

## PROGRESS MEETING MINUTES – #10

**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

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A **Progress Meeting** for the above referenced project was held at **9:30 a.m., Thursday, September 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. Sanitary sewer MH SASEG-15 at Maple – flow channel (Jim said all flow channels and structure mudding was taken care of by a couple of guys; he still needs to pop the lids and verify them all) - **Jim will open and verify all structures have been properly mudded and the flow channels are working**
  - b. Generator delivery, DTE gas service at well #4 & schedule for installation by Windemuller – **Dan believes both generators will be delivered next week; working on getting new electrical subcontractor; Dan will get with DTE today to arrange service to well #4 because he knows this will take awhile**
  - c. Budget update – Mandy provided to Lisa, as requested – As of 9/24, we are about \$45,000 or 1.8% over the original contract/bid amount [ +/--\$30,000 in utilities and +/--\$15,000 in concrete items] – **Mandy noted that the majority of the extras costs are directly related to the replacement of utilities beyond the R.O.W.; she also noted that there will be some significant savings in the engineering budget to help offset some of the construction overages**
3. Schedule Update
  - a. Current status – **Dan reported that Elmer’s is prepping restoration areas and placing topsoil on the remainder of Third Street and Hazel and Second. Johnston will be on site next week to hydroseed and plant trees (Ed and Jim to stake trees). The majority of the gravel has been brought in on Second and they will be working on spreading and compacting next week. Rieth-Riley is scheduled to be back on site the week of October 7<sup>th</sup>. Bella will be back to finish two driveways (Maple and Third) and Oak Ave curb, sidewalk and drives once Oak Ave underground and grading is completed. Elmer’s will start removals and utility construction on Oak on Monday, 9/30.**
  - b. Oak Avenue sanitary schedule (314 E. Main Street) – plan for connect to existing? - **Ed will meet with Jim & Elmer’s on Monday to work out connection to 314 sanitary.**
  - c. HMA Paving Schedule – **RR scheduled to be on site the week of October 7<sup>th</sup>**
  - d. Generators – **delivery scheduled for next week; Dan is working to find an electrical subcontractor and to get DTE gas service to well #4**
  - e. Final Completion date is October 18, 2019
  - f. Staking requests? – **should only need curb stakes on Oak Avenue, once underground is complete**
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 will contact MDOT to provide required Notice of shoulder closure.**
5. Utilities
6. Submittals – Tree list submitted (attached) – **Ed will get with Jim on Monday to start staking tree locations**
7. Certified Payroll (OCEA) – **Brandy noted that she still needs some documentation from Shawn Thomas; she has left messages but is not getting a response; Elmer’s may need to assist with this**
8. Pay Estimates
  - a. Pay Estimate #5 cutoff is this Saturday, September 28<sup>th</sup> – **Mandy will draft and submit an estimate to Dan by late next week.**
9. Contract Modifications
  - a. 2” water service pricing provided to Mandy for future change order (\$2,157 extra)
10. Additional Discussion/Question
  - a. Sidewalk on west side of Oak Avenue – **leave the sidewalk in as designed; no new ramps will be added at First St.**
11. Public Comment - **none**

**Next meeting – Thursday, October 10<sup>th</sup> 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.*



1090 Van Wert Road • Baginaw, Michigan 48809 • (989) 781-1880 • Fax (989) 781-0177 • www.klukkernursery.com

September 28, 2019

To Whom It May Concern:

Klukk Nursery will be the supplier to Johnston Landscaping of the following trees for the Gaylord Treescape: *Street Improvements 2019*

14 Snowdrift Crab 2"

14 Ivory Silk Lilac 2"

18 Autumn Blaze Maple 2"

18 Norway Maple 2"

Please feel free to contact Tom Klukk at 989-274-8544 regarding this.

Tom Klukk  
President, Klukk Nursery

JAN | @teamelmers.com

MEMBER OF: MICHIGAN NURSERY & LANDSCAPE ASSOCIATION  
BAGINAW VALLEY NURSERY & LANDSCAPE ASSOCIATION • MICHIGAN CHRISTMAS TREE ASSOCIATION

MNDA

SPECIALIZING IN: QUALITY EVERGREENS, TREES, SHRUBS, PERENNIALS & CHRISTMAS TREES

SIGN-IN SHEET  
 CITY OF GAYLORD  
 2019 CDBG Infrastructure Improvements Project  
 Progress Meeting #10  
 Time: 9:30 am      Date: September 26, 2019

ATTENDEE	EMAIL ADDRESS	TELEPHONE
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