



Meeting #1

Puetz Corporation
 PO Box 968
 Mitchell, South Dakota 57301
 Phone: (605) 996-2276
 Fax: 1-605-996-9126

Project: 1963 - Corn Palace Plaza
 604 N Main St
 Mitchell , South Dakota 57301

Bi-Weekly Progress Meeting Minutes

MEETING DATE: 12/04/2019 **MEETING TIME:** 11:00 AM - 12:00 PM Central Time (US & Canada)

MEETING LOCATION: City Council Chambers

OVERVIEW:

The Bi-weekly meeting will cover current project status, discussion items, scheduling, and any concerns related to construction.

NOTES:

ATTACHMENTS:

[Progress Meeting.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Kyle Croce	City of Mitchell	Tel: (605) 995-8433	kcroce@cityofmitchell.org	Present
Stephanie Ellwein	City of Mitchell	Tel:	sellwein@cityofmitchell.org	Absent
Doug Greenway	City of Mitchell	Tel: (605) 770-0761	dgreenway@cornpalace.com	Present
Jeff Hanson	City of Mitchell	Tel: (605) 999-2645	jhanson@cornpalace.com	Present
Terry Johnson	City of Mitchell	Tel: (605) 770-7912	tjohnson@cityofmitchell.org	Present
Joe Schroeder	City of Mitchell	Tel: (605) 770-8714	jschroeder@cityofmitchell.org	Present
Lyle Pudwill	Confluence	Tel: (605) 339-1205	lpudwill@thinkconfluence.com	Absent
JP Schmitz	Puetz Corporation	Tel: (605) 630-9318	jpschmitz@puetzcorp.com	Present
Neil Wenande	Puetz Corporation	Tel: 605-996-2276	wenanden@puetzcorp.com	Present

Progress to Date

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Excavation				Open
Description: Excavation for the shade and stage structure will be complete today.						
Official Documented Meeting Minutes: Schoenfelder has finished the excavation for both the shade and stage structure. They will come back when we start the underground utilities.						
1.2	1	Soil Inspection				Open
Description: GeoTek was on site 12/3/2019 for a visual inspection of the excavation. He issued a verbal notice to proceed with footings. A report will be issued for his inspection. We will distribute the report upon receipt.						
Official Documented Meeting Minutes: Paul from GeoTek was on site to do the visual inspection of the excavation. Due to the groundwater in the North & South holes on the shade structure, we had to bring in 1' of rock to get the footings out of water.						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Puetz Corporation if there are any discrepancies or questions with the content of these minutes.



Meeting #1

1.3	1	Forming				Open
<p>Description: Puetz will begin forming the footings for both structures.</p>						
<p>Official Documented Meeting Minutes: Forming for the shade structure has begun. We are currently setting forms and tying rebar.</p>						
1.4	1	Footings				Open
<p>Description: We plan on pouring the footings for the shade structure this week.</p>						
<p>Official Documented Meeting Minutes: We plan on pouring the footings for the shade structure this week. If everything works out we will pour the footings on Friday afternoon. The stage footings will be poured the following week, weather permitting.</p>						
1.5	1	Utilities				Open
<p>Description: Underground utilities will start once footings and walls are complete.</p>						
<p>Official Documented Meeting Minutes: Dusty from EC will be on site to do some underground electrical utilities next week. We will have Schoenfelder back to do their utilities once the walls for the stage structure are up.</p>						

Discussion Items						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Testing				Open
<p>Description: Testing/Inspections – Rebar inspection, Concrete testing, Welding Inspections. Who will oversee the rebar inspection? How often are we requiring testing?</p>						
<p>Official Documented Meeting Minutes: Terry will be handling the rebar inspections.</p> <p>Puetz will coordinate concrete testing with GeoTek. The requirements for concrete testing will be 1 test per pour, no more than 50 cy. We will have 4 test cylinders (1) 7 Day Break, (2) 28 Day Break, (1) Spare.</p> <p>Welding Inspection will take place prior to erection. Puetz will coordinate the testing with Bailey Metal and GeoTek. Any touch up welds will be taken care of by Bailey Metal in the field.</p> <p>Compaction tests will be done on an as needed basis.</p>						
2.2	1	Century Link				Open
<p>Description: Century Link Fiber line – Has there been any updates on the relocation of this line? What do we have for options? This line will fall directly under the stage structure where it is currently located.</p>						
<p>Official Documented Meeting Minutes: Century Link was on site to look at the 75 pair line. Puetz will try to move the line as far South as possible, to keep it out of the stage wall. Puetz will assess the location of the line when we begin wall forming.</p>						
2.3	1	Lighting Conduit				Open
<p>Description: Lighting Conduit – Colored lighting. Do we know when Muth will be on site to fix the conduit?</p>						
<p>Official Documented Meeting Minutes: Puetz will coordinate work with Muth. Puetz will notify Muth when backfill has begun so they can fix the lighting conduit.</p>						
2.4	1	Water Line				Open

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Puetz Corporation if there are any discrepancies or questions with the content of these minutes.



Meeting #1

	Description: 2" Water Line – What plan do we have for relocation/re-routing of this water line? Who will be responsible for relocation of the line?				
	Official Documented Meeting Minutes: The 2" water line was intended for future use, however there are no lines coming up to the surface. The plan is to relocate this line. There was discussions about adding a connection on the line while we are working in that area. This new line would terminate in an underground vault. We would add a backflow valve, and a connection that would accommodate a manifold water type set-up for vendors to use in that area. The City will contact Lyle and see what options are available for a hook-up for vendors using the area.				
2.5	1	Samples			Open
	Description: <ol style="list-style-type: none"> 1. Lock-Deck stain samples have arrived. These samples are for the Stage roof structure. 2. Glue Lam samples have arrived, our supplier is wondering if you would like the rough-cut timbers as specified or if you would like the smooth timbers. 				
	Official Documented Meeting Minutes: Samples will be reviewed by Confluence and the City. <i>*The standard actual sizes for AC glulam's are 3-1/8"x 9" (Plans call for 3"x 8 1/4"). I can plane them down to 3", if you want. If you go with 3-1/8"; please let your steel supplier know for the stirrup width connections. Confluence to verify if the actual size for the Glulams is acceptable or if they need to be plained down.</i>				
2.6	1	Slat Wall Decal			Open
	Description: IPE Slats – Our supplier for the 5/4 IPE has concerns about the painted decal. He informed us that the IPE is so dense it may not take the paint. He stated that the paint would come off in 4-6 months. Alternate option is to do a vinyl graphic in lieu of the painted graphic.				
	Official Documented Meeting Minutes: Issues with paint adhesion on the IPE slat wall was addressed. The option of a vinyl decal in lieu of the painted graphic was discussed. Puetz will provide the cost difference between the two options.				

Three Week Schedule

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	3-Week Look Ahead				Open
	Description: Attached is the 3-Week Construction Schedule					
	Attachments: Three Week Schedule.xlsm					
	Official Documented Meeting Minutes: On December 27th & 28th the City will be hosting the Mike Miller Classic at the Corn Palace. Puetz will coordinate parking with the City and keep the parking lot as open as possible.					

Concerns

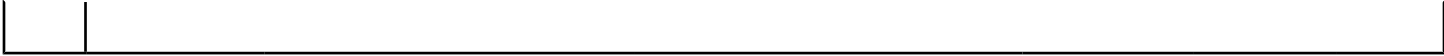
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Comments & Concerns				Open
	Official Documented Meeting Minutes: Galvanized Rigid Steel Conduit is to be used for all exposed conduit above grade. Refer to the Electrical notes (E4) and Details (E3). (Lyle) Please review Detail D2/SP5-2. Specifically the wall form ties (cone-type) and chamfers. Make sure that all concrete that will be exposed is consolidated well against the face of the forms. (Lyle) Puetz will distribute the 3-Week Schedule to everyone.					

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Puetz Corporation if there are any discrepancies or questions with the content of these minutes.



Meeting #1



These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Puetz Corporation if there are any discrepancies or questions with the content of these minutes.