

Road Committee Meeting– Town of Boulder Junction
5392 Park St. Boulder Junction, WI
Nordlof Conference Room– Wednesday, February 14, 2018

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

This Road Improvement Project Meeting was noticed according to State Statue 19.85. Posted as required by law, media notified. Chairman Dennis Reuss called the meeting to order at 9:00 am. Chairman Dennis Reuss led the group in the Pledge of allegiance. Also present were Supervisor Denny McGann, Dennis Duke, Wes Johnson, Gary Jacobi, Mark Barden and Jamie Zeller. Greg Van Grinsven absent with excuse.

2) APPROVAL OF AGENDA/ORDER OF THE DAY

MOTION/DENNY MCGANN, SECOND/WES JOHNSON: To approve as presented.
Voice vote: MOTION UNANIMOUSLY CARRIED.

3) UNFINISHED BUSINESS (discussion and possible action)

Approval of Road Improvement Project Committee Meeting Minutes of 12-11-17.

APPROVAL OF MINUTES FOR 12-11-2017.

MOTION/DENNY MCGANN, SECOND/WES JOHNSON: To approve as presented.
Voice vote: MOTION UNANIMOUSLY CARRIED.

a. Review and discuss debt acquisition plan/schedule-Denny

Baird who is doing the bonding for the plan had a few questions regarding the town in which we have answered. They are working on our bonding at this time with various companies and individuals for competitive rates.

b. Review and discuss grant application status – Dennis R & Mark Barden

The DNR is one of the packages we are currently working on. Dennis Reuss is working on this. The other is TRIG in which we will find out after the bids

if we are eligible for. At this time we do not have any definite answers and are in waiting status.

Mark addressed that there will be supplemental bid items put out for bid that may or may not be used, but it is needed. There will be a large portion of cost associated to these items but may or may not be utilized.

c. Review and discuss maps, schedule, and bid package creation – Mark Barden

Maintenance bid package will be a separate area. This includes chip seal. Second bid package is capital improvement – asphalt, ditching, double chip seal. There will be two separate contracts – they can bid on double chip seal or asphalt or they can bid on both. March 20th is the day that the bidding will be open. March 23rd is the day the bid will be finalized. The bidding will be in the paper March 6th and March 9th. All contractors will be advised to speak with Mark Barden regarding any questions.

There will be supplemental bid items that may or may not be used, but it is needed. There will be a large portion of cost associated to these items but may or may not be utilized.

There is a possibility that addendums would need to be sent out to the potential bidders. Please refer any questions to Mark at Town and Country for these items.

Various businesses have contacted the committee in order to schedule the work around their potential events. Schedules and time scopes have been implemented in regard to this.

Town and Country will be handling bid packages, etc. We will have a set of the documents and review but contractors cannot look or copy. The addendum is the reason for this.

d. Review and discuss engineering services contract – Mark Barden

Mark is reviewing and discussing our contract and addresses that costs will be lower than what is stated on the contract. There is an amount not to exceed. Mark will update contract and forward to us.

Design and Plan – meetings, maps, which roads, survey, drawings, designs, etc.

Specs and bidding documents – maps are worked into the specs, bid process, sending out documents, awards, etc.

Construction staking – sewers, sub grade

Construction administration – pay requests, verifying quantities, resident inspection – monitoring

Five month construction is estimated with Mark working 6 hours, and a technician working 10 hours. This can be done by someone who we hire who would directly deal with Town and Country or an intern. Could be cheaper for us to hire ourselves but we would need to train this individual as well. This individual should be trained by Mark if we hire ourselves.

The measuring of the amount of chip seal with the contractor is recommended for verification so there are no questions at a later time.

Pictures taken before and after would be a good idea in case of questions relating to an incident at a later time.

MOTION/DENNIS DUKE, SECOND/DENNY MCGANN: Recommendation to accept the contract pending verification of hourly rate and adjustments not to exceed cost. Voice vote: MOTION UNANIMOUSLY CARRIED.

MOTION/DENNY MCGANN, SECOND/DENNIS DUKE : Recommend town board to hire an intern to support the road construction project. Voice vote: MOTION UNANIMOUSLY CARRIED.

AMENDED MOTION/DENNIS DUKE, SECOND/DENNY MCGANN:
Utilize the town employee in the role of the construction 2018 season.

- e. Review and discuss agenda and material for Public Information Meeting 2/22/18 – all
Agendas are passed out to everyone in attendance and reviewed for confirmation.

Teresa with the chamber has been contacted for special events and businesses as well for construction disruption.

- f. Guest(s) may address the committee regarding agenda items

Richard Jenks is our guest today.

He has a question as to in future meetings how it will be addressed how much we have paid out, etc for expenses related to the roads. Mark addressed this will be done on a monthly basis being approved at the town/committee meetings.

He also addressed that why can't Gary legally vote if it relates to a job position as he is a town employee. Gary can't implement something that would affect his position.

He also stated that he is impressed with the hard work done so far by the committee.

- g. Discuss and identify next steps.

Bid opening for crushing of gravel February 26, 2018 and will be opened at the board meeting.

Bid opening on March 20th, 2018 at 2 p.m.

Finalized bid on March 23rd, 2018 at 10 a.m.

- h. Discuss and set the date for the next road improvement project committee meeting.

The next meeting to be scheduled for March 5th, 2018 at 10 a.m. either in the office or the Nordlof Room depending on previous meeting being completed.

4) ADJOURN (discussion & possible action)

MOTION/DENNIS DUKE, SECOND/DENNY MCGANN : To adjourn at 10:46. Voice vote: MOTION UNANIMOUSLY CARRIED.

Respectfully submitted,

Jamie Zeller
Secretary