



## 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 Tuesday, June 12, 2018 at 4:00 p.m.

Committee Members present: Dean Johansen, Jay Luke, Brian Masters, John Bonneprise, and Chris Nelson.

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim County Administrator; Andrea Jerrick, Deputy County Administrator; Debbie Peterson, Director of Parks & Buildings; Supervisor Tracy LaBlanc; members of the public and member of the press.

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

Chairman Johansen called for motion to adopt the agenda. **Motion** (Luke/Bonneprise) to adopt the June 12, 2018 agenda as published. 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 May 10, 2018 minutes of Executive Committee. **Motion** (Masters/Luke) to adopt the minutes of May 10, 2018 as published. Chairman Johansen called for a voice vote on the motion to adopt the minutes as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

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

Overview of Committee Assigned Functions, Duties, and Responsibilities: Committee discussed assigned functions of Executive Committee.

Committee received information from Deputy Administrator Jerrick regarding change order costs on the Highway Building project including change order tracking sheets. Supervisor Nelson inquired as to whether sand and trucking costs would be tracked with other change order costs. Cost of sand used and trucking cost is tracked separately internally and does not appear on Market & Johnson tracking cost information per Deputy Administrator Jerrick. Chair Johansen asked that costs of sand and trucking be added to cost tracking information. Demolition of old highway building request for proposals will be released Thursday 6/14 by Market & Johnson with prebid meeting scheduled for 6/21, and demolition request for proposals due 6/28.

Committee received an update concerning the office of County Administrator from Deputy Administrator Jerrick. Public Administration Associates compiled input from meetings with Board and staff. Committee received a profile for County Administrator developed in prior years outlining desired characteristics in an administrator from Chairman Johansen. Position recruitment announcement for County Administrator position will go out this week. Applications for County Administrator are due July

9<sup>th</sup>. Executive Committee will review resumes/applications on July 13 in closed session with final selection of Administrator scheduled for end of August.

**Recommendation concerning the plan of Fairgrounds grandstand replacement:**

Chairman Johansen called upon Debbie Peterson for update regarding Grandstand replacement. Committee received information from Interim Administrator Fuge regarding meeting with Fair Society. Chairman Johansen called upon Fair Society representative, Dale Wood for information regarding Grandstand project design. Chairman Johansen asked fair representatives to bring proposed preliminary project plans/designs/ideas/costs should be presented to Debbie Peterson who will submit the plans to the City of St Croix Falls for approval. Proposed plan(s) will then be submitted to the Executive Committee for further consideration.

**Future meeting:**

Friday, July 13, 2018 with closed session to review resumes for County Administrator

**Agenda Items for next meeting:**

Review administrator resumes, Fair Grandstand project

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Masters) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 4:37 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
Polk County Clerk

COR #	Main Facility	Building 2 (Bishop)
<b>Original Authorized Project Contingency</b>	\$ 383,133	\$ 20,000
1	\$ 25,352.00	
2	\$ 70,117.00	
3	\$ (18,653.00)	
4	\$ (10,163.00)	
5	\$ 52,658.00	
6	\$ (72,107.00)	
7	\$ (70,520.00)	
8	\$ (41,591.00)	
9	\$ (40,676.00)	
10		\$ (1,281.00)
11		\$ (1,962.00)
12		\$ (1,467.00)
13		\$ (2,757.00)
14		\$ (1,056.00)
15		\$ (878.00)
16	\$ (18,201.00)	
17		\$ (2,628.00)
18		\$ (1,398.00)
19		\$ (1,382.00)
20	\$ (262.00)	
21		\$ (1,575.00)
22	\$ (155.00)	
23	\$ (2,987.00)	
24	\$ (6,339.00)	
25	\$ (8,995.00)	
26	\$ (415.00)	
27	\$ (8,496.00)	
28	\$ (4,930.00)	
29	\$ 25,724.00	
30	\$ (11,004.00)	
31	\$ 21,703.00	
32	\$ 3,872.00	
33	\$ (15,034.00)	
34		\$ (427.00)
35		\$ (216.00)
36		
37		
38		
39		
40		
41		
42		
43	\$ (1,446.00)	
44	\$ (16,808.00)	
45	\$ (5,728.00)	
<b>Total Increased Costs</b>	\$ (354,510.00)	\$ (16,811.00)
<b>Total Savings</b>	\$ 199,426.00	
<b>Net to Project Contingency</b>	\$ (155,084.00)	



#2723 - Polk County Highway Building

Adding Value to Everything We Do

M 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
	Reduce fuel canopy design from 40'x80' to 30'x80'				(\$25,352.00)	\$0.00	\$25,352.00	\$0.00	To Owner / Architect	1	Pump & Meter
COR #002	Bishop: Reduced overhead doors				(\$3,175.00)	\$0.00	\$0.00	\$3,175.00	To Owner / Architect	1	Rico Lake Glass
COR #003	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	2	Muza
COR #004	Under slab insulation				\$18,653.00	\$0.00	(\$18,653.00)	\$0.00		2	Market & Johnson
COR #005	Concrete trench drains				\$10,163.00	\$0.00	(\$10,163.00)	\$0.00		2	Hanson Masonry
COR #006	Roofing changes (Polk County Garage Bid Options)				(\$52,658.00)	\$0.00	\$52,658.00	\$0.00	To Owner / Architect	1	Jackson & Associates
COR #007R	Void	Architect / Owner			\$72,107.00	\$0.00	(\$72,107.00)	\$0.00			Gile Trucking
COR #007R1	Executed				\$70,520.00	\$0.00	(\$70,520.00)	\$0.00		2	Gile Trucking
COR #008R	Void	Architect / Owner			\$41,591.00	\$0.00	(\$41,591.00)	\$0.00			Gile Trucking
COR #008R1	Executed				\$40,678.00	\$0.00	(\$40,678.00)	\$0.00		2	Gile Trucking
COR #009	Void				\$0.00	\$0.00	\$0.00	\$0.00			Gile Trucking
COR #010	Executed				\$1,281.00			(\$1,281.00)		4	Cool Air
COR #011	Executed				\$1,962.00	\$0.00	\$0.00	(\$1,962.00)	To Owner / Architect	1	Rico Lake Glass
COR #012	Executed				\$1,467.00	\$0.00	\$0.00	(\$1,467.00)	To Owner / Architect	1	Chetek TNC
COR #013	Executed				\$2,757.00	\$0.00	\$0.00	(\$2,757.00)	To Owner / Architect	1	Chetek TNC
COR #014	Executed				\$1,058.00	\$0.00	\$0.00	(\$1,058.00)	Issued thom M&J PO 25927	1	AG O'Brien
COR #015	Executed				\$678.00	\$0.00	\$0.00	(\$678.00)	To Owner / Architect	2	Nack's Welding & Fabricating
COR #016	CB 01	Void			\$18,670.00	\$0.00	(\$18,670.00)	\$0.00	To Owner / Architect		Rogers
COR #016R	CB 01	Executed			\$18,201.00	\$0.00	(\$18,201.00)	\$0.00	To Owner / Architect	1	Rogers
COR #017	Executed				\$2,628.00	\$0.00	\$0.00	(\$2,628.00)		2	Carroll's
COR #018	Executed				\$1,398.00	\$0.00	\$0.00	(\$1,398.00)		2	AG O'Brien
COR #019	Executed				\$1,352.00	\$0.00	\$0.00	(\$1,352.00)		2	Rico Lake Glass
COR #020	Executed	M&J			\$262.00	\$0.00	(\$262.00)			2	Harbor City Masonry
COR #021	Executed	M&J			\$1,575.00	\$0.00	\$0.00	(\$1,575.00)	To Owner / Architect	2	Chetek TNC Electric
COR #022	Executed	M&J			\$155.00	\$0.00	(\$155.00)	\$0.00		2	Rico Lake Glass
COR #023	Executed	M&J			\$2,987.00	\$0.00	(\$2,987.00)	\$0.00	To Owner / Architect	2	Bon's Structural
COR #024	Executed				\$6,339.00	\$0.00	(\$6,339.00)	\$0.00	To Owner / Architect	2	Hanson Masonry
COR #025	Executed				\$8,995.00	\$0.00	(\$8,995.00)	\$0.00	To Owner / Architect	2	Rico Lake Glass
COR #026	Executed	Architect / Owner			\$415.00		(\$415.00)			3	Universal Painting, Boyer Cabinets, Carciofani,
COR #027	Executed	Architect / Owner			\$8,496.00		(\$8,496.00)			4	Pamber Co's, B&B, Pump and Meter, Gile Trucking, Hayworth Fence, Hanson Masonry, Monarch Paving,
COR #028	Executed	Architect / Owner			\$4,030.00		(\$4,030.00)			3	Kendall, B&B
COR #029	Void				\$25,724.00		(\$25,724.00)				Berghammer
COR #029R	Executed	M&J			\$33,645.00		(\$33,645.00)			4	Berghammer
COR #030	Executed				\$11,004.00		(\$11,004.00)			4	EG Insulation

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



#2723 - Polk County Highway Building

				All in Court (B/C)	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 #031			Executed	Architect / Owner	Runway Beams Furnished & Installed by Others				(\$21,703.00)		\$21,703.00			3	Superior Crane Corp
COR #032			Executed	Architect / Owner	Construction Bulletin #06 - Misc Items				(\$3,872.00)		\$3,872.00			4	B&B, Pump & Meter, Muza, Hayworth Fence, Rogers, AG O'Brien
COR #033			Executed	Architect / Owner	Construction Bulletin #07 - Truck Scale				\$15,034.00		(\$15,034.00)			4	B&B, Gile Trucking, Monarch Paving
COR #034			Executed	Architect / Owner	Bishop: Safety eye 'power'				\$427.00			(\$427.00)		4	Crabel, TNC Electric
COR #035			Executed	Architect / Owner	Bishop: Air Line Repair				\$216.00			(\$216.00)		4	Rogers Plumbing
COR #036			Void	Architect / Owner	RFI #64 - HM Window Glass								void - see CB #08		Rice Lake Glass, Kendall
COR #037			Submitted	Architect / Owner	Salt Storage Gravel Proposal										M&J
COR #040				M&J	Subcontractor allowances										03A, 07D, 07E, 09F, 09G
COR #041	CB#8		Pricing	M&J	CB#8 - HVAC, Painting and Signage Revisions	Barrionos	05/14/18	5/18/2018							Harbor City, Kendall, Rice Lake Glass, B&B Electric, Accurate Air Solutions, Rogers Plumbing & Amillion Painting
COR #042			Void		Moving junctions		05/10/18						see COR #044		
COR #043			Approved	M&J	Floor coating contractor changes				\$1,446.00		(\$1,446.00)			5	Stirling Line
COR #044			Approved	M&J	Site Power Changes		05/21/18		\$10,808.00		(\$10,808.00)		00000-10-02 This COR was already processed in Vista	5	Northwestern Wisconsin Electric Company
COR #045			Approved	M&J	Additional concrete apron outside tire shop door		05/25/18		\$5,728.00		(\$5,728.00)			5	Hanson, Monarch

Definitions for "Status" column

- Approved Costs have been approved and will be put on a future change order
- Executed Proposed change and cost is on a fully executed change order
- Not Approved Proposal, as submitted, is not approved
- Original Part of original contract amount
- Outside Owner wants costs handled outside of this contract
- Pricing M&J, subcontractors and suppliers are pricing
- Submitted Costs have been submitted and are being reviewed
- Void Proposed change is no longer being considered

JA Roofing, Pember Co's, PCS Wash, Universal Painting, B&B, Accurate Air, AG O'Brien, Skold Co's, Midwest Lin Works, Pump and Meter, Gile Trucking, Wheeler Concrete, Superior Electrical Systems, Hayworth Fence, Lake Country Door, Muza Sheet Metal, ICS, Swanson Flooring, Fabcon, OC Co's, Amheim Painting, Johnson Tile & Stone, Kendall Doors, Hanson Masonry, Beyer Cabinets, Built By Dan's, Rice Lake Glass, Monarch Paving, CSI, AUSTAD, Harbor City Masonry, Rogers Plumbing,



## POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk  
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**Agenda and Notice of Meeting  
Polk County Executive Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, Wisconsin  
Tuesday, June 12, 2018 at 4:00 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 May 10, 2018 meeting
4. Public Comments
5. Overview of Committee Assigned Functions, Duties, and Responsibilities
6. Highway Facility Construction Project - Receipt of Information and Discussion Concerning Progress of Construction Project
7. Update Concerning the Selection of County Administrator
8. Develop Recommendations Concerning Plan of Grandstand Replacement
9. Calendar: Next Meeting and Agenda Items
10. 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.



## **Minutes Executive Committee**

County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday, May 8, 2018

Committee Members present: Dean Johansen, Jay Luke, John Bonneprise, Brian Masters and Chris Nelson

Others present: Jeff Fuge, Interim Administrator, Andrea Jerrick, Deputy County Administrator, Emil Norby, Highway Commissioner, Maggie Wickre, Finance Director, and member of the press.

Chairman Johansen called the meeting to order at 1:00 p.m.

Chairman Johansen called for a motion to adopt the amended agenda. **MOTION** (Bonneprise/Luke) to adopt the May 8, 2018 agenda as amended. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to adopt April 10, 2018 minutes of the Executive committee. **MOTION** (Luke/Masters) to adopt the minutes of April 10, 2018. **Motion** carried by unanimous voice vote.

Public Comment: No Public comment was received by committee.

**Discussion concerning Fairground Grandstand Planning Sessions** – Janis Larson, Vice President of the Fair Society addressed the Committee on the grandstand demolition, removal of boards, and grandstand selection. The Committee requested staff to work with the Fair Board and its building committee to develop a structured work plan for the design, funding and construction plan of the proposed grandstand. The Committee would hold monthly meetings with representatives of the Fair Board building committee.

**Highway facility Construction Project** – Emil Norby handed out this week's construction schedule and presented a slide show of current project updates.

**Update Concerning the Office of County Administrator** – Jeff Fuge discussed ideas to make the open position of County Administrator proficient and attractive to a new candidate.

**Develop Recommendation on Proposed Rules Concerning County Appointments of Supervisors and Persons to Serve on Board, Committees and Commissions of Outside Organizations and Compensation Relating to Such Services.** – Jeff Fuge presented that appointments can be discretionary or statutory and suggestions on how to proceed to evaluate these appointments Committee requested the Administrator to prepare for the Committee of the Whole an overview of appointments required for

boards and committees of affiliated organizations. **MOTION** (Johansen/Nelson) to take this issue to the Committee of the Whole. **Motion** carried by unanimous voice vote.

**Recommendation on Resolution 44-18: Resolution Concerning Compensation of Supervisors and Person for Service –**

**Motion** (Nelson/Bonneprise) to send resolution to County Board without recommendation from the Executive Committee. **Motion** carried by voice vote.

Supervisor Masters left meeting at 1:45 p.m.

**Reconsideration of Recommendation on Proposed Amendment to Self-Organized Ordinance to Repeal Meeting Limitation – MOTION** (Nelson/Bonneprise) to forward resolution to County Board without recommendation from the Executive Committee. **Motion** carried by unanimous voice vote.

**Selection and Award of Services on Agreement to Executive Search Firm for Selection of County Administrator and Community Services Director –MOTION** (Nelson/Bonneprise) to go into closed session pursuant to Wis Stat Section 19.85(1)(e) for the purpose of receiving on a competitive basis information concerning executive search firms and to deliberate on the selection of executive search firm. **Motion** carried by unanimous voice vote.

**MOTION** (Johansen/Luke) to select Public Administration Associates (PAA) as our open position search firm. **Motion** carried by unanimous voice vote.

**MOTION** (Johansen/Nelson) to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned at 4:30 p.m.