

PROGRESS MEETING MINUTES – #9

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, September 12, 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, September 12, 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. 330 S. Center sewer backup – insurance company notifications – **Joe noted that the City has received a letter of denial from their Insurance Co. and will provide copies to Elmer’s and C2AE. City will work with City Attorney on the matter.**
 - b. Sanitary sewer MH SASEG-15 at Maple – flow channel – **Dan and Ed believe this was completed; Mandy will verify with Jim.**
 - c. Generator delivery & schedule for installation by Windemuller – **Dan reported he has no firm date yet on the Generator. Ed asked if DTE gas line has been scheduled to Well House #4; Dan said that Windemuller would take care of that. Per the plans the Contractor is responsible for coordinating with DTE to bring gas service to the well house and generator.**
 - d. Budget update – Lisa requested from Mandy, prior to 9/19 when Bill Pavolla will be in town – **Mandy noted she is working to provide Lisa with an update on the budget. Through all completed underground utility work on Second, Third and Hazel, we are about \$30,000 over the original estimated amount (generally due to lead service water line replacement and work on private property, rerouting sewer and water services at the request of the City). It is hoped that this overage will be made up with other items on the project.**
3. Schedule Update
 - a. Current status – **Bella on site today working on concrete curb. Elmer’s (Mike Flaughter Jr. and crew) assisting Bella, etc. Elmer’s will start work on Oak Ave late next week or more likely on Monday, 9/23.**
 - b. Oak Avenue sanitary schedule (314 E. Main Street) – likely to begin the week of 9/23. Jim has made contact with owner at 314 E Main and explained the work to be done.
 - c. Concrete & HMA Paving Schedule – **hope to keep Bella on site until all concrete work on Third, Hazel and Second is complete. Mandy noted that she heard Rieth-Riley has availability in September but is pretty booked up for October.**
 - d. Generators – **still not delivered**
 - e. Final Completion date is October 18, 2019
 - f. Lead goose necks – total of 5 found on Second Street and replaced to houses.
 - g. Staking requests? – **none currently**

4. Safety & Traffic Control
 - a. M-32 Right of Way – Notify MDOT in advance of work in M-32 R.O.W., in accordance with permit requirements. **Mandy reminded Dan that MDOT Gaylord TSC will need prior notification to any work in the M-32 R.O.W.**
5. Utilities
 - a. Merit Network Fiber
6. Submittals – Trees - still need nursery list of trees to be used prior to September planting
7. Certified Payroll (OCEA) – **No current issues.**
8. Pay Estimates
 - a. Pay Estimate #4 – approved by City on 9/9/19
 - b. Pay Estimate #5 cutoff is September 28th
9. Contract Modifications
 - a. 2” water service pricing provided to Mandy for future change order (\$2,157 extra)
 - b. Extra work requested by City on Maple Ave @ apartments – to be prepared as separate invoice from CDBG project – Mandy to provide Dan with Jim’s record of employees, hours, equipment, etc. – **Dan noted that he already received Jim’s notes and has an invoice prepped...just waiting for concrete and HMA paving to be completed, before submitting to the City.**
10. Additional Discussion/Question - **none**
11. Public Comment - **none**

Next meeting – Thursday, September 26th 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.

