

**PRECONSTRUCTION MEETING MINUTES**  
**TUESDAY, AUGUST 28, 2018, 2:00 P.M.**

**MOURNING DOVE ROAD IMPROVEMENTS**  
**BRAMSCHREIBER ROAD – ALLEN ROAD**  
**TOWN OF LITTLE SUAMICO**  
**CONTRACT 5031-18-01**

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The preconstruction meeting for the above referenced project was called to order by Chairman Ragen at 2:00 P.M. See attached attendance sheet for those at the meeting. The items below were discussed; the items in red text are additional items that were discussed at the meeting.

**1. Project Personnel for Town of Little Suamico:**

Elmer Ragen, Town Chairman, 920-373-0339

**2. Robert E. Lee & Associates, Inc.**

Mark Schuster, Project Engineer

email: mschuster@releeinc.com

1250 Centennial Centre Boulevard

Hobart, WI 54155

(Off) 920-544-4498

(Cell) 920-362-4868

**3. Project Personnel for KCG**

Kody DuChateau, Project Superintendent

Email: biddingkcg@gmail.com

(Cell) (920) 604-1801

**4. Contract Status:**

- Agreements **Waiting for contractor to submit proper insurance requirements.**
- Notice To Proceed (pending schedule below) **Will be issued after insurance is submitted and contracts are signed.**
- Permits - WDNR GP& Storm Water issued 6/7/18 & 6/18/18 – need to take photos 5 days after completion. **Permits are posted at the intersection of Mourning Dove Road and Riverside Cemetery Road. Mark notified WNDR last week that the contractor plans on starting the end of this week.**

**5. Proposed Schedule:**

- Discuss Contractor's proposed schedule – **Contractor wants to start this Thursday depending on Notice to Proceed. They plan on cutting the shoulders and installing the new culvert pipes and then cleaning out the ditches. They will install any gravel that is needed and have it ready for the county to pave.**
- Substantial completion – October 5, 2018
- Final Completion – November 2, 2018

**6. Utilities:**

- Electric – **No one present – no conflicts are anticipated.**
- Gas – **No one present – may have gas line conflict with some ditch cleaning or culvert pipes.**
- Telephone – **No one present – may have some conflicts with some culvert pipes.**
- Cable – **No one present – may have some conflicts with some culvert pipes.**

7. **WDNR Comments** – Jim Doperalski was present and said to be careful and watch for turtles while installing the turtle fence. If any are present, move them to behind the turtle fence.
8. **Applications for Payment:**
  - Submit Applications for Payments by the first Monday of the month for approval at the board meeting on the second Monday of the month.
  - The final Application for Payment shall be accompanied by the documents listed in contract
9. **Shop drawing Submittals:**
  - Submit a minimum of 3 copies of all materials used on the project. Submittal Transmittal Data sheets shall be used for all submittals.Shop drawings are to be submitted to Lori at REL
10. **Changes in Scope of Work:**
  - I. Work Change Directive, Specification Section 00 63 49.
  - II. Change Order, Specification Section 00 63 63.
  - III. Field Order Form, Specification Section 00 63 36.
11. **Plans & Specifications Overview**
  - WisDOT Specs
  - Unclassified excavation includes asphalt and driveway removals & paid plan quantity.
  - Asphalt paving and gravel shoulders by Oconto County
  - 48 hour notice of driveway closures – Notify property owners prior to replacing their driveway culvert pipe if they need to get out.
  - Proof roll possible EBS areas – with engineer to identify soft spots to be removed. There is a gravel bid item in the contract if we need to add more gravel.
  - Ditch Cleaning Station 13+00 – 18+00 – only a few high spots in the ditch flowline to level off.
12. **Erosion Control:**
  - All erosion control measures shall be in place prior to the commencement of any work.
  - Turtle Fence – Must be installed before starting work.
13. **Construction Staking:** Robert E. Lee will slope stake after turtle fence is installed. They will also stake base course centerline for county paving.
14. **Other Concerns/Issues?**
  - Replace Driveway culverts at:
    - Station 25+45 LT
    - Station 27+40 LT
    - Station 48+75 RT (and do not remove field entrance)
  - Salvage drive culvert from Station 26+90 RT and place at Station 25+95 RT
  - Property owner Ken Umentum will take waste dirt (920) 606-1834. Jim said to be careful where waste dirt is placed because it can't be placed in a wetland or other sensitive area.
  - Kody will contact bus service and emergency vehicle services to notify them of the road closure.
  - Kody will contact post office to see what they want done with the mailboxes.

The meeting was adjourned at 2:20 P.M.

