

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

**A G E N D A**

Public Works Committee Meeting

**NOTE DATE CHANGE: MONDAY, JANUARY 10, 2011 – 8:30 a.m.**

Public Works Department Committee Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of December 14, 2010
4. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments
5. Citizen Participation, Communications, and Announcements

**PARKS BUSINESS**

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6. ACTION ITEMS
  - a. Approve Snowshoe Rental Policy
7. INFORMATION ITEMS
  - a. Project Report
8. Parks Advisory Committee Remarks
9. Next Meeting Date
10. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
4145514110-62104	CONSULTING SERV	0.00 100.0%	0.00	0.00	0.00		
ENC	R1100643-PO# 01/01/11 -VN#045574		MSA PROFESSIONAL SERVICES INC			30,798.00	
			CLOSING BALANCE		-30,798.00		30,798.00
	COUNTY PARKS		PROG-TOTAL -PO			30,798.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$30,798.00 INCURRED BY COUNTY PARKS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

TRANSPORTATION COMMITTEE APPROVES THE ABOVE.. COM-APPROVAL DEPT-HEAD

**JAN 10 2011** DATE \_\_\_\_\_ CHAIR \_\_\_\_\_

**The within account has been examined by the Public Works Committee and approved for payment.**

JANKE GENERAL CONTRACTORS

PREPARED 1/5/2011

22500.00

Checked

3

**Rock County Public Works  
Committee**  
**Kurtis L. Yankee, Chair**  
**Betty Jo Bussie**  
**Eva M. Arnold**  
**David Diestler**  
**Brent Fox**

[illegible]

# CERTIFICATE FOR PAYMENT # 1

Date: 1/3/2011

Project Name: Contract #1 Wetland Boardwalks

## This Payment is issued to:

Janke General contractors Inc  
1223 Riverview Ln  
Athens, WI 54411-9387

## Contractor Certification:

I/We hereby certify that the work being requested for payment has been done in accordance with the contract documents and that all amounts have been paid by the Contractor for which previous payment(s) were issued and payments received from the Owner, and that the current payment shown herein is now due.

Original Contract:	\$ <u>\$45,010.00</u>	Completed or Stored:	\$ <u>\$22,500.00</u>
Change Orders:	\$ <u>\$32,657.00</u>	Retainage (5% of Rev. Contract):	\$ <u>0.00</u>
Revised Contract:	\$ <u>\$77,667.00</u>	Amount Owed:	\$ <u>\$22,500.00</u>
		Less Previous Payments:	\$ <u>0.00</u>
		This payment:	\$ <u>\$22,500.00</u>

Requested By:	<u>Tyler Stieber</u>	Approved By:	<u>Lori Williams</u>
Contractor:	<u>Janke General Contractors</u>	Owner:	<u>B. J. Cooper, Jr.</u>
Date:	<u>1/3/2011</u>	Date:	<u>1/3/2011</u>

Encl: Invoice #

**From:** "Tyler Stieber" <tyler.stieber@jankegeneralcontractors.com>  
**To:** <williaml@co.rock.wi.us>  
**Date:** 12/28/2010 9:41 AM  
**Subject:** Beckman Mills Payment Request  
**Attachments:** 20101228092917939.pdf

Lori,

Attached is a copy the invoice for the helical piers.

Here is what we would like to bill for:

Helical: \$16,000

Bid Bond: \$1,500

Project Management: \$5,000

Total: \$22,500

If there is anything else you need please let me know.

Thanks,

Tyler Stieber

Project Manager

Estimator

Janke General Contractors

Ph: (715) 257-7901

Fx: (715) 257-1082

[www.jankegeneralcontractors.com](http://www.jankegeneralcontractors.com)

-----Original Message-----

From: [jankegeneral@jankegeneralcontractors.com](mailto:jankegeneral@jankegeneralcontractors.com)



# COUNTY OF ROCK


CENTRAL PURCHASING DIVISION

51 South Main Street Janesville, Wisconsin 53545  
(608) 757-5517 • (608) 757-5515 • FAX (608) 757-5539

## PURCHASE ORDER

JANKE GENERAL CONTRACTORS INC  
LAURA FORD  
1223 RIVER VIEW LN  
ATHENS, WI 54411-9387

PURCHASE ORDER NUMBER	
THIS NUMBER MUST APPEAR ON ALL CORRESPONDENCE, SHIPPING PAPERS, INVOICES AND CONTAINERS.	P1002004
SHIP TO	ROCK COUNTY DEPT OF PUBLIC WOR 3715 NEWVILLE RD JANESVILLE, WI 53545
INVOICE TO	ROCK COUNTY DEPT OF PUBLIC WOR 3715 NEWVILLE RD JANESVILLE, WI 53545

ORDER DATE		BID NUMBER	FOB POINT	SHIP VIA	BUYER	
10/01/10		2010-22		YOUR INSTALL	AL DRANSFIELD	
ITEM	QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	
0001	1		CONTRACT #1 WETLAND BOARDWALKS ORIGINAL ENCUMBRANCE \$45,010.00 AMENDMENT 9/23/10 32,657.00 AMENDED CONTRACT \$77,667.00	77,667.00	77,667.00	
0002	1		CONTRACT #2 LIMESTONE AGGREGATE TRAILS  INVITATION TO BID #2010-22 ROCK COUNTY RESOLUTION #10-4C-015 TAX EXEMPT #41407	18,450.00	18,450.00	
						
TERMS AND CONDITIONS				TOTAL	96,117.00	

### TERMS AND CONDITIONS

The party selling to the County of Rock the articles described herein guarantees that the sale or use of them will not infringe any United States patent, and covenants that it will at its own expense defend every suit which shall be brought against the County of Rock, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use such article or articles, and agrees that it will pay all costs, damages and profits recoverable in any such suit. The party selling to the County of Rock the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws.

**CANCELLATION:** We reserve the right to cancel this order in whole or in part if delivery is not made in accordance with vendor's proposal. Any dispute arising as to quality and quantity shall be subject to arbitration as provided in chapter 788 of the Wisconsin Statutes.

**NON-DISCRIMINATION:** In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s 51.01(5)(a), sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S 16.765(2)).

**TAX EXEMPTIONS:** The County of Rock is exempt from the payment of all federal excise taxes, registration no. 41407 (For tax-free transactions under chapter 32 of the Internal Revenue code is on file with the District Attorney, U.S. Treasury Department, Internal Revenue Service, Milwaukee, Wisconsin). The County of Rock is exempt from Wisconsin State and Local taxes on its purchases except certain Wisconsin Excise Taxes, per Wisconsin Statute 77.54(9)(a)(b). Contractors performing construction activities are required to pay state user tax on the cost of materials that they purchase. Rock County is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel engine oil, and aviation fuel.

### NOTICE TO VENDOR:

1. PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES.
2. PURCHASES ARE TAX EXEMPT.
3. DELIVERIES ONLY ACCEPTED BETWEEN 8:00 & 11:30 AM AND 1:00 & 3:00 PM. NO DELIVERIES ACCEPTED ON OFF HOURS OR ON SATURDAY, SUNDAY OR HOLIDAYS.
4. ANY ORDER FOR CHEMICALS WHEN SHIPPED SHALL INCLUDE ALL "MATERIAL SAFETY DATA SHEETS".
5. BY SUPPLYING THE ABOVE DESCRIBED ARTICLE, MATERIAL OR SERVICES, VENDOR AGREES NOT TO CHARGE ANY INTEREST ASSESSMENT FOR BILLS PAID BY THE COUNTY WITHIN 60 DAYS OF ACCEPTANCE OF THE GOODS OR SERVICES OR RECEIPT OF A PROPERLY COMPLETED INVOICE, WHICHEVER DATE IS LATER.

  
AUTHORIZED SIGNATURE  
(NOT VALID UNLESS SIGNED BY SENIOR BUYER OR PURCHASING MANAGER)

# Snowshoe Rental Policy

## History

Rock County Parks Division was awarded a \$500 grant from the Alliant Energy Foundation in the winter of 2010 to purchase snowshoes for outdoor recreational programs. The money was used to buy 15 pairs of snowshoes – 10 youth and 5 adult.

## Purpose

The purpose of this policy is to efficiently and effectively manage the rental of Rock County property (snowshoes) to the general public. This policy is designed to make this asset available to the public at a fair cost, yet safeguard the County's investment by creating standard policies and procedures that renters must abide by.

## Rental Procedure for Snowshoes

The Park Community Coordinator will manage snowshoe rentals. If the desired amount of snowshoes are available, the Community Coordinator will complete a snowshoe rental agreement form including the renter's contact information, and the quantity and condition of the snowshoes that will be rented.

Time and date arrangements will be made between the renter and the Community Coordinator for pick up of the snowshoes at the Department of Public Works Front Desk. Prior to leaving with the snowshoes, the renter must pay the rental fee in full, leave a \$50.00/pair check for deposit, and sign the rental agreement.

The snowshoes must be returned to the Department of Public Works Front Desk during normal business hours. The Community Coordinator will do a check-in inspection. If the Community Coordinator is not in the office, the check-in inspection will take place upon return. The deposit check will be mailed to the customer upon final inspection.

If snowshoes are returned damaged, repairs fees will be charged against the check held for deposit. If snowshoes are returned late, the renter will be charged for an additional day for each late day, charged upon return. If snowshoes are not returned the renter will be invoiced for a replacement pair of snowshoes.

<u>Daily (24 hours)</u>	<u>Weekend (Fri - Mon)</u>
\$12.00 / adult pair	\$16.00 / adult pair
\$6.00 / youth pair	\$10.00 / youth pair

## Damage Repair Fee Table

<b>Damaged Part(s)</b>	<b>Adult – Yukon Charlie</b>	<b>Youth – Yukon Junior</b>
Binding	\$26.00	\$22.00
Strap Clips	\$5.00	\$5.00
Heel Strap	\$15.00	\$12.00
Cleat	\$22.00	\$17.00
Frame	Un-repairable	Un-repairable
Webbing	\$18.00	\$15.00
Not returned or un-repairable	\$110.00	\$80.00

**Current Rock County Park Projects  
December 2010/January 2011**

- **Beckman Mill** ----- 1) DNR and ACE permits in final stages  
2) Construction easement for north woods trail completed and signed  
3) Tree work in progress
  
- **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
  
- **Carver- Roehl**----- 1) Met with playground rep from Gametime
  
- **Community  
Coordinator**----- 1) Working on State Natural Area projects  
2) Working on brochures  
3) Grant research  
4) Working on snowshoe grant and purchase
  
- **DeLong** ----- 1) Positive response from Pam DeLong  
2) Called Diane (daughter) and waiting for call back
  
- **Gibbs Lake Park**----- 1) Disposal of old shed debris by volunteer Dan Pakes to be done late winter or early spring
  
- **GIS**----- 1) Attended Land Records Meeting



- **SLATS Bike Ped Plan**----- 1) Attended meetings in planning process
- **Magnolia Bluff** ----- 1) Tree school clean up completed
- **Other Information**-----
  - 1) Attended Rock River Trail Meeting
  - 2) Attended Rock 'n Wellness committee meeting
  - 3) Parks staff working on snowmobile trail insp.
  - 4) Tree work in various locations ongoing
  - 5) Awaiting Park Plan contracts from consultant