



COMMON COUNCIL MEETING AGENDA

Wednesday, April 3, 2024 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the March 19, 2024 Common Council minutes
- E. Mayor's Report
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary
- I. Old Business
 - 1. Appointments to various committees and commissions:
 - a. Mayor appointments, confirmed by Council:
 - i. One member to the Zoning Board of Appeals for a term to expire 5/1/26 (formerly John Rivera)
- J. New Business
 - 1. Approve applications for 2023-2024 operator licenses (Goergen)
 - 2. Approve a change of agent from Julio Pitre to Nicholas Zogoplos, 3750 S. 92nd St, Milwaukee, WI, for the 2023-2024 Class "B" Fermented Malt Beverage Retailer's License held by Portillo's Hot Dogs, LLC, 8705 W. Sura Ln. (Portillo's Hot Dogs). (Goergen)
 - 3. Approve application for a 2023-2024 "Class B" fermented malt beverage and liquor Retailer's License for Mezcalero LLC, Juanita del Carmen Campos, Agent, for the property at 6869 W. Forest Home Ave. (Mezcalero). Alcohol is sold and stored at the bar, hall bar, dining room, and patio. Wine and liquor stored in the office. Records stored in the office located at 6869 W. Forest Home Ave. Mezcalero holds a valid "Class B" fermented malt beverage and liquor Retailer's License, but has changed its legal entity name. If approved, they would surrender the old legal entity name license. (Goergen)
 - 4. Approve an application for a Temporary Class "B" Retailer's License received from Harley Owners Group - Milwaukee Chapter to sell fermented malt beverages indoors at the Annual Customer Appreciation Event on April 13, 2024 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)
 - 5. Approve an application for a Temporary Class "B" Retailer's License received from Harley Owners Group - Milwaukee Chapter to sell fermented malt beverages indoors at the Spring Service Workshop on April 27, 2024 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)

6. Approve an Outdoor Special Event application for the Greenfield July 4th Celebration, to be located at Konkell Park, 5151 W. Layton Ave., July 4, 2024, and waive all applicable license/permit fees. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Operator's License, Extension of Premises (opening ceremonies, pageant, chicken wing eating contest, band, and DJ), Temporary Class "B" Retailer's License (beer), Parade License, Food, and Commercial building, electrical, and plumbing. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Vlach)
7. Discussion and decision on a Child Passenger Safety grant agreement between the Bureau of Transportation Safety and the Greenfield Fire Department. (D. Weber)
8. Discussion/decision to transfer funds from CE2328 to CE2425 (X-Mark Front Deck Mower). (S.Jaquish)
9. Approve a contract for the project #2215 Powerline Trail Phase 2 with A.W. Oakes & Son, Inc. in the amount of \$ 814,059.33. (Katz)
10. Approval of mileage reimbursements in the amount of \$421.10. (Schafer)
11. Approval of schedules of disbursements in the amount of \$861,452.98. (Schafer)
12. Common Council to go into closed session pursuant to Wis. Stat. § 19.85 (1)(b) & (f), considering licensure, social or personal history, or medical information, for purposes of issuing a 2023-2024 operator license to the following:
 - a. Michael Stanley Montoure
13. Common Council to remain in closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and/or Wis. Stat. § 18.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and may reconvene into open session to take such action as it deem appropriate and/or Wis. Stat § 18.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations
 - a. Discussion and possible ratification of Transition Agreement with an Administrative Assistant in the Health Department
14. Adjourn closed session and reconvene into open session.
15. Decision re: 2023 - 2024 Operator's License for Michael Montoure (Goergen)
16. Decision regarding ratification of Transition Agreement with an Administrative Assistant in the Health Department (Foley)

K. Items for future agenda

L. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

03/28/2024

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Kasandra Jean Leslie	2035 W Wells ST	Milwaukee, WI 53233
Leeah Alexandra Verdin	2039 S 30th ST	Milwaukee, WI 53215



Committee: Common Council

Item Number:

Introduced By: Neighborhood Services (Vlach)

Date Introduced: April 3, 2024

RELATING TO:

Outdoor Special Event application for the City of Greenfield 4th of July Celebration, to be located at 5151 W. Layton Ave. (Konkel Park), on Thursday, July 4, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Operator's License, Extension of Premises (opening ceremonies, pageant, chicken wing eating contest, band, and DJ), Temporary Class "B" Retailer's License (beer), Parade License, Food, and Commercial Building/Electrical/Plumbing.

All various dept. review/approval has occurred.

<u>Event Dates</u>		<u>Start Time</u>	<u>Beer/ Band</u> <u>Finish</u>	<u>End Time</u>
Thursday, July 4	Pageant, Chicken Wing Eating Contest, Band, DJ, and Speech	11:00am	11:00PM	11:00PM (fireworks at 9:45pm)

Set-up: Thursday, July 4, 2024 at 8:00am

Breakdown: Thursday, July 4, 2024 after fireworks

The parade will begin at 12:15 and complete at approximately 1:30pm. The route will commence at 68th and Layton and terminate at 51st and Layton.

Applicant is requesting to waive all fees.

Recommendation: Approve the Outdoor Special Event application for the Greenfield 4th of July Celebration event, to be located at Konkel Park, 5151 W. Layton Ave., July 4, 2024 and all applicable licenses/permits, waive any applicable fees, and waive the Mun. Code operating time limit of 10:00 p.m. to allow the finishing time for both beer service and band performance to be 11:00 p.m.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___

General Information

Proposed Project Title: *Child Passenger Safety Seats Grant*

Federal Funding Source: *402 - OP - Safety Belts*

Type of Municipality: *City*

Applicant/Sub-Recipient Agency/County: *Milwaukee County*

Agency Federal Employer ID (FEIN):

UEI Number

Agency Head or Authorizing Official

Agency Head or Authorizing Official:

Title:

Address:

City:

State:

Zip Code:

Project Coordinator

Project Coordinator Name: *Daniel Weber*

Title: *Assistant Chief*

Address: *4333 S. 92 St.*

City: *Greenfield*

State: *Wisconsin*

Zip Code: *53228*

Phone: *(414) 545-7946*

E-mail Address: *daniel.weber@gffd.us*

NOTE: If this information is not correct, please [click here](#) to make necessary corrections.

☒ I agree that the above information is up-to-date and correct.

Signature: *Daniel Weber* *SPM*

Date: *10/26/2023*

Problem Identification/Project Justification

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

According to Safe Kids Worldwide "Road injuries are the leading cause of preventable deaths and injuries to children in the United States. Correctly used child safety seats can reduce the risk of death by as much as 71 percent. In 2021, 1,184 children 14 years and younger were killed in motor vehicle traffic fatalities.

- Anywhere from 72.0% to 84.0% of child restraints show critical misuses. The most common forms of misuse are using the wrong seat for the child's age and weight, loose safety belt attachment to the car seat, and loose harness straps on the child. (Safe Ride 4kids).
- In the United States, 308 children ages 14 years and younger died as unrestrained occupants in motor vehicle crashes and an estimated 162,298 were injured in traffic crashes in 2021. (NHTSA)

Additional Justification

If none exist, please write none.

*As first responders, we continue to see unrestrained children or not properly restrained children when we respond to traffic accidents. With this grant, our department can assist those in need of seats or can't afford them.**

RPM/SPM Notes

FEDERAL GRANT AMOUNT NOT TO EXCEED \$10,000.

**Application processing takes a minimum of 4 weeks once submitted to be ACTIVE. Do not purchase safety seats until your grant is ACTIVE. You will receive an email notification of this status.*

**Signature Page and List of Certified Technicians *must* be attached to the grant under Supporting Documentation when the application is submitted.*

**Grant Applications are due no later than January 31, 2024. Applications not submitted before this day will be forfeited.*

**Please be sure all federal grant amounts listed in *both* forms on the Budget page of the application are consistent with the amount identified above as well as other forms throughout the application. Be sure to include 25% local match in the budget. This is not reported in monthly reports*

**Partnership with other agencies is encouraged. Please be sure to note all agencies you are working with in the grant application.*

**Reference email to project coordinator for instructions on mandatory training and entered it into the Policy Requirements page of the application prior to submitting the grant.*

**This grant is for car seats only. There is no reimbursement for wage, fringe, clinic supplies or other equipment or materials. Purchases are encouraged to be Buy America compliant. Please email Tim Dies at timothyj.dies@dot.wi.gov with other requests.*

**Take measures to ensure your agency's profile is up-to-date. To do this, log in to WISE Grants, click My Organization and edit all relevant information. Users should *not* share accounts. This makes it very difficult for BOTS to contact your staff and thereby prolongs problem resolution to issues that arise.*

[X] I agree that the above information is up-to-date and correct.

Signature:

Daniel Weber

Assistant Chief

Date:

10/26/2023 3:30:54 PM

Objectives

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

Objectives for this grant include:

Purchasing and distributing child safety seats to qualified recipients that are served by the above name community through 9/30/2024.

To purchase and distribute child safety seats to families and adults that transport children serving the above -named community or communities that meet the income qualifications through 9/30/2024.

Providing effective education and assistance to the families and adults that transport children availing themselves of the child safety seat distribution as determined by knowledge/behavior survey by 9/30/2024.

(A link to the survey can be found on Work Plan Page.)

Self-sufficiency:

We realize that funding received from the Bureau of Transportation Safety (BOTS) is provided to assist with the start-up costs associated with the distribution of child safety seats to low-income families. Our plan to maintain our distribution site beyond BOTS funding is: \$1,000.00

☒ I agree to the terms and conditions above.

Signature:*Daniel Weber**Assistant Chief***Date:***10/26/2023 3:32:13 PM*

Policy Requirements

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

All grantees agree to adhere to the following policies, which are detailed in the full contract.

Grantee is:

- Subject to audit and is responsible for complying with appropriate maintenance of records
- Subject to on-site monitoring and review of records by BOTS staff
- Prohibited from purchasing equipment other than that listed in approved grant application
- Prohibited from using grant funds to supplant existing state or local expenditures
- Prohibited from discriminating against any employee or applicant for employment
- Prohibited from receiving grant funds if presently debarred
- Prohibited from using these funds to further any type of political or voter activity
- Prohibited from using these funds to engage in lobbying activity
- Required to comply with Buy America

If the grant funds will be expended on law enforcement, grantee further certifies:

- That it has a written departmental policy on pursuits
- That it has a written departmental policy on BAC testing of drivers involved in fatal crashes
- That it has a written departmental policy on the use of safety belts by employees
- That it complies with Title VI of the Civil Rights Act of 1964

2 C.F.R. §200, Subpart F Single Audit requirements

****Please check with your Treasurer or Finance department**

The grantee has verified that their political entity (payee for this grant)

IS or ☒ **IS NOT** *Subject to 2 C.F.R. §200, Subpart F Single Audit requirements.

A **2 CFR Part 200 audit** is required if your political entity expends more than \$750,000 in federal funds during your fiscal year.

If subject to 2 C.F.R. §200, Subpart F Single Audit requirements, the political entity needs to be in compliance and have filed with the Federal Audit Clearing House

If applicable, the grantee has verified that its political entity is in compliance and has filed with the Federal Audit Clearing House:

Yes or ☒ **Not Applicable** *

Grants Training:

Below is the current training link. List the name of the person or persons who have taken grants training. List the name of the person, type of training (i.e. Webinar, Governors Conference, Regional Training or online) and the date of last training

Name	Training Locations	Date
Daniel Weber*	Online*	11/9/2023 11:30:02 AM *

Click [here](#) to view WISE Grants Training video.

☒ I agree to the terms and conditions above.

Signature:

Assistant Chief

Date:

Project Description/Work Plan Narrative

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

Wisconsin's Child Passenger Safety Seat Grant program provides funds to agencies to distribute child passenger safety seats to qualified families or caregivers.

Criteria for Eligibility:

- Grants may be used only for the distribution of child safety seats to qualified recipients.
- Applicant must follow federally established poverty **guidelines** or **WIC** income guidelines to qualify recipients for seats through this grant.
- Certified technicians must be present and provide education on child safety seat and specific seat installation instructions to the recipients of the child safety seats. Certified technicians must have a current certification.

Funding:

Funding awards are based on statistical targeting methodology by BOTS in partnership with the Department of Human Services and available federal funding. The grant funds may be used only for purchase of child safety seats to be distributed to qualifying recipients. If you would like additional information about targeting methodology, please contact your SPM.

☒ I agree to the terms and conditions above. *****

Signature:*Daniel Weber**Assistant Chief***Date:***11/9/2023 11:30:51 AM*

Work Plan / Budget Request

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

Document Requirements:

Grantee will document hours and all match costs for auditing and internal record keeping. Grantor reserves the right to perform monitoring activities, to include ongoing review and audit of department records.

List of CPS Certified Technicians:

(with certification number & expiration date) who will be working at distribution event(s). Must be included with initial grant application. Upload to supporting documents, grant will not be approved without the upload.

Monitoring:

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, and other materials related to the implementation of this grant.

Match Requirements:

A local match of at least 25% of the grant total is required by the end of the grant period. Please indicate project match in the space provided below.

Buy America Act:

Grantee will comply with the provisions of the Buy America Act, 23 USC 313, when purchasing items using federal funds. The Buy America Act requires Grantee to purchase only steel, iron, and manufactured products produced in the United States with federal funds, unless the U.S. Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project Grant by more than 25 percent. In order to use federal funds to purchase foreign-produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the U.S. Secretary of Transportation.

Describe Project Activity-Explain this project's activity and how it will address the CPS needs and objectives.

The Greenfield Fire Department (GFD) will be partnering with the Greenfield Health Department (GHD) and Safe Kids to promote child passenger safety and encourage parents within Milwaukee County to have their car seats checked. GFD will help schedule appointments for parents and consult with parents on which car seat is appropriate based on their child's age and weight.

In the process of installing car seats, we plan to educate parents or guardians of children who require a car seat to create awareness and safety best practices. GFD will be purchasing car seats from EvenFlo based off the needs of the community. GFD and GHD will work collaboratively to reach those within and surrounding the City of Greenfield's jurisdiction to raise awareness of our car seat check and installation program. Car seat checks and installation events will be planned in 2024, involving our partners, to encourage families in and surrounding our jurisdiction, to learn about car safety and passenger safety. GFD will be reporting monthly to the CPS-2024 grant.

If you will be partnering with any other organizations to assist in the planning, development or distribution of child safety seats please list them below.

Examples: SAFE KIDS, Safe Communities OR describe other.

Other organizations GFD will be partnering with include the Greenfield Health Department. They will be raising awareness about CPS, and directing calls or concerns to GFD. We will also be partnering with Safe Kids South East Wisconsin. By being part of this network, we will reach a greater amount of parents and children to ensure child safety. Shoua, Public Health Specialist from Greenfield Health Department, attends monthly meetings with Safe Kids, and will keep GFD informed about car safety events and updated CPS information.

Complete and retain a recipient form for each child restraint distributed.

WORK PLAN

NOTE: If there is a month without entries there must be a "0" listed in the text box.

Month	Total Hours
October	10
November	10
December	10

January	10
February	10
March	10
April	10
May	10
June	10
July	10
August	10
September	10
TOTAL	120

WORK PLAN ITEMS:

Grantee will have Safe Kids Certified CPS Technicians to install seat and provide education to recipient's caregiver.

To determine the effectiveness of child safety seat education efforts, grantee will survey recipients upon receiving the seat.

Click here to see the [here](#) for the Recipient Survey Form.

Definitions:**Child Passenger Safety (CPS) Technician:**

Currently certified SAFE KIDS Child Passenger Safety Technicians who have successfully completed the 36 hour National Standardized Child Passenger Safety Training Program Curriculum. Non-certified technicians may assist the CPS Technician with completion of paperwork and other duties as directed by the certified technician.

Activity Reporting:

Grantee shall complete Activity Reports and submit them to the BOTS no later than the 15th of the month following the activity.

Budget Request

Equipment Purchase:

Equipment purchases of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part with grant funding must be justified in the project narrative or work plan and approved before the equipment is purchased. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Grantees must follow their procurement policies and procedures. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Review the General Contract Terms for more information on equipment purchases. Grantor reserves the right to monitor the use of all equipment purchased using Highway Safety Funds.

Grantee will make the equipment available for viewing by grantor upon notice. Grantee must specify make, model, quantity and purchase price of each type of equipment to be purchased.

Brand and Model	Quantity	Federal Grant	Local Match
Evenflo 3 in 1 (Every Stage DLX)	15	\$2,699.85	\$
Evenflo 4 in 1 (Every Fit)	10	\$1,786.90	\$
Total		\$4,486.75	\$0.00

Budget

Item	Federal Grant	Local Match	Totals
Wage/Fringe	Ineligible	\$7,000.00	\$7,000.00
Travel/Mileage	Ineligible	\$	\$0.00
Training	Ineligible	\$1,000.00	\$1,000.00
Contractual Services	Ineligible	\$	\$0.00
Child Safety Seats	\$4,486.75	\$0.00	\$4,486.75
Materials & Supplies	Ineligible	\$200.00	\$200.00
Other	Ineligible	\$	\$0.00

Total	\$4,486.75	\$8,200.00	12,686.75
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Budget/Equipment Amendments:

If Work plan or other documentation must be changed after the grant is in active status, Grantee must submit an amendment request via the WISE Grants System. Amended activity shall not commence prior to BOTS approval.

Click [Here](#) to see Amendment Instructions.

Signatures:

The agency head or authorizing official must complete the printable signature page and attach to grant application under "Supporting Documents. An electronic grant submission through the WISE Grants System will initiate the grant approval process, activity/deployments shall not begin until the agency receives notice that the grant is approved or have been notified by BOTS to begin.

☒ By checking box I agree that the above information is up to date and correct.*

Signature: Daniel Weber Assistant Chief
Date: 1/16/2024

Deliverables Copy

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

The grantee agrees to deliver the following listed reports, activities, and/or product as a result of this project. Failure to perform planned activity or to produce agreed-upon deliverables may be considered grounds for terminating the grant.

Reimbursement Claims:

The Final Reimbursement Claim must be received no later than November 15, 2024, any claims received after November 15 cannot be guaranteed for reimbursement. The final reimbursement will be made only after all deliverables are received and approved by BOTS. No reimbursement claims will be paid after December 31 for the 2024 fiscal year.

Project Match Report:

Agencies are required to report adequate match throughout the grant, 25% of the federal grant must be met by the end of the grant period.

Click here to see the [RPM](#) and [SPM](#)

Place of Delivery:

All Electronic Project Deliverables shall be submitted via the WISE Grants System.

If applicable, Signature Pages shall be attached to this grant application under "Supporting Documents."

Questions about the Traffic Safety Program or this project should be addressed to the CPS Coordinator at 608-709-0085 or a State Program Manager.

Awarding Agency Official Mailing Address:

**Bureau of Transportation Safety
4822 Madison Yards Way, 9th Floor South
Madison, WI 53705**

☒ I agree that grant activity will not begin until this grant has been approved or have been notified by BOTS to begin. *

☒ I agree to the terms and conditions above. *

Signature:

Daniel Weber

Assistant Chief

Date:

1/16/2024

General Contract Terms Child Safety Seats

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and *Greenfield Fire Department* ("Grantee"), is executed pursuant to terms that follow.

Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS. Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification act BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wise-Grants System. Amended activity may not commence prior to BOTS approval. Failure to perform planned activity may be considered grounds for termination of funding.

Audit and Maintenance of Records

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-8507) and the Single Audit Requirements of 2 C.F.R. §200, Subpart F (A-133 Single Audit Requirements). If Grantee government subdivision is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearing House. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other shall be claimed separately.

Monitoring by the State

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant.

Payment of Funds by the State

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made. BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of actual hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described within the grant application. All expenses for which Grantee seeks reimbursement must be documented in the Project Activity Reports.

Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing before initiating the acquisition of the equipment. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Grantee's procurement of property under a grant will follow the same policies and procedures used for procurement from its non-federal funds, provided their procurement procedures follow the requirements for procurement standards set forth in federal law in 2 C.F.R. §§200.318 general procurement standards through 200.326 contract provisions. Each grantee receiving traffic safety funds must maintain written property management standards that comply with the requirements for property standards set forth in federal law in 2 C.F.R. §§200.310 through 200.316. These requirements include, but are not limited to, the maintenance of accurate property records [2 C.F.R. §200.313(d)(1)]. Such records will include a description of the property; a serial number or other identification number; the source of funding for the property (including the FAIN, if applicable); indication of with whom title is vested; acquisition date; cost of the property; percentage (at the end of the budget year) of federal participation in the cost of the project for the federal award under which the property was acquired; location, use, and condition of the property; and ultimate disposition data including the date of disposal and the sale price of the property. Grantees will institute maintenance procedures adequate to keep the property in good condition.

Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement.

Program Income

Program income is gross income derived by Grantee from Grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

Additional Requirements Where Funds Are Expended on Law Enforcement

- A. Grantee agency certifies that it has a written departmental policy on biased-based policing, or that it will initiate development of one during the grant period.
- B. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of the IACP or a similar pursuit policy.
- C. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.
- D. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

General Costs of Government

The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

Guidelines for Allowability of Costs

To be allowable under Federal awards, costs must meet the following general criteria [2 C.F.R. §225, Appendix A, C(1)]:

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
2. Be allocable to Federal awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

Nondiscrimination

During the performance of this contract/funding agreement, the contractor/funding recipient agrees —

1. To comply with all Federal nondiscrimination laws and regulations , as may be amended from time to time;
2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program

The grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

Political Activity (Hatch Act)

Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Lobbying Activities

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction On State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment And Suspension

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Buy America Act

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Prohibition on using grant funds to check for helmet usage

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Termination

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

Correspondence

All correspondence outside of Wlse-Grants with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address:

Bureau of Transportation Safety
4822 Madison Yards Way, 9th Floor
South Madison, WI 53705

☒ I agree to the terms and conditions above.

Signature: _____

Director:

Michael Schwendau

Supporting Documentation

Supporting Documentation used for items required throughout the grant.

Select the plus/minus icon at the end of the row to add/subtract more rows.

Document Description:	Documentation Upload:
CPS Technicians Numbers Risk Assessment	CPS Techs.pdf 2024 BOTS CPS Risk Assessment_Greenfield HD.xlsx

Administrative Information - WIBOTS STAFF ONLY

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

Federal Identifier:	2024-20-06-OP*		
CFDA Number:	20.600		
UEI Number:			
Amount:	\$4,486.75		
Funding Year:	2024*		
Project ID Number:	3950984-	20-	72*
Appropriation:	18500*		
Account Code:	*		
PC Business Unit	39584		
Agency Federal Employer ID (FEIN):			
Select Federal Funding Source	Select GTS Code		
402 402 - OP - Safety Belts	OP		
Line Number:	00001		
Schedule Number:	001		
Activity ID:	LABOR-DLVY-OTHR		
Vendor Number:	0000072094		
Vendor Location:	SUFF-T-		
Payee:	City Of Greenfield*		
County-Muni Code:	40-236*		
County:	Milwaukee County		
Fund Code:	21100*		
PO ID:	0000027413		
SPM Assigned:	Timothy Dies*		

Agency Head:

Start Date: 1/1/2024 *

End Date: 9/30/2024 *

Multi-Agency Grant:

* Grant Targeted for: Northeast

Northwest

☒ Southeast

Southwest

Executed Agreement

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.

Executed Contract

Greenfield FD 00189.pdf

☒By checking box I agree that the information above is up to date and correct.*

Signature: *Macalister Crowe*

Date: *2/26/2024 8:43:14 AM*



Common Council Meeting

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: April 3, 2024

RELATING TO:

Approve a contract for the project #2215 Powerline Trail Phase 2 with A.W. Oakes & Son, Inc. in the amount of \$ 814,059.33.

SUMMARY:

On March 21, 2024, bids were opened for the project #2215 Powerline Trail Phase 2. The results are as follows:

Contractor	Amount
A.W. Oakes & Son, Inc.	\$ 814,059.33
Veit & Company, Inc.	\$ 923,380.43
C.W. Purpero, Inc.	\$ 938,681.85
Willkomm Excavating	\$ 981,777.55
Super Western, Inc.	\$ 998,414.81
Vinton Construction Company	\$ 1,017,001.84
James Peterson Sons, Inc.	\$ 1,062,776.79
LaLonde Contractors, Inc.	\$ 1,170,608.17

FINANCIAL:

This project was approved in the budget and is fully funded.

RECOMMENDATION:

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____

PACKETS FOR WEDNESDAY, 3 / 27 / 2024 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS - TAX REFUND	3/11/2024	\$	72.18
AP CHECKS	3/15/2024	\$	631,252.28
AP CHECKS	3/22/2024	\$	230,128.52
WIRE TRANSFERS -		\$	
P-CARDS -		\$	
		TOTAL \$	861,452.98

CC: PAULA

CC: FINANCE FOLDER