

**County of Rock
Public Works Department**



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Highways
Parks
Airport

- A G E N D A -

Public Works Committee Meeting
Tuesday, November 20, 2012 – 8:00 a.m.
Public Works Department Committee Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of September 11, 2012 (No October Meeting)
4. Citizen Participation, Communications, and Announcements
5. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments & Transfers

PARKS BUSINESS

6. ACTION ITEMS
 - a. Discussion and Possible Action on Riverside Drive Properties
 - b. Discussion and Possible Action on Possible Addition to Beckman Mill Park
 - c. Approve Parks Donation Policy
7. INFORMATION ITEMS
 - a. Project Report
8. Parks Advisory Committee Remarks
9. Next Meeting Date

HIGHWAY BUSINESS

10.
 - a. Approve Purchase of Equipment
 - b. Approve Lease with Intercon Construction for Space at Kuffer Pit
12. Adjournment

ACQUISITION / DEMOLITION / RESTORATION – 2 PROPERTIES

Requesting Agency: County of Rock, Wisconsin

Nature of Request:

The project proposed the acquisition by Rock County of 2 properties with ‘substantially damaged’ Residential Structures. The residential structures became substantially damaged during the flood event of June-July, 2008, Federal Disaster DR-1768

The properties proposed to be purchased are located at the following addresses:

3901 Riverside Dr., Edgerton (Fulton Township Indianford)

3911 Riverside Dr., Edgerton (Fulton Township Indianford)

The properties have the following characteristics:

- Improvements on the 0.28 acre properties were damaged more than 50%,
- Properties are either vacant or the primary residence of the occupants at the time of the flooding,
- Properties are located in the 100-year floodplain,
- Properties are adjacent to existing County-owned property,
- The structures on the properties will be demolished.
- Owners request this purchase.

Conducting these projects will assist Rock County with implementing the floodplain management requirements of the “2005 - Rock County Hazard Mitigation Plan.”

Funding for this purchase was approved by the Rock County Board of Supervisors in September, 2010.

PARTICIPANTS: Funds will continue to be made available by the County of Rock through the Planning Agency through the State of Wisconsin – Community Development Block Grant – Emergency Assistance program.

PROJECT DESCRIPTION: The proposed projects will remove structures that were ‘substantially damaged’ during the flood event of June-July, 2008. ‘Substantially Damaged’ is defined as damaged valued at more than 50%.

Because these properties are located in the 100-Year floodplain, structures on the property can not be rebuilt.

Specific Activities will Include:

Property Acquisition – Based on current value of land only.

Title Work, Title Insurance, Appraisals,

Relocation Assistance,

Demolition, Property Restoration,

Requirements for all applicable regulations for acquisition, relocation, and demolition will be addressed while conducting these projects.

LMI Benefit: Owners and-or occupants for all properties were LMI at the time of the flooding. These projects will benefit LMI households 100%.

BENEFITS FROM CONDUCTING PROJECT:

- Removal of ‘substantially damaged’ structures on properties located in the 100-Year Floodplain.
- Assist with the implementation of the ‘2005 – Rock County Hazard Mitigation Plan’

PROJECT ADMINISTRATOR: All aspects of program administration will continue to be conducted by the Rock County Planning Agency.

The qualifications of the Planning Agency as program administrator are listed above.

The administration fund request is for 10% of the project funds. This is consistent with our existing CDBG-EAP Grant Agreement. Rock County feels that the amount of administration funds requested will provide funds adequate to administer this project as required to comply with all Local, State, and Federal requirements.

TIME FRAME: All work will be completed by the end of the 4th Quarter, 2013.

ADDITIONAL WORK: No additional work related to this project is proposed.

OTHER FUNDING SOURCES: None proposed.



PREPARED BY ROCK COUNTY
REAL PROPERTY DESCRIPTION OFFICE



THIS MAP WAS PREPARED PURSUANT TO SECTION 70.09 WIS. STATS. USING PUBLIC RECORDS. IT IS NOT INTENDED TO BE A SUBSTITUTE FOR AN ACTUAL FIELD SURVEY AND IS ADVISORY ONLY.

DISTANCES SHOWN ON THIS MAP WERE PRODUCED BY THE GIS SYSTEM AND ARE FOR REFERENCE ONLY. SEE DOCUMENT OF RECORD FOR ACTUAL DISTANCE.

3901 Riverside Dr.
House removed



3911 Riverside Dr.
Structure still standing



3911 Riverside Dr.



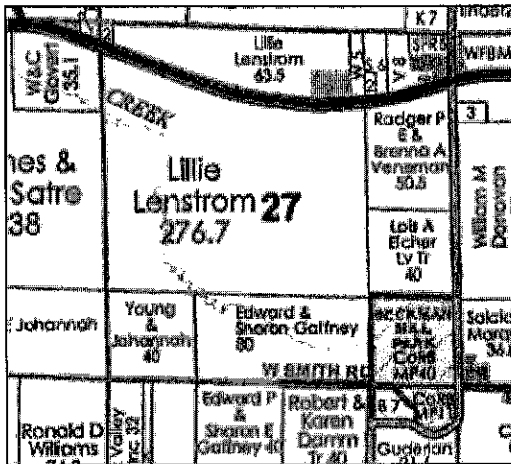
**Rock County Department of Public Works
Division of Parks – Issue Paper**

ISSUE:

An adjacent parcel to Beckman Mill Park is currently for sale. Should the Parks Division consider purchasing it as an addition to the park?

DISCUSSION:

We received a phone call from Jim Satre (very left edge of the clip from the plat book below) on Wednesday, October 24 to report that a portion of the farm to his east (labeled below as owned by Lillie Lenstrom) was for sale. The current owner is Randy Hughes.




Jim Satre stated that Randy Hughes is trying to sell parts of the farm that are not tillable, including the southern/eastern woodland and the wetlands surrounding Raccoon Creek. Jim believes that it totals about 120 acres and shares a corner with Beckman Mill Park.

He stated that it is a healthy forest and wetland and he wants to see the land preserved. He was calling to inquire if the Parks Division had any interest in purchasing the land as an addition to Beckman Mill Park.

2010 Rock County Plat Book, excerpt from page 15 Newark Township

RECOMMENDATION:

Direct Parks Division to research the possible land addition to Beckman Mill Park, including price and acreage and exact location of land for sale. Confirm that the corners connect allowing access from the current park to the possible new addition. Report to the committee at the next meeting.

Respectfully submitted by,

Joleen Stinson
Community Coordinator

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

ISSUE:

Establish guidelines, standards and procedures for the installation and care of donated park improvements.

DISCUSSION:

In recent years, several of our friends groups have donated a variety of park improvements, including large items like playgrounds and smaller items like benches and trashcans. Each donation has been treated a little differently, depending on the organization, donation and park.

For example, benches donated by members of the Friends of Beckman Mill have been placed in locations decided in cooperation with the donor, the Friends of Beckman Mill and the Parks Division. The Friends of Beckman Mill collected the money, purchased the bench and installed it. Although all the benches are all metal, they are not all the same style. There have been five donated benches in the past two years, in addition to several other benches already in the park.

The Friends of Carver-Roehl Park donated two trash cans. The agreement was that the Parks Patrolmen would empty the trash can placed in the shelter when they mowed and cleaned the shelter prior to reservations. The second trash can, placed in the turn-around by the creek, was to be emptied by the Friends of Carver-Roehl Park as needed.

It is obvious to Parks staff that as park donations become more popular, a policy needs to be put in place so that each donation is approved and managed by the Parks Division. This policy will establish guidelines, standards and procedures for the installation and care of donated park improvements. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, grills, trail marker signs, informational kiosks, drinking fountains, public art, and other types of park amenities. This policy does not apply to buildings or land. The County desires to encourage donations while at the same time manage aesthetic impacts and unifying donations and donor recognition across the park system.

Once the policy is approved, we will create an advertisement brochure with donation ideas and prices.

RECOMMENDATION:

Approve Parks Donation Policy as presented.

Respectfully submitted by,



Joleen Stinson
Community Coordinator

Rock County Parks Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, grills, trail marker signs, informational kiosks, drinking fountains, public art, and other types of park amenities. This policy does not apply to buildings or land. The County desires to encourage donations while at the same time manage aesthetic impacts.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on County owned property.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees.

Decorations may be allowed on a temporary basis for a limited time if approved by the Parks Division. These temporary decorations should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Purchase: The County and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The County staff will be responsible for the purchase of all park elements.

Appearance and Aesthetics: The County and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Nothing shall be hung or tied to trees. Additional decorations, including temporary decoration, on new donations are not allowed. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture.

Cost: The County has an interest in ensuring that the donor covers the full-cost for the purchase and installation. The County may, on a case-by-case basis, establish an appropriate administrative fee of no greater than 15% of the value of the donation to coordinate the project.

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by County personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance Operations so as not to unnecessarily interfere with routine park maintenance activities.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become County property. The County has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. The County will make every effort to repair damaged donations and memorials. However, the County is not responsible for replacing items, including plaques, due to excessive damage or loss. The County will make every effort to contact the donor to inform them of the loss. The donor may replace the item and/or plaque at their own expense.

Removal and/or Relocation: This section applies to both existing and new donations. The County reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities.

The County will send a letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the County will seek an alternative location consistent with this policy.

PROCEDURE FOR MAKING A DONATION

The County's Park Division office will manage all donations located on County Park property, with the assistance of the Parks Maintenance staff.

Application: The donor must contact the Park office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in-person at the Park Division office. Completed applications shall be mailed or dropped off at the Park Division office for review and processing. Payment in full is required before prior to installation.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements.

If a plan exists, but does not identify a particular park element proposed for donation, the County may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation.

In the opinion of the County, a park may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgments and memorial plaques are to be directly affixed to the donation and/or a concrete pad below or adjacent to the donated amenity. The County must approve all text for donation acknowledgements/memorial plaques. The plaques are to be purchased by the County. The standard is a 2" x 10" bronze plaque with up to 3 lines of text and 26 characters per line.

Notification: This criteria is a requirement for both existing and new donations. It shall be the responsibility of the donor to provide the Park Division with a current address for purposes of notification regarding their donation. For the purposes of notification, the County will send a letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

ACCEPTABLE DONATIONS

General Park Amenities: Park benches, bicycle racks, picnic tables, grills, trail marker signs, informational kiosks, and drinking fountains may be sited in locations approved by the Park Division in accordance with a current site master plan. Items donated must be of a product approved by the Park Division, and these items become County property at time of purchase.

Trees/Plants: The County Parks Division must approve the tree/plant species, height, and planting location. Due to concerns over maintenance and vandalism, plaques will not be included as part of the tree/plant donation program.

The County's ability to hold quantities of plants until needed is limited. Therefore, only plant materials that can be planted at the time of acceptance are allowed. The County may not replace trees/plants that do not survive.

Interpretive Signs: Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

Cash: Unspecified cash donations may be used to build, repair or upgrade existing or new facilities at the County's discretion.

Occasionally a donor identifies a specific park for a donation, yet the park has no need for additional amenities. In this case, donors may choose to contribute funds towards maintaining an existing park amenity.

Buildings, Structures and Public Art: Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the Department of Public Works Committee and are not considered as part of this policy.

Other Donations: There may be other donations possible, other than those expressly listed or contained within this policy. The County may accept those donations subject to a review by the Park Division. The Parks Division may, at their discretion, bring any donation proposal to the Department of Public Works Committee for review and approval.

Current Rock County Park Projects
September 10, 2012 – November 13, 2012

- **Avon Wildlife Area**-----1) Land donation on hold until Natural Land Institute has a title question figured out.

- **Beckman Mill**-----1) Fall savanna controlled burn to be conducted when weather and schedule permits.

- **Beloit-Janesville Trail**-----1) Attended meeting with Diane Hendricks and other trail supporters about easements with their property.
2) Walked new trail route possibilities with various trail supporters.
3) Delivered crushed stone for railroad crossing on trail.

- **Community Coordinator**-----1) Continue planning an education bike ride “Wheel against the Weeds” for 5/11/13.
2) Discuss wood harvest program at Lee Park with DNR Forester.
3) Lead Nature Rocks family nature club field trip to Baraboo 10/29/12.
4) Participate in Rock River Trail Initiative quarterly council meeting 11/12/12.
5) Attend various Friends Group board meetings.

- **DeLong**-----1) Received appraisal from Duesterbeck.
2) Received notification of Grant award of \$20,500 for acquisition of the property.
3) Talked with Jeremy DeLong in regards to their continued project interest which he confirmed.

- **Gibbs Lake**-----1) **Tree work by rental house completed.**

- **Magnolia Bluff** -----1) **Controlled burn held by volunteers.**

- **Turtle Creek** -----1) **Bid Awarded to Draeving Construction for Turtle Creek Building improvements.**
2) **Building Improvements underway.**
3) **Ordered flooring and other building fixtures.**

- **Other Information**-----1) **Attended Ice Age Trail planning meeting.**
2) **Attended Health Grant Coalition meeting.**
3) **Hosted promotional booth at Rock County Senior Fair.**
4) **Joleen and I both Attended WPRA Fall Conference.**
5) **Boat launch docks taken out for the season.**
6) **Attended various budget meetings.**
7) **Participated in conference call in regards to the highway 26 bike/pedestrian trail planning.**

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

ISSUE: Intercon Construction – Rental of Kuffer Pit

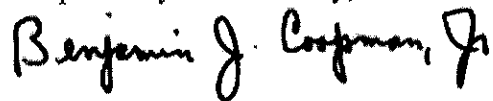
DISCUSSION: Intercon Construction has been renting an area in Kuffer Pit since 2001 for \$80 per month. They stage construction equipment, pipe materials and some aggregates in the eastern portion of the pit. We are proposing raising the rent to \$150 per month. While this is a steep increase, we believe this more closely represents what the property is worth. It is less than what we recently leased another section of the same property to another utility contractor for six months over winter.

The termination clause has been modified to require a longer notification time between the parties, should one wish to end the lease. This was suggested as part of the County's contract review process.

Continuing to lease this area to Intercon should not adversely affect DPW's or other lessee's use of the premises. This will be a source of additional revenue.

RECOMMENDATION: Recommend approval of the agreement.

Respectfully submitted by,



Benjamin J. Coopman, Jr., P.E.
Public Works Director