

PROGRESS MEETING MINUTES – #4

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, July 11, 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, July 11, 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. Signed Pay Estimate #1 – Kim to email to Lisa – **Lisa reported that she has also received Pay #2**
 - b. Water bacteria tests for the file – Dan to email copies to Mandy – **Dan is assembling all reports and will forward to Mandy**
 - c. Mandy to reschedule July 4th meeting to July 11th - **complete**
3. Schedule Update
 - a. Current status – **Per Dan’s update, Bella will be complete with concrete on Third St (except for dead end east of Maple) by the end of this week; water main is installed east of Maple – just waiting for water tests to pass. Elmer’s will begin underground utility work on Hazel Ave. after Third is complete. Rieth-Riley will be on site to pave Third Street by August 1st.**
 - b. Final Completion date is October 18, 2019
 - c. Lead goose necks – none found between Court & Maple along Third Street
 - d. Staking requests? – **Mandy will have Mike Kurncz get with Mike R and Jim to schedule staking on Hazel Ave.**
4. Safety & Traffic Control
 - a. Equipment on new roadways (Elm & Oak) – damage to new HMA pavement – **Mandy mentioned to Dan that this issue was brought up at the City Council meeting; Contractor should be taking care to protect the pavement from damage by equipment. Dan said he could bring some mats for the excavator.**
5. Utilities – **Mandy will contact utility companies with cables still on power pole at corner of Hazel & Third about getting moved to the new pole.**
6. Submittals – HMA, restoration - still needed
7. Certified Payroll (OCEA) – **Brandy is working with Wendy from Elmer’s on a few items on Bella’s payroll that don’t match up.**
8. Pay Estimates
 - a. Pay Estimate #2 – submitted

b. Pay Estimate #3 cut-off date is July 27, 2019

9. Contract Modifications

- a. List of known extras to date provided to Elmer's for pricing – **Mandy has requested pricing on extras from Elmer's to tie up all extras on Third Street.**
- b. **It was noted that the sewer lead separation at house 207 still needs to be completed (extra) and some extra work was required to tie in the second sewer lead from the Blaker house (across from CC)**

10. Additional Discussion/Questions

- a. Swales between sidewalk & curb – **going forward, swales between sidewalk and curb should be 3-4 inches deep (a little shallower than the current 6 inches constructed on the west end of Third St)**
- b. Removals on Second Street – **Mandy asked that Elmer's hold off on additional removals on Second Street if they are not heading there from Third St. We have received some property owner complaints from Second St that their lawns, road, etc. are being torn up and left without being worked on**
- c. Irrigation systems – Dan has a guy repairing these on Third Street today

11. Public Comment - **none**

Next meeting – Thursday, July 18th at 9:30 am. **Note this is next week!

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

