

## PROGRESS MEETING MINUTES – #6

**Project:** Gaylord 2019 CDBG Infrastructure Improvements

**Date:** Thursday, August 1, 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, August 1, 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. Elmer's - Pricing for Third St. extras
  - b. Elmer's - Irrigation system repairs on Third St.-**complete**
  - c. Rieth-Riley HMA mix request-**no response to Mandy's 7/18 email**
  - d. 330 S. Center sewer backup – insurance company notifications
3. Schedule Update
  - a. Current status-**Working on water main and sewer on Second Street, heading west; grading on Third and Hazel scheduled for Tuesday; Bella scheduled to be on site Wednesday; Sanitary Sewer video on Third b/w Hazel and Maple indicated problems so Mandy will review and follow up with Dan.**
  - b. Third Street Paving schedule-**Rieth Riley on strike-Dan to follow up with schedule info**
  - c. Final Completion date is October 18, 2019
  - d. Lead goose necks – none found along Third Street; one found on Second St. service not connected to anything at property line
  - e. Staking requests?-**none currently**
4. Safety & Traffic Control
  - a. MIOSHA visit – **resulted in trench violation, Road Closed to thru Traffic sign required, and other minor violations; Mike to be back on the project on Monday**
5. Utilities
  - a. 327 E. Third St – Chuck's electric invoice for \$576.49 for overhead wire pulled out of meter box/panel-**Mandy will send to Dan**
6. Submittals – HMA, trees - still needed-**trees in September**
7. Certified Payroll (OCEA)-**2<sup>nd</sup> pay request submitted to MEDC, all payroll good**
8. Pay Estimates
  - a. Pay Estimate #3 cut-off date is July 27, 2019 – draft submitted to Elmer's for review

9. Contract Modifications
  - a. List of known extras to date provided to Elmer's for pricing **-Dan will send to Mandy today**
10. Additional Discussion/Question - **none**
11. Public Comment - **none**

**Next meeting – Thursday, August 15<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.*

