

PROGRESS MEETING MINUTES – #1

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, May 23, 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, May 23, 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 - **none**
3. Schedule Update
 - a. Current status – **Dan provided the following update:**
 - **Elmer's will only work until 3 pm on Friday, 5/24 due to the holiday weekend.**
 - **Third St. from Court to Center – water main is in and tied in at Court; tie in at Center is scheduled for Tuesday, 5/28; water services should be completed today; sanitary sewer is not yet complete (Mandy confirmed they have not started sanitary on this block yet)**
 - **Third St. from Center to Elm – sewer is complete; water main is in and tie ins are expected next week**
 - **Third St. from Elm to Oak – sewer is complete, water main is in and tie ins are expected next week**
 - **Dan expects that all utilities on Third between Court and Oak will be completed by the end of next week. Bella Concrete is scheduled to be on site June 10th to complete concrete curb and sidewalk from Court to Oak. Utility work will start on Third St. at Maple and work west next**
 - **Dan expects curb stakes will be needed between Court & Oak near the end of the week of June 3rd.**
 - b. Final Completion date is October 25, 2019
 - c. **Lead Goose Necks – none found between Center and Oak Avenues on Third Street.**
4. Safety & Traffic Control
5. Utilities
6. Submittals – **Mandy reminded Dan about leaching catch basins and perforated pipe runs.**
7. Certified Payroll – **one week received (C2AE forwarded to OCEA; Elmer's will send to OCEA in future); Brandy has performed wage interviews on Elmer's**
8. Pay Estimates

- a. Pay Estimate #1 quantities due 5/29 to C2AE (5/25 is cut-off date)

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 hour 207 Third St. added**

10. Additional Discussion/Questions

- a. Generator Procurement – **subcontractor will be Wolverine; supplier will be Generac; Lisa asked Dan to send here a statement regarding the quotes he received for the generators for the file.**
- b. Tree Removals – **Mandy will work with Jim, Dan and Ed to sort out the final count and posting of tree removals between the project and the City. All work done for the CDBG project (not paid direct by City) is subject to Davis Bacon Wages and Shawn Thomas will be required to submit certified payroll to Elmer's**
- c. Sanitary sewer at Maple and Third

11. Public Comment

- a. Pat Harkins was at City Hall before the start of the meeting, asking to have a tree removed at the SE corner of Oak & Third in front of his rental; Ed okayed the removal.

Next meeting – Thursday, June 6th 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.