

# Pre-Construction Meeting Minutes

**Project ID(s): 2025-1-ARIP**

**Hwy, Limits, County: Agricultural Road Improvement Program (ARIP), CTH ET – STH 21, Formica Road, Estate Road and Essex Avenue, Towns of LaGrange & Byron, Monroe County**

**Meeting Date, Time, & Location: Wednesday April 1<sup>st</sup> 2026, 5 PM, Town of La Grange Town Hall**

**Standard Specifications: 2025**

**Online: Jay Wheaton, Don Dietsch, Matt Knebes**

**In Person: See attendance sheet**

## INTRODUCTIONS

- A. Distribute agenda
- B. Distribute attendance roster
- C. Meeting purpose
- D. Have all parties introduce themselves

## GENERAL PROJECT INFORMATION

- A. Project ID: 2025-1-ARIP
- B. Work Involved: Excavation Common, Geogrid Type SAS, Base Aggregate Dense 1 ¼-Inch, Asphaltic Surface, Curb and Gutter, Culvert Pipes, Signing, Paint Markings
- C. Contract Cost: \$2,445,726.76
- D. Let Date: February 17<sup>th</sup>, 2026
- E. Contract Executed Date: March 2<sup>nd</sup>, 2026
- F. Anticipated Start Date: April 1<sup>st</sup>, 2026
- G. Project Completion Date: 6 P.M. Friday, September 4<sup>th</sup>, 2026.

## PROJECT PERSONNEL

- A. Township
  1. Town Chairmen: Brendan Smith (Town of La Grange), Allen Bernhardt (Town of Byron)
  2. Project Manager: Jay Wheaton, Mead & Hunt
  3. Project Engineer: Duane Leis, Mead & Hunt
- B. Prime Contractor
  1. Firm: Gerke
  2. Superintendent: Tanner Kuehl
  3. On-site Superintendent / Foreman: **Tim G ?**
- C. Proposed Subcontractors (list)
  1. Augelli
  2. Century Traffic
  3. Interstate Tree Clearing
  4. Mathy
  5. Mattison
  6. Mavo Sawing
  7. Rent a Flash
  8. RLS
  9. WK

- D. Line of Communication – Project Engineer will complete the form and distribute with the meeting minutes. Contact should be made at the appropriate levels.

**PROGRESS MEETINGS**

- A. At least through All Contract Work Complete
  - 1. Location: **La Grange Townhall**
  - 2. Day and time: **Wednesday 5PM weekly**
- B. Expected Attendance is Prime contractor and all subcontractors that will be involved in the next week’s work.
- C. Contractor to update schedule and provide 2-week look ahead.
- D. Status of all outstanding materials submittals will be discussed.
- E. On-going to-do list to be reviewed to minimize punch list items at substantial completion.

**CONTRACT ADMINISTRATION**

- A. RFI Process – email is best for exchanging the form
- B. Change Orders - If you feel a change order is needed:
  - 1. Discuss the item immediately with the Project Engineer, **PRIOR TO DOING THE WORK**
  - 2. Have supporting documents that show the need for a change order and a possible solution.
  - 3. If the concept of a change order is agreed to, have a price break down for the work included in the change order submittal
- C. Claims Process – follow Standard Specifications section 105.13

**REQUIRED SUBMISSIONS**

Submittal	Date Required	Date Submitted	Approved / reviewed
Initial Work Schedule (progress schedule)	Precon Meeting	3/11/2026	
Source of Materials Report	Precon Meeting	3/19/2026	
QMP Plans	Before any affected work		
Shop Drawings	Before affected work	N/A	

\* borrow sites, waste sites, staging sites

**CONSTRUCTION WORK SCHEDULE**

- A. Coordination with other projects:
- B. Contractors Work Schedule
  - 1. Plan of work operations
  - 2. Hours of operation, local ordinances

Traffic control and contractor staking will take place next week under conditional start notice. Interstate plans to be in on the 10<sup>th</sup> to start clearing and grubbing work.

**PUBLIC RELATIONS**

- A. Public information
  - 1. The Towns of Byron and La Grange will establish a text message group with appropriate project stakeholders. The contractor will provide a work summary for the following week on the Friday prior and will provide important updates. The Towns will post this information on the Town Facebook page. **(A list of phone numbers was given the night of the meeting, Brendan Smith will set up the group text.)**

## B. Mailbox Coordination

1. Date of mailbox removal letter: **Next week. Tanner needs to contact the Post Office to see where they would like them to place the temporary mailbox station. The letter was going to include a map or description of where the mailbox station is to be located.**
2. Mailboxes to be removed by date:

## TRAFFIC CONTROL

### A. Traffic Requirements

1. Road Work will take place in 3 stages.
  - Stage 1: STA 100+25 to STA 226+00
  - Stage 2: STA 226+00 to STA 281+75
  - Stage 3: Asphalt Paving, Paint Markings, Etc.
2. Access Requirements
  - Both lanes of Formica Road, Estate Road and Essex Ave shall be reopened to traffic at the end of each day with a minimum width of 20 FT during night time hours.
  - a. Resident accommodations – Provide access at all times.
  - b. Business accommodations – Provide access at all times.
  - c. Busing, mail delivery, etc. accommodations – Set up mailbox station.
  - d. Emergency service accommodations – Provide access at all times
    - Tanner was going to reach out to his contacts at the school for busing along with emergency services and inform them of the project. They will also be included on the email list for meeting minutes.**
3. Special events
4. Work / lane closure restrictions

### B. Traffic Control Responsibility

1. Traffic Control Contractor – Rent a Flash
2. Contact Name(s) – Matt Buttke
3. Phone number – (715) 571-1344

## HAUL ROADS

- A. Haul Roads – Identification of routes in writing
- B. Log haul routes with the following present
  1. Project Engineer
  2. Contractor
  3. Local road representative

**Since Gerke will be accessing the project from STH 21 or CTH ET, there will be no need to log haul roads. The town boards stated that Gerke will not use the open section of Formica Road, N. of the Formica and Estate Road intersection for trucking.**

## ENVIRONMENTAL CONSIDERATIONS

- A. Materials cannot be stored, and equipment cannot be operated within any wetlands, unless part of the plans.
- B. Sites beyond the right of way that are proposed for borrow sites, batch plant sites, waste sites, or staging areas for this project are required to have an evaluation for archaeological significance.
- C. Review conditions in project permits, 401, 404, etc.
  - o DNR permits – The townships need to pay the wetland credits before permits are approved.

D. Re-topsoil, seed, fertilize, and mulch graded areas within 7 working days after grading is completed.

The towns will look to pay wet land credits by the end of the week, so the DNR permits can be obtained early next week.

## **UTILITIES** – Project does not come under the provisions of Trans 220

Brightspeed – Work to be completed during construction. Scheduled to begin May 1<sup>st</sup>, 2026 and take 7 working days to complete.

- STA 130+75 to STA 131+50 LT – 16 Fiber and 400 pair lines will be lowered.
- STA 156+25 RT – Two pedestals will be removed and one pedestal will be relocated.
- STA 236+50 to STA 239+35 RT – 50 pair line will be relocated.

Dairyland Power – Has overhead transmission line that runs along the east side of Estate Road and Essex Ave. No conflicts expected.

Lemonwier Valley Telephone (Lynxx Networks) – Has underground fiber optics lines at depths of 30 inches deep or greater. No conflicts are expected.

WE Energy (Gas) – Will resolve these conflicts by lowering/moving the gas main in these areas. Work is scheduled to begin April 1<sup>st</sup>, 2026 and is expected to take 5 working days to complete.

- STA 107+97, 22' RT – 4-Inch main in conflict with proposed culvert pipe installation.
- STA 123+00 to STA 124+00, 25' RT – 6-Inch main in conflict with proposed ditch grading.  
In the process of relocating already. They are replacing 7 services along with the gas main at the first location.

Oakdale Electric – Has both underground and overhead facilities located throughout the project. The work is scheduled to take place in March of 2026 and be completed prior to construction.

- Pole at STA 119+00 RT
- Underground line from STA 222+00 to STA 228+00 LT & RT
- Underground line from STA 235+00 to STA 241+00 RT

Oakdale to start next week.

## **RAILROAD**

- A. Insurance requirements – See Specials. Make sure to send a copy to the project engineer to retain for project records.
- B. Flagging requirements – Flagger required anytime work is taking place within 25 FT of the center of the tracks.
- C. Coordination needed – Contact Leo Craig a minimum of 45 days prior to work near the railroad tracks. (817) 901-9560

## **MATERIALS**

- A. Sources and locations
  1. Base Course: Miller Pit, This may change to the King Pit.
  2. Asphalt: Tomah Plant or Plant 86, Matt said Mathy will bring in a portable plant and set it up in Tomah.
- B. QMP plans required – submittal requirements
- C. Materials certifications must be received before incorporating materials into work
- D. Any required acceptance tests must be complete and the results acceptable before work will be paid for

- E. The Towns of La Grange and Byron does not want non-conforming materials incorporated into the work

## **REAL ESTATE COMMITMENTS**

- A. Review any Right of Way issues
- B. Review any Real Estate commitments
- C. TLE- for slope grading.

## **SURVEY**

- A. Section corners – Two on the job
  - o STA 226+71.4, 45.92' RT
  - o STA 253+04.9, 2.37' RT
- B. Property pins
- C. Design files – Files already sent to Gerke

## **SAFETY**

- A. Flaggers shall be in sight of each other or in direct communication at all times.
- B. Contractor's Safety Plan

## **PROJECT ACCEPTANCE AND FINALS PROCESS**

- A. All project work must be complete and acceptable before time charges are stopped / substantial completion is granted
- B. Punch list will only include minor corrections and cleanup work
- C. Punch list work is to be completed within 5 days, and submittal of all required documentation must be within 21 calendar days of substantial completion
- D. Prompt response to requests for information and documentation will help with meeting the project closeout time frames, and promptly completing the finals process

**OTHER** - Any remaining comments / questions