

**County of Rock  
Public Works Department**



3715 Newville Road  
Janesville Wisconsin 53545  
Telephone: 608/757-5450  
Fax: 608/757-5470  
www.co.rock.wi.us

Highways  
Parks  
Airport

**A G E N D A**

Public Works Committee Meeting  
Tuesday, December 14, 2010 – 8:30 a.m.  
Public Works Department Committee Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of November 16, 2010
4. Citizen Participation, Communications, and Announcements

**PARKS BUSINESS**

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5. ACTION ITEMS

- a. Approve Resolution: Authorizing Contract for Carver-Roehl and Magnolia Bluff Park Plans
- b. Approve Resolution: Authorizing Application for the Natural Resources Foundation's C.D. Besadny Conservation Grant for State Natural Area Interpretive Signs at Magnolia Bluff and Carver-Roehl Parks
- c. Approve Resolution: Acceptance of Alliant Energy Foundation Grant Funds and Amending 2011 Budget
- d. Approve Gibbs Lake House Lease for 2011

6. INFORMATION ITEMS

- a. Project Report
7. Parks Advisory Committee Remarks
8. Next Meeting Date
9. Adjournment

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
**INITIATED BY**

Lori Williams, Parks Director  
**DRAFTED BY**



Public Works Committee  
**SUBMITTED BY**

November 18, 2010  
**DATE DRAFTED**

**AUTHORIZING CONTRACT FOR CARVER-ROEHL  
AND MAGNOLIA BLUFF PARK PLANS**

- 1 **WHEREAS**, it is good management practice for the Rock County Parks Division to have long-range
- 2 plans for its individual parks operations and assets; and,
- 3
- 4 **WHEREAS**, the current Parks Outdoor Recreation and Open Space (POROS) Plan contains
- 5 conceptual parks plans; and,
- 6
- 7 **WHEREAS**, the Parks Division requested and was allocated funds in the 2010 budget for individual
- 8 detailed park plans for Carver-Roehl and Magnolia Bluff Parks; and,
- 9
- 10 **WHEREAS**, the Parks Division of Public Works prepared the scope of services outline and the Rock
- 11 County Purchasing Division solicited qualification statements and proposals from various consultants;
- 12 and,
- 13
- 14 **WHEREAS**, the Parks Division Administrative Staff did review the submittals and is recommending a
- 15 contract with MSA Professional Services, Inc., for \$30,798; and,
- 16
- 17 **WHEREAS**, sufficient funds are included in the budget to contract with a consultant for the Carver-
- 18 Roehl and Magnolia Bluff Park Plans.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
- 21 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that a contract be awarded to MSA Professional
- 22 Services Inc. of Madison WI, based on the terms and conditions set forth in the contract in the amount
- 23 of \$30,798, and that payment be made to the vendor upon approval of the Public Works Committee.
- 24
- 25 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby authorizes the
- 26 Parks Director, Lori Williams, via the Public Works Committee, to act on behalf of Rock County to
- 27 sign documents and take necessary action to undertake, direct and complete the approved project.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

\_\_\_\_\_  
Kurtis L. Yankee, Chair

\_\_\_\_\_  
Betty Jo Bussie, Vice-Chair

\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
David Diestler

\_\_\_\_\_  
Brent Fox


PURCHASING PROCEDURAL  
ENDORSEMENT

Reviewed and approved on a vote of

5-0 12/7/10  
  
\_\_\_\_\_  
Phil Owens, Chair

FISCAL NOTE:

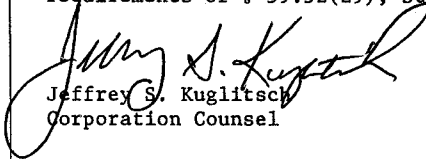
Sufficient funds are included in the Parks budget s/a 41-4551-4110 for the cost of this contract.



George Baltes  
Internal Auditor

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

*- EXECUTIVE SUMMARY -*

The current Park, Outdoor Recreation and Open Space (POROS) Plan encompasses the timeframe 2009-2013. The current POROS plan contains conceptual plans for all our parks. The Parks Division staff desires to ultimately have a detailed individual park plan for each park. This year funds were budgeted for Carver-Roehl and Magnolia Bluff Park Plans.

We have completed the Request for Proposals process to select a consultant for the project. We received eight responses. Following evaluation of the RFP's, which included qualifications, project proposals and cost, we narrowed the field to three firms to check references. MSA Professional Services Inc. from Madison, Wisconsin was selected. The selection team felt they were far and away the best choice to produce a cutting edge plan for Carver-Roehl and Magnolia Bluff Parks that we will be able to utilize as active planning documents to chart our path for each respective park over the next five years.

The proposed professional services contract scope of services includes: project startup & formulation, site inventory and recreation demand analysis, public and community visioning sessions, opinion surveys, staff and committee visioning session, recreation program review, park planning analysis, capital improvement plan development, financial and operations budget development, and final plan development with implementation strategy for both respective parks.

The amount budgeted was \$35,000. The source of funds is the American Transmission Company Funds.

Respectfully submitted by,

A handwritten signature in black ink that reads "Lori Williams". The signature is written in a cursive, flowing style.

Lori Williams, Parks Director

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517

 ORIGINAL



PROJECT NUMBER 2010-46  
PROJECT NAME PARKS PLAN CONSULTANT  
PROPOSAL DUE DATE OCTOBER 29, 2010 - 12:00 NOON  
DEPARTMENT PUBLIC WORKS - PARKS DIVISION

	MSA MADISON WI	JSD MADISON WI	SCHREIBER ANDERSON MADISON WI	DESIGN PERSPECTIVES NAPERVILLE IL	RH BATTERMAN BELOIT WI	YAGGY COLBY DELAFIELD WI	IRG LOMBARD IL	HITCHCOCK NAPERVILLE IL
MAGNOLIA BLUFF	16,810.00	16,500.00	15,989.00	13,780.00	19,360.00	19,664.00	20,000.00	31,500.00
CARYER ROEHL	12,368.00	12,500.00	14,699.00	8,780.00	14,440.00	14,929.00	15,000.00	29,000.00
COUNTYWIDE ASSESSMENT								9,500.00
REIMBURSEABLES	1,620.00							
TOTAL COST	\$ 30,798.00	\$ 29,000.00	\$ 30,688.00	\$ 22,560.00	\$ 33,800.00	\$ 34,593.00	\$ 35,000.00	\$ 70,000.00
IF DONE CONCURRENTLY			\$ 27,969.00	\$ 20,304.00	\$ 32,000.00			\$ 68,500.00
EVALUATOR 1	90	87	85	84	83	59	56	60
EVALUATOR 2	94	93	92	88	86	85	87	68
TOTAL SCORE	184	180	177	172	169	144	143	128
AVERAGE SCORE	92	90	88.5	86	84.5	72	71.5	64
RANKING	1	2	3	4	5	6	7	8

Proposals were evaluated based on the following criteria:

- General quality and adequacy of response
- Technical approach – quality of package provided
- Organization, personnel, experience, references
- Reasonableness of cost estimates
- Ability to complete work within a reasonable period of time

Request for Proposal was advertised in the Janesville Gazette and on the Internet. One additional firm was solicited that did not respond.

PREPARED BY: Jodi Millie

PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: NSA Professional Services, Madison

SIGNATURE Bethann J. Carpenter 11-23-10

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

/s/ Phillip Owens

5-0

12/7/10

CHAIR

VOTE

DATE

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
Initiated by \_\_\_\_\_

Lori Williams, Parks Director  
Drafted by \_\_\_\_\_



Public Works Committee  
Submitted by \_\_\_\_\_

November 29, 2010  
Date Drafted \_\_\_\_\_

**Authorizing Application for the Natural Resources Foundation's C.D. Besadny Conservation Grant for State Natural Area Interpretive Signs at Magnolia Bluff and Carver-Roehl Parks**

1. **WHEREAS**, the Natural Resources Foundation has a community grant program for public and
2. private organizations or government agencies working on natural resource projects and
3. programs at a small-scale, local level; and,
- 4.
5. **WHEREAS**, the County designated portions of Magnolia Bluff County Park and Carver-Roehl
6. County Park as Wisconsin Department of Natural Resources (DNR) State Natural Areas in
7. November 2010; and,
- 8.
9. **WHEREAS**, the Parks Division desires to educate park users on the State Natural Area
10. program and highlight the ecological diversity and natural resource land management with
11. interpretative panels in each park.
- 12.
13. **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
14. assembled this \_\_\_\_ day of \_\_\_\_\_, 2010 hereby authorizes the Parks Director to act on
15. behalf of Rock County to submit a grant application to the Natural Resources Foundation's
16. C.D. Besadny Conservation Grant for \$1,000 for interpretive panel fabrication.

Respectfully submitted,

**PUBLIC WORKS COMMITTEE**

**FISCAL NOTE:**

\_\_\_\_\_  
Kurtis Yankee, Chair

This resolution only authorizes an application for a grant and, therefore, has no fiscal impact at this time. If a grant is awarded a subsequent resolution would be required to accept the grant and amend the budget.

\_\_\_\_\_  
Betty Jo Bussie, Vice Chair

\_\_\_\_\_  
Eva Arnold

Jeffrey A. Smith  
Finance Director

\_\_\_\_\_  
David Diestler

**LEGAL NOTE:**

\_\_\_\_\_  
Brent Fox

The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.

**ADMINISTRATIVE NOTE:**

Recommended.

Jeffrey S. Kuglitsch  
Corporation Counsel

Craig Knutson  
County Administrator

**- EXECUTIVE SUMMARY -**

**Authorizing Application for the Natural Resources Foundation's C.D. Besadny Conservation Grant for State Natural Area Interpretive Signs at Magnolia Bluff and Carver-Roehl Parks**

Sections of Magnolia Bluff and Carver-Roehl County Parks were designated as State Natural Areas (SNA) in November 2010. The parks were selected based on their habitat quality and diversity, extent of past disturbance, context within the greater landscape, and rarity of features on local and global scales. Now that the SNA designations have been approved, it is time to start thinking about land management and education.

One interpretive panel in each park will educate visitors about the rare resources found in each park. Each panel will include the SNA program, why each park was chosen and specifics about land management: invasive species removal, prairie restoration, or threatened plant management. Interpretive panels will be printed in full color on a fiberglass reinforced laminate surface – which will last for many years, even in an outdoors setting. They are resistant to moisture, extremely resistant to UV rays, scratching, and graffiti.

Interpretive panels are truly a wonderful educational tool, but they are expensive to fabricate. With limited budgets, outside funding is sought to cover the cost of these panels. The Besadny Conservation Grant is a 50/50 match, a maximum \$1,000 awarded. Matching funds will come from staff time to design and install the signs. This grant gives priority to proposals that address rare and endangered species, State Natural Area support, or environmental education and outreach – all which are addressed with these interpretive panels.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori Williams".

Lori Williams  
Parks Director



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
Initiated by \_\_\_\_\_

Lori Williams, Parks Director  
Drafted by \_\_\_\_\_



Public Works Committee  
Submitted by \_\_\_\_\_

December 6, 2010  
Date Drafted \_\_\_\_\_

**ACCEPTANCE OF ALLIANT ENERGY FOUNDATION  
GRANT FUNDS AND AMENDING 2011 BUDGET**

1 **WHEREAS**, the Alliant Energy Foundation has a community grant program designed to help  
2 improve the quality of life, now and in the future, in the communities where Alliant Energy has a  
3 presence; and,  
4

5 **WHEREAS**, Rock County applied to the Alliant Energy Foundation as authorized by county board  
6 resolution 10-11D-199; and  
7

8 **WHEREAS**, our application for funding was partially approved by the Alliant Energy Foundation  
9 for \$500.  
10

11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
12 assembled this \_\_\_\_ day of \_\_\_\_\_, 2010, does hereby accept the Alliant Energy  
13 Foundation grant.  
14

15 **BE IT FURTHER RESOLVED**, that the Rock County Parks Director be authorized to file all  
16 necessary documents for administration and reimbursement of this program.  
17

18 **BE IT FURTHER RESOLVED**, that the Park's budget be amended as follows:  
19

<u>Account/Description</u>	<u>Budget at 01/01/11</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b>Source of Funds</b>			
41-4592-4790-46000 Contributions	\$0	\$500	\$500
<b>Use of Funds</b>			
41-4592-4790-69999 Non-Converted Expense	\$0	\$500	\$500

Respectfully submitted,

**PUBLIC WORKS COMMITTEE**

**FINANCE COMMITTEE ENDORSEMENT**

\_\_\_\_\_  
Kurtis Yankee, Chair

Reviewed and approved on a vote of  
\_\_\_\_\_.

\_\_\_\_\_  
Betty Jo Bussie, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
David Diestler

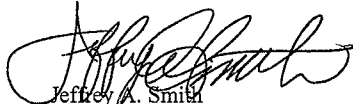
\_\_\_\_\_  
Brent Fox

**ACCEPTANCE OF ALLIANT ENERGY FOUNDATION GRANT FUNDS AND  
AMENDING 2011 BUDGET**

Page 2

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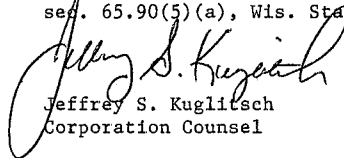
This resolution authorizes the acceptance and expenditure of a \$500 Contribution from Alliant Energy Foundation for Parks' Outdoor Programming. No County matching funds are required.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:


The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**- EXECUTIVE SUMMARY -**  
**ACCEPTANCE OF**  
**ALLIANT ENERGY FOUNDATION**  
**GRANT FUNDS AND AMENDING 2011 BUDGET**

The Rock County Parks system is a truly wonderful place for residents to recreate while staying close to home. The Alliant Energy Foundation Grant of \$500 will be used to purchase snowshoes (both youth and adult) to offer outdoor programming in our parks. These programs may be offered in partnership with our Friends groups. Participant fees may be charged to cover staff time and any additional supplies (ex: hot cocoa). Residents may rent snowshoes as a way for the department to generate revenue.

Although the grant was only partially funded, Parks will still be able to purchase 11 pairs of snowshoes in various sizes, which is a good start.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori Williams".

Lori Williams, Director  
Rock County Parks

**Rock County Department of Public Works  
Division of Highways – Issue Paper**

ISSUE - Gibbs Lake House Lease for 2011

DISCUSSION - The Gibbs Lake House Lease is again up for renewal for 2011. Following past practice, I recommend a 1.2% increase according to the Urban Rate of Inflation. This is consistent with the same rate the Airport is recommending for their tenants for 2011. The current 2010 monthly rate of \$766 per month or \$9,192 annually will go to \$775 per month or \$9,300 annually for 2011.

RECOMMENDATION – approval.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori Williams". The signature is written in a cursive, flowing style.

Lori A Williams  
Parks Director

**Current Rock County Park Projects  
November - December 2010**

- **Beckman Mill** ----- 1) DNR and ACE permits in final stages  
2) Staff and FBM to work on operation & maintenance manuals this winter  
3) Grant extensions received
  
- **Beloit to Janesville Peace Trail**----- 1) RR crossing to be installed hopefully this winter or early spring
  
- **Boys and Girls Club**----- 1) Naming process for the park underway
  
- **Community Coordinator**----- 1) Working on State Natural Area projects  
2) Working on brochures  
3) Grant research  
4) Working on Magnolia Bluff trail/volunteer Projects  
5) Attending various “Friends Groups” meetings as scheduled
  
- **Delong** ----- 1) No response yet from Pam Delong
  
- **Gibbs Lake Park**----- 1) Equestrian trails closed December 3, 2010  
2) Disposal of old shed debris by volunteer Dan Pakes proposed
  
- **GIS**----- 1) Attended land records meeting

- **Highway 26 Bike Path**----- 1) **Agreements complete with signatures from the State.**
  
- **Magnolia Bluff** ----- 1) **Equestrian trails closed on December 3, 2010**
  
- **Royce Dallman**----- 1) **Docks taken out on November 9, 2010**
  
- **Other Information**-----1) **Received and reviewed Carver Roehl and Magnolia Park Plan proposals**
  - 2) **Participated in community day fundraiser for Rock County Green Fund and raised \$175.**
  - 3) **Bass Creek / Ken Willing property preliminary sight plans in process**
  - 4) **Assisted with Employee luncheon**
  - 5) **Working with snowmobile group on trail**
  - 6) **Participating in NRPA conservation task force**