

County of Rock
Public Works Department

Highways
Parks
Airport



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

A G E N D A
Public Works Committee Meeting
Tuesday, January 12, 2016 – 8:00 a.m.
Public Works Department Committee Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of December 10, 2015
4. Citizen Participation, Communications, and Announcements
5. **AIRPORT BUSINESS**

 - a. Approve Voucher over \$10,000 to Klobucar Construction \$11,220.45
6. **HIGHWAY BUSINESS**

 - a. Approve Resolution Authorizing Overlap of Positions for Department of Public Works Highway Division
7. **PARKS BUSINESS**

 - a. Approve Turtle Community Organization 4th of July Celebration Fermented Malt Beverages Permit
 - b. Discuss Wood Permit Fee
 - c. Approve Bills, Encumbrances/Pre-Approved Encumbrance Amendments and Transfers
 - d. Parks Director Report
 - Candlelight Snowshoe & Hike at Carver-Roehl Park, Friday, February 12, 2016
 - e. Parks Advisory Committee Remarks
8. Meeting Dates
9. Adjournment

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: Rock County

SWRA

1716 W Airport Rd Ste 100
Janesville, WI 53546

FROM CONTRACTOR:

Klobucar Construction
3140 E County Rd S
Beloit, WI 53511

PROJECT:

Restaurant White Box Build out
1716 W. Airport Rd Ste 100
Janesville, WI 53511
VIA ARCHITECT:
Angus Young Associates
555 S. River Street
Janesville, WI 53511

AIA DOCUMENT G702

APPLICATION NO:

1

PAGES

PAGE ONE OF

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
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PERIOD TO: 12/15/15

PROJECT NOS: 2015-47

JOB NO. 15046

CONTRACT DATE: 11/20/15 PO#P1503646

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet. AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	64,000.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	64,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	11,811.00

5. RETAINAGE:

a. 5 % of Completed Work (Column D + E on G703) \$ \$590.55

b. 25 % of Stored Material (Column F on G703) \$

Total Retainage (Lines 5a + 5b or

Total in Column I of G703)	\$	590.55
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	11,220.45

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE	\$	11,220.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	52,779.55

CONTRACTOR:

By: James R. Vel Date: 12-14-15

State of Wisconsin County of: Rock

Subscribed and sworn to before me this

Notary Public: Robert R. Leary

My Commission expires: 8/24/2018

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 11,220.45

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 12.29.2015

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Director of Public Works
DRAFTED BY

December 18, 2015
DATE DRAFTED

AUTHORIZING OVERLAP OF ACCOUNTING SUPERVISOR POSITION FOR DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION

- 1 **WHEREAS**, the Department of Public Works, Highway Division has been informed of the
2 intended retirement of its Accounting Supervisor in 2016; and,
3
4 **WHEREAS**, the duties of the Accounting Supervisor are very specialized and can vary
5 throughout the year, making the training of the job duties complex; and,
6
7 **WHEREAS**, temporarily overlapping a successor employee for orientation and training will
8 help insure accurate financial processing and minimize disruption to our Public Works
9 customers; and,
10
11 **WHEREAS**, the Department has sufficient funds budgeted and available for the double
12 filling of the position.
13
14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
15 duly assembled this _____ day of _____, 2016 does hereby authorize
16 temporarily overlapping the Public Works Department Accounting Supervisor position, not to
17 exceed eight weeks.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

Eva Arnold

Brenton Driscoll

Rick Richard

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Allan Sweeney

Terry Thomas

FISCAL NOTE:

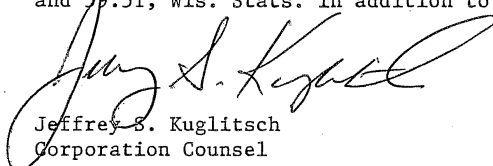
Sufficient funds are available in the Department of Public Works for the overlap of the Accounting Supervisor position.



Sherry Oja
Finance Director

LEGAL NOTE:

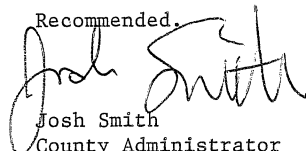
The County Board is authorized to take this action pursuant to §§ 59.22(2), 59.01 and 59.51, Wis. Stats. in addition to Rock County Ordinance 18.309.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

- Executive Summary -

The Public Works Department Accounting Supervisor has informally notified the department head of his intended retirement in June of 2016. This professional position requires extensive accounting knowledge and experience. Additionally, because so many of the Department's accounting practices are dictated by the Wisconsin Department of Transportation Uniform Cost Accounting Manual, there are many specialized funds tracked and account reporting procedures required. Some of these tasks only occur at certain times of the year.

Because of these special job requirements, it is advantageous to bring in the successor employee before the incumbent leaves for the detailed training required to master the duties of the position. The department head has met with the administrator and human resources staff to plan a strategy and map a plan of recruitment for the position.

It was determined that an overlap of the two positions, up to eight weeks, may be needed to successfully accomplish the transition. The anticipated time for recruitment has suggested that the process start in mid-February 2016.

This resolution authorizes up to 8 weeks of double fill of the position for orientation and training. The department is anticipating that the process may take less time, but wants to maintain flexibility should the timeframe not be met. The department anticipated this vacancy in 2015 and included funding for this double fill in its 2016 budget request. No additional funds are being requested at this time.

ROCK COUNTY PARK AND CONSERVATION DIVISION
REQUIREMENTS AND RESTRICTIONS FOR FERMENTED MALT BEVERAGE
PERMIT

- I. These permits shall only be issued to civic groups for specific events.
- II. Only licensed bartenders shall be used.
- III. All Wisconsin Statutes in relation to the dispensing and consumption of fermented malt beverages shall be strictly enforced.
- IV. A. A uniformed law enforcement officer will be at the specified sales area to conduct any checking of identification to determine age as may be necessary, and will be continually present during operation of the beer sales area.

B. Permittee shall provide for checking and enforcement personnel to insure all these requirements are met.
- V. The Permit shall be valid for a single specified event and can be revoked with no notice if rules and requirements are not met.
- VI. No "carry-in alcoholic beverages" are permitted, only fermented malt beverages sold on site may be possessed or consumed on site.
- VII. Permittee shall furnish a "Certificate of Insurance" naming Rock County as an additional insured. This certificate must be in Rock County's possession prior to the grounds being set up for the event.

An excerpt from Chapter 5 of the Rock County Ordinances, 5.02(16)(a)(b) Intoxicants Prohibited:

"No person shall consume or possess any fermented malt beverage or intoxicating liquor, as defined by 1987 Wisconsin Statutes, sec. 125.02, on any property owned by Rock County, except that portion of the county airport designated by the Public Works Committee. Such possession and consumption of fermented malt beverages on the airport premises shall be subject to all applicable State Statutes and local ordinances including licensing of the restaurant operation by the appropriate municipal authority. The consumption of fermented malt beverages and wine, in all parks, except the 4-H County Fair Grounds, is allowed under a temporary permit issued by the Public Works Committee. The consumption of fermented malt beverages and wine on the 4-H County Fair Grounds is allowed under a temporary permit issued by the Agriculture and Extension Education Committee. Such temporary permits shall be subject to local licensing requirements and such other restrictions as the respective Committees may deem to be in the public interest. The Public Works and Agriculture and Extension Education committees may establish fees for the issuance of the permits referred to in sub (a) above to help defray the costs of park clean up.

PERMIT

TURTLE COMMUNITY ORGANIZATION is hereby authorized to dispense fermented malt beverages at Sweet-Allyn County Park from Friday, June 24, 2016 through Sunday, June 26, 2016 subject to licensing and state and local laws. This Permit is issued by the Rock County Public Works Committee under authority granted in Chapter 5, Subchapter 2, of the Rock County Ordinances.

ROCK COUNTY
PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

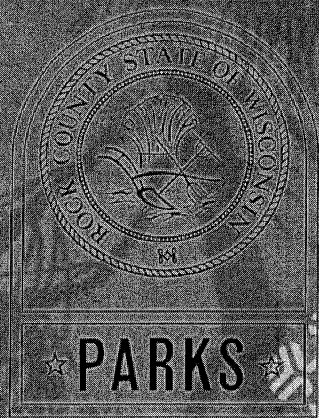
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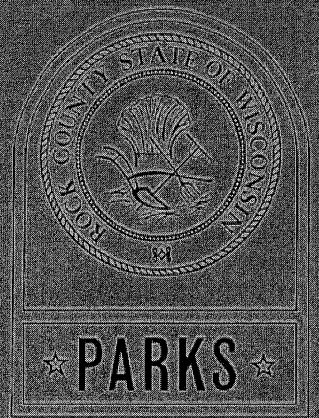
ROCK COUNTY PARKS DIVISION
DEPARTMENT OF PUBLIC WORKS
3715 NEWVILLE ROAD
JANESVILLE WI 53545-8844



Carver Roehl County Park

Friday, February 12, 2016

5:30pm - 8:30pm



CANDLELIGHT SNOWSHOE & HIKE

The 14th Annual Candlelight hike/ski hosted by the Rock County Parks Advisory Committee is a fundraiser benefiting the Rock County Parks Green Fund. Hundreds of candles will illuminate the trails for a beautiful night hike through the woods! Food and refreshments will be available, and donations are greatly appreciated.

A limited amount of adult and children size snowshoes will be available on a first-come, first-serve basis.

This fundraiser benefits the Rock County Parks Green Fund. The Green Fund was created in 2001 to raise funds for the Rock County Park System for long-range park planning, park land acquisition, and to support projects that go above and beyond the county parks budget.

This event will take place regardless of snow conditions, but may be cancelled due to high wind speeds and inclement weather.

Carver Roehl County Park: 4907 S. Carvers Rock Rd. Clinton, WI 53525

More information can be found at www.co.rock.wi.us/parks For further information, please contact the Rock County Parks Division at (608) 757-5473 - weekdays between 7:00 a.m. - 4:00 p.m.