



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Highways & Parks

3715 Newville Road, Janesville, WI 53545
Phone: (608)757-5450 Fax: (608)757-5470
www.co.rock.wi.us

Public Works Committee Meeting – Parks
Tuesday, July 9th, 2019 – 8:00 a.m.
Public Works Department – Committee Room
3715 Newville Road
Janesville, WI 53545

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of June 11th, 2019
4. Citizen Participation, Communications and Announcements
5. Parks Advisory Board Communications
6. **PARKS BUSINESS**
 - a. Resolution – Authorizing Contract For Updating the Rock County Parks Outdoor Recreation and Open Space (POROS) Plan and Amending the Parks Budget
 - b. Discussion and Possible Action - Miller Property Naming
 - c. Parks Manager Report – See Attached
7. Next Parks Meeting Date: Tuesday, August 13th, 2019 at 8:00 a.m. at the Department of Public Works.
8. 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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



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Public Works Committee – Parks Minutes

Tuesday, June 11, 2019 – 8:00 a.m.

Public Works Department- Committee Room

3715 Newville Road

Janesville, WI 53545

Call to Order. Chair Bussie called the meeting of the Public Works Committee to order at 8:00 a.m.

Committee Members Present. Supervisors Bussie, Driscoll and Richard.

Committee Members Absent. Supervisor Fox and Zajac.

Staff Members:

John Traynor

Parks Manager

Amy Friend

Community Coordinator

Jim Hessenauer

Parks Crew Leader

Amy Hartley

Secretary II

Others Present:

Floyd Finney

Parks Advisory Board

Dean Paynter

Parks Advisory Board

Tom Presny

Parks Advisory Board

Lou Peer

County Board Supervisor

Rich Bostwick

County Board Supervisor

J. Russell Podzilni

Chair-County Board of Supervisors

Danette Rynes

County Board Supervisor

Alan Sweeney

County Board Supervisor

Approval of Agenda. Supervisors Richard and Driscoll moved today's agenda. MOTION CARRIED.

Approval of Minutes of May 14, 2019. Supervisors Richard and Driscoll moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, and Announcements. Chair Bussie announced that the Rock County Board will vote to induct Supervisor Presny into the Rock County Hall of Honor.

Parks Advisory Board Communications. Mr. Traynor informally reviewed the parks tour roster.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Supervisor Richard departed.

Parks Business:

A. Parks Tour

1. **Royce Dallman Park** – Discussion took place concerning the recent Rock and Dane County boat launch fee lock box thefts and the apprehension of the thieves. Collection of the boat launch fees is done up to twice weekly and increases during holiday weekends. Suggestions by members to prevent future theft included: invest in surveillance cameras or adopt credit/debit card payment. Mr. Traynor discussed installing additional parking with a gravel lot near the entrance of the Park where grass presently exists.

Supervisor Sweeney arrives.

2. **Murwin Park** – Discussion took place regarding the recent canoe incident May 25, 2019. Supervisors Sweeney and Bostwick discussed and made suggestions regarding canoe/kayak training and signage/warning of risks. Mr. Traynor states approval pends County Board Committee decision of gating area and creating larger eddy to Yahara Creek. Mr. Traynor indicates the DNR is responsible for the river habitat as DPW does not monitor this area. Mr. Traynor reports a meeting with business, Drift Away, will occur to discuss how to help alert those using the Park and river for recreational purposes such as weather and water hazards via social media/blog.

Supervisor Sweeney departs.

3. **Carol Miller Property** – Mr. Traynor discussed donation of the land to DPW which was finalized in January/February 2019. The area consists of 54 acres and the Yahara and Rock Rivers combine. Installation of a circle driveway is planned for a nature viewing area. Trees will be planted and recommendations will be made to install a kayak pier. Renaming the Park has not yet commenced.
4. **Gibbs Lake Park** – The Park includes Ice Age trails and overnight camping with a permit. The bathroom was replaced June 2019, a memorial bench was recently installed and a new pier and kayak launch was installed June 10, 2019. A Park citizen recently witnessed fishermen creating trip lines for horses passing through which were removed by the same citizen. Suggestion was made to contact Rock County Green Fund to help raise money for a well. Private groups have helped with projects such as cleaning brush or removing dead wood to help keep the parks clean and enjoyable.
5. **Magnolia Bluff Park** – Known also as Bumps Bluff by many local citizens, this Park is a State Natural Area. Rock formations can be found throughout the Park which makes it a popular location for weddings and prairie enthusiasts. The Park is home of the rare plant species Kittentail and is labeled as such in the Park. Oak tree decay is caused by Oak Wilt and clean-up will begin to recycle the wood.
6. **Town of Rock Baseball Park** – The Park is currently being offered to Rock County DPW by the Town of Rock. The Park is 60 acres and includes a pavilion with concessions and a shelter, bathrooms and baseball diamonds. There is a bike path nearby and one could be installed in the Park as well.
7. **Happy Hollow Park** – Mr. Traynor discusses the installation of a new bathroom the week of June 10, 2019. Due to heavy rainfall, the park can be flooded from early

spring to mid-summer. Much debris and brush has been removed along the shoreline for Park patrons' enjoyment.

8. **Sweet-Allyn Park** – This Park is the first park Rock County obtained in 1945 as a donation. Shopiere Days takes place at this beautiful Park. The Park is great for fishing Turtle Creek from the shore or for water recreation to include: tubing, swimming, kayaking and canoeing. Mr. Traynor will pursue approval to upgrade the shelter and electric in the near future. DeLong Investors may be contacted to assist with these projects.

Mr. Hessenauer departed.

9. **Turtle Creek Parkway** – The Park sets alongside a rare five arch limestone bridge with beautiful views. This park is the highest rented park year round in Rock County. The building located on the property was once a Boys and Girls Club.

10. **Carver-Roehl Park** – time did not allow for visit.

11. **Sportsman's Park** – time did not allow for visit.

Individuals touring the parks today received a Rock County "toured the parks" t-shirt.

Next Meeting Date. The next Parks meeting date will be Tuesday, July 9, 2019 at 8:00 a.m. at the Department of Public Works.

Adjournment. Supervisors Driscoll and Richards moved to adjourn at 12:04 p.m. MOTION CARRIED.

Respectfully Submitted,

Amy J. Hartley
Secretary II

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

June 27, 2019

Date Drafted

AUTHORIZING CONTRACT FOR UPDATING THE ROCK COUNTY PARKS, OUTDOOR RECREATION AND OPEN SPACE (POROS) PLAN AND AMENDING THE PARKS BUDGET

1 WHEREAS, it is good management practice for the Rock County Parks Division to have a long-
2 range plan for its operation and assets; and,
3

4 WHEREAS, the current POROS Plan will expire at the end of 2019; and,
5

6 WHEREAS, the Wisconsin Department of Natural Resources requires an updated POROS Plan
7 to be eligible for grant applications and funding; and,
8

9 WHEREAS, the Parks Division of Public Works prepared the scope of services outline and the
10 Rock County Purchasing Division did solicit qualification statements from various consultants;
11 and,
12

13 WHEREAS, the Parks Division Administrative Staff did review the submittals and is
14 recommending a contract with Vandewalle & Associates, Inc. of Madison, Wisconsin in the
15 amount of \$50,240; and,
16

17 WHEREAS, sufficient funds were not included in the Parks 2019 budget to contract with a
18 consultant for this POROS Plan update.
19

20 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
21 assembled this _____ day of _____, 2019 that a contract be awarded to Vandewalle
22 & Associates, Inc. of Madison, Wisconsin based on the terms and conditions set forth in the
23 contract in the amount of \$50,240, and that payment be made to the vendor upon approval of the
24 Public Works Committee.
25

26 BE IT FURTHER RESOLVED the Department of Public Works Parks Division 2019 Budget
27 be amended to increase Department funding as outlined below
28

	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
		<u>(Decrease)</u>	<u>Budget</u>
29 <u>Use of Funds Parks:</u>			
30 41-4551-4110-47000	\$40,000	\$10,240	\$50,240
31 ATC Funds			
32 <u>Sources of Funds Parks:</u>			
33 41-4551-4110-62104	\$40,000	\$10,240	\$50,240
34 POROS Plan Expense			

35
36
37
38 BE IT FURTHER RESOLVED that the Rock County Board of Supervisors hereby authorizes
39 the Parks Manager, via the Public Works Committee and Parks Advisory Committee, to act on
40 behalf of Rock County to sign documents and take necessary action to undertake, direct and
41 complete the approved project.

AUTHORIZING CONTRACT FOR UDATING THE ROCK COUNTY PARKS, OUTDOOR
RECREATION AND OPEN SPACE (POROS) PLAN AND AMENDING THE PARKS
BUDGET
Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Brenton Driscoll

Rick Richard

Jeremy Zajac

PARKS ADVISORY COMMITTEE

Floyd Finney

Dean Paynter

Tom Presny


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair


FISCAL NOTE:

This resolution authorizes a transfer of an additional \$10,240 in ATC fees for updating the POROS plan. Parks has a current fund balance of \$377,198 in ATC fees.


Sherry Oja
Finance Director

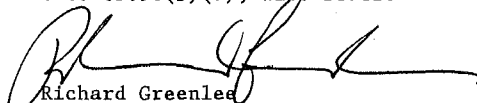
ADMINISTRATIVE NOTE:

Recommended,


Josh Smith
County Administrator

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. As an amendment to the adopted 2019 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.


Richard Greenlee
Corporation Counsel

**AUTHORIZING CONTRACT FOR UPDATING THE ROCK COUNTY PARKS,
OUTDOOR RECREATION AND OPEN SPACE (POROS) PLAN
AND AMENDING THE PARKS BUDGET**

-EXECUTIVE SUMMARY-

We have completed the Request for Qualifications process to select a consultant for the project. We received five responses to our POROS Plan RFQ. Following evaluation of the RFQs, Vandewalle and Associates Inc. from Madison, Wisconsin was selected. The selection team felt they were the best choice to produce a plan that we will be able to utilize as an active planning document to chart our path as a Parks Department over the next five years.

We have a proposed professional services contract. The scope of services includes: project startup & formulation, site inventory and recreation demand analysis, public and community visioning sessions, opinion surveys consisting of social media and internet surveys, staff and committee meetings, park program review, park planning analysis, capital improvement plan development, financial and operations budget development, and final summary with strategies to implement the proposed plan.

The amount budgeted was \$40,000 in the 2019 Capital Improvements budget and the proposed professional services contract from Vandewalle and Associates Inc. is \$50,240. The Parks budget must be amended by \$10,240 in order to fund an updated Rock County Parks Outdoor and Recreation and Open Space Plan.

The source of funds is the ATC Fund balance.

Respectfully submitted by,

John Traynor, Parks Manager
Rock County Parks



QUALIFICATIONS SUMMARY FORM

PROJECT NUMBER 2019-25
PROJECT NAME PARKS PLAN CONSULTANT
PROPOSAL DUE DATE JUNE 19, 2019 – 12:00 NOON
DEPARTMENT PUBLIC WORKS – PARKS DIVISION

	VANDEWALLE MADISON WI	AYRES ASSOCIATES MADISON WI	DESIGN PERSPECTIVES NAPERVILLE IL	JSD PROFESSIONAL VERONA WI	FEHR GRAHM MONROE WI
EVALUATOR 1	95	80	85	58	62
EVALUATOR 2	93	72	75	65	63
EVALUATOR 3	97	76	85	69	60
EVALUATOR 4	91	91	68	65	60
TOTAL SCORE	376	319	313	257	245

Qualifications were evaluated based on the following criteria:

- Letter of Qualification – 5 points
- Personnel, training, corporate support – 15 points
- Firm's history, experience – 20 points
- Project approach & philosophy – 20 points
- Understanding of Scope of Work – 20 points
- Ability to lead/facilitate project with extensive community participation - 20 points

Request for Qualifications was advertised in the Janesville Gazette and on the Internet. Four additional firms were solicited that did not respond.

PREPARED BY: JODI MILLIS – PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____

DATE _____

GOVERNING COMMITTEE APPROVAL: _____

CHAIR _____

VOTE _____

DATE _____

Rock County Parks, Outdoor Recreation, and Open Space Plan Update

COST ESTIMATE

\$0.58/mile (80 Mile
Roundtrip)

Travel
Expenses

Materials
Expenses

Total Cost by
Task
(including
labor)

Tasks from Scope of Services

Task 1	Initial Research and Project Kickoff Conversation with County Staff			\$710
Task 2	Public Works Committee Project Kick Off Meeting	\$46	\$500	\$1,686
Task 3	Online Community Prioritization Survey			\$1,890
Task 4	Recreation Users and "Friends of Group" Focus Group Meetings	\$46	\$200	\$3,366
Task 5	Data Collection, Update Existing Conditions, and Assess Strengths and Weaknesses		\$50	\$3,290
Task 6	Identify Future Needs/Capital Improvements Plan Update		\$50	\$3,210
Task 7	Update Plan Implementation Matrix and Park Concept Maps		\$50	\$7,570
Task 8	Complete Parks, Outdoor Recreation, and Open Space Plan Draft #1		\$200	\$4,740
Task 9	Public Works Committee Meeting to Review Plan Draft #1	\$46	\$1,200	\$2,141
Task 10	Interactive Online Story Map			\$4,310
Task 11	Complete Parks, Outdoor Recreation, and Open Space Plan Draft #2	\$46	\$50	\$2,296
Task 12	Plan Review Open House at Local Event	\$46	\$1,000	\$2,726
Task 13	Public Works Committee Meeting to Recommend Plan	\$46	\$2,000	\$3,281
Task 14	Vision Summary Graphics		\$500	\$2,175
Task 15	Plan Commission Public Hearing and Recommendation Meeting	\$46	\$500	\$1,256
Task 16	County Board Presentation		\$500	\$1,210
Task 17	Final Plan		\$3,000	\$4,380

Total Project Cost (with all paper copies, as requested)

\$325

\$9,800

\$50,240

Total Project Cost (without 25 draft paper copies and 50 final paper copies of plan)



\$325

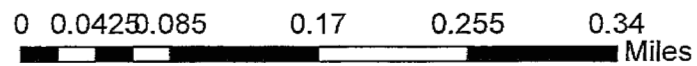
\$4,800

\$45,240



Miller, Carol Property, Town of Fulton, Rock County

-  Miller, Carol Property
-  Miller WRP approx. boundary





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Parks Manager Report

July 2019

Parks General

- Re-appointment of Mr. Presney and Mr. Finney to PAC
- Rain continuing to be a problem
- Finally up to full staff
- Dirt work needed

Royce Dallman

- Truck / Trailer overflow driveway installed

Summer Help

- T- shirt purchase

Gibbs Lake

- Pier Extension Ordered
- Bathroom Installed and open

Ice age Park Update

- Corp Counsel Response

Murwin Park Emergency Boat Launch

- Notice to Proceed

Garbage and Recycling Contract

- Up for renewal in 2020

Park Tour

- Further Review

Park 2020 Budget

- Beginning work on 2020

Community Coordinator Report – (May – June 2019)

- Updated Rock County Parks Website & Facebook Page.
- Training New DPW Secretary – Amy Hartley.
- Compiling data for Grant Reimbursement for Grant RTA-579-13.3 for Magnolia Bluff Trail Improvements/Renovation.
- Compiling data for Grant Reimbursement for Grant S-5262 for 2018-2019 Snowmobile Trail Maintenance.
- Scheduled volunteers and planning for Rock County Parks Booth at the Rock County 4-H Fair. Parks staff will work the booth during the day and volunteers from various Friends groups will work the night shifts
- Attended meetings to discuss expectations and monitoring work for two students (Jacob and Seth) from Evansville High School on completing a volunteer project. They will be fixing the fence at the top of the bluff at Magnolia Bluff. They started working on the project 6/26/19.
- Worked 5 Arch Bridge Bike Tour held on 5/11/19.
- Attended Meetings: Friends of Beckman Mill (5/16/19 & 6/20/19) & Rock County Chapter Ice Age Trail (5/28/19).
- Met with employee from Bloyer Well & Pump at Magnolia Bluff to fix broken water pumps (5/23/19)
- Attended Webinar on Playground Inspection & Maintenance on (5/23/19).
- Met with Congress Glass to get estimate to fix broken glass at Turtle Creek Parkway (6/3/19).
- Met with crew from Harbor Recreation and observed the new pier/kayak launch being installed at Gibbs Lake Park (6/5/19).
- Met with Lori Mueller who maintains the garden at Beckman Mill (6/13/19).
- Observed new bathroom installation by the equestrian parking lot at Gibbs Lake (6/13/19).
- Worked at Rock County Health Fair (6/14/19).
- Met with Chris Roberts from Prairie Enthusiasts at Magnolia Bluff to discuss continuing work on Magnolia Bluff prairie (6/17/19).
- Submitted Grant Reimbursement to State of Wisconsin, Department of Natural Resources for Grants RTP-842-16D (\$45,000) and SADLP3-17-1277 (\$5,000) for development of the multi-use trail corridor between Beloit and Janesville (Peace Trail) (6/19/19).
- Attended meeting with John Traynor, Cullen Slapak (City of Janesville Parks Director), Ethan Lee (City of Janesville Parks Supervisor) and Mark Edwards (City of Beloit Director of Parks and Recreation) to discuss various parks issues (6/17/19).
- Attended A Sowlstice Night Hike at Rock Park sponsored by the Rock County Conservationist (6/21/19).
- Attended Annual Chicago Urban Hike with Rock County Chapter Ice Age Trail (6/22/19).