

PROGRESS MEETING MINUTES – #5

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, July 18, 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 18, 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. Elmer's - Water bacteria tests to C2AE for the file - **Dan provided copies to Mandy at the meeting**
 - b. C2AE - contact utility companies with cables still on pole at Hazel & Third – **cables have been transferred and the old pole removed**
 - c. Elmer's - Pricing for Third St. extras – **2" dia. water service pricing still needed**
 - d. Elmer's - Irrigation system repairs on Third St. - **underway**
3. Schedule Update
 - a. Current status – **underground is nearly complete on Third St (full length) and the block of Hazel between Fourth and Third (no utilities on Hazel between Third & Second); Dan has sanitary sewer videoing scheduled for Thursday 7/25 or Friday 7/26, along with excavation to subgrade and placement of gravel; concrete crew is scheduled to be back on Monday, 7/29 to finish Third Street and the south 2 blocks of Hazel**
 - b. Third Street Paving schedule – **Dan noted that Reith-Riley is scheduled to pave Third St & the south 2 blocks of Hazel starting August 5th; only leveling course will be paved, and top will be paved when all work on the project is complete**
 - c. Final Completion date is October 18, 2019
 - d. Lead goose necks – none found along Third Street
 - e. Staking requests? – **Dan thought they would likely need curb stakes by Thurs, 7/25 or Friday, 7/26**
4. Safety & Traffic Control
5. Utilities
6. Submittals – HMA, restoration - still needed - **Dan noted Johnston's was out seeding today; Mandy said she needs material submittals sent in for review and the file**
7. Certified Payroll (OCEA) – **Johnston's on site today and available for interview**
8. Pay Estimates

- a. Pay Estimate #2 – submitted - **Lisa will submit to MEDC once Bella’s payroll & classifications have been verified**
 - 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
10. Additional Discussion/Questions
- a. HMA Mix (\$72.50/ton) – Jim Pemberton to request alternate mixes – **discussion took place regarding this request – Mandy to follow up with Rieth-Riley on the following:**
 - i. **Last year’s Oak Ave HMA surface – popped stones, etc**
 - ii. **Additional testing required at RR expense (cores)**
 - b. Tree planting – **it was agreed by all at the meeting that tree planting will occur at the end of the project (in a month that has a “R” in it)**
 - c. **Sewer back up at 330 S. Center – the City has received bills totaling over \$30,000 related to the sewer back up; Elmer’s and the City will submit to insurance companies.**
11. Public Comment - **none**

Next meeting – Thursday, August 1st 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 #5
 Time: 9:30 am Date: July 18, 2019

ATTENDEE	EMAIL ADDRESS	TELEPHONE
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