

ORDER OF COUNTY COMMISSION
STATE OF MISSOURI
COUNTY OF BOLLINGER

On the 27th day of April the following, among other proceedings, were had by the County Commission of Bollinger County.

The Bollinger County Commission met today pursuant to adjournment of April 20th, 2026 with the following officers and members: Leo Arnzen, Presiding Commissioner, Chad Hulvey and Travis Benfield, Associate Commissioners, Megan Jo Hill, County Clerk. Meeting called to order by Leo Arnzen, Presiding Commissioner, at 8:00 a.m.

Commission reviewed minutes from April 20th, 2026 commission meeting. Leo Arnzen made a motion to approve minutes as read, second by Chad Hulvey. A vote was taken results are as follows: Leo Arnzen yes, Chad Hulvey yes, all were in favor, motion carried.

Brad Gregg, Road and Bridge Supervisor, met with commission to discuss road and bridge maintenance.

Voicemails were listened to and are as follows:

- Marlene Smith called about BCR 902 & 900. R&B is doing culvert work and her waterline runs under the road and she does not want her waterline cut.
- Matt Ruch called about a road issue and would like a call back

Mr. Jordan met with the commissioners to discuss BCR 840. Needs gravel and needs to be graded.

Matt Ruch met with the commissioners to discuss BCR 263&264. Currently has huge pot holes and a ditch needs to be cut within the road.

Justin with Smith & CO, Jeremy Tanz with Semo Regional Planning, Howleg Excavating met with commission for Pre-Con meeting on Glen Allen Buyout package 4 and Street Vacating.

Kevin Cooper Emergency Management, met with commission to discuss FEMA/SEMA money and deadlines that must be met.

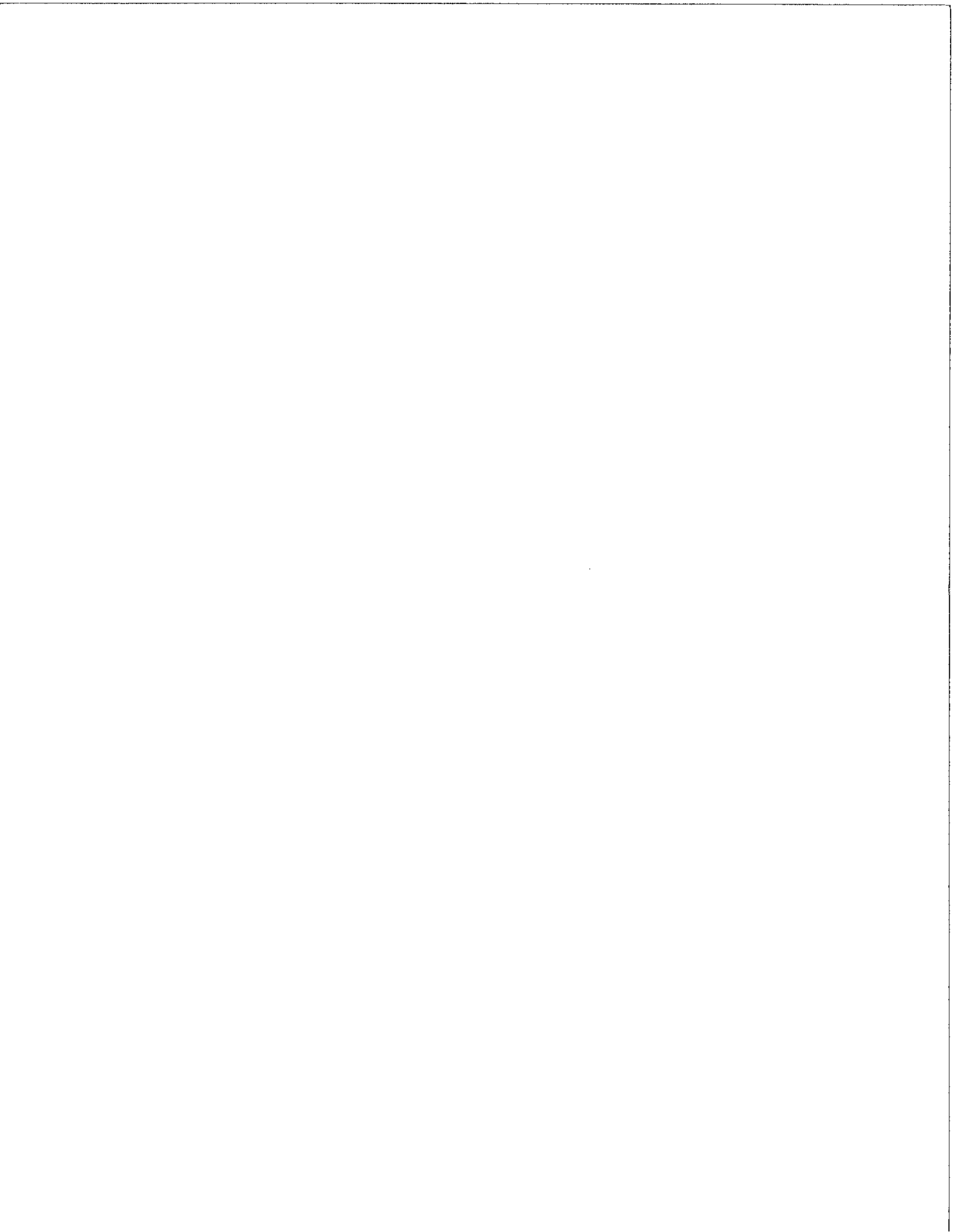
Captain Jackie Wilson met with commission to discuss the county funding \$100,000 to dispatch services. Sheriff office and County has agreed to employ two dispatchers at all times to help with county needs. Captain Jackie asked the commission to vote on supplying \$100,000 to dispatch. The vote is as follows: Chad Hulvey, Yes; Travis Benfield, Yes; Leo Arnzen, Yes. All were in favor, motion carried.

Ronda Elfrink, Assessor, met with the commissioners to ask them to be -part of the 911 service imagining demo. Commissioners agreed and will schedule the demo in July on a Monday afternoon.

Ordered by the Commission that it do now adjourn until May 4th, 2026, at 8:00 a.m

Megan Jo Hill
ATTEST

Leo Arnzen
Commission



SIGN - IN SHEET

Glen Allen Flood Buyout - Demolition Package 4 and Street Vacating

Precon: April 27, 2026

Project Engineering Firm: S.H. Smith & Co., Inc.

Project Manager: Justin Roberts, PE

	NAME	Email or Phone
1	Jeremy Tanz	jtanz@semorpl.org
2	Benj Hulvey	573-576-5424
3	Chad Hulvey	573 238 9144
4	Leo Aruzen	573-238-5574
5	Travis Bandfield	573 238 5772
6	Megan Hill	573-238-1900
7	Justin Roberts	573-489-1112
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PRECONSTRUCTION CONFERENCE AGENDA

Glen Allen Flood Buyout – Street Vacating Glen Allen, MO

Date: April 27, 2026
Time: 10:00 AM

OWNER: Bollinger County, Missouri
204 High St., Ste 5
Marble Hill, MO 63764
Ph: 573-238-1900

ENGINEER: Smith & Co
901 Vine Street
Poplar Bluff, MO 63901
Ph: 573-785-9621

CONTRACTOR: Holweg Excavating
11301 BCR 514
Marble Hill, MO 63764
573-576-5424

1. Identification of Official Representatives of Owner, Engineer, Contractor, and Other Interested Agencies: (Note line of communication)

A. REPRESENTATIVES:

1. Owner: Bollinger County, Missouri
Presiding Commissioner: Leo Arnzen Phone: 573-238-1900,
County Clerk: Megan Jo Hill Phone: 573-238-1900,
_____ Phone: _____
2. Engineer: Smith & Co.
Project Manager: Justin Roberts, PE Phone: 573-429-1112
Quality Assurance Inspector: William White Phone: 573-300-9721
Quality Assurance Tester: Bari Chase Phone: 573-718-4625
3. Contractor: Holweg Excavating
Site Foreman: Benji Holweg Phone: 573-576-5424
4. Other Agencies:
USDA-NRCS: Marty Comstock, PE Phone: 573-876-9420
Conner Oldsen Phone: 573-238-2671, Ext. 3

2. Responsibilities of All Parties:

- A. Responsibilities of Engineers: The Construction Inspection Services Contract, includes inspection with authority to require compliance to contract documents. No instructions shall be issued to the contractor during construction except as authorized by the Engineering Manager or Project Manager. (The Engineer does not "supervise" the contractor's employees, equipment, or operations) The Engineer will have the authority & responsibility as stated in the engineering agreement and General Conditions. The Engineer will act as a representative to the Bollinger County Commission to ensure project control. Inspections will be made while work is being performed.
- B. Responsibilities of Owner's Governing Body: All interests of the Owner in regards to this project will be conducted thru the Bollinger County Commission. The Owner shall not supervise or be responsible for the Contractor's procedures of construction. Other responsibilities are stated in the General Conditions.
- C. Responsibilities of Contractor: The Contractor shall adhere to the contract documents and shall not deviate from the contract without written approval from the Engineer and Owner. The Contractor shall supervise, inspect, and direct the work competently and efficiently, devoting such attention to and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. Other responsibilities are stated in the General Conditions.
- D. Responsibilities of Any other Agency Contributing to the Project: All agencies will work through the Project Manager and QA Inspector. The Project Manager will then keep the Owner informed of issues that may arise.

3. General Discussion of the Contract:

- A. The Notice to Proceed
- B. Initiating Construction (Notice to Proceed): 06-01-2026
- C. Completion Time of Contract: Completion time is 60 calendar days from the Notice to Proceed for final completion.
Thus making the completion date _____
- D. Planned Start Date: _____
- E. Anticipated Completion Date: 08-03-2026
- F. Liquidation Damages: \$500/day for every day beyond final completion. (See contract documents for details)
- G. Requests for Extension of Contract time: Requests must be presented to the Project Manager for recommendation to the Owner for approval.
- H. Procedures for Making Partial Payment: Contact the Project Manager around the end of each month to get together on the quantities. Requests will be approved by the engineer and owner.

I. Change Orders: All Change Orders must go thru the Project Manager for review and recommendation to the Owner for approval. Do Not Proceed with the extra work until the change order has been approved by the Owner and the funding agency.

J. Subcontractors/Suppliers:

K. Labor Requirements

1. Equal Employment Opportunity Requirements – See Contract Documents
2. Buy America Certifications
3. CUF/DBE Interviews (4% DBE required by contract)
4. Wage Rates – Submit one copy of the weekly payrolls
5. Wage Rate Interviews.
6. Job – Posters On site prior to starting work.

M. Handling Disputes: Initially refer to the Project Inspector and Project Manager. Otherwise use procedures set forth in the General Conditions of the Contract.

4. Construction Related Items:

A. Distribution of Documents and Record Drawings. All parties will receive an original set of the Project Manual.

B. Quality Control

1. Smith & Co. will provide the necessary testing required by the contract documents.
2. Notify the Engineer and/or Inspector of any major work by 12:00 P.M. the preceding day.

C. Control of Project Site

1. Equipment storage.
2. Job site cleanliness and disposal of waste.
3. Job Trailer?

D. Pay Items –See Bid Schedule

E. Other Items

1. Missouri One Call
2. Traffic Control
3. On-site safety and sanitary issues are the sole responsibility of the Contractor. The Contractor must comply with the safety standards as stated in the contract documents.

PRECONSTRUCTION CONFERENCE AGENDA

Glen Allen Flood Buyout – Demolition Package 4 Glen Allen, MO

Date: April 27, 2026
Time: 10:00 AM

OWNER: Bollinger County, Missouri
204 High St., Ste 5
Marble Hill, MO 63764
Ph: 573-238-1900

ENGINEER: Smith & Co
901 Vine Street
Poplar Bluff, MO 63901
Ph: 573-785-9621

CONTRACTOR: Holweg Excavating
11301 BCR 514
Marble Hill, MO 63764
573-576-5424

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Project Manager: Justin Roberts, PE Phone: 573-429-1112
Quality Assurance Inspector: William White Phone: 573-300-9721
Quality Assurance Tester: Bari Chase Phone: 573-718-4625
3. Contractor: Holweg Excavating
Site Foreman: Benji Holweg Phone: 573-576-5424
4. Other Agencies:
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- B. Responsibilities of Owner's Governing Body: All interests of the Owner in regards to this project will be conducted thru the Bollinger County Commission. The Owner shall not supervise or be responsible for the Contractor's procedures of construction. Other responsibilities are stated in the General Conditions.
- C. Responsibilities of Contractor: The Contractor shall adhere to the contract documents and shall not deviate from the contract without written approval from the Engineer and Owner. The Contractor shall supervise, inspect, and direct the work competently and efficiently, devoting such attention to and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. Other responsibilities are stated in the General Conditions.
- D. Responsibilities of Any other Agency Contributing to the Project: All agencies will work through the Project Manager and QA Inspector. The Project Manager will then keep the Owner informed of issues that may arise.

3. General Discussion of the Contract:

- A. The Notice to Proceed
- B. Initiating Construction (Notice to Proceed): ~~04-27-20~~, May 11th, 2020
- C. Completion Time of Contract: Completion time is 60 calendar days from the Notice to Proceed for final completion.
Thus making the completion date 07-13-2020
- D. Planned Start Date: 5-11-20
- E. Anticipated Completion Date: 7-13-20
- F. Liquidation Damages: \$500/day for every day beyond final completion. (See contract documents for details)
- G. Requests for Extension of Contract time: Requests must be presented to the Project Manager for recommendation to the Owner for approval.
- H. Procedures for Making Partial Payment: Contact the Project Manager around the end of each month to get together on the quantities. Requests will be approved by the engineer and owner.

I. Change Orders: All Change Orders must go thru the Project Manager for review and recommendation to the Owner for approval. Do Not Proceed with the extra work until the change order has been approved by the Owner and the funding agency.

Needs to be done for the Stumps.

J. Subcontractors/Suppliers:

A

Tim pickhill-Asbestos removal.

K. Labor Requirements

1. Equal Employment Opportunity Requirements – See Contract Documents
2. Buy America Certifications
3. CUF/DBE Interviews (4% DBE required by contract)
4. Wage Rates – Submit one copy of the weekly payrolls
- ~~5. Wage Rate Interviews.~~
6. Job – Posters On site prior to starting work.

M. Handling Disputes: Initially refer to the Project Inspector and Project Manager. Otherwise use procedures set forth in the General Conditions of the Contract.

Seed tickets

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