



KUNKEL
engineering
group

PRECONSTRUCTION CONFERENCE MINUTES

Town of Theresa

McArthur Road 2026 Culvert Replacement

A. General:

A Preconstruction Conference was held at 3:00 p.m. on Thursday, June 11, 2026, at the Town Hall in the Town of Theresa, N8679 County Road P, Theresa, WI 53091. Project representatives are listed on the accompanying roster.

B. Status of Contract:

All parties have been provided a copy of the executed contracts.

C. List of Subcontractors/Suppliers:

KIN-X Construction Inc. provided the names of the proposed subcontractors for the project, which are as follows:

- Traffic Control – KIN-X Construction Inc.
- Culvert Supplier – Contech
- Paving – Northeast Asphalt
- Restoration & Beam Guard – Pleasant Knoll Landscaping

Project submittals have already been submitted by the Contractor for the project, and have also been reviewed and approved by the Engineer prior to the preconstruction meeting.

D. Schedule for Construction:

Substantial Completion, per contract documents: July 24, 2026

Final Completion, per contract documents: July 31, 2026

Rob King from KIN-X Construction stated that they are looking to begin work starting on June 18th, with mobilization, traffic control, and installation of diversion channel, which will be on the east side of the existing box culvert. On June 24th the culvert pipe is to be delivered in sections. KIN-X will then work on removal of the existing culvert and assembly of the new culvert pipe. The new culvert pipe is to be installed on or around July 1st, with asphalt paving, restoration, and beam guard installation to take place the week of July 13th or July 20th at the very latest. Rob did state that this schedule is obviously weather dependent.

E. Contract Responsibilities:

Construction Inspection will be done by Kunkel Engineering Group and the Town of Theresa.

Payment to the Contractor will only be made on Contract Bid Items and approved Change Orders.

Contractor is responsible for coordinating with Diggers Hotline.

Contractor is to contact Geo Gomez (608.415.7017) for construction staking, with 48 hours' advance notice, if possible.

Copies of permits will be emailed to KIN-X Construction and should be posted or kept somewhere on the job site.

Modifications to plans require approval from Kunkel Engineering and the Town of Theresa.

F. Access and Maintenance:

Rob King provided a proposed a detour map for the project and discussed the proposed route. Rob stated he has discussed the detour with the Dodge County Highway Department and they were good with the detour. Representatives of the Town of Theresa and the Village of Theresa in attendance at the preconstruction meeting also approved of the detour route that was presented.

Rob King stated that the section of McArthur Road that is in the area of the box culvert will be closed for about 1 month. This section of road will remain closed until the final paving, restoration, and beam guard installation is completed.

Don Neitzel questioned about how local emergency personnel (Fire, Police, EMS) are to be notified of the road closure and detour. Both the Town of Theresa and Village of Theresa representatives stated that they would notify each of the appropriate personnel in their respective communities. Rob King also stated that he already notified Dodge County of this closure. He stated that he would remind them again and also look into using 511 for listing the road closure as well.

Rob King stated that they would provide all of the needed signage for the road closure and the detour. Jake Weiss, Town Highway Superintendent, stated that the Town could also assist in supplying some signage, if needed.

G. Disposal of Materials:

Jake Weiss stated that the Town needs to salvage the barricades and the concrete barrier blocks that are currently out on-site. Rob King said that KIN-X Construction can load these up for the Town to haul away.

Aside from these two items, all remaining materials are the responsibility of the Contractor for disposal at their own site.

H. **Restoration:**

Kunkel Engineering Group will videotape and photograph the project before construction begins.

I. **Payment Requests:**

KIN-X Construction Inc. is to submit payment requests to Kunkel Engineering Group by the third week of each month for review and approval by the Town at its Town Board meeting on the 1st Wednesday of the next month. Payment Requests are to be submitted on the forms provided within the contract documents.

J. **Discussion Items:**

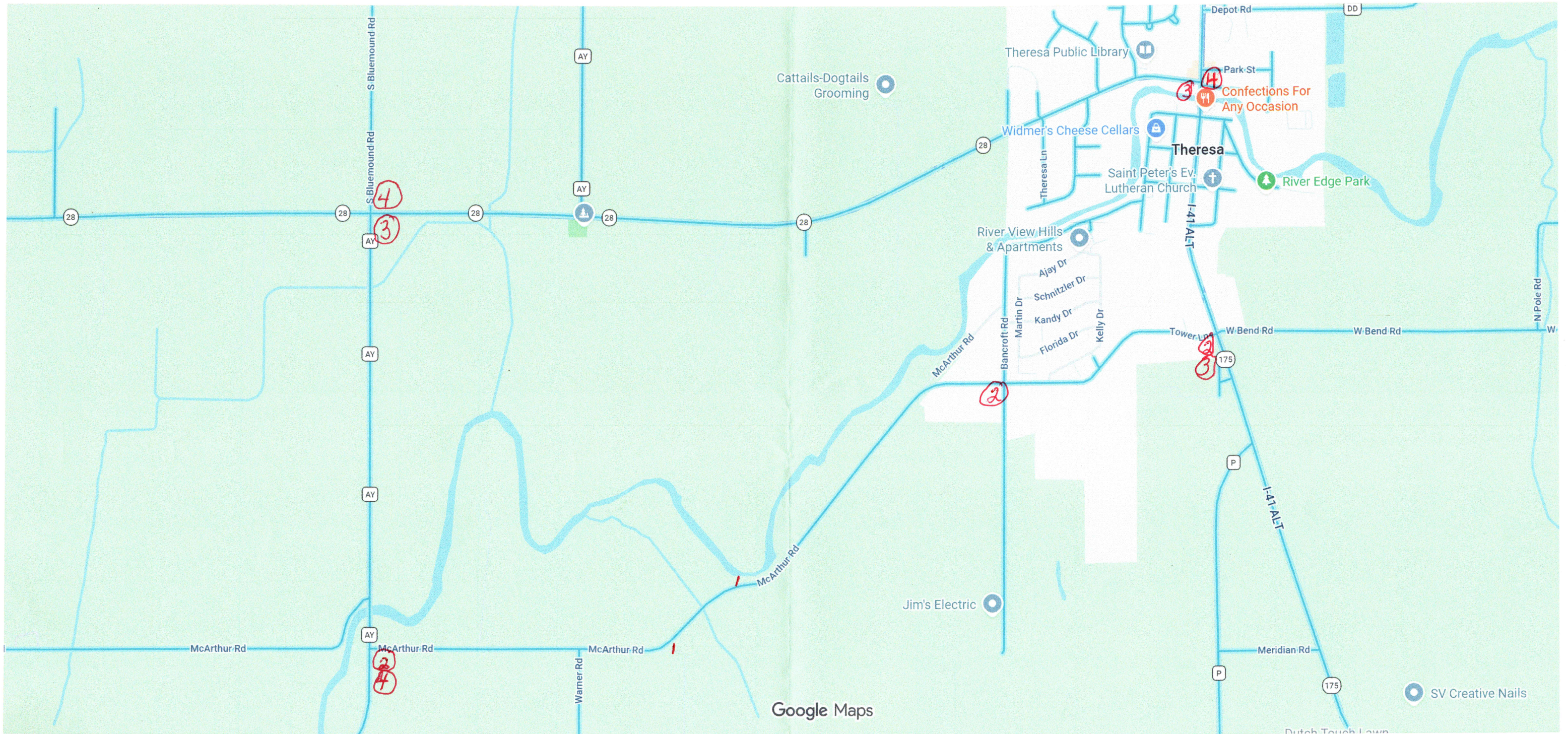
- The construction staging area for the project is to be at the SW corner of the existing box culvert.

- Don Neitzel stated that construction erosion control and best management practices as noted on the plans and in the general permit for the project, must be installed prior to any construction activities taking place and must be maintained throughout the duration of the project.

enclosures

- Precon Sign-in Sheet
- Detour Map

cc via email: Lloyd Hilgendorf, Town of Theresa Chairman
Jake Weiss, Town Highway Superintendent
Christine Steger, Town Clerk
Jody Steger, Village of Theresa President
Rob King, KIN-X Construction Inc.



- ① Road closed
- ② Road closed ahead
- ③ Detour →
- ④ Detour ←