

PROGRESS MEETING MINUTES – #2

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, June 6, 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 26, 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 quotes to Lisa for the file – **Dan will get this info to Lisa and Brandy.**
3. Schedule Update
 - a. Current status – **Dan and Mike reported they are currently installing sanitary sewer and services along Third Street from Maple Ave to the west. They will be through the Hazel intersection today. Will need to temporarily wye the sewer from Hazel (not shown on the plans) into the main on Third, until Second St sewer gets reconstructed; should not be an issue. Once sewer is complete all the way to Oak, Elmer’s will start on water main construction between Oak and Maple. Temp water between Oak & Hazel is being tested and should be ready to use by Monday. Dan hopes to get another couple guys on the project sometime next week to grade for curb between Court and Oak. Concrete is now planned for those blocks starting the week of June 17th.**
 - b. Final Completion date is October 18, 2019
 - c. Lead goose necks – none found between Court & Oak along Third Street – **more likely to find these when we get to old transite water main.**
 - d. Curb stakes complete on Third Street between Court and Oak today – **Mike asked for a few offset stakes for the CB’s on the south side of Third between Oak and Maple to avoid water main conflicts.**
4. Safety & Traffic Control – **Keys stolen from equipment and some issues with kids around CC.**
5. Utilities – **Mike noted that the CB near the Community Center had to be shifted north due to a conflict with the gas main; City agreed that an “eyebrow” curb in this area would be preferred to a small opening on the top of the CB due to several adjusting rings.**
6. Submittals – **Dan noted that the Generator package would be submitted for review soon.**
7. Certified Payroll (OCEA)– **Brandy noted that payroll is still needed from Shawn Thomas, the tree cutter. Also, Elmer’s has Operator Group 5 listed on their payrolls, but there is no Group 5 in the wage determination. Mandy noted that as long as the Group 5 operators were paid at least the Group 1 wage (which is the highest rate for operator), the submitted payrolls should be fine. Dan will make sure all future payroll lists Group 1 instead of Group 5, for clarity.**

8. Pay Estimates

- a. Pay Estimate #1 – signed and submitted for approval – **Mandy will update future estimates to list Traverse City address for Elmer’s; Kim will mail check to Traverse City.**
- b. Pay Estimate #2 cut-off date June 22, 2019

9. 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. **Sanitary lead to house 207 Third St. added**
- d. **Exploratory investigations outside of ROW per City requests**

10. Additional Discussion/Questions

- a. **It was clarified that the City does not desire valve extensions; Elmer’s will not use them.**
- b. **Joe asked that Elmer’s address dust control before leaving for the weekend on Friday, as the forecast is calling for warm, dry conditions.**

11. Public Comment - **None**

Next meeting – Thursday, 20th 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 #2
Time: 9:30 am Date: June 6, 2019

ATTENDEE	EMAIL ADDRESS	TELEPHONE
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