

**County of Rock
Public Works Department**



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

Highways
Parks
Airport

- A G E N D A -

Public Works Committee Meeting
Tuesday, December 11, 2012 – 9:00 a.m.
Public Works Department Committee Room

**Note time
change!**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of November 20, 2012
4. Citizen Participation, Communications, and Announcements
5. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments & Transfers

PARKS BUSINESS

6. ACTION ITEMS

- a. Approve Resolution Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds
- b. Approve Parks Donation Policy
- c. Approve Gibbs Lake House Lease for 2013

7. INFORMATION ITEMS

- a. Project Report
8. Parks Advisory Committee Remarks
 9. Next Meeting Date
 10. Adjournment

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
Initiated by _____

Public Works Committee
& Parks Advisory Committee
Submitted by _____



Lori Williams, Parks Director
Drafted by _____

November 30, 2012
Date Drafted _____

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF
NATURAL RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS**

1. **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation
2. to the respective counties in that state on an acreage basis for the county fish and game projects,
3. including conservation of resources and habitat, on the condition that the counties match the state
4. allocation; and,
- 5.
6. **WHEREAS**, Rock County made application to participate in county fish and game projects
7. pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by county board
8. resolution 12-7A-081; and,
- 9.
10. **WHEREAS**, matching grant funds totaling \$3,000 are available from the Wisconsin DNR and a
11. resolution accepting the same is required by the County.
- 12.
13. **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
14. assembled this ____ day of _____, 2012 does hereby approve the acceptance of these funds.
- 15.
16. **BE IT FURTHER RESOLVED** that the Parks Director be authorized and directed to sign the
17. grant agreements and that these documents be submitted to the Wisconsin Department of Natural
18. Resources.
- 19.
20. **BE IT FURTHER RESOLVED**, that the Parks Director be authorized to file all necessary
21. documents for administration and reimbursement of this program.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

PARKS ADVISORY COMMITTEE

Kurtis Yankee, Chair

Tom Presny

Betty Jo Bussie, Vice Chair

Floyd Finney

Eva M. Arnold

Dean Paynter

Brent Fox

Dave Brown

ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES COUNTY FISH AND
GAME PROJECT GRANT FUNDS

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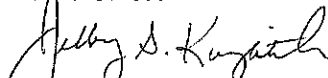
FISCAL NOTE:

This resolution authorizes the acceptance of \$3,000 in DNR grant funds for County fish and game projects. The grant is included in the Parks' 2013 budget appropriations. The match requirement will be met using in-kind sources. No additional County funding is required.


Sherry Oja
Finance Director


LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19),
Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

- EXECUTIVE SUMMARY -

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY FISH AND GAME PROJECT 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 was originally allotted \$1,927 in 2013, but additional funds were distributed on a first come, first serve basis. Rock County Parks applied for an additional \$1,073, for a total grant of \$3,000.

Parks plans to access this funding source to help pay for invasive species control at Carver-Roehl Park. 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 Friends of Carver- Roehl Park and the Sheriff Department's Workender Program (people who owe community service) have assisted with this project in the past and have expressed a strong interest in continuing the effort.

The main species to be targeted using this grant is garlic mustard. For the past two years, the contractor hired has also treated dames rocket, and last year they discovered and treated a few Japanese barberry plants.

For the past few years, we have used these funds for garlic mustard control in Carver-Roehl Park, and we're starting to achieve a noticeable reduction of the invasive species. However, we still have a long way to go in eradicating this invasive in Carver-Roehl Park, so it is imperative that we continue these control efforts at Carver-Roehl, especially now that it is a State Natural Area.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori Williams".

Lori Williams, Director
Rock County Parks

**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:

A draft Rock County Parks Donation Policy was presented at the November committee meeting. Suggestions to improve the policy were made at the meeting and have been incorporated in a second draft, presented here.

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 DRAFT 11/26/2012

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 and other types of park amenities. This policy does not apply to buildings, land or other "large" items.

The County Parks Division desires to encourage donations while at the same time manage aesthetic impacts and consistency among the entire County Park system.

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 Park property.

This policy defines standards for donor acknowledgement plaques but does not address naming rights. The donation of park amenities does not grant the ability to name parks or amenities within the County Park system. Naming rights are addressed in Rock County Board of Supervisors resolution number 79-12B-422 approved January 29, 1980.

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 ever be hung or tied to trees.

Decorations may be allowed on a temporary basis for a limited time if approved by the Parks Division prior to installation. 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 Parks Division 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 Parks Division will be responsible for the purchase of all park elements.

Appearance and Aesthetics: The County Parks Division and the community have an interest in ensuring the best appearance and aesthetic quality of the public facilities. Park elements and/or their associated donor 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 ever 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 Parks Division has an interest in ensuring that the donor covers the full-cost for the purchase and installation. The County Parks Division 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 Parks Division or others as approved by County Parks Division on a case-by-case basis. The installation will be scheduled at a time and date as determined by County Parks Division so as not to unnecessarily interfere with routine park maintenance activities.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become County Park property. The County Parks Division 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 Parks Division will make every effort to repair damaged donations and memorials. However, the County Parks Division is not responsible for replacing items, including plaques, due to excessive damage or loss. The County Parks Division 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 Parks Division 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 Parks Division 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

Application: The donor must contact the Park Division 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 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 Parks Division 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 Parks Division, 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 Parks Division must approve all text for donation acknowledgements/memorial plaques. The plaques are to be purchased by the County Parks Division and the cost of the plaque shall be included in the donation amount. 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 Parks Division 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 Parks Division property at time of purchase. The County Parks Division dictates the specifications of any donated amenity to ensure consistency among the County Park system.

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 Parks Division'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 Parks Division 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 or fauna of a particular area. Interpretive signs shall be of a size that is 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 and within the Park system. 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 Parks Division'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), public art and other larger items 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 Parks Division may, at their discretion, bring any donation proposal to the Department of Public Works Committee for review and approval.

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

ISSUE - Gibbs Lake House Lease for 2013

DISCUSSION - The Gibbs Lake House Lease is again up for renewal for 2013. Given the current monthly rate of \$785.00 and past practice of increasing at the same rate as the airport house rental, I recommend a zero percent increase.

RECOMMENDATION – Approval of zero percent increase.

Respectfully submitted by,

A handwritten signature in black ink that reads "Lori Williams". The signature is written in a cursive, flowing style.

Lori A Williams
Parks Director

**Current Rock County Park Projects
November 20 - December 4, 2012**

- **Avon Wildlife Area**-----1) Natural Land Institute has transferred the deed to Rock County.

- **Beckman Mill**-----1) Savanna controlled burn held 11/16.

- **Buck Property**-----1) Called Randy Terronez to discuss the future of the Buck property.

- **Beloit-Janesville Trail**-----1) Meeting scheduled 12/7 for BTC Leadership Development project.

- **Carver-Roehl** -----1) Friends group is starting to research gazebos.

- **Community Coordinator**-----1) Continue planning an education bike ride “Wheel against the Weeds” for 5/11/13.
2) Coordinate Parks and Highway crews to cooperatively build concrete ramp for new Royce Dallman boat launch loading dock.
3) Begin lease update (2013-2023) with the Friends of Beckman Mill.
4) Writing specs for Magnolia Bluff trail improvement project.

- **Delong**-----1) No further development at this time.

- **Gibbs Lake**-----1) House lease and rental rates for 2013 on current agenda.

- **Indianford**-----1) New parcel addition being worked on by planning department.

- **Magnolia Bluff** -----1) Horse trails tentatively set to close for the season 12/10.

- **Turtle Creek** -----1) Building improvements moving along.
2) DNR stewardship development funds may be awarded.

- **Other Information**-----1) Attending Transform Rock County Coalition Meetings as scheduled.
2) Sent Rock County transit requested park pictures to be posted on buses.