

PROGRESS MEETING MINUTES – #3

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, June 20, 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, June 20, 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 discussed:

1. Sign-in Sheet – **see attached**
2. Action Items from Previous Meeting
 - a. Generator quotes to Lisa for the file – complete
 - b. **Lisa needs a copy of the signed Pay Estimate #1 to send to MEDC – Kim will email a copy following the meeting**
3. Schedule Update
 - a. Current status – **Dan provided the following update: Utility as progressed between Oak and Maple on Third St. since the last meeting; expect that all utility work on Third should be wrapped up by the end of next week, 6/28. Curb between Court and Oak is complete and Bella will complete concrete flat work work between Court and Oak on Third St (probably by end of this week) before leaving the site; Dan has scheduled them to be back around July 1st to start concrete on Third, east of Oak Ave. Dan has been in contact with Rieth-Riley – hoping to have Third Street based in by mid-July.**
 - b. July 4th Holiday – **Elmer's will not be working Thursday, July 4th thru Sunday, July 7th**
 - c. Final Completion date is October 18, 2019 – **Dan hopes to be complete by Labor Day or before**
 - d. Lead goose necks – none found between Court & Hazel along Third Street (2 so far on transite east of Hazel are copper)
 - e. Staking requests? – **Dan would like curb staked from Oak Avenue to the east, starting Thurs, 6/27 or Friday, 6/28.**
4. Utilities
5. Submittals – Generator, HMA, restoration - still needed
6. Certified Payroll (OCEA) – **no unresolved issues; Rieth-Riley will not be working on site until mid-July at the earliest**
7. Pay Estimates
 - a. Pay Estimate #1 – signed and submitted for approval
 - b. Pay Estimate #2 cut-off date June 22, 2019
8. Contract Modifications

- a. Added sanitary manhole at Third & Oak to avoid gas main
 - b. Added 8" water valve at Third & Elm per City request
 - c. Exploratory investigations and outside of ROW work per City requests
 - d. Sanitary lead to house 207
 - e. Sanitary lead to house 341 E Third
9. Additional Discussion/Questions
- a. Water bacteria tests for file – **Dan will forward copies of these to Mandy**
10. Public Comment - **none**

Next meeting – Thursday, ~~July 4th~~ at 9:30 am – Mandy will send meeting invitation revision to move this meeting to Thursday, July 11th at 9:30 am.

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

SIGN-IN SHEET
CITY OF GAYLORD
2019 CDBG Infrastructure Improvements Project
Progress Meeting #3
Time: 9:30 am Date: June 20, 2019

ATTENDEE	EMAIL ADDRESS	TELEPHONE
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