



**HSR Associates**  
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# Meeting Notes

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Project: Black Hawk Schools Addition & Remodel      HSR Project No.: 20012-1  
Location: On site      Date: January 31st, 2024  
Attendance: Willy Chambers (Black Hawk Schools), Tim Rupert (HSR), Mike Burgaz (HSR), Cory Zimmerly (Sjostrom & Sons), Scott Sargent (Sjostrom & Sons), Kristyn Holmes (Sjostrom & Sons).

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## Construction Meeting Notes:

1. Cory's review of the work and progress on site:
  - a. Electrician – Existing electrical lines in metal conduit was discovered in the Ag Tech concrete floor during demo. This was expected to run under the concrete floor so it will have to be rerun up the wall and across the ceiling. Cory will get a cost for the reroute of the wire.
  - b. JP also found that a wire was cut and will need to be fixed for the Ag tech to have lights. JP and Cory are working on fixing this.
  - c. The concrete floor in the Ag tech garage has been demoed and the underground drain lines have been installed.
  - d. The existing electrical conduit running from the school to the Ag Tech was found to be encased in a lot of concrete. A portion of the encasement is sticking up into the elevation of the new floor level and will need to have a least 12" cut off the top for the new floor to fit. Per Cory the cross section of the concrete is about 24" wide by 48" deep.
    - Mike B will verify how far down the top of this concrete needs to be below the level of the new floor.
  - e. Monona is doing what work they can inside the Ag Tech. This includes the new boiler lines and new boilers. These lines are running from the SW corner of the Ag Tech building.
  - f. Administrative building demo: The demo was completed, but unforeseen footings and foundations from a building that preceded that existing admin building were discovered when the floor slab was removed.
    - Sjostrom has removed the unforeseen material in good faith and will provide a cost for this work.
    - Tim R noted that the drawings call for the entire structure to be removed.

- g. Electric Pole bases:
  - Parking light poles will arrive by the end of February. Willy asked that the delivery of the poles be set as this time frame(2-3 weeks) remains the same from meeting to meeting. Scott S will verify when these will be delivered and installed so that the schools no longer will need to use their field lights for the parking lot.
- h. Transformer pad (9'x9') is ready and waiting to be delivered to the site.
- i. CMU wall masonry has progressed and most (80%) of the exterior wall CMU is up. There has been some bad weather that has effected the foundation and masonry progress. Cold weather and large amounts of snow with an accumulation of 20".
- j. 200' feet of foundations have been stripped and back filled. Another 100' have been poured and 200' feet of interior foundations remain to be poured.
- k. Soffit at south side of existing front entrance has been demoed and the interior soffit is supporting itself with no need for additional structure.
- l. Cory will install the 5" of foundation wall width that was overlooked. He will pin this per Wayne V directions.
- m. Regal steel is scheduled to start delivering I-beams for the masonry openings by the end of the week. The bulk of the steel delivery is schedules for 2/19/2024.
- n. BP roofing has their materials and are ready to go on their work.
  - Cory noted that some of the existing metal roof snow guards are damaged from the large amount of snow and ice recently. Willy agreed that they should be replaced and repaired as needed.
  - Cory will get a price for the roofer to fix the snow guards.
  - Roof work will begin at the end of February.
- o. Fiber line was revisited. Per the owner this line is 27 years old. It was repaired, but a price has not be provided yet. No news on this yet.
- p. The CT exterior cabinet enclosure is on order and will take 8 weeks to arrive, but the electrician has confirmed that this is not a problem for his schedule.

## 2. Project Schedules:

- a. Scott S noted that the overall schedule is pushed back about 2 weeks from the original. Some of this is due to the weather and some seems due optimism as to how much could be done in time available.
- b. Scott K will issue an updated 2 week look ahead schedule as well as a current over all schedule.

3. Hardware, Frames, Doors & Keying:
  - a. Mike B noted that the hardware supplier and Sjostrom needs to review the hardware schedule with the owner to check that the owner understands what hardware functions they are getting and that everything will function as they expect it to. Sjostrom will follow up on this.
4. RFI's:
  - a. RFI's are being answered promptly by HSR.
5. Submittals:
  - a. Shop drawings are caught up and on track.
6. Construction Bulletins:
  - a. No new bulletins.
7. Change Orders:
  - a. Sjostrom has issued:
    - PCO#2 Water service change
    - PCO#3 Mulch under drain
    - PCO#4 Light fixtures, wiring and switches at temp offices
    - PCO#5 Omit walk in Freezer
    - PCO#6 Door opening change – Keep frames at 2”
      - Check removed 45 minute door
    - PCO#7 Johnson Controls Reimbursement
  - b. Now that the PCO#4 scope is cleared up HSR will just need a revised number so we can issue these items for a change to the contract.
8. Colors:
  - a. Sealant samples are on site and we will need to plan to review them and select colors to match adjacent construction. Like a black sealant along the exterior edge of a black window frames.
9. Cold Storage Building Drawings:
  - a. Cold Storage will have a complete new design drawings package for a commercial building and state plan review.
  - b. Drawings will be ready for state submittal mid-February. The construction start can be planned for April-May.
10. Building and Grounds meeting:
  - a. This will be at 5:30 pm before each board meeting.
  - b. Tim, Scott K and Mike B will attend remotely.
11. Background checks: The checks are progressing as subs come on board. Copies of the background checks are going to the school. Willy is reviewing backgrounds.

12. Willy:

- a. Switch Gear order information has been copied to Cory. Tim R will send what information HSR has for what was ordered.
- b. Electrician needs to do better. At one point the electrician had a circuit turned off at the breaker, cut the line and when the breaker was turned on the line short circuited. No one was hurt, but this is a concern.
- c. We need a final answer as to when the parking lights will arrive. Scott S will get an order tracking number.
- d. Will other trades be delayed by the slow progress of the electrician?
- e. The building inspector told Willy that JP electric must have an electrical permit to do any more work on site. Scott K will ensure this is done.

13. Cory:

- a. The boilers have been delivered and Cory is coordinating this work.
- b. The footings are finishing up.
- c. M2 will back fill on the side facing the street.(south)
- d. Ag tech floor is next.

14. Scott S will check that we get an updated CO#4 electrical price.

HSR site observations:

- The ground is not frozen.
- The weather is clear-sunny, cool above freezing and dry, no precipitation. Temperature is about 40 degrees F with no wind.
- Ground blankets, propane tanks and tented enclosures are on site for masonry heat.
- The site is somewhat wet and a little muddy.
- The forecast is anticipating temperatures in the 40's going forward.

Next meeting: Wednesday, February 14th at 11:00 a.m.

Meeting location: On Site

Recorded by: Mike Burgaz