

PROGRESS MEETING MINUTES – #7

Project: Gaylord 2019 CDBG Infrastructure Improvements

Date: Thursday, August 15, 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, August 15, 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 – Dan emailed 2" dia. water service prices
 - b. Rieth-Riley HMA mix request – 4E1 & 5E1 mixes; Rieth-Riley agreed to pay for independent testing
 - c. 330 S. Center sewer backup – insurance company notifications – **Joe reported that the City is waiting for their insurance company to issue a decision and will then move ahead with the City attorney, property owner and City Council. The City does not intend to pursue anything further with Elmer's on this issue.**
 - d. Sanitary sewer video on Third St between Hazel & Maple – new video looks good – flow channels in existing MH SASEG-15 at Maple may need some attention/smoothing – **Mike will work on the flow channel in MH SASEG-15 to make sure it is smooth and functions well.**
 - e. Chuck's Electric Invoice - \$576.49 – **Dan has submitted this for payment by Elmer's**
3. Schedule Update
 - a. Current status – **Mike and Dan reported they have about 4-5 days left to complete water tie-ins and storm sewer – all in all around 1 ½ week of underground work left on Second Street. They will not be starting any removals on Oak Ave, north of First St, until Third St has been paved and concrete work has been started on Second Street.**
 - b. Concrete & HMA Paving Schedule – **as of meeting time, Dan reported that Bella was scheduled to be on site on Tuesday, 8/20 to complete concrete work on Third St. and Hazel Ave. It was discussed that due to Rieth-Riley's ongoing labor strike, the crew paving this project will likely be an inexperienced paving crew. Therefore, C2AE will be sure to have inspectors closely monitoring and testing during paving operations. It was suggested that Team Elmer's have someone experienced in paving on site also, since they are responsible for the work of their subcontractors.**
 - c. Third & Maple intersection and Fourth & Hazel intersection – **Mandy reminded Dan that final paving of the Maple Ave and Fourth Street intersections must complete before Friday, 8/23 – refer to note 44 on plan sheet 2. School starts on Tuesday, 9/3 and these streets must be completely open and clear of all traffic control items.**
 - d. Generators? – **Dan will check on dates for delivery and when work at the Well Houses is likely to begin.**
 - e. Final Completion date is October 18, 2019

- f. Lead goose necks – none found along Third Street; **as of meeting time, there had been four (4)** found on Second Street:
 - i. 1 service not connected to anything at property line
 - ii. **3** services replaced to meter/building
 - g. Staking requests? – **Mike requested that C2AE finish curb stakes on Third and Hazel, where ready; check existing stake to make sure they are still accurate (some may have been hit by contractors)**
4. Safety & Traffic Control
- a. Teachers start the week of August 26th; Open houses the evening of August 28th –**be prepared for increased traffic all around South Maple Elementary and GIS**
 - b. School starts Tuesday, 9/3
5. Utilities
- a. Merit Network Fiber – **Merit contacted Elmer’s about installing a hand hole on Second Street**
6. Submittals – Trees - still need nursery list of trees to be used prior to September planting – **Dan has requested from Johnston Landscaping**
7. Certified Payroll (OCEA) – **all is good**
8. Pay Estimates
- a. Pay Estimate #3 submitted to the City on 8/8/19
 - b. Pay Estimate #4 cut off is August 24th; quantities due to C2AE by 8/28/19.
9. Contract Modifications
- a. 2” water service pricing provided to Mandy for future change order.
10. Additional Discussion/Question
- a. Dan will bring a mower next week and mow lawns on Third Street that are not yet being mowed by property owners.
 - b. Elmer’s will have generators delivered to the DPW garage.
11. Public Comment - **none**

Next meeting – Thursday, August 29th 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 #7
 Time: 9:30 am Date: August 15, 2019

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