



HSR Associates, Inc.
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Meeting Notes

Project: Black Hawk Schools Addition & Remodel HSR Project No.: 20012-1
Location: On site Date: October 25, 2023
Attendance: Willy Chambers (Black Hawk), Tim Ruppert (HSR), Mike Burgaz (HSR), Cory Zimmerly (Sjostrom & Sons), Bryant Tucker (Sjostrom & Sons).

Construction Meeting Notes:

1. Note: soon after this meeting we were informed that Bryant is not with Sjostrom any longer and that Sjostrom will be bringing in a replacement for him.
2. Performance bond. The performance bond will be resolved by Sjostrom as soon as the Appendix A reference in the contract is resolved. HSR is amending the contract now.
3. Submittals:
 - a. Electrical submittals will start now. Sjostrom will check on them.
 - b. HVAC submittals have been received by HSR.
 - c. Arch submittals have also started arriving.
 - HSR will review submittals by order of importance as some may not be needed for a long time.
 - We will coordinate submittal review progress at each meeting.
4. RFI's:
 - a. HSR has received RFI# 1 & 2, but only #1 shows in Sub Exchange.
5. Cost items:
 - a. ST#25 is no cost. Thanks to everyone for working this out.
 - b. CO#2 has been accepted by the owner. HSR will issue CO#2.
6. Sub contracts will be out this week.
7. Bryant delivered the site safety plan to the site in this meeting.
8. Bryant has updated the schedule of values. Total must match contract.
9. Cory wants to coordinate with the plumber as soon as he can.

10. Discovered electrical wires:

- a. Cory will coordinate with electrician to address these.
- b. The wires are live and they support power to the NW field lights.
- c. Cory has had a locate done on the lines and they were able to determine the depth of the wires as well as the position.
- d. The new sewer line can be run horizontally underneath the existing electrical lines.

11. Site staking and locations are by POB.

12. Progress & Schedule:

- a. Temp offices will be ready Nov 6th.
 - Temp offices are framed up and dry walled on outside. No paint is planned for the temp walls. Electrical needs to be installed, conduit is not required so long as code is met. Sound insulation and ceiling remain to be installed.
 - Move to temp offices is expected to take about 2 days. Coord with Willy.
 - Be sure to coordinate shift of fire alarm panel located in existing office area.
- b. 4" water line will be tapped in tomorrow morning.
- c. Parking lot has final grades and is ready to receive black top.
 - Concrete curb is in. It only runs along the city street edge and curb cuts.
 - Electrical conduits are in.
 - Electrical precast pole bases are approved by HSR to install.
 - Electrical pole base engineering is by mfgr/contractor.
 - The north edge of the new parking lot does not have any stops. The schools should put some parking stops in to keep cars from driving of the edge and getting hung up.
- d. Rock Road, Co will put in asphalt pavement and repair city street black top at the same time.
- e. Ground breaking 11/1/2023
- f. Sidewalk work starts 11/1/2023
- g. Set up staging area with temp fencing.
- h. Footing clearing and grading starts 11/13/2023
- i. Parking lot lights. Need pole bases and stubs. Bases are available on hand.
- j. Transformer Schedule:
 - Coordinate with Betsy. Cory will get electrician to coordinate with Betsy.
 - Set up needs location of electrical conduit and slab size and location coordination. This should be resolved next week.

13. Highway access: The highway entrance work only requires DOT approval. No DNR approval.

14. Any damage to the existing city black top will be coordinate for repair by Sjostrom.
 - a. Note that the existing city street conditions are well worn.
15. Roofing:
 - a. Bryant noted that a different roofing adhesive may be required in order to glue the roof down if the weather is cold during installation.
 - b. Tim R said that the roofing membrane must be a glue down and that the manufacturer warranty must be maintained.
 - c. Sjostrom will submit any proposed alternate adhesives.
16. Cast iron pipe at the East side of the shop still needs to be investigated.
 - a. Cory will coordinate with the plumber.
17. Cold storage shed – state approval.
 - a. Tim still needs the drawings from Amos. Tim will call Amos to check on them.
18. Cory's check list:
 - a. The trench for the 4" water saddle connection has been dug.
 - b. It will run into the end of the Ag-tech building.
 - c. Check on the Ag-tech south storm sewer.
 - d. Starting on side walk to 1921 building entrance.
 - e. Willy asked that a drain pipe be run from the 2' wide gravel strip(s) at the east end of Ag-tech/shop bldg.
19. Ground Breaking planning:
 - a. Ground breaking is 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. Sjostrom will bring hard hats and vests.
 - e. Willy has informed the: Republican Journal, the Monroe Times & Flash.
20. Pay out schedule:
 - a. Sjostrom is working on preparing an October pay request.
 - b. Sjostrom will prepare a schedule of likely pay outs required.
21. Job Trailer:
 - a. Still needs electricity. Cory needs an electrician to hook up power for heat.
22. Back ground Checks:
 - a. Sjostrom has completed the back ground checks and sent them out to Black Hawk schools.

Next meeting: Wednesday, November 8th at 11:00 a.m.

Meeting location: On Site

Recorded by: Mike Burgaz