

PROGRESS MEETING MINUTES – #11

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, September 26, 2019

Time: 9:30 a.m.

Location: Gaylord City Hall, 305 E. Main Street, Gaylord

A **Progress Meeting** for the above referenced project was held at **9:30 a.m., Thursday, October 10, 2019** at the Gaylord City Hall. A representative of both the ENGINEER and the CONTRACTOR are required to attend. All other interested parties are welcome and invited to participate. The following is a summary of the items to be discussed:

1. Sign-in Sheet-**see attached**
2. Action Items from Previous Meeting
 - a. Generator delivery – **generator has well #4 (Dickerson Rd) has been delivered; well #6 generator should be delivered any day**
 - b. DTE gas service at well #4 – **Dan noted this has been coordinated and should be fairly simple as there is gas available close by**
 - c. Electrical Subcontractor – **Hardies Electric of Hillman; Dan will provide subcontract to Brandy today**
 - d. Shawn Thomas documentation – **Brandy and Bill Povolla have had no luck to date in connecting with Shawn; Dan will work with Shawn to get the proper documentation submitted**
 - e. Payment of invoices emailed 8/29/19: - **Dan will let Mandy know once he hears back on this from his office**
 - i. 24/7 sewer cleaning @ 349 E Fourth \$285.00
 - ii. JP Heating clogged meter @ 315 S Maple \$200.00
 - iii. Chucks Electric @ 327 E Third \$576.49
3. Schedule Update
 - a. Current status – **Underground is completed; Bella is on site today and will remain in town until all concrete work is finished - they are currently working on Oak Ave curb; Reith-Riley is scheduled to be on site Monday and will remain onsite until all paving work is complete; Elmer's has gravel placed and all buy Oak Ave has been fine graded; trees should be planted next week (they were staked by Jim & Ed on Monday)**
 - b. HMA Paving Schedule – **Monday 10/14 through Wednesday 10/16**
 - c. Generators – **generator pad at well #4 is being excavated today and poured by Bella today or tomorrow – it was moved to the north side of the building with Ed's approval; electrician is on site – Dan mentioned his electrician had been in contact with C2AE's electrical engineer (Dan will send copies of email correspondence between Electrician and Generator supplier to Mandy); mechanical louvers will go in next week and the generators will be set next week**
 - d. Final Completion date is October 18, 2019 – **When asked by Bill if all work will be complete by November 1st, Dan replied yes.**
4. Safety & Traffic Control
 - a. M-32 Right of Way – **traffic control will be removed upon project completion (paving, etc.)**

5. Utilities - **Consumers will set pole at M-32 and Oak, once sidewalk is complete and Ed calls**
6. Submittals – generator O&M manuals & warranty documentation upon completion
7. Certified Payroll (OCEA)
 - a. Reith Riley payroll corrections and required forms
 - i. **Pay Estimate #5 cannot be certified (and will not be paid) until RR payroll is corrected**
 - ii. **Employees who were on site and interviewed must show up on payroll, or acceptable justification provided (Joe Mellon is salary)**
 - iii. **Payrolls must use codes/classifications from the Project Manual**
 - iv. **Dan and Brandy will call Joe at Reith Riley together, following the meeting**
 - v. **It was also noted by Lisa and Bill that prior to final payment on the project being issued, all paperwork must be complete and in the file**
8. Pay Estimates
 - a. Pay Estimate #5 sent to City on 10/2/19; OCEA received on 10/7/19
 - b. Pay Estimate #6 will be prepared upon construction completion – **after Pay Estimate #6, Bill will schedule a date to come up and review the project files at OCEA**
9. Contract Modifications
 - a. 2” water service pricing provided to Mandy for future change order (\$2,157 extra)
 - b. Savings likely in restoration quantities
10. Additional Discussion/Questions
 - a. Vehicle damage on Second St (copy of contractor’s insurance certificate provided to driver) – **Mandy noted that because the construction zone is open to local traffic, the contractor should take efforts to properly barricade and/or cone off equipment, obstacles, etc. for safety**
11. Public Comment - **None**

Next meeting will only be held if necessary. A tentative meeting is scheduled for Thursday, October 24^h at 9:30 am; Mandy will send out an email in advance if the meeting is a go.

If there are any corrections or additions to the above meeting minutes, please provide written notification to Mandy Poynter, within five days from today.

