



EATON COUNTY
Carrier Creek Drain
9/14/05 Preconstruction Conference
8:30 a.m. to 5:00 p.m.
Best Western Midway Hotel -Eaton Conference Room



MEETING MINUTES

4:00 p.m. – 5:00 p.m.

ANDERSON-FISCHER ASSOCIATES INC.

Division VIII – Detention Areas E, F, and G Wetland Mitigation

1. Welcome & Sign-In
 - A. The meeting was called to order by Larry Protasiewicz, Spicer Group, Inc. Larry reminded everyone to sign-in (**see attached**).
2. Introductions
 - A. Larry introduced himself, and everyone in attendance introduced themselves. Larry gave instructions regarding the court recorder.
3. Utility representative comments and requirements
 - A. No utilities were present at this time
 - B. Consumers Energy (**see handout**)
 - The Consumer Energy Addendum was distributed.
4. Memorandum regarding bond and insurance issues (**see handout**)
 - A. John Fischer's insurances were sent directly to Eaton County. **Action Item: John will work with coordinating receipt of insurances with Stacy Hissong.** He reissued his bonds according to the memo. Hubbard Law Firm will keep track of the policy expiration dates.
5. Contract Documents distribution schedule
 - A. Contract binders are all at Hubbard Law Firm and will be distributed when all required paperwork is collected.
 - B. Larry indicated that all plans are in viewable format and are on the Carrier Creek website. No one is allowed onsite without a stamped set of plans. When there are further changes on the plans, a new revised sheet will be issued with a date stamp and these will be redistributed. At the trailer, there will be a list of the revised sheets. **Action Item: If you need more plans, please see June Williams-Spicer Group, or indicate on the Plan Order sheet which is being passed around.**
6. Submission of list of Subcontractors, list of products, Schedule of Values, and progress schedule

- A. John turned in the list of suppliers and products, personnel, and equipment information. His work schedule is based on the other Contractors. John is the project manager and Matt Bailey is the project superintendent.
- 7. Designation of personnel representing the parties in Contract, along with contact numbers, and the Engineer
 - A. Dave's new cell number is 517-599-8887, which is reflected in the organizational chart available at the sign-in table.
- 8. Submission of list of supervisory personnel representing the Contractor and Subcontractor(s) along with daytime and emergency phone numbers
 - A. See Item 6 above.
- 9. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, change orders and Contract closeout
 - A. Field Manager will be used for pay requests.
 - B. Change orders will also be handled by Field Manager and sent for review. All change order and progress payments are due to Mat Hannahs/Mike Gazella one-week prior to the first of every month and are due to Dave Wilcox the first of every month and payment is due by the 15th of the month. Checks will not be sent in the mail.
 - C. Any lump sum items will be noted.
- 10. Scheduling
 - A. Survey Personnel were introduced; Ron Harris and John Zell-Spicer Group.
 - B. Engineering/Survey meetings will be on Monday mornings at the job trailer. On Tuesdays, progress meetings will be held with the Contractors to discuss issues with Dave Wilcox and Larry Protasiewicz. Contact Larry or Dave if necessary.
 - C. Tom Bennett will be working on Wetlands.
 - D. Other than habitat, this work is spring-only work. It was noted that Davis Construction is doing Detention Area E in December 2005 before Detention Area F.
- 11. Scheduling activities of Geotechnical Engineer
 - A. Contact is Michael Thelen from SME and he will do all the material testing.
- 12. Items of special interest and attention
 - A. **Action Item: Habitat structures can be done before seeding is done, and John will coordinate this with Davis Construction.**
 - B. John Fischer indicated that he is doing ET MacKenzie's and Cadwell's seeding. All seeding needs to be certified by Tom Bennett.
 - C. Discussion took place regarding reviewing the addendum and the changes noted.
 - D. On the buffer zone, red and white pines were indicated. John would like to tree and spade them, some are over 12 feet tall. **Action Item: John cannot locate red pines. Larry will discuss a source with John.**
 - E. Contact Dave Wilcox directly on any landowner issues. The Landowner agreement form is used when working outside of the right-of-way of the drain easement.

13. Questions and comments