



Meeting #2

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

Bi-Weekly Progress Meeting Minutes

MEETING DATE: 12/18/2019 **MEETING TIME:** 9:30 AM - 10:30 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 12-18-2019.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Kyle Croce	City of Mitchell	Tel: (605) 995-8433	kcroce@cityofmitchell.org	Absent
Stephanie Ellwein	City of Mitchell	Tel:	sellwein@cityofmitchell.org	Present
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	Present
JP Schmitz	Puetz Corporation	Tel: (605) 630-9318	jpschmitz@puetzcorp.com	Present
Neil Wenande	Puetz Corporation	Tel: 605-996-2276	wenanden@puetzcorp.com	Present
Tony Wenande	Puetz Corporation	Tel: 605-996-2276	wenandet@puetzcorp.com	Present
Chad Wieseler	Puetz Corporation	Tel: 605-996-2276	wieselerc@puetzcorp.com	Present

Progress to Date

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	2	Footings				Open
Description: The stage footings were finished on Monday. The footings for both the Stage and Shade structure are complete.						
1.2	2	Walls & Pedestals				Open
Description: 1. Puetz will begin layout/forming of the walls on both structures. 2. Puetz will also work on the columns for both structures. 3. We plan on pouring the walls on the stage towards then end of the week.						

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 #2

1.3	2	Underground Electrical				Open
Description: Electric Constructions has started digging in their underground utilities.						
1.4	2	Underground Utilities				Open
Description: Schoenfelder will start underground utilities once walls are complete. They will work on utilities as they back-fill around the new structures.						

Discussion Items

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	2	Storm Sewer				Open
Description: 1. Storm Sewer – When will the revised drawings for the structure be ready? 2. PR 18" Storm Sewer Pipe.						
Official Documented Meeting Minutes: The changes for the storm sewer will be issued today. The PR will include the new cast-in-place storm junction box. The PR will also cover the increased size of the 25LF SDR PVC storm sewer that is being replaced near the shade structure. Once the PR is issued Puetz will work on getting pricing.						
2.2	2	Electrical				Open
Description: In-Ground J Box – Electric Construction proposed to use an in ground J Box for the shade structure, so they can run 1-homerun.						
Official Documented Meeting Minutes: Confluence would like the J-Box to match the existing J-Box that is located near the shade structure. The underground conduit that EC will be running was also discussed. The City would like locate wire for all new conduit, so it can easily be located in the future.						
2.3	2	2" Water Line				Open
Description: 2" Water Line – Have we come up with an option for the relocation of this line?						
Official Documented Meeting Minutes: This item is still in progress. The City will work on this item. Once they have devised a plan for the future use of this water line a drawing will be issued for pricing.						
2.4	2	Decking Stain Color				Open
Description: Lock-Deck stain samples – Have we decided on a stain color for the roof deck?						
Official Documented Meeting Minutes: The City and Confluence will select the stain color for the roof deck today. Once the color has been selected their response will be uploaded in Procure for documentation.						
2.5	2	Glu Lams				Open
Description: Glue Lam Timbers – Which option was selected, the rough-cut timbers or the smooth timbers? <i>*The standard actual sizes for AC glulam's are 3-1/8"x 9" (Plans call for 3"x 8 1/4").</i>						
Official Documented Meeting Minutes:						

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	The City and Confluence will select Glu-Lam style today. Once the style has been selected their response will be uploaded in Procore for documentation.					
2.6	2	IPE				Open
	Description: IPE Slats – Puetz will provide a sample of the IPE. Pride Neon will do a mock-up of the vinyl graphics, this will be submitted for review.					
	Official Documented Meeting Minutes: Puetz will be getting samples of IPE from the supplier. Once the samples have been received Puetz will coordinate with Confluence and Pride Neon for the vinyl graphic mock-up.					

Three Week Schedule						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	2	3-Week Look Ahead				Open
	Description: Attached is the three week schedule.					
	Attachments: Three Week Schedule.xlsm					

Comments/Concerns						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	2	Shop Drawings				Open
	Description: 1. The steel shop drawings should be complete this week. Once they are complete they will be uploaded to Procore for review.					
4.2	2	Supervision Changes				Open
	Description: Tony Wenande will be the main presence on the site once Neil is done. Chad Wieseler will be filling in as needed. Contact information for Tony and Chad will be provided.					
4.3	2	Events				Open
	Description: There will be a large event taking place from December 26th-29th.					
	Official Documented Meeting Minutes: The City would like Puetz to open up all available lots in the South parking lot for this event. Puetz will clean up and consolidate materials & equipment.					

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