



## POLK COUNTY, WISCONSIN

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### Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin

Polk County Government Center - County Board Room

### Minutes of Executive Committee from Thursday, January 11, 2018 at 1:00 p.m.

Committee Members present: Jay Luke, Larry Jepsen, and Chris Nelson. Absent and excused were Dean Johansen and John Bonneprise.

Others present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Andrea Jerrick, Deputy Administrator; Emil Norby, Highway Commissioner; Jeff Fuge, Corporation Counsel; Russ Arcand, County Board Supervisor; Brian Masters, County Board Supervisor; Debbie Peterson, Director Parks & Buildings; Randy LaFaive, Market & Johnson Construction Manager representative and member of the press. County Board Supervisor Kim O'Connell joined meeting at 1:14 p.m. County Board Supervisor Joe Demulling joined meeting at 1:15 p.m.

Vice Chairman Jay Luke called the meeting to order at 1:02 p.m.

Vice Chairman Luke called for motion to adopt agenda. **Motion** (Jepsen/Nelson) to adopt the January 11, 2018 agenda. Vice Chairman Luke called for a voice vote on the motion to adopt the agenda.

**Motion** carried by unanimous voice vote.

Vice Chairman Luke called for motion to adopt December 7, 2017 minutes of Executive Committee.

**Motion** (Jepsen/Nelson) to adopt the minutes of December 7, 2017. **Motion** to adopt minutes carried by unanimous voice vote.

Time was given for public comment. No public comment was received.

Committee received information from Andrea Jerrick, Deputy County Administrator regarding change order representing savings to Highway Building project that require Board of Supervisors approval.

Committee received updated change order log and information from Randy LaFaive, Construction Manager Representative regarding detail of Highway Building change orders.

Recommendation concerning highway facility project change order, Resolution No. 1-18: Resolution to Authorize Certain Change Orders in Excess of \$50,000 for Polk County Highway Building Construction Contracts. **Motion** (Nelson/Jepsen) to approve Resolution No. 1-18: Resolution to Authorize Certain Change Orders in Excess of \$50,000 for Polk County Highway Building Construction Contracts and recommend to County Board. Vice Chairman Luke called for a voice vote on the motion to approve and recommend Resolution No. 1-18 to the County Board. Vice Chairman Luke called for a voice vote on the motion to approve and recommend Resolution No. 1-18 to the County Board. **Motion** carried by unanimous voice vote.

Committee received updated map of fuel island placement plan for Highway facility project and information from Emil Norby, Highway Commissioner regarding moving fuel island due to proximity to well location and Village of Balsam Lake requirements. New placement plan for Fuel Island is pending approval from Village of Balsam Lake.

**Agenda Items for future meetings**

**Motion** (Nelson/Jepsen) to add agenda item to next Executive Committee meeting regarding planning and selection process for County Administrator and invite Corporation Counsel to attend for legal counsel purposes. Vice Chairman Luke called for a voice vote on the motion. **Motion** carried by unanimous voice vote.

Vice Chairman Luke called for a motion to adjourn. **Motion** (Nelson/Jepsen) to adjourn. **Motion** carried by unanimous voice vote. Vice Chairman Luke declared meeting adjourned at 1:28 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk



## POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk  
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**Notice of Special Meeting**  
**Polk County Executive Committee**  
**Polk County Government Center, County Board Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin**  
**Thursday, January 11, 2018 at 1:00 p.m.**

A quorum of the County Board may be present.

**Order of Business:** (The Committee may take up any subject matter noticed herein at any time during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.)

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the December 7, 2017
4. Public Comments
5. Highway Garage Public Improvement Project
  - a. Receipt of Information and Discussion Concerning Progress of Construction Project
  - b. Develop Recommendations Concerning Highway Facility Project Change Orders
6. Calendar: Next Meetings and Agenda Items
7. Adjourn

This meeting is open the public according to Wisconsin Statute § 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

Notice of Special Meeting issued January 9, 2018 at 2:45 p. m.



## POLK COUNTY, WISCONSIN

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### Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin  
Polk County Government Center - County Board Room

### Minutes of Executive Committee from Thursday, December 7, 2017, at 10:00 a.m.

Committee Members present: Dean Johansen, Jay Luke, Larry Jepsen, Chris Nelson, and John Bonneprise.

Others present: Sharon Jorgenson, County Clerk; Andrea Jerrick, Deputy Administrator; Emil Norby, Highway Commissioner; Jeff Fuge, Corporation Counsel; Randy LaFaive, Market & Johnson Construction Manager representative.

Chairman Dean Johansen called the meeting to order at 10:04 a.m.

Chairman Johansen called for motion to adopt agenda. **Motion** (Bonneprise/Luke) to adopt the December 7, 2017 agenda. Chairman Johansen called for a voice vote on the motion to adopt the agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to adopt October 26, 2017 minutes of Executive Committee. **Motion** (Luke/Jepsen) to adopt the minutes of October 26, 2017. **Motion** to adopt minutes carried by unanimous voice vote.

Time was given for public comment. No public comment was received.

Recommendation on Proposed Resolution No. 79-17: Resolution to Award Construction Contracts for Highway Garage – Bid Package #2B. **Motion** (Jepsen/Bonneprise) to recommend Resolution No. 79-17 for passage by County Board. Committee received cost recap showing complete summary of Highway Garage project and bid tabulation detail for Bid Package #2B from Randy LaFaive, Construction Manager from Market & Johnson. Due to difficulty obtaining accurate landscaping bids at this juncture in the project, committee will recommend Bid Package #2B without the landscaping bid. Landscaping bids will go out when project nears completion. Chairman Johansen called for a voice vote on the motion to recommend Resolution No. 79-17 Bid Package #2B for passage by County Board. **Motion** carried by unanimous voice vote.

Committee received information on Door bid Item # WC-08A on Bid Package #2B from Randy LaFaive, Construction Manager from Market & Johnson. An error was found in bid received from TCH. **Motion** (Nelson/Bonneprise) to award bid to Kendell Doors & Hardware (\$45,992.00) due to error in bid from TCH. Chairman Johansen called for a voice vote on the motion to award bid to Kendell Doors & Hardware. **Motion** carried by unanimous voice vote.

Committee received information from Emil Norby, Highway Commissioner regarding two change orders representing savings to Highway Building project: Fuel Canopy savings \$25,352 due to smaller size

canopy, and savings on doors at former Bishop Building of \$3,175 due to size change from 20 foot to 18 foot doors. A change order for dirt work is pending.

Chairman Johansen called for motion to convene in closed session at 10:29 a.m. **Motion** (Jepsen/Nelson) to convene in closed session. Chairman Johansen called for a voice vote on the motion to convene in closed session. **Motion** carried by unanimous voice vote.

**\*CLOSED SESSION\* 10:29 a.m.** -( Minutes separate and under seal)

\*Reconvened in Open Session at 11:09 a.m. \*

Chairman Johansen declared meeting back in open session at 11:09 a.m.

Details regarding future performance evaluations and recommendations concerning consulting services for selection of future County Administrator will be handled by the County Board and Administrator after April 2018 election.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Luke) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 11:21 a.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk



Adding Value to Everything We Do

Market & Johnson, Inc. 7300 Hudson Blvd., Suite 165 Oakdale, MN 55128 Ph. 651.340.6146 Fax. 651.846.5607

**COR LOG #2723 - Polk County Highway Building**

M&J Ref.	A/E or Other Ref.	Collated	Status	Ball in Court (BIC)	Description	Request Made By	Date Rec'd	Due Date	M&J Scope of Work	Owner Direct Contracts	Project Contingency	Bishop Contingency	Notes/Comments	CO #	Subs Involved
COR #001			Submitted	Architect / Owner	Reduce fuel canopy design from 40'x80' to 30'x80'				(\$25,352.00)	\$0.00	\$25,352.00	\$0.00	To Owner / Architect		Pump & Meter
COR #002			Submitted	Architect / Owner	Bishop: Reduced overhead doors				(\$3,175.00)	\$0.00	\$0.00	\$3,175.00	To Owner / Architect		Rice Lake Glass
COR #003			Submitted	Architect / Owner	Alternate to furnish and install 4MM FR core MZ-2000 Rainscreen panel				(\$70,117.00)	\$0.00	\$70,117.00	\$0.00	To Owner / Architect		Muza
COR #004			Pricing	M&J	Slab insulation										
COR #005			Pricing	M&J	Trench drains										
COR #006			Submitted	Architect / Owner	Roofing changes (Polk County Garage Bid Options)				(\$52,658.00)	\$0.00	\$52,658.00	\$0.00	To Owner / Architect		Jackson & Associates
COR #007			Pricing	M&J	Soil corrections - footings and site, work is for leveling and repacking materials to fill in previously soil corrected areas.				\$36,335.00	\$0.00	(\$36,335.00)	\$0.00			Gille Trucking
COR #008			Pricing	M&J	Soil corrections - covers excavation and removal of materials to the South of the property.				\$49,738.00	\$0.00	(\$49,738.00)	\$0.00			Gille Trucking
COR #009			Pricing	M&J	Added soil corrections - covers excavation and removal of materials to the South of the property.				\$8,426.00	\$0.00	(\$8,426.00)	\$0.00			Gille Trucking
COR #010			Pricing		Bishop: Fume hood extractor										Cool Air
COR #011			Submitted	Architect / Owner	Bishop: Provide Preventative Maintenance Work on all Doors as Required at Bishop Bldg.				\$1,962.00	\$0.00	\$0.00	(\$1,962.00)	To Owner / Architect		Rice Lake Glass
COR #012			Submitted	Architect / Owner	Bishop: Install Owner provided air compressor				\$1,467.00	\$0.00	\$0.00	(\$1,467.00)	To Owner / Architect		Chelek TNC
COR #013			Submitted	Architect / Owner	Bishop: Relocate electrical items (lights, outlets, etc) for OH doors and concrete columns.				\$2,757.00	\$0.00	\$0.00	(\$2,757.00)	To Owner / Architect		Chelek TNC
COR #014			Pricing	Architect / Owner	Bishop: Relocate sprinkler heads for OH doors				\$1,056.00	\$0.00	\$0.00	(\$1,056.00)			AG O'brien
COR #015			Pricing	M&J	Bishop: Supply Steel for Proposed Project; Including dwgs, mat's, fab, priming and delivery				\$878.00	\$0.00	\$0.00	(\$878.00)			Nick's Welding & Fabricating
COR #016	CB 01		Submitted	Architect / Owner	CB #01 Plumbing Changes	Barrientos		1/4/2018	\$18,670.00	\$0.00	(\$18,670.00)	\$0.00	To Owner / Architect		Hanson Masonry, Fabcon, Harbor City Masonry, Ben's Steel Fab, Beyer Cabinets, JA Roofing, Carciofini, Swanson's Flooring.
COR #017			Pricing	M&J	Bishop: Documents did not provide information on sealants therefore the attached is to utilize the caulking subcontractor we have on the main job to complete and provide warranty.				\$2,545.00	\$0.00	\$0.00	\$0.00			Carciofini
COR #018			Pricing	M&J	Bishop: Install sprinkler heads				\$1,354.00	\$0.00	\$0.00	\$0.00			AG O'brien

Definitions for "Status" column

\*\*\*PLEASE NOTE: This log is for Market Johnson's tracking purposes only. Work should not proceed unless otherwise directed.\*\*\*

**Resolution 01-18  
Highway Project Change Orders - January 2018**

<b>Change Order Reference Number</b>	<b>Category</b>	<b>Description</b>	<b>Impact to Project (cost) savings</b>
COR #006	Roofing product and systems	The alternate involves two changes, first being insulation product change (manufacturere) and the second being mechanically fastened versus adhered. These changes do not impact performance or warranty.	\$ 52,658.00
<b><i>Change Order Total (in excess of \$50,000)</i></b>			<b>\$ 52,658.00</b>

