed.
5. Terminations of all wiring.
6. Labor, materials, tools, insurance, and applicable taxes.

Approved by: _____

Econ Electric Inc: Greg Hartjes

Thanks again,

Greg Hartjes
Project Manager/Estimator
Vice President
Office: 715-423-8440
Cell: 715-697-3527
Email: hartjesg@econelectric.com
WI Electrical Master License #652644

Every Project Done Safe, Done Right, On Time, Every Time



Committee Referral

Name of Committee: Finance

Date of Request: 4/11/23

Requestor: Jake Klingforth

Request/Referral: change order

Background information: HVAC controllers

Options available: change order has been provided

Staff recommendation: replace

Action you are requesting the committee take: vote yes on the additional cost

How will the item be financed? _____

Please attach all supporting documentation.



2431 49th Street South, Wisconsin Rapids, WI 54494
Phone 715-421-1525

March 28, 2023

Estimating Department

Project: Centralia Center
Subject: HVAC Controls - added equipment

We propose the following:

- DDC Controls for 1 RTU
- DDC Controls for 7 VAV's
- DDC Controls for 3 ERV's (Excludes Fan Status)
- DDC Controls for 8 EF's (Excluding Fan Status)
- Install transformer panel in electrical room, relocate HVAC transformers in electrical room to new panel
- If the RTU isn't wanted, deduct \$3,600.00 from the below cost

Total Cost ----- \$26,928.00

Sum of: *Twenty Six Thousand Nine Hundred Twenty Eight Dollars and No Cents*

If you have any questions, please call me.

Adam Lubeck
(715) 741-3027



Committee Referral

Name of Committee: Finance Commission

Date of Request: 4/3/23

Requestor: Jake Klingforth

Request/Referral: Centralia reroofing bid approval

Background information: The roofing bids for the Centralia closed on April 3 2023.

Options available: We had 3 companies place a bid

Staff recommendation: approval

Action you are requesting the committee take: Approval of the lowest bid for the project to be finished in 2024

How will the item be financed? ARBA funds

Please attach all supporting documentation.

Centralia Center Roof Replacement (#8422665)
Owner: Wisconsin Rapids WI, City of
Solicitor: Wisconsin Rapids WI, City of
04/03/2023 12:00 PM CDT

						Estimate		Nick Michels & Sons, INC.		Quality Roofing Inc		Oshkosh Industrial Roofing & Shee	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Centralia Center Bid Quantities													
	1	1	Roof System & all associated work	LS	1	\$460,000.00	\$460,000.00	\$412,552.00	\$412,552.00	\$555,575.00	\$555,575.00	\$710,000.00	\$710,000.00
	2	2	Skylight - small	EA	3	\$6,666.67	\$20,000.01	\$15,750.00	\$47,250.00	\$2,000.00	\$6,000.00	\$10,000.00	\$30,000.00
	3	3	Skylight - large	EA	1	\$15,000.00	\$15,000.00	\$25,200.00	\$25,200.00	\$20,000.00	\$20,000.00	\$30,000.00	\$30,000.00
	4	4	Skylight engineering certification	LS	1	\$5,000.00	\$5,000.00	\$4,200.00	\$4,200.00	\$3,000.00	\$3,000.00	\$7,000.00	\$7,000.00
Bid Alternate 1													
	5	5	Roof System & all associated work with non-tapered insulation	LS	1	\$750,000.00	\$750,000.00			\$555,575.00	\$555,575.00	\$710,000.00	\$710,000.00
Bid Alternate 2													
	6	6	Roof System & all associated work with tapered insulation	LS	1	\$850,000.00	\$850,000.00			\$726,901.00	\$726,901.00	\$810,000.00	\$810,000.00
Base Bid Total:							\$500,000.01		\$489,202.00		\$584,575.00		\$777,000.00



Committee Referral

Name of Committee: Finance Commission

Date of Request: 4/3/23

Requestor: Jake Klingforth

Request/Referral: glass work for prairie dog exhibit

Background information: This work is for the prairie dog exhibit glass work

Options available: K& W was the only company that bid this project

Staff recommendation: approval

Action you are requesting the committee take: Approval of the bid

How will the item be financed? Teske funds

Please attach all supporting documentation.

Wisconsin Rapids Prairie Dog Exhibit-Glass (#8423770)

Owner: Wisconsin Rapids WI, City of

Solicitor: Wisconsin Rapids WI, City of

04/03/2023 02:00 PM CDT

						Estimate		K & W Glass, Inc.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Prairie Dog Exhibit-Glass Bid Quantities									
	1	1	36" Glass Walls, 3/8" thickness	LF	120	\$280.00	\$33,600.00	\$298.17	\$35,780.52
	2	2	120' base shoe with Brushed Stainless covers	LF	120	\$20.00	\$2,400.00	\$0.00	\$0.00
	3	3	36" glass door with stainless steel hardware/with lockable door	EA	1	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Bid Alternate 1									
	4	4	Upgrade additive - all glass to 1/2" thickness	LS	1	\$5,000.00	\$5,000.00	\$1,827.00	\$1,827.00
Base Bid Total:							\$37,000.00		\$35,780.52

CITY OF WISCONSIN RAPIDS
SPECIAL EVENTS/STREET CLOSURE
PERMIT APPLICATION

FOR OFFICE USE ONLY	
License Fee _____	Receipt # _____
Date _____	

FULL LEGAL NAME OF ORGANIZATION Wood County Human Services Dept.

MAIN CONTACT Jessica Nehmer PHONE NUMBER 715-389-0238

ADDRESS 111 W Jackson St, Wisconsin Rapids, WI 54495

EVENT DAY CONTACT same as above CELL PHONE NUMBER 715-864-2543

DATE OF EVENT (WITH EXACT START & END TIMES) 5/18/2023 5-7 pm

EVENT TITLE AND DESCRIPTION OF EVENT Foster Family Appreciation Street Fair

ACCURATE DESCRIPTION OF STREET(S) OR PUBLIC AREAS TO BE USED FOR EVENT
1st Ave S between W Grand Ave and the Tribune Building
closures @ 1st Ave S / W Grand; 1st Ave S / Johnson St
and 1st Ave @ Tribune

DETAILED DESCRIPTION OF USE FOR WHICH STREET CLOSURE PERMIT IS REQUESTED
see above

CHECK ALL THAT APPLY:

- ☐ Liability Insurance Attached
- ☐ IRS 501(c) Exempt Letter Attached
- ☐ Vending at Event
- ☐ Temporary Class "B"/Class "B" Retailers License N/A
- ☐ Request Open Container Ordinance Suspension N/A
- ☐ Affected Residence Contacted Regarding Street Closure N/A

To ensure appropriate review of your Event, your site/route plan should be demonstrated in a clear and legible manner on a separate sheet of paper.

If the Organization is a bona fide tax exempt, non-profit entity, please attach a copy of your IRS 501(C) tax exemption letter.

Organization shall be responsible for set-up and clean-up; clean-up must be completed within 12 hours of event or by start of business week.

I certify that the information contained in the forgoing application, including the information contained in the event questionnaire and any other supporting documentation or forms, is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Event. I understand that this application is made subject to the rules and regulations established by the Common Council. The applicant agrees to comply with all other City, County, State, or Federal requirements which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Wisconsin Rapids.

I, on behalf of the organization, am also authorized to commit that the organization shall indemnify, defend, and hold harmless the city and its officers, employees, elected and appointed officials, and agents from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys fees and costs of litigation, arising out of this event.



Signature of Event Organizer
On behalf of Organization

1/13/2023
Date:

EVENT QUESTIONNAIRE

Please answer all questions:		NO	YES	Describe Specifically and Fully (how many, what, where, why)	Are you expecting the City to provide this service? Please indicate who or what you expect.
1.	Is the event open to the general public? List your estimated attendance.	X			
2.	Have you reserved or rented your event's location? (Parks Department @ 421-8240 for park facilities)	X			
3.	Do you charge an admission or entry fee?	X			
4.	Will there be wine or beer served?	X			
5.	If there will be wine/beer served, have you applied for and obtained a temporary liquor license with the City Clerk (421-8200) and arranged for licensed bartenders at the event?	X			
6.	If there will be wine/beer served, have you obtained and erected fencing to comply with the City's enclosure policy?	X			
7.	Are you planning to erect a stage(s)? City staging may not be available.	X			
8.	Are you planning to have tents or temporary structures for the event? (This would require receiving a temporary structure permit from the Planning and Economic Development Department at 421-8228, and a safety inspection by the Fire Department. Have all underground utilities been located prior to pounding stakes or fence posts into the ground? Call Diggers Hotline (1-800-242-8511) for property at least 10 days prior to set up.	X			

9.	Will there be food or beverage vending? Have vendors passed inspection, received approval and been permitted by the Wood County Health Department? (421-8911)		X	- La Taguiera - Rocky Rococo	
10.	Will there be other types of vending? Describe what and how many. Have you completed registration information to submit with your events application?		X	I Heart Art Face Painting	
11.	Have you provided sufficient restroom facilities or portable toilets for your event, in accordance with Wood County Health Department (421-8911) requirements?		X	Gotta Go Rentals 2 porta-potties	
12.	Have you provided sufficient refuse collection bins and arranged for cleanup of the premise after the event? Contact Parks Department (421-8240)		X		
13.	Is there entertainment such as bands, amplifiers, performances, etc., Have you notified neighboring residences in writing of the noise expectations of your event?		X	Joe G. musician	
14.	Does your event occur at night or continue into evening (dark) hours? If so, what is your plan for lighting and security?		X		
15.	Will there be fireworks or pyrotechnics at your event? Have you obtained permission from the Mayor and Fire Department? (423-1150)		X		

16.	Do you have an emergency plan in place for accidents, injuries, fires, severe weather, etc.?		X		
17.	Will your event require street closure? Have you notified your neighbors of your request to temporarily close the street and the affected times? Have you detailed the street closing plan on the events application to the city clerk?		X		
18.	Have you obtained orange safety vests and provided training for route guides on runs/walks?	X			
19.	Do you have traffic control, crossing assistance, security or parking issues with your event? Have you consulted with the Police Dept (423-4444)?	X			
20.	Have you obtained and provided to the Clerk adequate liability insurance with the City of Wisconsin Rapids named as the additional insured?		X		
21.	Have you provided a complete time schedule and location itinerary of the parade staging & route?	X			

We would also like sandbags to anchor the bounce house. 8 total?

* Needing picnic tables / benches *

Wood County HSD paying all vendors; no products / food being paid for by families in attendance

Please list all vendors participating in your event.
(You may attach additional pages if necessary.)

Vendor Business Name	La Tagueria
Individual Contact Name	Oscar Herrera 715-255-7281
Streets Address	1345 8th St S
City/State/Zip	Wisconsin Rapids, WI 54494
Type of Merchandise being sold	Food
State of Wisconsin Seller's Permit (Sales Tax) Number	
Wood County Health Department Permit (Food/Beverage Products) Number	

Vendor Business Name	Rocky Racoco
Individual Contact Name	Craig
Streets Address	1841 8th St S, Wisconsin Rapids, WI 54494
City/State/Zip	
Type of Merchandise being sold	Food
State of Wisconsin Seller's Permit (Sales Tax) Number	
Wood County Health Department Permit (Food/Beverage Products) Number	

Vendor Business Name	I Heart Art
Individual Contact Name	Becky Winter
Streets Address	340 W Grand Ave #101
City/State/Zip	Wisconsin Rapids, WI 54495
Type of Merchandise being sold	face painting
State of Wisconsin Seller's Permit (Sales Tax) Number	84-2955249
Wood County Health Department Permit (Food/Beverage Products) Number	



Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780 / (715) 421-8240

Web: parks.wirapids.org / Email: parksdepartment@wirapids.org

Park Equipment to be Reserved:

☒ **Trash (50 gallon)/Recyclable Carts** \$2 each, if you pick up. (Delivery charge for 1-15 carts is \$55.) Per ordinance, recycling is required. (For each trash cart rented, a recyclable cart must be rented.)

Trash Carts 4 / Cost \$ _____ # Recyclable Carts _____ / Cost \$ _____ Delivery Needed? ☐ Yes ☒ No
Total Cost: \$ 8 Address for delivery (if different): _____

* For Picnic Tables and Benches – please contact the Heart of Wisconsin Chamber of Commerce at (715) 423-1830. *

Park Rental Information and Applicable Ordinances

City park hours are 8 a.m. until 11 p.m. Park must be vacated by 11 p.m. The removal of all equipment, structures, and materials for your event must occur prior to park closure on your day of rental. Decorating, setup, caterers, DJ and cleanup must all be completed within your rental time. Please note that we cannot guarantee condition of open shelters as they are not secured and may be used without the City's knowledge.

Circuits are 20 amp and high-draw items (crock pots, Nescos, etc.) may trip the breaker. If it is necessary for our staff to reset the breaker, **you may be charged a fee.** On weekends or after Parks Department hours, call the Police Department's non-emergency number, (715) 423-4444, press #2, and they will reach Parks Department staff. If you leave a message at the Parks Department on a weekend, your message will not be received until Monday morning.

Pets/Weapons/Fires/Noise Ordinance

No pets are allowed in any City park shelters and on any of the above park grounds or in any picnic/playground areas. No weapons are allowed in any City buildings, whether concealed or not. No fires are allowed except in authorized fireplaces or on portable heating or cooking stoves. While using the park, keep in mind it is a violation of City Ordinance 25 to exceed 55 dB of sound at the property line. If you intend to use sound amplification (band, speakers), you may be required to obtain a variance to the noise ordinance. Please see the City Clerk.

Smoking/Tobacco Products/Vaping are prohibited in ALL Wisconsin Rapids Parks and City buildings. Wisconsin Rapids Ordinance 25.35.

Checklist for Clean-Up/Garbage/Recycling

The facility must be left in a clean and orderly condition. Facility must be cleaned and emptied the day of your rental. If facility is left in an unacceptable condition, you will forfeit the \$100 deposit and be charged the balance of the actual costs needed to return facility to its original state. **Please note that no glass beverage containers are allowed in parks.**

1. Put garbage in waste receptacles outside (renter must supply additional bags; most are 56 gallon).
2. Recycling must be separated from trash and placed in the appropriate cart (bags are not required for recyclable carts).
Please Note: For Robinson Park and Sand Lot, please place cart 3 feet from dumpster. For Helen's House, place recyclable cart by receptacle near entrance gate.
3. Sweep out the shelter (broom may be available).
4. If kitchen was used, please wipe down counters. (Renter must provide toweling, spray cleaners, etc.) Wipe out the refrigerator and wipe down all tables.
5. Remove everything you have brought in, including all decorations.
6. Bathrooms should be unlocked and left that way. Be sure all other doors to the shelter or kitchen are locked.

Unsafe Conditions/Vandalism/Damage: Report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, (715) 421-8240. On weekends or after hours, call the Police Department's non-emergency number, (715) 423-4444, and press #2.

Parking is only permitted in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies. Vehicular access to picnic shelters and other rented facilities is allowed only for the purpose of loading and unloading.



Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780 / (715) 421-8240

Web: parks.wirapids.org / Email: parksdepartment@wirapids.org

Park reservations may be made one year in advance, and are on a first-come, first-served basis. Payment must be made at the time reservation is made (cash, check or credit card). The rental season starts approximately the second weekend of May until the second weekend of October, weather permitting. The Rapids Room at the Recreation Center is available year-round.

Group Name: _____ Estimated # of People Attending Event: _____

Type of Event: _____

Requested Date: _____ Time: _____ to _____

Person Responsible for the Group Above: _____

Address: _____ Phone: _____

Email: _____ Contact Phone (Day of Rental): _____

Park Shelter to be Reserved:

Park Staff Only: ☐ Approved ☐ Denied

☐ **Helen's House** (Wisconsin Rapids Municipal Zoo, 1921 Gaynor Avenue) \$150 rental fee + \$100 key/security deposit. Enclosed shelter; holds approximately 50 - 60 people. Air conditioning, kitchen with refrigerator, sink with hot and cold water (no stove), counters with plug-ins; pass-through window; tables (eight 8-foot tables, two 6-foot tables, 60 chairs); restrooms. Temperature and fans will be set by staff, based on predicted outside temperature, and may not be adjusted.

☐ **Robinson Park** (1150 17th Street North) \$100 rental fee (+ \$100 key/security deposit if band shell needed). Large open shelter; holds approximately 200 people. Power switch box in shelter house (no key necessary); water faucet; fireplace. Surrounding park area includes band shell, ball diamonds, play equipment, park pong, disc golf, horseshoe pits, volleyball court, and restrooms. **Please note:** lights automatically turn off at 11:15 p.m. Please note that restrooms have automatic locks and will open between 8 a.m.-11 p.m. Doors shall NOT be propped open before/after hours.

☐ **Sand Lot Park** (453 Goodnow Avenue) \$100 rental cost + \$100 key/security deposit. Open shelter; holds approximately 75-100 people. Enclosed kitchen with refrigerator, sink with hot and cold water, counters with plug-ins; pass-through window; picnic tables; power (no key necessary); outdoor water faucet; and restrooms. No fireplace. Surrounding park area includes play equipment, ball diamonds, volleyball courts, horseshoe pits, and basketball court.

Rental permission is only for the shelter areas at the above parks. The other areas of the park will be open to the public. However, if you wish to utilize additional areas of the park, please indicate what areas and for what reason those areas will be used: _____

Please note that requests for additional areas may not always be honored, and require at least 7 business days advance notice. Robinson Park and Sand Lot ball diamonds have primary use tenants, therefore those fields may not be available.

Wisconsin Rapids Recreation Center Shelters (681 Chestnut Street) Surrounding park area includes play equipment, with seasonal amenities (aquatics center or skating pond). **Pool passes not included with rentals.**

☐ **Aquatics Rapids Room** Resident rental: \$150 + \$100 key/security deposit; Non-Resident rental: \$250 + \$100 key/security deposit. Enclosed shelter; holds approximately 75 people. Kitchen with refrigerator, microwave, sink, serving window, counter space, eight 8' tables.

☐ **Aquatics Open Shelter** (Park and enter from Apple Street) Rental: \$100 Covered shelter; holds approximately 60-70 people. Electrical outlets; eight 8' tables.

☐ **Aquatics Family Area Shelter** (inside pool area) Rental: \$80 Covered shelter; holds approximately 35-40 people. Six 6' tables.



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

RECEIVED
5/14/21

2135 RIMROCK ROAD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0232
email: DORRegistration@wisconsin.gov
website: revenue.wi.gov

Letter ID L0851254864

COUNTY OF WOOD

PO BOX 8095

WISCONSIN RAPIDS WI 54495-8095

May 11, 2021

Batch Index: 72337920-599

This is your Wisconsin Sales and Use Tax Certificate of Exempt Status (CES). Purchases made by your organization or entity are taxable unless you provide the seller a fully completed Wisconsin sales and use tax exemption certificate (Form S-211 or S-211E), listing the CES number shown below.

If your organization makes sales subject to sales tax, it may need a seller's permit. Information on registration requirements can be found in Publication 206, Sales Tax Exemption for Nonprofit Organizations.

Forms and publications can be obtained through our website at revenue.wi.gov or through our forms ordering line at (608) 266-1961. Many questions can be answered by reviewing the Common Questions pages on our website. You may also contact us by telephone at (608) 266-2776 or by email at DORRegistration@revenue.wi.gov.



**WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)**
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

CES NUMBER
008-1020421181-06
DATE ISSUED
5/6/1999

IMPORTANT:

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above. Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue
by telephone at (608) 266-2776, FAX (608) 327-0232,
email DORRegistration@wisconsin.gov,
or at our website revenue.wi.gov

COUNTY OF WOOD

PO BOX 8095

WISCONSIN RAPIDS WI 54495-8095

CERTIFICATE OF INSURANCE

ISSUE DATE: 1/17/2023

AEGIS LLC – A CHARLES TAYLOR CO.
18550 W. CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045
TEL: (800) 236-6885

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

INSURED:
Wood County
P O Box 8095
Wisconsin Rapids, WI 54495

COMPANY AFFORDING COVERAGE:

WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OF OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
LIABILITY GENERAL LIABILITY LAW ENFORCEMENT LIABILITY PUBLIC OFFICIALS E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	17223	1/1/2023	1/1/2024	EACH OCCURRENCE \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS *Certificate Holder is named as an additional insured in regard to the Wood County Human Services Department event; Foster Family Appreciation Street Fair 1st Avenue S, Wisconsin Rapids between W Grand Ave, and the Tribune Building on 5/18/2023 from 5-7 pm.*

CERTIFICATE HOLDER:
City of Wisconsin Rapids
444 West Grand Ave
Wisconsin Rapids, WI 54495-2780

AUTHORIZED REPRESENTATIVE

Karen Flynn

CANCELLATION:

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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. Regarding sections a.-d. above, SWCHS shall not be required to assist with feral, non-domesticated felines, i.e., "working cats" and "barn cats", due to inadequacies in housing, temperament rehabilitation, and proper medical services for these animals. SWCHS staff possess the ability to accurately evaluate behavior on scene or via pictures for any felines to determine their status.
- fe. provide on-duty personnel at the shelter during regular working hours.

- gf. 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.
- hg. provide a fee schedule for reclamation, adoption, animal housing, emergency seizure, impoundment, and euthanasia.
- ih. make reasonable efforts to return impounded animals to the proper owner pursuant to City code.
- ji. comply with all provisions of City's municipal code, including City's dangerous animal ordinance.
- kj. 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.
- l. assist the City with the pet exemption permitting process, including residential visits and signing off on permits.

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 electronic 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 be created between City and SWCHS 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: _____

City of Wisconsin Rapids

Title VI Nondiscrimination Plan

Revised on: (Insert the date the plan is signed)

Adopted by: Wisconsin Rapids Common Council

Original Title VI Plan

Adopted on: April 15, 2014

This plan is hereby adopted and signed by:

City of Wisconsin Rapids

Executive Name/Title: _____

Executive Signature: _____

As a recipient of USDOT Federal Transit Administration (FTA) funding, per [FTA Circular 4702.1B](#) the **City of Wisconsin Rapids** is required to prepare a Title VI Nondiscrimination Plan including the following elements:

- Evidence of Policy Approval
- Policy Statement, Log of Policy Updates, Contact Information/Program Administration
- Notice of Nondiscrimination (**Appendix 1**)
- Complaint Procedure (**Appendix 2**)
- Complaint Form (**Appendix 3**)
- Recording and Reporting Civil Rights Investigations, Complaints and, and Lawsuits (**Appendix 4**)
- Public Involvement Plan (**Appendix 5**)
- Limited English Proficiency (LEP) Plan (**Appendix 6**)
- Demographic Representation Information (**Appendix 7**)

Policy Statement

The **City of Wisconsin Rapids** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Wisconsin Rapids** in accordance with Title VI of the Civil Rights Act of 1964¹ and related nondiscrimination authorities.

The **City of Wisconsin Rapids** receives federal financial assistance to provide shared ride transportation service in city and surrounding communities.

Policy Updates – Activity Log

The **City of Wisconsin Rapids** will review and discuss Title VI Nondiscrimination Plan requirements with its third-party transit provider on an annual basis to ensure compliance with Title VI Nondiscrimination requirements and determine if modifications are necessary. The table below outlines the Title VI Plan reviews/revisions made by the **City of Wisconsin Rapids**.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Notes
March 2, 2023	Updated Title VI Plan per WisDOT requirement. Revisions included updated Complaint Form, updated LEP Plan and Minority Representation Information with current US Census data	Karen Timm	Give a copy of the 2023 Title VI Plan to third party transit provider, River City Cab.
Oct 18, 2016	Clarifications to Language Assistance Plan	Cindy Schlichting	Met with Jim Brown of River City Cab to review the plan and make clarify the counting rule. We have not had the need for interpretation to date. Most of our Hmong and Spanish speaking clients also speak at least a minimal amount of English.
April 15, 2014	Develop a Title VI Plan	Dave Batten	

¹ **Title VI of the Civil Rights Act of 1964** states “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” – [Title 42 USC Section 2000d](#)

Contact Information/Program Administration

Chief Executive

The **City of Wisconsin Rapids**' Chief Executive will ensure compliance with [Title VI of the Civil Rights Act of 1964 \(42 U.S.C. 2000d\)](#) and the U.S. Department of Transportation implementing regulations.

Name:	Shane Blazer
Email:	sblazer@wirapids.org
Phone:	715-421-8202

Civil Rights Coordinator

The **City of Wisconsin Rapids**' Civil Rights Coordinator ensures Title VI/Nondiscrimination and LEP compliance in accordance with the **City of Wisconsin Rapids**' federally funded transportation activities. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/Nondiscrimination and LEP compliance. This position has a direct reporting relationship and access to the **City of Wisconsin Rapids**' Chief Executive.

Name:	Karen Timm
Email:	ktimm@wirapids.org
Phone:	715-421-8235

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the **City of Wisconsin Rapids**' nondiscrimination requirements, including the following activities:

- ✓ Program Administration
 - Ensure compliance with federal Title VI/Nondiscrimination and LEP requirements
 - Develop and implement the **City of Wisconsin Rapids**' Title VI/Nondiscrimination and LEP Plan
 - Update and maintain Title VI/Nondiscrimination and LEP program policies and procedures
- ✓ Complaints
 - Review, track, investigate and close Title VI/Nondiscrimination and LEP complaints
- ✓ Employee Training
 - Educate staff on Title VI/Nondiscrimination and LEP requirements and procedures
- ✓ Reporting
 - Prepare and submit Title VI/Nondiscrimination reports per state and federal regulations
- ✓ Public Dissemination
 - Notify the public of the **City of Wisconsin Rapids**' Nondiscrimination requirements via the **City of Wisconsin Rapids**' public area, on its website, in vehicles, etc.
- ✓ Oversight
 - Ensure contractors and lessees adhere to Title VI/Nondiscrimination and LEP requirements

Notice of Nondiscrimination

[FTA Title VI Circular 4702.1B](#) requires the **City of Wisconsin Rapids** as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI regulations require **City of Wisconsin Rapids** to inform the public of their rights under Title VI by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public areas of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI information in another language.

The **City of Wisconsin Rapids'** *Notice of Nondiscrimination* is provided in the following locations:

- ✓ Agency website <https://www.wirapids.org/river-city-cab.html>
- ✓ Public Buildings in public areas including, City Hall, McMillan Library, Housing Authority, and Water Works and Lighting Commission
- ✓ Transit Provider
 - Inside vehicles
 - Rider Guides/Schedules

On English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the **City of Wisconsin Rapids** at (715)421-8235 if additional information is needed in another language.

To view a copy of the **City of Wisconsin Rapids'** *Notice of Nondiscrimination*, please see **Appendix 1**.

Complaint Procedure and Complaint Form

The **City of Wisconsin Rapids**, as a recipient of federal financial assistance must develop a procedure for investigating, tracking, and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) by the **City of Wisconsin Rapids** may file a civil rights complaint.

Scope of Civil Rights Complaints

The scope of civil rights complaints covers all internal and external **City of Wisconsin Rapids** activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding and contracts.

Complaints can originate as a result of project and program impacts on individuals or groups. Examples include social and economic impacts such as access to programs, activities and services, failure to maintain facilities and vehicles, traffic, noise, air quality, and accidents.

Complaints can also originate from individuals or firms alleging inability to bid upon or obtain a contract with **City of Wisconsin Rapids** for the furnishing of goods and services. Examples include advertising for bid proposals; prequalification or qualification requirements; bid awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, etc.

The **City of Wisconsin Rapids'** complaint procedure is shown in **Appendix 2** and made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office – Assistant Director of Finance Office

A copy of the **City of Wisconsin Rapids' Complaint Form** is shown in **Appendix 3**.

Civil Rights Investigations

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

Appendix 4 is the **City of Wisconsin Rapids'** procedure and tracking mechanism to investigate, track and resolve complaints.

Since the last update of this Title VI Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Wisconsin Rapids**.

Public Involvement Plan

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

A copy of the **City of Wisconsin Rapids' Public Involvement Plan** is shown in **Appendix 5**.

Limited English Proficiency (LEP) Plan

As a recipient of federal USDOT funding, the **City of Wisconsin Rapids** is required under [Title VI of the Civil Rights Act of 1964](#) and [Executive Order 13166](#) to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English Language.

A copy of the **City of Wisconsin Rapids' Limited English Proficiency (LEP) Plan** is shown in **Appendix 6**.

The LEP plan outlines the policies and procedures the **City of Wisconsin Rapids** will use to address the needs of persons with limited English proficiency (LEP) that wish to participate in **City of Wisconsin Rapids** programs and services.

Demographic Representation Information

The **City of Wisconsin Rapids** understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

A copy of the **City of Wisconsin Rapids' Minority Representation Information** is shown in **Appendix 7**.

Title VI - Notice of Nondiscrimination to the Public

City of Wisconsin Rapids' Notice of Nondiscrimination is as follows:

Notice of Nondiscrimination

City of Wisconsin Rapids

- ✓ The **City of Wisconsin Rapids** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Wisconsin Rapids** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with the **City of Wisconsin Rapids**.
- ✓ For more information on the **City of Wisconsin Rapids'** civil rights program, and the procedures to file a complaint, contact (715)421-8235, (for hearing impaired, please use [Wisconsin Relay 711 - https://wisconsinrelay.com](https://wisconsinrelay.com)); email ktimm@wirapids.org or visit the City Attorney's Office at 444 West Grant Avenue, WI Rapids, 54495. For more information, visit <https://www.wirapids.org/river-city-cab.html>
- ✓ A complaint may also be filed directly with the Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590; Phone: 1-888-446-4511; Email: FTACivilRightsCommunications@dot.gov.
- ✓ If information is needed in another language, contact (715)421-8235.
Si se necesita informacion en otro idioma de contacto, (715)421-8235.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau (715)421-8235.

Complaint Procedure

The **City of Wisconsin Rapids'** Complaint Procedure is made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
 - ✓ Agency office - Assistant Director of Finance Office
-

Any person who believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficient (LEP) by the **City of Wisconsin Rapids** may file a complaint by completing and submitting the **City of Wisconsin Rapids'** Complaint Form.

The Complaint Form may also be used to submit general complaints to the **City of Wisconsin Rapids**.

The **City of Wisconsin Rapids** investigates complaints received no more than 180 calendar days after the alleged incident. The **City of Wisconsin Rapids** will process complaints that are complete.

Once the complaint is received, the **City of Wisconsin Rapids** will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, the **City of Wisconsin Rapids** will follow the steps listed in this complaint procedure. The **City of Wisconsin Rapids** may also use this formal procedure to address general complaints. If the **City of Wisconsin Rapids** determines it has jurisdiction the complainant will receive an acknowledgement letter stating the complaint will be investigated by the **City of Wisconsin Rapids** as a civil rights complaint.

The **City of Wisconsin Rapids** has **45** business days to investigate the civil rights complaint. If more information is needed to resolve the case, the **City of Wisconsin Rapids** may contact the complainant.

The complainant has **15** business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within **15** business days, the **City of Wisconsin Rapids** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, one of two (2) letters will be issued to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, the complainant has **15** business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact (715)421-8235.

Si se necesita informacion en otro idioma de contacto, (715)421-8235.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau (715)421-8235.

Complaint/Comment Form

City of Wisconsin Rapids is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically at ktimm@wirapids.org or in person at the address below.

City of Wisconsin Rapids

444 West Grand Avenue

Wisconsin Rapids, WI 54495

You may also call us at 715-421-8235. Please make sure to provide your contact information in order to receive a response.

Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
--------------------------------------	---------------------------------------	--	---

Click or tap here to enter text.

Section B: Contact Information

Name <input type="text"/>	Telephone Number (including area code) <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>

Email Address

Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Section C: Type of Comment

What type of comment are you providing? Please check which category best applies.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
------------------------------------	-------------------------------------	-------------------------------------	--------------------------------

Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

Section D: Comment Details

Please answer the questions below regarding your comment

Did the incident occur on the following type of service? Please check any box that may apply.	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
What was the date of the occurrence?	Click to add date in the following format: Day, month, year		
What was the time of the occurrence?	Click to add the time		
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.		
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, if applicable?	Click or tap here to enter text.		
Where was the location of the occurrence?	Click or tap here to enter text.		
Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please add any additional descriptive details about the incident.	Click or tap here to enter text.		

In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

Section E: Follow-up

May we contact you if we need more details or information?

☐ Yes

☐ No

If yes, how would you best liked to be reached? Please select your preferred form of contact below

☐ Phone

☐ Email

☐ Mail

If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time

Click here to add your preferred day

Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the City of Wisconsin Rapids.

Name Click or tap here to enter text.

Date: Click to add date in the following format: Day, month, year

Signature Click or tap here to enter text.

Appendix 4

List of Complaints, Investigations and Lawsuits²

The **City of Wisconsin Rapids** maintains a log to track and resolve transit related complaints, investigations, and lawsuits.

Check One:

☒ Since the last update of this Title VI Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Wisconsin Rapids**.

☐ There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

Type Complaint Investigation Lawsuit	Date (Month, Day, Year)	Complainant's Name/Address	Basis of Complaint ³	Summary Complaint Description	Status	Action Taken/ Final Outcome if Resolved

² **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

³ **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

Public Involvement Plan

The purpose of the **Public Involvement Plan** is to establish procedures that allow for, encourage, and monitor participation of all citizens within the **City of Wisconsin Rapids** service area including but not limited to low income and minority individuals, and those with limited English proficiency (LEP).

While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

Goal

The goal of public involvement is to offer real opportunities for the engagement of all citizens within the **City of Wisconsin Rapids** service area to participate in the development of plans, programs and services.

Strategies

In order to promote inclusive public participation, the **City of Wisconsin Rapids** uses the following strategies, as appropriate.

- Coordination and Consultation
 - Coordinate and consult with partners, stakeholders, program participants and their caregivers, and the public affected by the distribution of state and federal transit grant programs.
 - Seek guidance and input from WisDOT on public involvement mechanisms and strategies.
 - Maintain an electronic distribution list of all potential program participants, partners, stakeholders, etc.
- Accessibility and Information
 - Meetings
 - Adhere to state and federal public hearing requirements
 - Provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
 - Hold meetings in locations which are accessible and reasonably welcoming to all area residents including, but not limited to, low-income and minority members of the public.
 - Employ different meeting sizes and formats
 - Provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
 - Make public information available in electronically accessible formats
 - Use social media in addition to other resources to gain public involvement
 - Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

- Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
- Timeliness
 - Provide timely information about state and federal grant programs to affected program participants, the public, partner agencies, and other interested parties.
 - Provide adequate notice of public involvement activities and time for public review and comment.
- Public Comment
 - Work openly and diligently to incorporate public comments received and to notify respondents of final plans, reports, programs, etc.
 - Provide for early, frequent and continuous engagement by the public
- Social/Environmental Justice
 - Seek and consider the needs of those traditionally underserved by participating in outreach efforts that address the needs of minority persons, the elderly, persons with disabilities, limited English Proficient individuals, and low-income households.
 - Determine what non-English languages and other cultural barriers exist to public participation within the **City of Wisconsin Rapids** service area.
- Training
 - Participate in training to continuously improve the knowledge and understanding of civil rights and environmental justice principles.
- Evaluation
 - Document and maintain records of public outreach efforts.
 - Review the effectiveness of public participation activities.
 - Seek new ways to providing public input opportunities.

Participation Techniques

The **City of Wisconsin Rapids** will use the following participation techniques as deemed appropriate. Participation techniques will be reviewed and modified each year, as necessary. If new techniques are tried and found to be successful, this list will be updated to include the new techniques.

- Booth at Community events (craft fair, festival, farmers market, parades, etc.)
- Advisory meetings and committees
- Direct mailings (letters, fliers, etc.)
- Website and social media
- Project-specific newsletter articles
- Public information meetings
- Legal advertisements
- Presentations to community partners, citizens/residents, etc.
- Press releases, meetings with local media representatives
- Surveys (telephone, internet, and public information meetings)
- Work with partner organizations

Public Outreach Activities

The **City of Wisconsin Rapids** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **City of Wisconsin Rapids** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **City of Wisconsin Rapids** are summarized below. Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. information posted to social media, fliers in grocery stores and community centers, etc.) will be used for future planning efforts.

Summary of Outreach Activities					
Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.)	Staff Members Responsible	Notes
Ongoing	Website, Facebook, Twitter	Website and Social Media Materials	Website and Social Media Materials	Agency Staff	www.wirapids.org
Ongoing	Transportation Routes Update	Newspaper, Community Resource Guides (ADRC), Parks and Rec Guide, Church Bulletin)	Advertisement/Transportation Route Summary	Jim Brown	
01/17/2023	Presentations to groups or at events (ODC, Inclusa and Connections)	Advertise meetings on website and newspaper	Meeting	Jim Brown	ODC
03/08/2023	Listening Session Presentations to Wood County and area Agencies	Advertise meetings on website and newspaper	Meeting	Jim Brown	Wood County
12/06/2023	City Council Meetings	Advertise meetings on website and newspaper	Public Meeting	Karen Timm	Agenda Item – Review & Consider Approval of 2023 Mass Transit Application & Budget Request

Summary of Outreach Activities

Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.).	Staff Members Responsible	Notes
2016	Daily Activity	Verbal	Introduction to ODC staffer	Cindy Schlichting	I met the ODC staff and discussed how the Cab service can be better used for their clients
10/4/2016	Finance Committee Meeting	Published in Newspaper & on City Website Notice of Meeting Agenda Notices also posted at City Hall & other Public Places 9/22/2016	Public Meeting	Cindy Schlichting	Agenda Item – Review & Consider Approval of 2017 Mass Transit Application & Budget Request
9/15/2015	Finance Committee Meeting	Finance Committee Meeting	Public Meeting	Cindy Schlichting	Agenda Item – Review & Consider Approval of 2016 Mass Transit Application & Budget Request
9/9/2014	Finance Committee Meeting	Published in Newspaper & on City Website Notice of Meeting Agenda Notices also posted at City Hall & other Public Places 9/2/2014	Public Meeting	Dave Batten	Agenda Item – Review & Consider Approval of 2015 Mass Transit Application & Budget Request

Limited English Proficiency (LEP) Plan

Overview

As a recipient of federal financial assistance, the **City of Wisconsin Rapids** is required to prepare a Limited English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq.](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency”](#), issued in 2000 clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. While most individuals in Wisconsin read, write, speak, and understand English, for some individuals English is not their primary language. If these individuals have a limited ability to read, write, speak or understand English, they are considered Limited English Proficient (LEP).

The US DOT “[Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons](#)” discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that “Speaks English less than very well” by the total population of the county. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **City of Wisconsin Rapids** must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for non-English speaking persons.

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#) provides guidance and instructions for LEP Plan development.

Plan Summary

The **City of Wisconsin Rapids** has developed this *Limited English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by the **City of Wisconsin Rapids**.

This plan outlines how to identify a person who may need language assistance, how to inform LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

Plan Components

As a recipient of federal US DOT funding, the **City of Wisconsin Rapids** is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of the following:
 - ✓ How language assistance services are provided.
 - ✓ How LEP persons are informed of the availability of language assistance services.
 - ✓ How the language assistance plan is monitored and updated.
 - ✓ How employees are trained to provide language assistance to LEP persons.

Meaningful Access - Four Factor Analysis

To prepare this plan, the **City of Wisconsin Rapids** conducted a four-factor analysis which considers the following:

Factor 1 - Demography

Number and proportion of LEP persons who may be served or are likely to encounter a City of Wisconsin Rapids program or service.

This plan uses [US Census Bureau – American Fact Finder \(2011-2015\)](#) language data available by Wisconsin county. More data is available on the [US Census Bureau ACS website](#).



**Wood County LEP
Data 2015 File**

The US Census Bureau – American Fact Finder (2011-2015) data shows there are numerous languages spoken in Wood County. Some of these languages include Spanish, Hmong, Other Native North American Languages, Vietnamese, German, Russian, Polish, Chinese, and Urdu. After English, the second and third largest language groups are Spanish and Hmong.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **City of Wisconsin Rapids** must provide translation of vital documents in written format for non-English speaking persons.

US Census data shows that in Wood County with a population estimate of 69,938, 379 persons are identified as speaking Spanish and “speaks English less than very well” and 242 persons are identified as speaking Hmong and “speaks English less than very well”. These language groups are less than 1% and below the 5%, or 1,000 person threshold of the population to be served. This means the **City of Wisconsin Rapids** is not required to provide written translation of vital documents in Spanish or Hmong. All other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the **City of Wisconsin Rapids** is also not required to provide written translation of vital documents in these languages.

In the future, if the **City of Wisconsin Rapids** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

Factor 2 – Frequency

Frequency of contact with LEP persons.

The **City of Wisconsin Rapids** and its transit provider provides transportation service for the **City of Wisconsin Rapids** and the surrounding communities, including, but not limited to, Kellner, Vesper, Port Edwards, Nekoosa and the Town of Rome.

The **City of Wisconsin Rapids** reviewed the frequency with which its staff, policy board, and contractors have, or could have, contact with LEP persons in the conduct of **City of Wisconsin Rapids** activities. This includes a review of documented phone inquiries, office visits, and encounters at public meetings and community events. Within the last year, **City of Wisconsin Rapids** staff, council members, and its transit provider have had (0) requests for interpreters and (0) requests for translated program documents in any setting.

City of Wisconsin Rapids staff, council members, transit provider will be trained on what to do when they encounter a person with limited English proficiency.

The **City of Wisconsin Rapids** with assistance from its transit provider, tracks the number of encounters and considers adjustments to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Wisconsin Rapids'** programs and services. The *Log of LEP Encounters* is a tool to help track LEP encounters.

Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

If a language barrier were to exist, **City of Wisconsin Rapids** would work to provide a reasonable accommodation. The *"I Speak" Language Identification Card* listed shown below is a document that can be used by **City of Wisconsin Rapids** staff to assist LEP individuals. Additional languages can be added, as needed, to match the demographic changes of the **City of Wisconsin Rapids'** service area. The languages

included in the “*I Speak*” Language Identification Card below represent many of the languages spoken within the **City of Wisconsin Rapids** service area.

“I Speak” Language Identification Card

Mark this box if you speak....	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	Ja говорим српски	Serbian
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Factor 3 – Importance

Nature and importance of program to LEPs.

The **City of Wisconsin Rapids** receives federal financial assistance to provide shared ride transportation service in City of Wisconsin Rapids and surrounding communities.

The **City of Wisconsin Rapids** and its transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. Transportation services provides a key role in connecting LEP persons to these essential services.

Factor 4 – Resources and Costs

Resources available and overall cost to provide LEP assistance.

Given the small size of LEP encounters and small LEP populations, full multi-language translations of our programs and services related to transportation services is not warranted at this time. However, this information can be made upon request. The **City of Wisconsin Rapids** will contact state and local units of government and community resources for assistance in translation services.

Even though the **City of Wisconsin Rapids** does not have a separate budget for LEP outreach, it continuously explores ways to implement low-cost methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing and printing

brochure/materials and having a visible presence in our community (e.g., participating in job fairs, parades, community events, etc.) to promote transportation services. Additional low-cost outreach methods to reach LEP communities include but are not limited to activities such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Language Assistance Services

Overview - Language Assistance Services

If a person does not speak English as their primary language and is LEP, that person may be entitled to language assistance with respect to **City of Wisconsin Rapids'** programs and services. Language assistance can include interpretation and/or translation from one language into another language.

City of Wisconsin Rapids will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English.

City of Wisconsin Rapids strives to offer the following measures:

- ✓ When encountering LEP persons directly, **City of Wisconsin Rapids** staff use the "*I Speak*" *Language Identification Card* or posters to identify the language and communication need of LEP persons.
- ✓ Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon requests, within a reasonable time frame.
- ✓ Work with translation services as necessary to assist with the development of bilingual outreach materials.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>
- ✓ Utilize online resources such as Google Translate to assist with the translation of documents. The main downside of this approach is accuracy. As such, this option will be used by the **City of Wisconsin Rapids** on limited basis. Instead, the **City of Wisconsin Rapids** will seek assistance from fluent speakers.
- ✓ Prioritize the hiring of bilingual staff, as needed.

Public Outreach – Informing LEP Persons of Language Assistance Services

The **City of Wisconsin Rapids** uses the following steps to inform LEP persons of the availability of language assistance services:

- ✓ Posts the Title VI/LEP *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish and Hmong providing instructions on how to contact the **City of Wisconsin Rapids** to request information in another language.

- ✓ When encountering LEP persons directly, **City of Wisconsin Rapids** will use the “*I Speak*” *Language Identification Card* to identify the language and communication needs of LEP persons. **City of Wisconsin Rapids** may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- ✓ Review outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Develop and maintain cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- ✓ Utilize translation services such a fluent speaker on staff or seeking out language assistance from community organizations.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

Monitoring, Evaluating and Updating the Plan

The **City of Wisconsin Rapids** will review the LEP Plan on an annual basis. Review and updates will include the following:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Determine whether the need for translation services has changed.
- ✓ Determine with existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Determine whether complaints have been received concerning the **City of Wisconsin Rapids’** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.
- ✓ Review of any new opportunities for LEP communication.
- ✓ Determine whether financial resources are needed to fund language assistance services.

Training Staff

The following training will be provided to **City of Wisconsin Rapids** staff:

- ✓ Information on the **City of Wisconsin Rapids’** Title VI Non-Discrimination Plan and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Use of the “I-Speak Card” as a tool to assist LEP individuals.
- ✓ Documentation of language assistance requests using the *Log of LEP Encounters*.
- ✓ How to handle Title VI Non-Discrimination and LEP complaints.

Demographic Representation Information⁴

A. Demographic Representation Table⁵

The table below depicts US Census population data by race in Wood County. The **City of Wisconsin Rapids** does not have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies.



Body	Caucasian	Hispanic / Latino	Black/ African American	Asian American	Native American	Some other Race
Wood County Population	91.9%	3.19%	.8%	2.1%	.4%	1.61%
Common Council	The membership of City of Wisconsin Rapids' Common Council is by election.					

B. Efforts to Encourage Minority Participation

City of Wisconsin Rapids understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, **City of Wisconsin Rapids** encourages participation of all its citizens.

As vacancies on non-elected boards, committees and councils become available, **City of Wisconsin Rapids** will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, **City of Wisconsin Rapids** will continue to reach out to community organizations to connect with all population groups in its service area. In addition, **City of Wisconsin Rapids** will use creative ways to make participating realistic and reasonable, such as scheduling meetings at times best suited to its members.

⁴ If **City of Wisconsin Rapids** has transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by **City of Wisconsin Rapids**, Title VI regulations require **City of Wisconsin Rapids** to provide a table depicting the membership of those committees broken down by race and a description of efforts made to encourage the participation of minorities on such committees.

⁵ County data by race is available at the or the US Census Bureau website <http://data.census.gov>

FEDERAL AWARDS

Charging of Costs to Federal Awards

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Criteria for Allowability

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

Personnel and Fringe Benefit Costs

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Wisconsin Rapids written employment compensation and benefits manual.

Procurement

The City of Wisconsin Rapids employees and board members shall comply with all applicable standards of conduct restricting the solicitation or acceptance of gifts, gratuities, favors, or anything of monetary value from contractors or potential contractors. This restriction also applies to any individuals with technical evaluation responsibilities for the procurement and/or assigned to a Source Selection Team.

The City of Wisconsin Rapids will adhere to all Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used, WisDOT Procurement Manual attached in the appendix.

Protest Policy for Mass Transit Grant Contracts

City of Wisconsin Rapids

This City of Wisconsin Rapids policy requires that all prospective contractors for federal mass transit grant contracts be accorded fair and equal consideration in the solicitation and award of contracts. Any interested party shall have the right to protest alleged inequities in the procurement process and to have its issues heard, evaluated and resolved administratively. "Interested party" is defined as an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by failure to award a contract

1.0 Submittal Procedures

An interested party wishing to protest a matter involving a proposed procurement or contract award shall file a written submission to:

City Attorney Susan Schill
444 West Grand Avenue
Wisconsin Rapids WI 54495

Protest must be filed by certified mail or other delivery method by which receipt can be verified. Electronic submission of protests will not be accepted.

The protest shall include, at a minimum:

- (a) The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an interested party;
- (b) Identity of the contact person for the protestor, including name, title, address, telephone, fax and email addresses. If the contact point is a third party representing the protester, the same information must be provided, plus a statement defining the relationship between the protester and the third party;
- (c) Identification of the procurement;
- (d) A description of the nature of the protest, referencing the portion(s) of the solicitation involved;
- (e) Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based;
- (f) A complete discussion of the basis for the protest, including all supporting facts, documents or data; and
- (g) A statement of the specific relief requested.

The protestor is solely responsible for the completeness and validity of the information provided. Any documents relevant to the protest should be attached to the written submission. Documents which are readily available on the Internet may be referenced to an appropriate link.

Protests shall be submitted in accordance with the requirements of this Policy and any directions included in the solicitation, and shall be addressed to the City Attorney. The City of Wisconsin Rapids may decide a protest solely upon the written submission. The protest submission should therefore include all materials necessary to support the protester's position. Additional or supplemental materials may only be submitted at the request of, or with the permission of, the City Attorney. An informal notice of receipt of a protest must be given to the appropriate regional office of the Federal Transit Administration (FTA). The form of notice may be specified by the regional office.

1.2 Protests of the Evaluation Process

City Staff shall determine a recommendation for an award, and shall, prior to the submission of a recommendation to the City Council, notify all bidders/proposers of the recommended award. This notice will be transmitted to each proposer at the address contained in its proposal form. Transmittal may be by electronic means or by hard copy. Any proposer whose proposal is valid at the time of the staff determination may protest the recommended award on one or more of the following grounds:

- (h) That the recommended award does not meet the requirements of the solicitation;
- (i) That the bid or proposal recommended for acceptance does not meet the criteria of the solicitation for award;
- (j) That the evaluation process conducted by the City of Wisconsin Rapids is improper, illegal, or the decision to recommend award is arbitrary and capricious.

The protest must be received by the City of Wisconsin Rapids at the address specified in the solicitation, no later than five (5) calendar days after the date such notification is publicly posted or sent to the bidder or proposer, whichever is later. A written decision stating the grounds for allowing or denying the protest will be transmitted to the protestor and the proposer recommended for award in a manner that provides verification of receipt. Such decision shall be final, except as provided in 1.4 below or by applicable law or regulation. Upon receipt of a protest of this type, the City Attorney shall notify all offerors and any other known interested parties of the receipt and nature of the protest and request an extension of the validity period of their offers, if appropriate. Unless the City Attorney determines that delay will be prejudicial to the interest of the City of Wisconsin Rapids or that the protest lacks substantial merit, award will be withheld pending disposition of the protest. Should one or more offerors refuse a

requested extension of the validity of an offer, the City Attorney may reject such proposal unless it is determined that the protest can reasonably be resolved and the award process continued without need for such extension. Delay in an award shall be considered prejudicial to the City of Wisconsin Rapids if:

- (a) The equipment, supplies or services are urgently required; or
- (b) Failure to make a prompt award will economically or operationally damage the City of Wisconsin Rapids.

Should the protest be upheld in whole or in substantial part, the City Attorney may either (1) revise the evaluation process to correct the matter protested; or (2) cancel the solicitation in its entirety. In the event that the City of Wisconsin Rapids proceeds with the award for one of the reasons stated above, and the protest is subsequently upheld, the City Attorney shall determine whether the performance of the contract will reasonably permit its termination in order to correct the protested matter. Such termination shall be for the convenience of the City of Wisconsin Rapids.

1.3 Evaluation of Protests

A protest decision should ordinarily be written and published within ten (10) working days of receipt of the protest. The City Attorney may extend the response period if additional time is required to gather and evaluate information necessary for the decision or for other good cause. Upon receipt of a protest, the City Attorney shall notify parties involved in the procurement as identified above to determine the validity of the protest. A notice of the receipt of a protest should be sent to the FTA regional office, per **FTA Circular 4220.1F**, Chapter VII, Sec. 1.a(2). Copies of the protest submittal, or portions thereof, may be provided to the notified parties as appropriate. The City Attorney may request additional written information from the protestor or other parties, as necessary to determine the validity of the protest. At the discretion of the City Attorney, a formal or informal hearing may be held. If a formal hearing is held, testimony shall be given under oath and a transcript or electronic recording of the proceeding shall be made; the transcript or recording shall be provided to the protestor and made part of the protest record. The City Attorney shall redact from any submission under the protest process information which has been identified as proprietary.

1.4 Protests Filed with FTA

A protestor may file a protest with FTA only after exhausting all administrative remedies provided by the City of Wisconsin Rapids, on the basis described in **FTA Circular 4220.1F**, Chapter VII, Sec. 1.b. FTA's review of protests will generally be limited to allegations that (1) the City of Wisconsin Rapids does not have or fails to follow its protest procedures; (2) the City of Wisconsin Rapids failed to review a complaint or protest; or (3) the issue involves violations of Federal law or regulation. The FTA is not obligated to review any protest.