

Parks Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue, Room 202
Jefferson, WI 53549

Date: Monday, February 3, 2020

Time: 9:00 a.m.

Committee Members: Tietz, Augie (Chair) Nass, Steve (Vice Chair)
Morse, Ed (Secretary) Lund, Kirk
Johns, Jeff

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Park Committee Minutes for January 6, 2020
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and Possible Action on Establishing a Dog Park at Dorothy Carnes Park or on Other County Owned Property in the Fort Atkinson Area
9. Discussion and possible action on conveying a County owned parcel of land 66 feet by 100 feet for public right-of-way and dedicated for public road purposes to the City of Fort Atkinson for the purpose of extending Farmco Lane to the City of Fort Atkinson Wastewater Treatment Facility.
10. Discussion and Possible Action on Outdoor Recreation Aids Grant to Fund Snowmobile Tail Maintenance Program
11. Discussion on Park, Recreation, Open Space Plan
12. Discussion on Garman Nature Preserve Phase II – Sign Plan
13. Discussion on Canoecopia 2020
14. Discussion on Rock River Landing
15. Discussion on Interurban Trail Segment Phase II
16. Discussion on Historic Sites Preservation Council
17. Discussion on Glacial Heritage Area (GHA) – Friends of GHA
18. Discussion on 2020 Parks Department Budget
19. Adjourn
20. Next scheduled meetings: March 2, 2020

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



Jefferson County Parks Department
 311 South Center Ave., Rm. 204
 Jefferson WI 53549
 920-674-7260

Summary: To provide context and information relative to the request of the Fort Atkinson Project Lead to install a 2 acre Dog Park at Dorothy Carnes Park East.

SITE CHARACTERISTICS AND MANAGEMENT CONSIDERATIONS

- 89 Acres of Dorothy Carnes County Park Recreation Area owned by Jefferson County and open to potential recreational development outside of the SNA Boundaries.
- WRP deed limitations on use and access to more than half Carnes East Property (160 acres).
- Ditch and wetland limitations to the west of the farm building, see maps.
- Considerations of location may dictate the distance from the parking area to the dog park area – as far as 1100’ from parking lot if placed along the outside border of the park
 - Additional boardwalk or wetland filling could shorten the distance from the parking lots to fence dog exercise area.
 - Limitations for ADA access or any mobility limited dog owner.
- Buildings adjacent to parking, limiting sight lines to vehicles and parking.
 - This has been a long term issue with smash and grabs at our current dog park and requires continual monitoring of cameras.
- Increased use of the park could help eliminate some of the poor behaviors and vandalism around the buildings.
- Restroom not readily available at this time and should be added closer to the potential site.
- Limitations in ability to build-out or expand once installed.
 - Internal discussions and planning for 10+ acres for new dog park access in the future.
- Management and maintenance of gates and dog waste collection with limitations of access during wet or winter seasons without trail surface improvements.
 - Current maintenance requirements for existing Dog Park include a minimum 2x weekly “rounds” of dog waste and trash collection, gate and fence checks, restock registration forms, and registration and cash collection.

CONTEXT FROM PREVIOUS PLANS

- Dorothy Carnes County Park and Rose Lake State Natural Area Master Plan 2008 (P. 3-11)
 - “Mason Farm 81 Acres outside of WRP Area – WDNR Urban Greenspace Grant: The purpose of the Urban Greenspace Grants is to provide open natural space within or in proximity to urban areas; to protect from urban development areas that have scenic, ecological or other natural value and are within or in proximity

to urban areas; and to provide land for noncommercial gardening for the residents of an urbanized area. Grant goals for this portion of the Mason Farm are preservation and improvement of wildlife habitat and water quality. According to the grant proposal, uses for this portion of the park include hiking, cross-country skiing, snowshoeing, picnicking, unstructured play, nature study, bird watching, photography and rustic group camping. A marsh overlook deck may be constructed.”

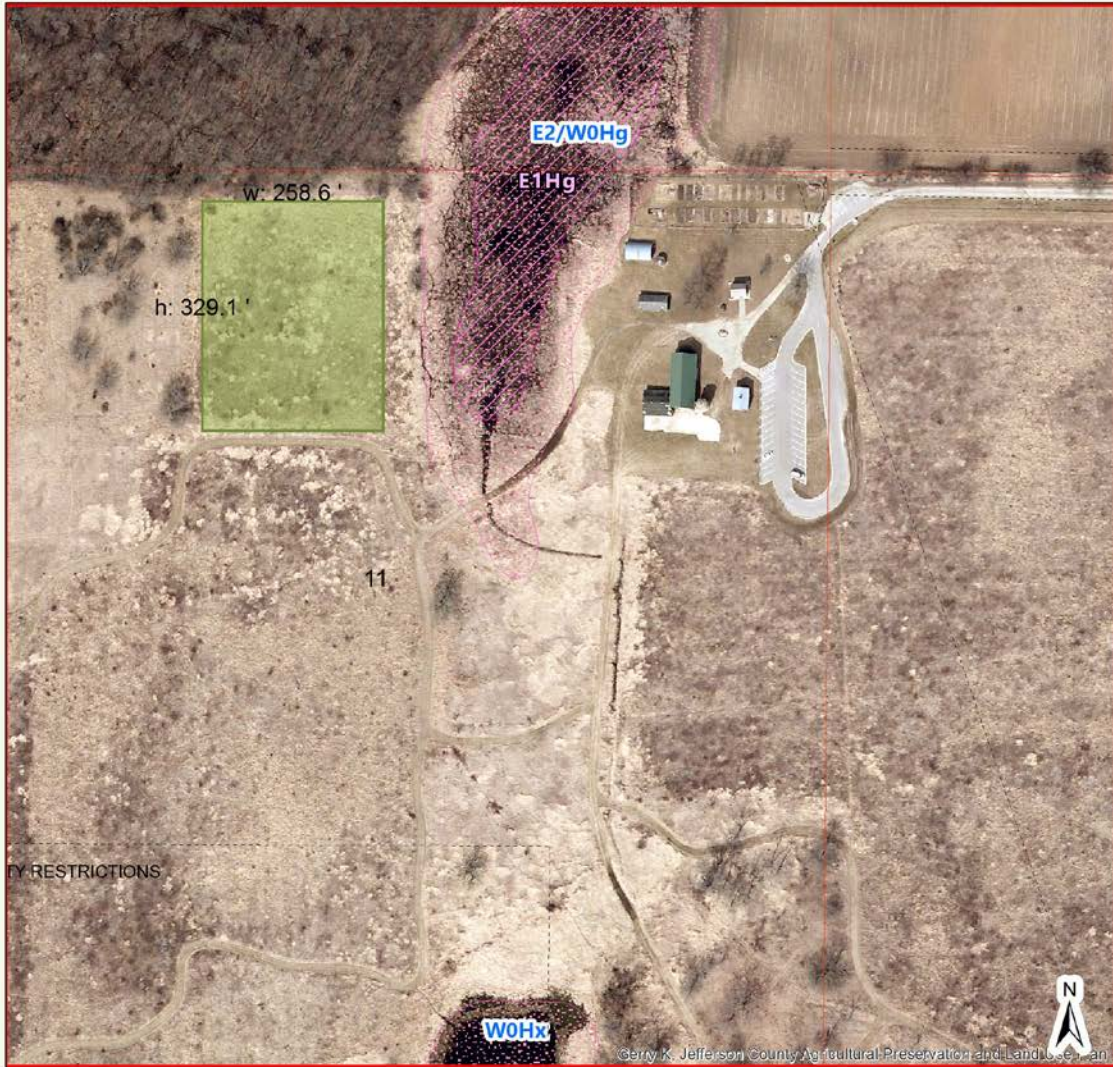
- Dorothy Carnes Park and Rose Lake State Natural Area Master Plan 2008 (P. 4-10, 4-11)
 - The following uses have been designated in the Recreation Area:
 - Hiking
 - Bicycle on hard surface paths
 - Cross Country Skiing
 - Snowshoe
 - Please Driving
 - Rustic Tent Camping
 - Picnicking
 - Open Play
 - Nature Study
 - Research and Monitoring
 - Habitat Restoration
 - Nature Education
 - Photography
 - Painting and Drawing
 - Gardening
 - Community Events
 - Dog walking on leash only currently allowed
 - Other educational and nature related activities
 - The following facilities are included in the master plan:
 - Hiking trails
 - Boardwalks
 - Bicycle/pedestrian paths
 - Park drive
 - Parking
 - Shelters
 - Overlook decks
 - Wildlife viewing blinds
 - Restrooms
 - Informational and interpretive signs
 - Open play fields
 - Water pump and wells
 - Community Gardens
 - Possible restoration and/or refurbishment of Mason Farm Buildings
 - Possible rustic group overnight lodge
 - Bridge

- Wisconsin Statewide Comprehensive Outdoor Recreation Plan 2019 (P. 47)
 - “Dog Parks and exercise areas – Taking care of a dog has many benefits, not the least of which is the exercise people get in walking their pets. With the steady rise in dog ownership (75% of people in their 30’s own a dog) and with an urbanizing population has come an increasing demand for places to walk, play with, socialize and train our canine friends. Many municipal and county dog parks are among their most visited properties.”

NARRATIVE FROM PARTNERS AND NEIGHBORS

- Friends of Rose Lake – Meeting Tuesday 1/21/20, spoke of writing a letter in opposition. Show of hands – 100% voted in opposition to the addition of a dog park and felt it goes against the quiet recreation purpose of the park.
- Madison Audubon – Called LM 1/18/20
- Heart of the City – No contact
-

Carnes East Potential Location



©Gerry K. Jefferson County Agricultural Preservation and Land Use Plan

Parcels

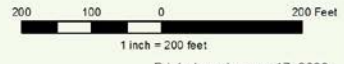
- Parcels
- Municipal Boundaries

Parcel Lines

- Property Boundary
- Old Lot/Meander Lines

- Rail Right of Ways
- Road Right of Ways
- Section Lines
- Surface Water
- Map Hooks
- Tax Parcels

- Streams and Ditches
- Wetlands < 2 Ac & Ponds DNR Official
- Wetlands < 2 Ac & Ponds 2008
- Wetlands > 2 Ac DNR Official
- Wetlands > 2 Ac 2008
- Streams & Ditches

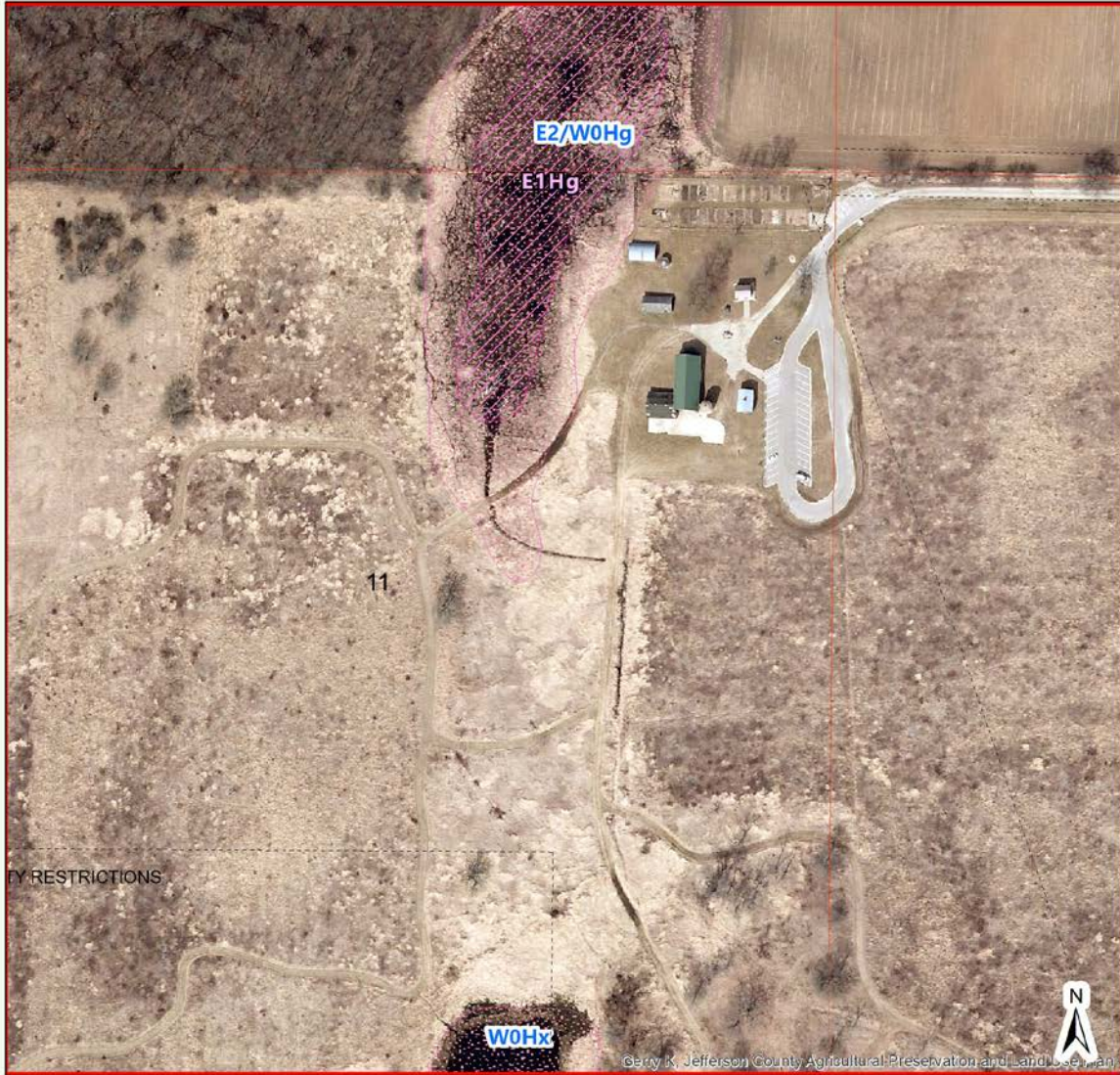


Jefferson County Geographic Information System

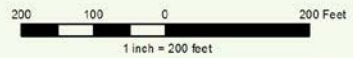
DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: January 17, 2020
Author: Public User

Carnes East Mapped Wetlands



- | | | |
|---------------------------|----------------------|--------------------------------------|
| Parcels | — Rail Right of Ways | — Streams and Ditches |
| □ Parcels | — Road Right of Ways | Wetlands < 2 Ac & Ponds DNR Official |
| — Municipal Boundaries | — Section Lines | Wetlands < 2 Ac & Ponds 2008 |
| Parcel Lines | — Surface Water | Wetlands > 2 Ac DNR Official |
| — Property Boundary | — Map Hooks | Wetlands > 2 Ac 2008 |
| --- Old Lot/Meander Lines | — Tax Parcels | — Streams & Ditches |



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Printed on: January 17, 2020

Author: Public User

Carnes East Hydric Soils



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Parcels

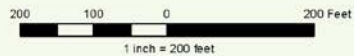
- Parcels
- Municipal Boundaries

Parcel Lines

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Printed on: January 17, 2020

Author: Public User

RESOLUTION NO. 2019-__Executive Summary

Jefferson County Parks has been approached by the 32nd Project LEAD. Project LEAD is a Fort Atkinson Chamber of Commerce leadership program. Project LEAD participants are introduced to the leadership of the area's largest employers, while learning the inner workings of what makes the community function. The program strives to build future leaders with a desire to serve the community, participants determine a project that addresses a local issue or concern. The 2020 class has determined that dog parks are popular, and there is a demand/need for more. Project LEAD is requesting 2 acres of Dorothy Carnes Park (east) be a fenced-in dog park area.

The County, City and Project LEAD are contemplating joint maintenance, administrative and volunteer responsibilities for a dog park in an area of Dorothy Carnes park. This resolution authorizes the Parks Department to work in partnership with Project LEAD and the City of Fort Atkinson for 2 acres of the park to be used for the development of a dog park. The Parks Committee considered this resolution at its meeting on February 3, 2020, and recommends forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County and Project LEAD have discussed developing 2 acres of Dorothy Carnes Park as a fenced-in dog park, and

WHEREAS, this property has limited development potential based on its funding sources and funding partners, and

WHEREAS, a 2-acre dog park at Dorothy Carnes Park will provide access to a second dog park in Jefferson County, and

WHEREAS, a 2-acre dog park at Dorothy Carnes Park serves a need to provide an off-leash area for dogs to run at Dorothy Carnes Park, and

WHEREAS, 2-acre dog park at Dorothy Carnes Park promotes outdoor public recreation, tourism and enhancing the quality of life for Jefferson County and the City of Jefferson, and

WHEREAS, Project LEAD estimates the project costs at \$43,000 shall be obtained by fundraising, and

WHEREAS, Jefferson County Parks will have maintenance and administrative responsibilities, and

WHEREAS, intergovernmental cooperation is designated as an objective in the Jefferson County Strategic Plan, and

WHEREAS, the Parks Committee recommends completion of this joint 2-acre dog park,
and

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to work in cooperation with Project LEAD and the City of Fort Atkinson to convert 2 acres of Dorothy Carnes Park (east) into a fenced-in dog park if all necessary funds for development are provided by Project LEAD

Fiscal Note:

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

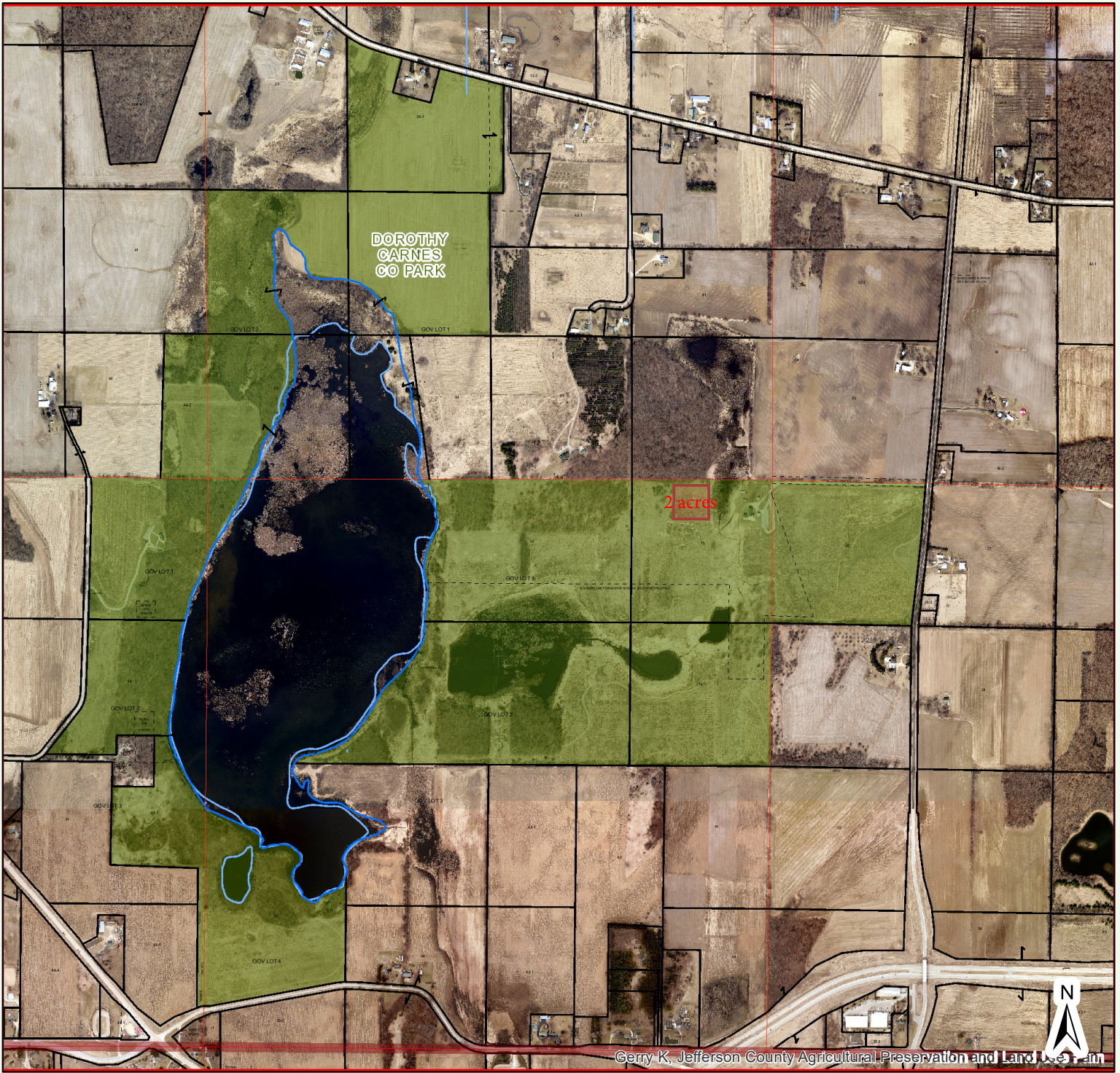
Requested by
Parks Committee

04-17-18

Mary Nimm: 04-09-18; J. Blair Ward: 04-10-18

REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____

Dorothy Carnes Park



Gerry K. Jefferson County Agricultural Preservation and Land Use Team

Parcel Boundary

- Parcel Boundary
- Municipal Boundaries

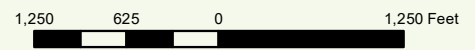
Parcel Lines

- Property Boundary
- Old Lot/Meander Lines

- Rail Right of Ways
- Road Right of Ways
- Section Lines
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- Map Hooks
- Tax Parcels

Public Lands

- County Park
- State Wildlife Areas and Parks
- Lake Management & DOT Lands
- Town Parks



State Bar of Wisconsin Form 3-2003
QUIT CLAIM DEED

#9

Document Number

Document No

THIS DEED, made between Jefferson County, Wisconsin, a quasi-municipal corporation (Grantor) and the City of Fort Atkinson, a municipal corporation (Grantee).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Jefferson County, State of Wisconsin. ("Property").

A parcel of land 66 feet wide for the purpose of public right-of-way dedicated for public road purposes. The parcel is 66' x 100' located in the City of Fort Atkinson, Jefferson County, Wisconsin, more particularly described as:

Part of E1/2 of the SE1/4 in Section 8, Township 5 North, Range 14 East, in the City of Fort Atkinson, Jefferson County, Wisconsin as follows: Beginning at the SE Corner of Lot 1 of CSM 65, in Volume 1, on Page 86, recorded in the office of the Jefferson County Register of Deeds in Document Number 697869; thence southeasterly 100 feet, more or less, to the SW corner of a parcel of land described in Document Number 670910, in the office of the Jefferson County Register of Deeds; thence northeasterly, along the east line of the Glacial River Bike Trail and the west line of said document 670910, 66 feet, more or less, to the NW corner of said document 670910; thence northwesterly, 100 feet, more or less to the east line of said Lot 1 to a point 66 feet north of place of beginning; thence southwesterly, along said east line of said of CSM, also being the west line of the Glacial River Bike Trail, 66 feet, more or less to the point of beginning, containing 6,745 square feet.

Grantor provides no warranty related to the title to this property or that the property conveyed is free and clear of encumbrances. The property is conveyed subject to municipal and zoning ordinances, recorded easements, recorded building and use restrictions, encumbrances, covenants, and general taxes and special assessments levied in the year of closing unless exempt. Under no circumstances will this property be used in any manner that will interfere in any way with the public use of the Glacial River Bike Trail. If the conveyed property ever ceases to be used for the purpose of public right-of-way or for the public road purposes for which it was dedicated, said property shall revert to grantor or its successor in interest.

Recording Area

Name and Return Address
The City of Fort Atkinson
101 N Main St
Fort Atkinson WI 53538

226-9999-9999-000

Parcel Identification Number (PIN)

Dated _____

_____(SEAL)_____(SEAL)
* _____ *

_____(SEAL)_____(SEAL)
* _____ *

AUTHENTICATION

Signature(s) _____

authenticated on _____

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat.706.06)

THIS INSTRUMENT DRAFTED BY:

Rudy Bushcott _____

ACKNOWLEDGMENT

STATE _____)
OF _____) ss.
_____ COUNTY)

Personally came before me on _____
the above-named _____
_____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

* _____
Notary Public, State of _____

My commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

"NOTE: THIS IS A STANDARD FORM. ANY MODIFICATION TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

RESOLUTION NO. 2019-_____

Authorizing the sale of county owned property to the City of Fort Atkinson for the purpose of extending Farmco Lane to the City of Fort Atkinson Wastewater Treatment Facility

Executive Summary

Farmco Lane is a public road located in the City of Fort Atkinson which leads to the City of Fort Atkinson’s Wastewater Treatment Facility. In order for vehicles to access the Wastewater Treatment Facility, they must cross over a section of the Glacial River Bike Trail. Farmco Lane currently begins at Janesville Avenue and extends westerly to the east line of the Glacial River Trail. The City of Fort Atkinson is seeking to extend Farmco Lane to the Wastewater Treatment Facility and has requested that Jefferson County dedicate a portion of the Glacial River Bike Trail 66 feet by 100 feet as public right-of-way to allow this extension.

The Parks Committee considered this resolution at its February 03, 2020 meeting and recommended forwarding to the County Board to authorize the execution of a quit claim deed conveying a 66 foot by 100 foot section of County owned property to the City of Fort Atkinson to be used as public right-of-way for the extension of Farmco Lane.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the City of Fort Atkinson is seeking to extend Farmco Lane to the Fort Atkinson Wastewater Treatment Facility, and

WHEREAS, in order to extend Farmco Lane, the City of Fort Atkinson needs to use property owned by Jefferson County which is currently used as part of the Glacial River Bike Trail, and

WHEREAS, the amount of property requested by the City of Fort Atkinson consists of a section of land 66 feet by 100 feet, and

WHEREAS, conveying the requested 66 foot by 100 foot section of the Glacial River Bike Trail to extend Farmco Lane will not interfere with the use of the trail by the public.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Clerk shall execute a quit claim deed conveying a 66 foot by 100 foot section of County owned property to the City of Fort Atkinson to be used as public right-of-way for the extension of Farmco Lane.

BE IT FURTHER RESOLVED such conveyance of property shall include a permanent deed restriction stating that under no circumstances will the property authorized to be conveyed by this resolution be used in any manner that will interfere in any way with the public use and enjoyment of the Glacial River Bike Trail.

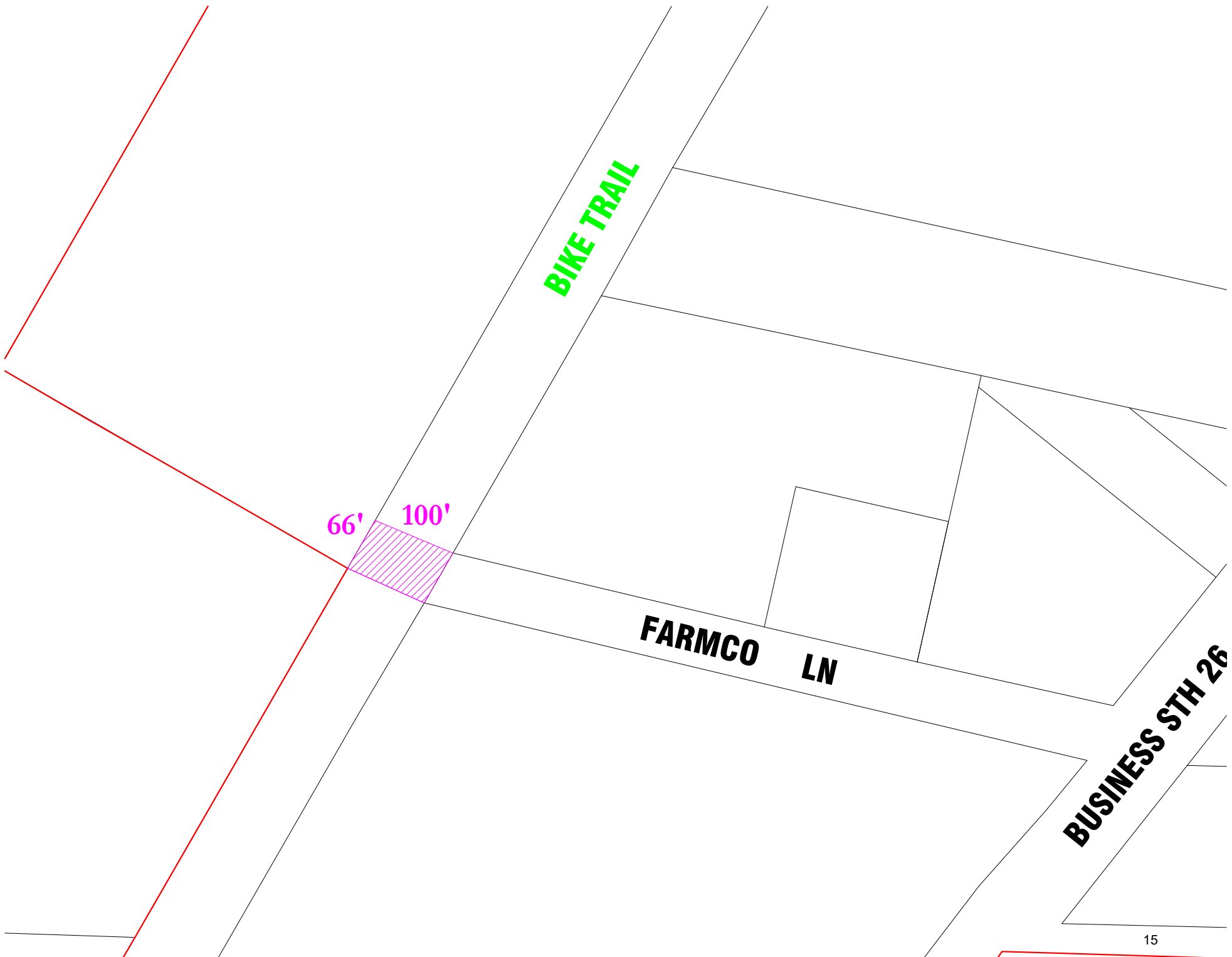
Fiscal Note: This resolution has no fiscal impact.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Referred By:
Parks Committee

02-11-20

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____



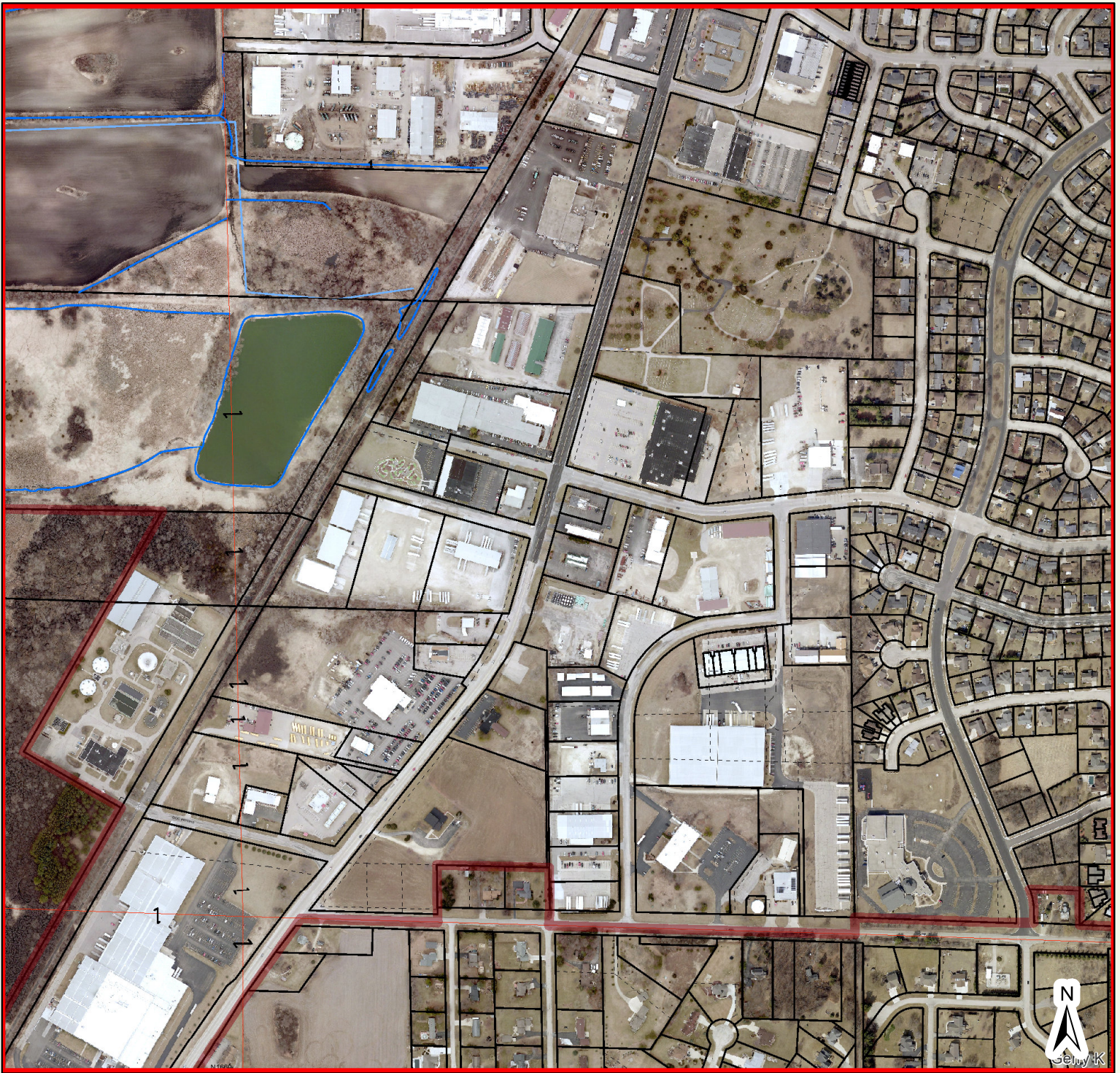
BIKE TRAIL

66' 100'

FARMCO LN

BUSINESS STH 26

FARMCO LN. AERIAL



Parcel Boundary

Parcel Boundary

Municipal Boundaries

Parcel Lines

Property Boundary

Old Lot/Meander Lines

Rail Right of Ways

Road Right of Ways

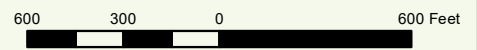
Section Lines

Surface Water

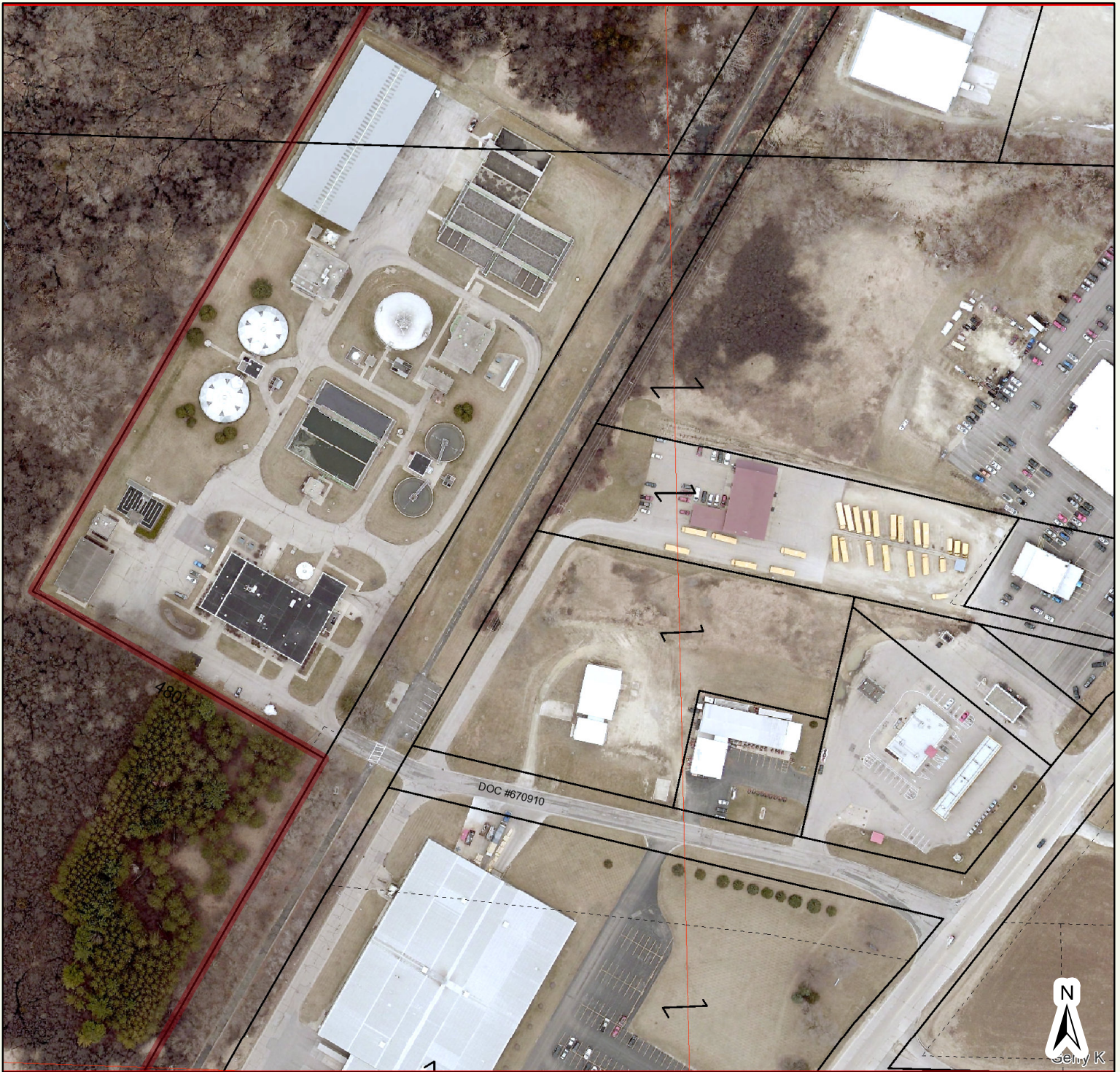
Map Hooks

Tax Parcels

Streams and Ditches



FARMCO LN. CLOSE-UP



Parcel Boundary

□ Parcel Boundary

■ Municipal Boundaries

Parcel Lines

— Property Boundary

--- Old Lot/Meander Lines

— Rail Right of Ways

— Road Right of Ways

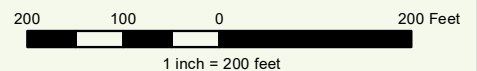
— Section Lines

— Surface Water

— Map Hooks

— Tax Parcels

— Streams and Ditches



RESOLUTION NO. 2019-__

Authorizing Motorized Recreation Grant Application to Fund the Jefferson County Snowmobile Trail Aid Program

Executive Summary

Jefferson County participates in the Wisconsin Department of Natural Resources (DNR) Snowmobile Trail Aid Program funded by a Wisconsin Department of Natural Resources Motorized Recreation grant which provides funding for the development and maintenance of approximately 191 miles of public snowmobile trails in Jefferson County. Applying for these grant funds requires County Board authorization. This resolution authorizes the Jefferson County Administrator to submit a Wisconsin Department of Natural Resources Motorized Recreation grant application seeking funds for snowmobile trail maintenance and development, and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its February 03, 2020 meeting and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County is interested in continuing to develop and maintain land for public outdoor recreation purposes which includes approximately 191 miles of public snowmobile trails in Jefferson County, and

WHEREAS, grant funds are available to Jefferson County to fund the Snowmobile Trail Aid program and must be applied for annually, and

WHEREAS, Jefferson County includes the anticipated grant funds in the adopted budget each year for this program.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the Jefferson County Administrator to act on behalf of Jefferson County to:

- submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for the Snowmobile Trail Aid program;
- submit reimbursement claims along with necessary supporting documentation;
- take all other action required to undertake, direct and administer the snowmobile trail aid program.

BE IT FURTHER RESOLVED that Jefferson County will comply with state and federal laws and rules requiring the program to be open to the general public during reasonable hours and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

Fiscal Note: The snowmobile trail aid program is expected to cost approximately \$57,300 for winter 2020-2021. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds have been included in the adopted budget for 2020. The Jefferson County Finance Director may make any necessary budget adjustments for additional miles.

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By:
Parks Committee

02-11-2020

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____



PROFESSIONAL SERVICES AGREEMENT AMENDMENT 1

This professional services agreement, Amendment 1, is between The 106 Group Ltd., a Minnesota subchapter-S corporation ("106 Group"), and Jefferson County Wisconsin, at 311 South Center Avenue Jefferson, Wisconsin 53549-1701("Client"). Client wants to engage 106 Group, and 106 Group wants to accept the engagement, to render professional services ("services") in connection with Revised Price Proposal for Phase 2 of the Interpretive & Wayfinding Signage Garman Nature Preserve and Indian Mounds County Park.

The parties therefore amend the August 6, 2019 professional services agreement as follows:

Scope

Adding Phase 2 to the scope, schedule, and budget as attached in Exhibit A.

Except as set forth in this amendment, the original agreement is unaffected. This amendment is effective when all parties have signed it. The date of this amendment is the latest date below a party's signature.

Each party is signing this amendment on the date stated below that party's signature.

The 106 Group Ltd.


Jefferson County, Wisconsin

By: 

Name: K. Anne Ketz

Title: CEO & Services Director

Date: 1/27/2020

By: 

Name (print): Benjamin F. Wehner

Title: County Administrator

Date: 1-23-2020

EXHIBITS FOLLOW

EXHIBIT A



Main Office
1295 Bandana Blvd
Suite 335
St Paul MN 55108

Locations
Boston MA
Richmond VA
Washington DC

106group.com

January 9, 2020

Kevin Wiesmann, Parks Supervisor
Jefferson County Parks Department
311 South Center Avenue
Jefferson, WI 53549

**Re: Revised Price Proposal for Interpretive & Wayfinding Signage
Garman Nature Preserve and Indian Mounds County Park**

Dear Kevin:

We are pleased to present our revised bid for the planning and development of interpretive and wayfinding signage at Garman Nature Preserve and Indian Mounds County Park. This project is comprised of three phases due to funding release dates. Phase one is complete. This bid covers phases two and three.

This revised bid reflects the discussions and decisions made by the project team during the site visit on October 8-10, 2019, which are reflected in the Concept Plan. The Concept Plan was submitted November 21, 2019, and approved without comment via phone call on December 4, 2019. Where applicable, completed project stages are noted.

Our next steps are to 1) engage an artist to develop new illustrations for which an RFP was released in late December 2019, and 2) begin developing draft designs.

Following is our revised work plan, schedule, and cost estimate for the planning and design of interpretive and wayfinding/orientation signs for Garman Nature Preserve and Indian Mounds County Park.

Please feel free to contact me at 651-403-8713 or RegineKennedy@106group.com.

Sincerely,

THE 106 GROUP LTD.

A handwritten signature in blue ink that reads "Regine".

Regine Kennedy
Planning & Engagement Manager

Project Understanding

Our original assumptions are adjusted and refined based on the Concept Plan.

- Panels will be made of high-pressure laminate.
 - At Garman Nature Preserve:
 - Seven (7) at 36" wide x 24" high for interpretation (exhibits 010, 011, 012, 013, 014, 015, 016)
 - One (1) at 42" wide x 24" high for interpretation (exhibit 017)
 - Three (3) at 24" wide x 36" high for trail direction and orientation with "You Are Here" identifier and brief interpretive messaging (exhibits 003, 004, 005)
 - Three (3) at 36" wide x 48" high for welcome, park maps, and park highlights at an Entrance sign (exhibit 001) and Ho-Chunk Node (exhibits 002A, 002B)
 - Four (4) at 6" wide x 12" high for resource protection at the mounds (exhibits 018, 019, 020, 021)
 - At Indian Mounds Park:
 - Two (2) at 36" wide x 48" high for orientation (exhibits 001A, 001B)
 - Two (2) at 36" wide x 24" high for interpretation (exhibits 002, 003)
- Base hardware will be made of painted aluminum in NPS Brown, which coordinates with Jefferson County shelter colors. For upright exhibits, painted aluminum frames will be paired with Jefferson County-provided wooden posts.
 - At Garman Nature Preserve:
 - Seven (7) at 36" wide x 24" high cantilever low-profile for interpretation
 - One (1) at 42" wide x 24" high cantilever low-profile for interpretation
 - Three (3) at 24" wide x 36" high upright for trail direction and orientation
 - Three (3) at 36" wide x 48" high upright for welcome, orientation, and park highlights
 - Four (4) at 6" wide x 12" high trailside signs for resource protection
 - At Indian Mounds Park:
 - Two (2) at 36" wide x 48" high upright for orientation
 - Two (2) at 36" wide x 24" high cantilever low-profile for interpretation
- A 8 ½" x 11" tri-fold brochure will be designed for Indian Mounds Park and 1,000 printed copies provided.

- Design development (i.e., Concept Plan (*completed*), Draft and Final Design) deliverables will be digital, not hard copies.
- Park Department provides design guidelines (if applicable) and reference materials, informs content points during on-site workshops, and provide high-resolution images, including use rights, whenever possible.
- Park Department is responsible for installing the wayside exhibits.
- *Completed:* We will facilitate a two-day workshop to analyze the sites for accessibility, determine interpretive messaging, and identify the content points and graphic needs for each sign (wayside) location.
- *On-going:* We will support the Park Department in outreach to the Ho-Chuck Nation to encourage their participation and contribution to the project process. Our costs include an honorarium for representatives from the Ho-Chuck Nation to participate in the site visit.
- We will write interpretive text, develop graphic layouts, acquire images (up to 15 images) or create new artwork (up to 4 new, custom illustrations), create one new 2D map (Garman Nature Preserve) and edit one 2D map (Indian Mounds Park), and provide full-size proofs and digital shop drawings at fabrication. We will also develop one 24" x 24" x 1" high tactile element about the glacial drumlin (exhibit 017).
- We will facilitate a site tour (up to six hours) to refine details for new illustrations.

Work Plan

A conference call to review Park Department feedback typically follows each review period. A two-week review period is provided in the proposed schedule, but can be adjusted if needed.

1. ***Completed: Start up:*** We will host a call to introduce the project team, establish communication protocols, finalize the project schedule, and review the wayside topics.
2. ***Completed: Site Visit:*** We will facilitate a two-day workshop that will include startup and closeout meetings, on-site analysis, and identification of content points and available resources.
3. ***Completed: Concept Plan:*** We will develop a concept plan that includes a purpose statement, content points, thumbnail sketch, and base information for each wayside.
 - a. Deliverable: PDF via email
 - b. Review: Park Department will review PDFs of the concepts and provide feedback.
4. ***Draft Design:*** We will write text, research images, create graphics (as needed: maps, new artwork, etc.), and design the panels using Jefferson County Design Guidelines (if applicable) based on the Concept Plan and Park Department feedback.

- a. Deliverable: PDF via email
- b. Review: Park Department will review PDFs of the panel layouts and provide feedback.
- 5. **Final Design:** We will revise the panel layouts to incorporate feedback, place high-resolution images, and edit text as needed.
 - a. Deliverable: PDF via email
 - b. Review: Park Department will review PDFs of the final layouts and provide approval.
- 6. **Production-ready Files:** We will package the files, and coordinate with the fabricators for proofs and shop drawings.
 - a. Deliverable: Panel proofs and shop drawings
 - b. Review: Park Department will review the materials and provide approval.
- 7. **Fabrication:** We will coordinate fabrication and shipment to you.
 - a. Deliverable: Panels and bases
 - b. Review: Park Department will inspect the panels and bases, and provide approval.
- 8. **Closeout:** We will prepare and send you digital project files.
 - a. Deliverable: One printed copy of the Final Design Plan, as-built digital files, warranty, and maintenance manual on a DVD or thumb drive
 - b. Review: Park Department will review the closeout package and provide approval.

Revised Project Schedule

The following is a revised project schedule. It can be adjusted to respond to the needs of the project and project team.

Tasks	Work Days	Review Days	Project Deadlines
Phase 2			
Draft Design Plan	42		April 16, 2020
Review		21	May 7, 2020
Conference Call	0		TBD
Final Design Plan	28		July 2, 2020
Review / Approval		21	July 23, 2020
Conference Call	0		TBD
Phase 3			
Production-ready Files	28		August 20, 2020
Review		21	September 10, 2020
Conference Call	0		TBD
Fabrication / Delivery	56		November 5, 2020
Approval		21	November 19, 2020
Closeout Package	7		November 26, 2020
Approval/Anticipated End Date		21	December 10, 2020

Payment Schedule

This price is contingent upon the above assumptions and work plan. We are excited to continue working with you on this important project. We welcome the chance to further discuss our approach to ensure that the scope, design, and schedule align with your goals and funding.

Upon completion of work at each project stage, the contractor shall be paid in accordance with the following schedule. Invoice amounts are aligned with the anticipated labor and associated expense costs.

Project Phase	Deliverable	Amount
Phase 1- <i>Completed</i>		
Startup & Site Visit	Trip Report	\$ 25,000
Concept	Concept Plan	\$ 20,000
	<i>Subtotal for Phase 1</i>	<i>\$ 45,000</i>
Phase 2		
Draft Design	Draft Design Plan	\$ 30,000
Final Design	Final Design Plan	\$ 15,000
	<i>Subtotal for Phase 2</i>	<i>\$ 45,000</i>
Phase 3		
Production-Ready Files	Shop Drawings & Production Proofs	\$ 25,000
Fabrication	Bases & Panels	\$ 15,000
Closeout	Warranty and Maintenance Manual	\$ 884
	<i>Subtotal for Phase 3</i>	<i>\$ 40,884</i>
TOTAL		\$ 130,884

MARCH 13, 14 & 15 - 2020				
	TIMES	VOLUNTEER	CELLPHONE	EMAIL
FRIDAY				
3/13/2020				
SET UP	12:00 - 4:00	JR Klement	920-723-3520	Rollandk@jeffersoncountywi.gov
SET UP	12:00 - 4:00	Bryan Tupper	920-723-2909	
	4:00 - 9:00	Gerry Kokkonen	608.352.1215	geraldk@jeffersoncountywi.gov
	4:00 - 9:00	Carl Glassford	9209450049	carl.glassford@gmail.com
SATURDAY				
3/14/2020				
	9:00 - 12:00	Carl Glassford	9209450049	carl.glassford@gmail.com
	9:00 - 12:00	Jeff Johns		
	12:00 - 3:00	Eric Compas	920-397-9821	ericcompas@gmail.com , compase@uww.edu
	12:00 - 3:00	Ashley Roscoe	847-525-7626	RoscoeAA07@uww.edu
	3:00 - 6:00			
	3:00 - 6:00			
SUNDAY				
3/15/2020				
	10:00 - 2:00	Frankie Fuller	608.445.0809	frankiefuller10@gmail.com
	10:00 - 2:00	Kent Wahlberg	920.988.0530	krwahlberg@gmail.com
	2:00 - 5:00			
	2:00 - 5:00			
SUNDAY				
TEAR DOWN	5:00 - 6:00	Kevin Wiesmann	920-691-2329	