



## 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 Monday, February 19, 2018 at 4:00 p.m.

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

Others present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Emil Norby, Highway Commissioner; Jeff Fuge, Corporation Counsel; Randy LaFaive, Market & Johnson Construction Manager representative; Kim O'Connell, County Board Supervisor; members of the community and member of the press. Andrea Jerrick, Deputy Administrator joined meeting at 4:27 p.m.

Chairman Johansen called the meeting to order at 4:05 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Luke/Jepsen) to adopt the February 19, 2018 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 January 11, 2018 minutes of Executive Committee.

**Motion** (Jepsen/Luke) to adopt the minutes of January 11, 2018. **Motion** to adopt minutes carried by unanimous voice vote.

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

Committee received information from Randy LaFaive, Market & Johnson Construction Manager representative regarding progress on Highway Building project. Highway building project is on schedule and under budget.

Recommendation concerning highway facility project change order, Resolution No. 13-18: Resolution to Authorize Certain Change Orders of The Highway Facility Project. Chair Johansen called upon Administrator Frey for update on change orders and Owner Contingency change. Committee received Change Order Request Narrative for Soil Corrections from Highway Commissioner Norby. Committee received copy of Highway Project Change Order Log showing detail of amounts that will be included on Resolution No. 13-18. **Motion** (Luke/Johansen) to approve Resolution No. 13-18: Resolution to Authorize Certain Change Orders of The Highway Facility Project and recommend to County Board. Chairman Johansen called for a voice vote on the motion to approve and recommend Resolution No. 13-18 to the County Board. Chairman Johansen called for a voice vote on the motion to approve and recommend Resolution No. 13-18 for passage to the County Board. **Motion** carried by majority voice vote with one opposed (voting no: Supervisor Nelson).

Chairman Johansen called upon Administrator Frey regarding succession planning. Committee received information and recommendations regarding Administrator succession planning process from Administrator Frey based on his attendance at a succession planning conference. Administrator Frey's recommendations include holding a Board strategic session after the April election to set direction, goals, and priorities for the County. Committee advised to use outside agency for recruitment process starting October 2018 with recruitment agency advertising beginning approximately January 2019 with no overlap of old and new administrator.

**Agenda Items for future meetings**

Tuesday, March 13, 2018 at 2:00 p.m. – Review Request for Proposals received

Chairman Johansen called for a motion to adjourn. **Motion** (Luke/Jepsen) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 4:38 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk

## Highway Project Change Orders - February 2018

Change Order			
Reference Number	Category	Description	Impact to Project (cost) savings
COR #003	Roofing	Alternate manufacturer provided cost savings and improved product warranty, additionally saves product lead times and installation. Change does not affect color selections or effectiveness of original bid product.	\$ 70,177.00
COR #007	Soils	Excavation of existing soils revealed a number of areas that need corrections. The foundation and East side of the site had wet/clay materials moved to the South side.	\$ (72,107.00)
COR #008R	Soils	Placement and compaction of soils for soil corrections.	\$ (41,591.00)
COR #021*	Bishop - Electrical	Additional light switch on South end of facility	\$ (1,575.00)

\*Owner item contingency change



### **Soils and Material Testing**

In October 2017 we also employed Intertek-PSI to conduct the 3<sup>rd</sup> party materials testing and soil compaction. As the excavation began they were onsite almost daily to verify the materials and compaction was in line with the structural design. Ultimately it was during this time that we encountered the extensive soil issue in both areas. Their analysis was documented in weekly reports and provided to the project team.

As the soil testing began we initially ran into issues with the building foundation area, than later the East lot. In both cases the soils were a mix of fine-grained (silty and clay) materials which when wet were impossible to achieve the required compaction. Unfortunately due in part to the soil types and the time of year the soils had to be replaced with suitable soils.

The building foundation corrections initially appeared to be extensive and thus carried a price close to \$85,000, however the project team was able to minimize the concerns and keep the costs under \$20,000. Therefore on October 31<sup>st</sup> PSI and Ayres provided direction to begin soil corrections of the building foundations.

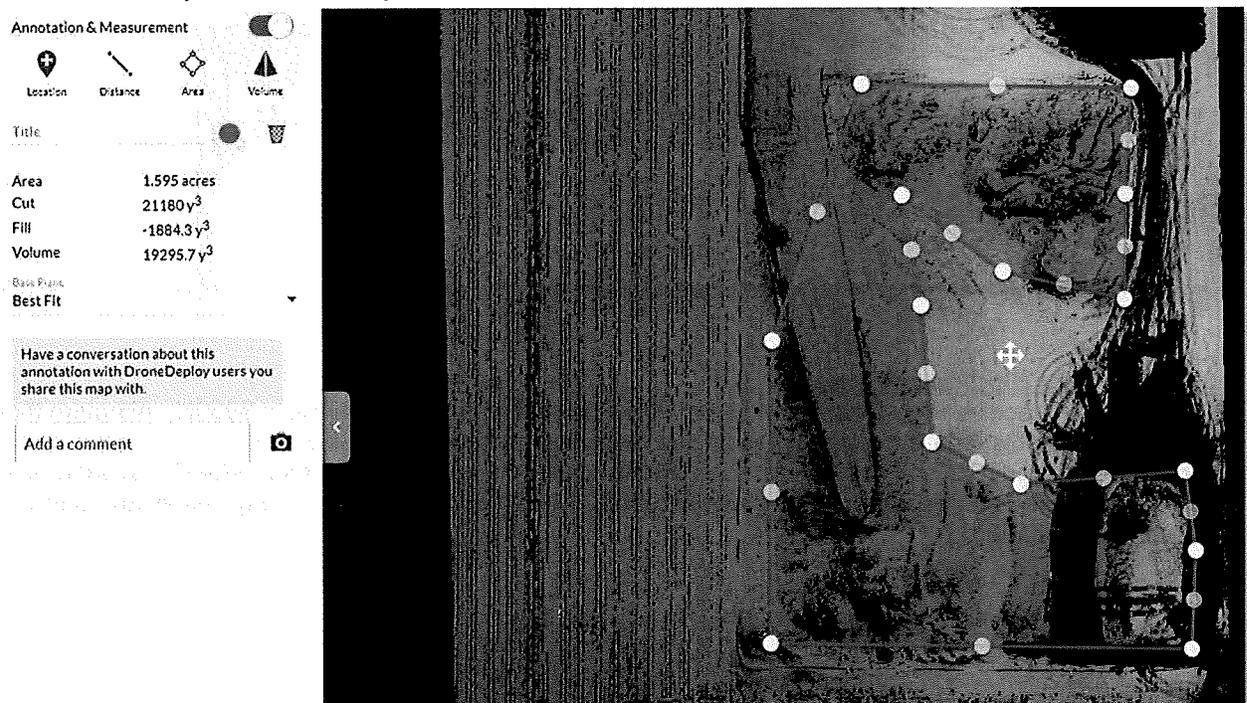
With the foundations well underway we began looking at other areas such as the future asphalt areas. This is a large area with substantial vehicle traffic therefore we wanted to ensure the subgrade had no issues. Unfortunately early on we began to encounter deep clay veins on the East side and again due to the soil type we had no choice but to remove these areas. This work accounted for the majority of the soil corrections.

### **Post Construction Analysis**

As part of our review of the soil correction changes we conducted three post construction verifications. The first was to verify the site grades were in compliance with the documents, second we had the excavator provide a GPS profile of the spoils pile and lastly we utilized our DroneDeploy software to map the pile. Combined these allowed us to verify removed soils and ensure the site is at proper grade, thus no excessive import.

The site grade verification was conducted by Ayres Associates and after providing over 160 survey points the site proved to be within grading tolerance.

We used both the drone technology and information from the excavator on the spoils pile. Below is an illustration of the spoils pile with the associated volume. This data matched up with the information provided to us by Gille Excavating.



In summary, the soil corrections totaled 19,131 cy which equaled the imported fill from the County. Based on the information provided above, we feel that the export (\$3.65/cy) does represent a fair market value and would recommend approval of the change order #07.

Sincerely,

Randy LaFaive  
Project Manager



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Sharon Jorgenson, County Clerk  
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810  
Phone (715) 485-9226 Email Sharon.Jorgenson@co.polk.wi.us

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**Notice of Meeting**  
**Polk County Executive Committee**  
**Polk County Government Center, County Board Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin**  
**Monday, February 19, 2018 at 4:00 PM**

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 January 11, 2018 meeting
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.  
Resolution No. 13-18: Resolution to Authorize Certain Change Orders of the Highway Facility Project
6. County Administrator succession planning process
7. Calendar: Next Meetings and Agenda Items
8. 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 Meeting issued February 14, 2018 at 10:30 a.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, 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 Board of Supervisors  
Resolution No. 13-18

Resolution to Authorize Certain Change Orders for Polk County Highway Building Construction Contracts

TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK, WISCONSIN:

Ladies and Gentlemen:

WHEREAS, in adopting Resolution No. 68-17, the Polk County Board of Supervisors approved and adopted a budget for the construction of the Polk County Highway Garage (Project) and authorized expenditures to be incurred for the Project; and

WHEREAS, in the course of construction, the County has received a number of change order requests to the various construction contracts that require approval by the County Board in order for the Project to continue forward.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors approves and authorizes those certain change order requests to awarded construction contracts described on the list of submitted change orders, attached and incorporated hereto.

Funding Source/ Funding Amount:	
Date Reviewed as to Appropriations:	Executive Committee – February 19, 2018
Committee Recommendation as To Appropriation:	Passage
Effective Date:	Upon Passage
Dated Submitted To County Board	February 19, 2018
Submitted By:	_____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only _____ Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only _____ Jeffrey B. Fuge, Corporation Counsel

**Acknowledgement of County Board Action**

At its regular meeting on the 19<sup>th</sup> of February 2018, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. 13-18: Resolution to Authorize Certain Change Orders for Polk County Highway Building Construction Contracts, as follows:

- Enacted by simple majority of all members, by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Enacted by unanimous vote.
- Defeated by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: \_\_\_\_\_

SIGNED BY:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

Attest: \_\_\_\_\_  
Sharon E. Jorgenson, County Clerk