

**June 30, 2022**

**PERCH LAKE TOWNSHIP  
MINUTES OF THE SPECIAL MEETING REGARDING WATKINS SPUR CHANGE ORDERS**

**1. CALL TO ORDER AND ROLL CALL**

Chair Gary Harms opened the June 30, 2022, special meeting with a roll call. Supervisor Keith DePre began hosting the meeting on Zoom, then exited due to internet speed.

Board Members: Chair Gary Harms, Supervisor Steve Olson, Supervisor Keith DePre, Treasurer Cheri DeMenge, Clerk Lora Eames

**2. REVIEW AND APPROVAL OF AGENDA.**

**MOTION (Olson/DePre):** To approve the June 30, 2022, special meeting agenda as presented. Motion carried.

**3. REVIEW/ACT UPON CHANGE ORDERS FOR WATKINS SPUR PROJECT**

Chair Harms announced that the purpose of this meeting: To review and act upon change orders for the Watkins Spur Project. The contractor involved is Omar's Sand and Gravel Inc.

Board members reviewed the following items:

- Email memo from Supervisor Olson, dated June 23, 2022
- List of Estimated Quantities and Costs from County Designer Greg Thompson (Note: Omar has not submitted their list of estimated costs).

After some discussion, the Town Board approved Change Order No. 1.

**MOTION (DePre/Olson):** To approve Change Order No. 1 to Omar's Contract for the Watkins Spur Rebuild Project, based on the changes and amounts listed below and outlined in Supervisor Steve Olson's memo to the Perch Lake Town Board, dated June 23, 2022. Motion carried.

\$850.00	Clearing between two garages
1,650.00	Use of Type E T x 7 for geotextile grid
<u>4,821.21</u>	Drainage
\$7,321.21	Total

Olson emphasized that Omar may come back with a different list which exceeds \$4,821.21.

**4. TO DELEGATE AUTHORITY AS NEEDED TO ROAD SUPERVISOR**

Harms asked if there could be any future change orders that exceed \$10,000, and Olson responded with two comments:

- Omar's foreman had warned that going through the swamp will require more fill than the plan specified.

- Omar included the following statement in their bid: “Any overages in materials will be billed at the estimated unit pricing.”

Supervisors discussed how to delegate authority to the Road Supervisor for handling change orders – whether that is to set a budget limit per change order or a percentage of the entire contract. In the end, they decided on the latter method.

**MOTION (Depre/Harms):** To delegate authority to Road Supervisor Steve Olson to initiate and execute change orders not to exceed fifteen percent of the total contract with Omar’s Sand and Gravel, Inc. Motion carried.

In addition, Olson reported that Omar is set to start July 5.

**5. ADDITIONAL COMMENTS.**

Supervisor Olson mentioned that he had a camping trip on July 7 (Thursday) through July 8 (Friday) and will need someone to cover for him at the Watkins Spur worksite. The person covering for him will track quantities by truckloads. After some discussion, the supervisors were of the consensus the David Eames could replace Olson at the rate of \$20 per hour.

**6. ADJOURNMENT.**

Chair Harms adjourned the meeting at approximately 9:30 a.m.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair

Attachments:

- Email memo from Supervisor Olson, dated June 23, 2022
- List of Quantities and Costs from County Designer G Thompson
- Contract with Omar’s Sand and Gravel, Inc.