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Meeting Notes

Project: Black Hawk Schools Addition & Remodel HSR Project No.: 20012-1
Location: On site Date: October 11, 2023
Attendance: Willy Chambers (Black Hawk), Tim Ruppert (HSR), Mike Burgaz (HSR), Cory Zimmerly (Sjostrom & Sons), Bryant Tucker (Sjostrom & Sons).

Construction Meeting Notes:

1. Ground Breaking planning:
 - a. Willy is working with the board and ground breaking is now scheduled for Nov 1st at 3 pm.
 - b. Cory will place a pile of dirt in front of the school sign for picture taking.
 - c. HSR will provide the golden shovels.
 - d. Bryant will bring vests and hard hats.
 - e. Bryant will need to coordinate with Willy regarding calling the local newspaper and the Monroe times about the event.
2. Contractor and Architect site signs:
 - a. GC and Architect plan to put up approx.. 4' x 6' signs on project fencing.
3. Sjostrom points of contact:
 - a. Bryant is the project specific PM while Scott is the in-office manager and provides oversight of broader aspects of the work.
 - b. Cory is the site superintendent and day to day coordinator of the work on site. Cory and Bryant will be working closely together.
 - c. We will copy Bryant, Cory and Scott on regular correspondence.
4. Progress:
 - a. New parking lot at old ball diamond is ready for black top. Concrete curbs still need to go in. Cory thinks they will be put in on Monday.
 - b. Storm structures and lines are built in the parking lot and along East Center Street.
 - c. Electrical conduit remains to be installed.
 - d. Existing pole with pole mount transformer has been moved.
 - e. The pad for the future cold storage building is complete and the roof drain lines to the storm sewer are installed.
 - f. Electric power to far field lights pole was completed.

5. GC progress with subs:
 - a. Bryant is working to get all the sub contracts finished so we can get the shop drawings started in earnest. The project Coordinator, Kristyn, has been out, but she will be back mid next week to help get this squared around.

6. Cost items:
 - a. Sjostrom had descriptions of the work and associated prices that they will pass to Willy and HSR.
 - b. The cost associated item is for ST#25 where the storm elevations of the storm lines get packed in tightly and need oval pipe to fit in the limited height available.
 - c. Cory mentioned that the excavator thinks they may be able to use corrugated storm pipe in place of the oval pipe specified by the civil designer.
 - d. No submittal for the storm structures except for the parking lot have been sent out.
 - e. The water main connection was shown as a 2" line, but now has been revised to be 4".
 - f. An adjustment was made on the East side of the shop building to allow the concrete walk to fit better with the existing building wall flashing.

7. Schedule going forward:
 - a. Bryant is working on a plan for the office move, parking lot completion and fencing, access from the highway and footings and foundations.
 - b. Shop drawings will need to be issued for concrete, rebar and steel in order for the office/kitchen addition to proceed.
 - c. Bryant will assemble and issue schedules for 2023 and 2024 work, as well as a plan for the immediate work going forward.
 - d. Bryant will have an updated schedule tomorrow.

8. RFI's and Submittals:
 - a. Submittal Exchange is set up for this project and we will use it for shop drawing reviews as well as RFI's.
 - b. HSR is expecting to see shop drawings coming through soon so we can expect the work to be scheduled.
 - c. Shops were started yesterday.

9. HSR asked about the progress of the Applications for Payment. Work is being done on site and no pay requests have been issued.

10. Transformer schedule:
 - a. HSR (Tim R) has coordinated with Alliant energy, Betsy, to get the transformer on order early. Cory has talked with Betsy and she said that no transformer will be ordered until there is a concrete pad on site to receive it.
 - b. Cory and Bryant will need to coordinate with Alliant to make sure the transformer and pad will have the same size.

- c. Tim R is available to talk with Betsy as well, in order to help move this along.
 - d. We will need to nail down a delivery date for the transformer right away in order to avoid this item drifting and not being available to install when we need it.
11. Cory and Bryant proposed precast light pole bases. HSR said that they should be acceptable, but that shop drawings will need to be issued for their review and approval.
 12. New Parking Lot Lights; power and light pole bases will be in soon. We may have to put up temporary lights if the light fixtures do not arrive as quickly.
 13. Site Safety plan: Bryant will be issuing a comprehensive site safety plan.
 - a. The plan will take into account student safety as well.
 14. Cast iron pipe at east end of the shop building? Cory will follow up on it.
 15. DNR soils disturbance permit was included in storm sewer permit.
 16. Cold storage shed approval: Amos will send a set of drawings to HSR; then Tim will submit it to the State of Wisconsin for their review.
 17. Background checks: Bryant will get copies of them from the subs.
 - a. We will need to know about former convicts as well as charges pending.
 18. Willy asked for an updated pay out schedule. Bryant will review this.
 19. Cory: Items to consider for work on site.
 - a. Northern storm line changes need to be resolved now.
 - b. Cory will outline some cost savings ideas for ST#25.
 - c. The plumber will take a look at the 4" sanitary connection.
 - d. Curbing will go in on Monday.
 - e. The temp fence will be going in soon.
 - f. Electricity to trailer needs to be run and hooked up.
 - g. We need to investigate electrical lines discovered running underground along the South side of the old ball diamond.
 - There is a board over a junction of electrical lines located near the large light pole at the SW corner of the parking lot.
 - Cory will get the electrician to investigate this.
 - Does Geno have any idea of what this might serve?
 20. Bryant announced that he will be going on vacation Dec 9th-16th.

Next meeting: Wednesday, October 25th at 11:00 a.m.

Meeting location: On Site

Recorded by: Mike Burgaz