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## ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

*Airport - Highways - Parks*

3715 Newville Road, Janesville, WI 53545

Phone: (608)757-5450 Fax: (608)757-5470

[www.co.rock.wi.us](http://www.co.rock.wi.us)

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Public Works Committee Meeting – Airport and Parks  
Tuesday, October 09, 2018 at 8:00 a.m.  
Southern Wisconsin Regional Airport – Voyager Room  
1716 W. Airport Rd.  
Janesville, WI 53546

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of September 18, 2018
4. Citizen Participation, Communications and Announcements
5. Parks Advisory Board Communications
6. **PARKS BUSINESS**
  - a. Resolution – Authorizing Application with Wisconsin Department of Natural Resources for County Conservation Aids Application Grant Funds
  - b. Discussion and Possible Action – Planting Tulips at Sportsman's Park
  - c. Update and Discussion – Turtle Creek Parkway Bridge Report
  - d. Update and Discussion – Carol Miller Property Donation
  - e. Parks Manager Report – See Attached
7. **AIRPORT BUSINESS**
  - a. Discussion and Possible Action – Approve Conference Room Policy Change
  - b. Interim Airport Manager's Report – See Attached
8. **HIGHWAY BUSINESS**
  - a. Discussion and Possible Action – Awarding a Contract for Real Estate Acquisition Services for CTH A (Milton Shopiere Rd. – CTH M)
9. Next Meeting Date: November 13, 2018 at 8:00 a.m. at the Southern Wisconsin Regional Airport
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

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

Public Works Committee  
& Parks Advisory Committee  
Submitted by \_\_\_\_\_



John Traynor, Parks Manager  
Drafted by \_\_\_\_\_

September 27, 2018  
Date Drafted \_\_\_\_\_

### AUTHORIZING APPLICATION WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES FOR COUNTY CONSERVATION AIDS GRANT FUNDS

- 1 **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation to the
- 2 respective counties in the state on an acreage basis for the county fish and game projects on the condition that
- 3 the counties match the state allocation; and
- 4
- 5 **WHEREAS**, Rock County desires to participate in county fish and game projects pursuant to provisions of
- 6 s.23.09(12) of the Wisconsin Statutes.
- 7
- 8 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors, duly assembled this
- 9 \_\_\_\_\_ day of \_\_\_\_\_, 2018, hereby authorizes to expend the funds appropriated and the funds to
- 10 be received from the State of Wisconsin for the improvement of the fish and wildlife habitat, and to operate and
- 11 maintain or to cause to be operated and maintained the project for its intended purpose
- 12
- 13 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors authorizes the Parks Manager to
- 14 act on behalf of Rock County to submit a state grant application to the Wisconsin Department of Natural
- 15 Resources (DNR) for 2019 financial aid for county fish and game projects; sign documents; and the necessary
- 16 action to undertake, direct and complete the approved projects.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

PARKS ADVISORY COMMITTEE

Betty Jo Bussie, Chair

Floyd Finney

Brent Fox, Vice Chair

Dean Paynter

Brenton Driscoll

Tom Presny

Rick Richard

Jeremy Zajac

AUTHORIZING APPLICATION WITH WISCONSIN DEPARTMENT OF NATURAL  
RESOURCES FOR COUNTY CONSERVATION AIDS GRANT FUNDS

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FISCAL NOTE:

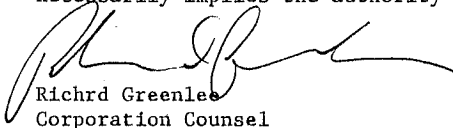
This resolution authorizes Parks to apply for the County Conservation Aids Grant for FY 2019. If awarded, this grant requires a 50% match. This match will be met using in-kind services.



Sherry Oja  
Finance Director

LEGAL NOTE:

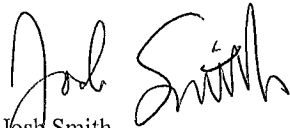
The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

**- EXECUTIVE SUMMARY -**  
**AUTHORIZING APPLICATION WITH**  
**WISCONSIN DEPARTMENT OF NATURAL RESOURCES FOR**  
**COUNTY CONSERVATION AIDS GRANT FUNDS**

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. Rock County may apply for a maximum of \$5,000 in 2018 for use in 2019. Parks plans to access this funding source to help pay for invasive species control at Magnolia Bluff Park and Carver-Roehl Park. Additional funds may be available after initial funds are distributed. Though this funding source requires a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources may be used as in-kind match. The Multi-Use Trail group and other volunteers have assisted with various invasive species control projects in the past and have expressed a strong interest in continuing the effort.

The species to be controlled using this grant is primarily buckthorn. For the past few years, we have used these funds for buckthorn and garlic mustard control in Carver-Roehl Park, and we've achieved a noticeable reduction of the invasive species. We feel the time is now appropriate to share these efforts with both parks that have State Natural Areas.

09.25.2018

## Memo

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**To**  
Rock County Parks

**From**  
Erin Davis  
Director  
JM4C

**CC**  
Jon Traynor

**Re**  
Memorial Tulips

**Comments:**

The Rock County Rx Drug Abuse & Heroin Task Force (HTF) is a task force comprised of prevention coalitions, law enforcement, treatment & medical providers, social service agencies, local citizens and more that organizes initiatives to prevent the use of opiates in Rock County. The HTF is staffed by Janesville Mobilizing 4 Change and possible due to a contract with Rock County Human Services.

As part of our Rock For Recovery program this year, the HTF is requesting permission to plant 198 purple tulip bulbs at Sportsman's Park, in a ring around the lilies planted at the base of the cedar tree between the hours of 3-6pm on October 23<sup>rd</sup>. The number of tulips planted signifies the number of individuals that have died from opiate overdose in the last 10 years (2008-2017), purple is the awareness color for opioid addiction, and October 23<sup>rd</sup> is the beginning of Red Ribbon Week, the oldest and largest drug awareness and prevention program.

If granted permission, the following plan for planting and maintenance is proposed:

October 23<sup>rd</sup> – HTF & Volunteers gather between 3 & 6pm to plant bulbs

April 2019 – First Bloom. When the bloom fades, the area will be mowed

October 2019 – Bulbs will be planted to honor those that died of opiate overdose in 2018. A border and mulch will be laid around the perimeter of the area

Sportsman's Park was chosen as a site where the family and loved ones of those who have passed away can visit safely, with parking and amenities for families with children.

I appreciate your consideration, and am available to answer any questions.

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## Janesville Mobilizing 4 Change

608-741-2105  
edavis@jm4c.org

1 Parker Place Suite 308  
Janesville, WI 53545

[www.jm4c.org](http://www.jm4c.org)





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### **Parks Manager Report**

**October 2018**

#### **Beckman Mill Park**

- Update on video surveillance sign installation.

#### **Dean Paynter Re-Appointment**

- Re-appointed to the Parks Advisory Committee until June 30<sup>th</sup>, 2020

#### **Carver Roehl Park**

- Update on Tree ID program
- October 7<sup>th</sup> – Annual Fall Fest Report

#### **Eager Family Donation**

- Update on Donation – Endowment Fund

#### **Happy Hollow Park**

- Bathroom update – Fanning correspondence

#### **Turtle Creek Parkway**

- Kayak Launch plans – Update

#### **WPRA Conference**

- Conference will be held at the KI Convention Center in Green Bay
- October 31<sup>st</sup> – November 2nd

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

**Issue** – Approve changes to the Southern Wisconsin Regional Airport's Conference Room Policy.

**Discussion** – With the opening of Bessie's Diner in the airport terminal building and the change in title from Airport Director to Airport Manager some changes were needed to update the airport's conference room policy.

Changes include updating Director to Manager throughout the document, simplifying holiday availability language, and updating the alcoholic beverage and food/beverage service rules for the addition of Bessie's Diner. Some other minor changes to simplify policy language were also made.

**Recommendation** – Approval of the updated Southern Wisconsin Regional Airport Conference Room Policy.

Respectfully Submitted

Gregory A. Cullen C.M.  
Interim Airport Manager



The Southern Wisconsin Regional Airport ("SWRA") welcomes staff, tenants, and outside organizations to utilize its conference rooms for meetings, luncheons, conferences, receptions and events for up to 50 people. The following policy outlines the SWRA's expectations for all users of its conference rooms. If there are portions of this policy that need clarification, or if the SWRA staff may be of further assistance to you, please do not hesitate to contact us at 608-757-5768.

### **Conference Rooms**

Conference Rooms Voyager and Endeavor are both located within the terminal building.

### **Conference Room Availability**

Conference rooms are available on a first come, first serve basis with first priority given to SWRA use. Subsequent priority is granted at the sole discretion of the SWRA administration. Airport administration reserves the right to approve or disapprove use of conference rooms by any organization, group, or individual, collectively referred to as "User".

Conference rooms may be reserved on an hourly, daily (8:00am – 4:00pm) or ½ day (8:00 – 12:00pm or 12:00pm – 4:00pm) basis.

After hours and weekend reservations may be granted with prior approval.

Conference rooms may not be available for use on federally recognized holidays. Payment of fees must be made in advance of the reservation.



## **Rules and Regulations**

Airport administration reserves the unilateral right to refuse or permit use of the conference rooms for particular activities and to refuse to rent them to any party for any reason whatsoever. The rules and regulations governing the use of airport conference rooms are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- Political events, candidate news conferences, organized or unorganized rallies, demonstrations, and fundraisers are prohibited.
- Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable materials, demonstrations or language are prohibited.
- Use of Tobacco products, e-cigarettes, or burning of any kind (incense, candles, etc.) is prohibited within the building. Smoking is also prohibited within thirty (30) feet of any entrance.
- Alcoholic beverages purchased from the on-site restaurant may be consumed within the terminal building.
- Gambling is not permitted.
- Animals are prohibited with the exception of service animals.
- Food and beverage service may be purchased from the on-site restaurant. Should the on-site restaurant be unable to provide the service, the User may seek other caterers. . The User or their designee is responsible for all arrangements and associated clean-up related to food and beverage service.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage to the room or its furnishings, the replacement costs or repair costs will be invoiced to the organization renting said room.
- The conference room must be left in the condition that it was in prior to the event.
- Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape or staples on walls is prohibited.
- Airport administration reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the SWRA's use of the conference room. In the event that airport administration must revoke a reservation, the airport will refund the User's money, limited to, no greater than the total cost of the room rental.
- Under certain circumstances, the airport may deem it necessary to require insurance coverage.
- Upon completion of the meeting/event, the door is to be locked.
- Rental fees are to be paid in full prior to the event by credit card, check, or money order.
- Reservations will not be confirmed until payment is received in full.
- Area(s) adjacent to the conference rooms are to be kept in a clean and orderly manner.
- Users are not permitted to block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, and common areas.

- All conference rooms are equipped with tables and chairs which **are not** to be repositioned.
- To prevent damage to property, the posting of signs or directional materials anywhere in the building or on SWRA walls, furniture or equipment is strictly prohibited.
- Any violation of Federal or Wisconsin law, including possession of drugs, gambling or weapons, is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on Airport property.
- **Nondiscrimination:** User agrees not to discriminate against any person on the basis of national origin, age, sexual orientation, gender identity, gender expression, or physical or mental handicap in regard to the use of the SWRA conference room. User agrees to comply with all non-discrimination law applicable to Rock County and SWRA.

### **Conference Room Usage Fees**

All conference room reservations require a completed SWRA Conference Room Rental Application ("Rental Application") and payment of the full rental amount to hold a date and time. The SWRA Manager or designee must approve any changes to the reservation schedule in advance. It is the responsibility of the User to adhere to the dates set forth in the Rental Application. The SWRA will accept rental payments by credit card or in the form of check or money order made payable to: Southern Wisconsin Regional Airport. A \$25 fee will be charged for returned checks. See the attached SWRA Conference Room Schedule of Rental Rates for fee information. Space rental charges are determined by time, duration of use, the amount of space used, and applicable operational and administrative costs.

### **Conference Room Amenities (as available)**

- Endeavor Room – Seating capacity is 17 and a white board is available.
- Voyager Room – Seating capacity is 33 and a white board, 75" monitor and PA system are available.
- Tables and chairs are available to meet the seating capacity of each room or both rooms can be combined for a maximum seating capacity of 50.
- Housekeeping (includes: Emptying of trash receptacles, restroom service).

### **Conference Room Fees Do Not Include**

- **Catering:** Catering at the Airport is available only from the on-site restaurant. Should the on-site restaurant be unable to provide the service, the User may seek other caterers.
- **Clean-Up:** It is the responsibility of the User to schedule clean-up times within the rental period specified in the Rental Application. If clean-up is not completed within the reserved time, an hourly charge of \$35.00 will be imposed for every hour past the designated rental period. If the conference room is not clean, an additional clean-up fee of \$35.00 per hour will be charged. A one hour minimum charge will apply.
- **Damages:** The User will be charged for any damage to the premises or property belonging to

the SWRA. A walk-thru of the conference room with a SWRA staff member will take place at the end of each rental. The cost of repairing any damage will be charged to the User.

- **Additional Tables and Chairs:** Additional tables and chairs are not available, but may be rented through the caterer or from a third party agency. SWRA staff will not assist in the set-up or breakdown of rental furnishings. Rental furnishings may not be left on the premises in any location for longer than one (1) hour following the end of the rental unless prior approval is requested and received from the SWRA Airport Manager or designee.
- **Audio-Visual Equipment:** The SWRA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment. Users may use the existing 75" monitor and PA system. To prevent disturbances and interference with other occupants of the terminal building, audio equipment must be kept at a minimum audible level. Wired internet service is not provided; however, free wireless service as available for use.

### **Inclement Weather & Airport Emergency Plan**

Availability of the conference rooms may be affected by severe weather conditions and/or emergency events at the Airport. The SWRA reserves the right to revoke a reservation in the event of significant snow, sleet, ice, wind, Airport emergency or when operational needs arise that necessitate the SWRA's use of the conference room. In the event that airport administration must revoke a reservation, the SWRA will refund the User's money, limited to no greater than the total cost of room rental.

In the event of inclement weather or Airport emergency-related event affects a planned rental(s); the SWRA Airport Manager will attempt to notify the affected User(s) and reschedule the reservation. In the event a reservation cannot be rescheduled, the User's paid rental fees will be fully refunded. In an event of inclement weather or an airport emergency, please contact airport administration to confirm room availability.

### **Liability & General Requirements**

All Users are responsible for reading and agreeing to the SWRA Conference Room Use Policy before any conference room is reserved. An individual authorized to enter into agreements on behalf of the governmental unit or organization must execute the Rental Application. The signature of the authorized person on the Rental Application demonstrates the governmental or organization's understanding and willingness to follow and abide by the procedures, rules and regulations. In all circumstances, the SWRA's monetary liability is limited to the User's conference room rental payment.

By signing this agreement, User agrees to indemnify, defend and hold SWRA and Rock County, its elected officials and employees, harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury, or damage to real or personal property, to the extent caused by the negligence or misconduct of the Users and/or its respective employees, agents or attendees arising from or in connection with the use of the SWRA conference room.

- A User may not assign or transfer any rights granted and accepted under this Agreement without written approval from the SWRA Manager or designee.

- To adhere to appropriate building and fire codes, the SWRA has the right to restrict or deny use of the conference rooms based upon number of attendees and type of activity(s) proposed. The maximum number of occupants for the conference rooms is:

1. Endeavor: 17

2. Voyager: 33

- The User will be responsible for any activity that would be likely to cause damage to Airport property, or not be in the best interest of the SWRA, its staff or its agents.
- The SWRA assumes no responsibility for the use of patented, trademarked, franchised or copyrighted music, materials or devices used or incorporated into an event. The User agrees to hold the SWRA, its staff and agents harmless from any claims or costs, including attorney fees that might arise from the use of any material described above.
- The User may not block or hinder access to the corridor adjacent to the conference rooms or block or hinder ingress or egress from the building.
- The User agrees not to post any posters, signs, cards or displays on the walls of the conference rooms or on Airport property.
- The SWRA Manager or designee must approve any advertisements prior to distribution and release to the general public. Use of SWRA's official logo and or designation on any printed materials is strictly prohibited. The organization's or the event's name must appear larger than the conference room location's name on any printed materials.

User's advertisements and/or communications, whether print, radio, television, or otherwise, promoting User's events to be held under this agreement shall refer to the rented facilities as "Southern Wisconsin Regional Airport." No other reference whatsoever to the facilities is permitted

- The SWRA will not be responsible for any loss, theft or damages to personal property. The User agrees to hold the SWRA, its staff and agents harmless from any claims or costs, including attorney fees, which may arise from loss, theft or damage to personal property.
- Should the User violate any of these procedures, rules or regulations, the User and all affiliated organizations will forfeit the privilege of any future use of Airport facilities without refund or offset of any rental amounts paid or payable.
- The SWRA may terminate an event at any time for violations of SWRA procedures, rules, regulations, building and/or fire codes.
- It is the responsibility of the User or its appointed party to wipe down tables and place all litter, trash and debris from the conference rooms, including all items on the floor, in the trash receptacles provided at the end of the rental. All lights must be turned off upon departure.
- The User will leave the facility (including outer grounds and parking lot) neat, clean and orderly.
- All property belonging to the User must be removed from the conference room immediately following the rental period. The SWRA, its staff and agents assume no responsibility for items left by any User. Any items left after the rental period will be discarded.

- Printing, faxing, copying, and office equipment/supplies are not available. Arrangements for these services must be made with other third party vendors.
- The person executing this Rental Application represents that he/she has authority to execute contracts on behalf of the User and is responsible for the supervision of the room.
- **Governing law:** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.
- **Severability:** If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, shall remain in full force and effect as if such invalid or unenforceable term had never been included.
- **Insurance:** If deemed necessary by SWRA, User agrees that, in order to protect itself as well as SWRA and Rock County under the Indemnity Provisions contained herein, User will at all times during the terms of this Agreement keep in force a liability insurance policy which names SWRA and Rock County as an additional insured, issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Upon execution of this Agreement, User will furnish SWRA with a certificate from the insurer of the existence of such insurance. In the event of any action, suit, or proceedings against User upon any matter herein indemnified against, User shall within five (5) working days notify SWRA in writing.

### Access

Conference room reservations may be made between 8:00 AM – 4:00 PM. If room reservations are scheduled outside of posted business hours, SWRA staff will provide access to the building in accordance with the Rental Application. SWRA staff will have full access to all parts of the building at all times without restriction. Keys will not be given to the User.

### Decorations

The User must make arrangements with its caterer to supply any table linen needs (tablecloths, napkins, skirting, etc.).

The use of tape, staples, tacks, etc. on walls, doors and fixtures is strictly prohibited. If the SWRA Manager or designee deems any decorations unsafe or inappropriate, the SWRA Manager or designee has the right to remove these items. Neither the SWRA nor the SWRA Manager or designee shall be responsible for damage to any items removed pursuant to this provision. All decorations must be removed from the building immediately following the end of the meeting or event.

The use of glitter, confetti, rice, birdseed, doves, butterflies or other celebratory devices is prohibited inside and outside of the building.

The movement or relocation of Airport property, such as plants or furniture, is prohibited.

### **Photography & Filming Policy**

All photography (still and video, print and digital) must be used only for the sole purpose of documenting or promoting the event for which the facility was rented. Photographs of Airport facilities unrelated to the event shall not be published (electronically or in print) or sold for any other purpose whatsoever.

### **Safety Concerns**

Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards.

Safety devices may not be moved. Users must become familiar with fire escape routes, the nearest exits and the locations of fire extinguishers.

Exits and exit access paths must not be blocked.

### **Cancellation Policy**

Cancellation of any scheduled conference room rentals must be in writing and received no later than 48-hours prior to the date and time of scheduled rental. Any group who fails to cancel a conference room rental within the required time frame will forfeit the rental fee and may result in the denial of any future rental requests.

### **Contact Information**

Any individual requiring additional information or clarification regarding the SWRA Conference Room Use Policy, please contact the SWRA administration office at 608-757-5768.

Completed Rental Applications can be sent to:

Southern Wisconsin Regional Airport  
1716 West Airport Road, Suite 100  
Janesville, WI 53546

or E-mailed to:

[jvlairport@co.rock.wi.us](mailto:jvlairport@co.rock.wi.us)



## Schedule of Rental Rates

Rental includes tables, chairs, and A/V equipment but no food or drink service.

### Full Room (Capacity 50 People)

Weekday Rate	\$250.00
Half day weekday rate of	\$125.00
Weekend whole day rate of	\$325.00
Half day weekend rate of	\$165.00

### Voyager Room (Capacity 33 People)

Weekday Rate	\$167.00
Half day weekday rate of	\$83.00
Weekend whole day rate of	\$242.00
Half day weekend rate of	\$158.00

### Endeavor Room (Capacity 17 People)

Weekday Rate	\$83.00
Half day weekday rate of	\$42.00
Weekend whole day rate of	\$183.00
Half day weekend rate of	\$129.00

### Services and Other Fees

- Meeting space is available on weekdays between 8:00 a.m. and 4:00 p.m. at a rate of \$35.00 per hour
- Damage Fee: User will be charged for any damage to, or relocation of Airport Property.
- Returned Check Fee: \$25 per returned check
- Audio-Visual Equipment: The SWRA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment.



## Airport Manager's Report October 2018

- The Airport Compliance Manual (ACM) was submitted for approval to the FAA after completing a thorough review. Several items from our May inspection were addressed.
- After much correspondence in recent weeks, the Innovation Drive extension project is in a holding pattern. City of Janesville officials are reviewing the steps required to receive FAA Land Release approval.
- The lighting project should be completed by Oct 12. All runways are completed and open. There are a few taxiways and landscaping to finish that is weather dependent.
- An aircraft emergency exercise was completed Sept 25. Janesville Fire Department, the Control Tower, and airport staff participated. A very good drill that we will build upon for future exercises. Thanks to Elevation Air for the use of their plane and pilots.
- October will be a busy training month. Staff will complete annual Wildlife training with USDA, ATC Safety and flight line driver training, CPR and Basic First Aid training. Additionally, two staff members will attend a 40-hour Basic Fire Training School in Kentucky.
- I'll be attending the American Association of Airport Executives Great Lakes Chapter workshop in Rosemont, IL Oct 21-23. I'll also attend the Wisconsin Bureau of Aeronautics Airport Operations and Land Use Seminar in Stevens Point, WI Oct 24-25
- I plan to host a town-hall style meeting with our T-hangar tenants Nov 1<sup>st</sup>, 5:30-7:30pm, in the Terminal conference room. The purpose is to listen to our current tenants with regard to future T-hangar use, amenities, ownership, etc.



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

**ISSUE** – Approve Contract for Real Estate Services for the CTH A (Milton Shopiere -CTH M) project.

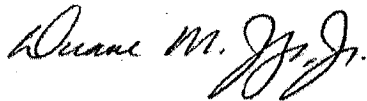
**DISCUSSION** – Rock County recently solicited for real estate acquisition services for the CTH A (Milton Shopiere -CTH M) project. The proposal results are listed below:

Project Contract	MSA Professional Services Madison, WI	The Highland Group Watertown, WI	Corre, Inc.  Madison, WI	Prairie Land Services, Inc.  DeForest, WI	TerraVenture Advisors  Arlington, WI
CTH A (Milton Shop. - CTH M)	\$ 95,420	\$97,950	\$99,550	\$107,725	\$135,100

The real estate services covered in this bid includes appraising and negotiating right-of-way for the CTH A (Milton Shopiere -CTH M) project. This project is locally funded.

**RECOMMENDATION** – Approval of a contract for the lowest proposed amount of \$95,420 from MSA Professional Services.

Respectfully submitted by,



Duane M. Jorgenson, Jr., P.E.  
Director of Public Works