



SitelogIQ, Inc. – Midwest Division
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Project: LQPV High School-Middle School
 2860 291st Avenue
 Madison, Minnesota 56256

Progress Meeting Minutes: Meeting #19

Meeting Date Aug 18, 2021 **Meeting Time** 11:00 am - 12:00 PM Central Time (US & Canada)

Meeting Location HS Auditorium

Overview This is the Weekly Progress Meeting for Project Managers and Foremen to review project status and discuss upcoming work for the LQPV High School/Middle School construction project. This meeting is held with the school's representatives and the management group.

To those who regularly attend the weekly progress meeting, Thank you!

If you have work in progress or upcoming at the LqPV HS/MS a representative from your company is expected to attend.

Notes *No Meeting the week of 8/23.*

Attachments [LQPV HS-MS Schedule Pool then Main Lockers 8-11-21 Update.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Rick Ellingworth	01-Lac qui Parle Valley Schools	(320) 752-4200	rellingworth@lqpv.org	For Distribution Only
Adam Loy	01-Lac qui Parle Valley Schools	(320) 413-0087	aloy@lqpv.org	Present
Scott Sawatzky	01-Lac qui Parle Valley Schools	(320) 752-4200	ssawatzky@lqpv.org	For Distribution Only
Mike Andress	03-SitelogIQ, Inc.	(952) 223-4411	michael.andress@sitelogiq.com	Present
Craig Hendel	03-SitelogIQ, Inc.	(952) 223-4411	craig.hendel@sitelogiq.com	Present
Chris Kulseth	03-SitelogIQ, Inc.	(952) 223-4411	chris.kulseth@sitelogiq.com	Present
Tom Zarembski	03-SitelogIQ, Inc.	(952) 223-4411	tom.zarembski@sitelogiq.com	Present
Topher Cisar	05-Balancing Professionals, Inc.	(605) 336-1823	topher.cisar@balanceprosinc.com	For Distribution Only
Cameron Jourdan	05-Chappell Central, Inc.	(320) 235-2151 ext. 232	cjourdan@chappellcentral.com	For Distribution Only
Jim McCormack	05-Chappell Central, Inc.	320-235-2151	jmccormack@chappellcentral.com	For Distribution Only
Mike Mertens	05-Chappell Central, Inc.	320-235-2151	mikem@chappellcentral.com	For Distribution Only
Todd Muller	05-Chappell Central, Inc.		toddm@chappellcentral.com	For Distribution Only
Austin Bergquist	05-Electro Watchman, Inc.	(701) 235-9511	abergquist@electrowatchman.com	Present
Matt Boogaard	05-Electro Watchman, Inc.	(701) 297-4561	mboogaard@electrowatchman.com	For Distribution Only
Ben Breitwieser	05-Electro Watchman, Inc.	(701) 235-9511	bbreitwieser@electrowatchman.com	For Distribution Only
Kory Aschoff	05-G & R Controls, Inc.		kory.aschoff@grcontrolsinc.com	For Distribution Only
Jarred LaDouceur	05-G & R Controls, Inc.	(701) 237-3763	jarred.ladouceur@grcontrolsinc.com	For Distribution Only
Michael Mechtenberg	05-G & R Controls, Inc.	(605) 336-3788	mike@grcontrolsinc.com	For Distribution Only
Steve Thiner	05-G & R Controls, Inc.		steve.thiner@grcontrolsinc.com	For Distribution Only
David Pennertz	05-Heartland Glass	(320) 259-1679	dpennertz@heartlandglass.com	Absent

Name	Company	Phone Number	Email	Attendance
Cole Johnston	05-Jwood Sports Flooring	(715) 690-2560	caj.jwood@gmail.com	For Distribution Only
Todd Kranz	05-Kranz Construction Inc.	(320) 212-4418	kranzconstruction@hotmail.com	Present
Chris Lee	05-Muth Electric, Inc.	(605) 882-2680	clee@muthelectric.com	For Distribution Only
Michael Sixta	05-Plumbing and Heating of Willmar, Inc.	(320) 235-4962	michael@phwillmar.com	Absent
Jed Hess	05-RJ Mechanical, Inc.	320-679-0602	jedhess@rjmechanical.biz	Absent
Pat Pitman	05-RJ Mechanical, Inc.	320-679-0602	pat@rjmechanical.biz	For Distribution Only
Jim Backer	05-Willmar Electric	(320) 235-4386	jbacker@willmar-electric.com	Present
Justin Erickson	05-Willmar Electric	(320) 235-4386	jerickson@willmar-electric.com	For Distribution Only

Introductions

Safety

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Jobsite Safety Inspection				Open
Description Weekly by SiteLogiq						
Official Documented Meeting Minutes Nothing to report. Be cautious next week as staff will be back on 8/23.						
Previous Meeting Minutes Aug 11, 2021 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Jobsite Safety Orientation				Open
Description All workers new to the job site must check in with SiteLogiq.						
Previous Meeting Minutes Aug 11, 2021 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Wellness Inspection				Open
Description COVID 19						

<p>Official Documented Meeting Minutes No new mandates. LqPV does not plan to require masks in schools when it starts on 8/30.</p> <p>Continue to follow and state mandate updates.</p>
<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>

General Information

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Progress Meetings				Open
<p>Description Wednesdays at 11 am, HS/MS Auditorium.</p>						
<p>Official Documented Meeting Minutes <i>No meeting the week of 8/23.</i></p>						
<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.6	1	Jobsite Cleanliness				Open
<p>Description 1. All contractors are responsible for their own clean up performed on a daily basis. a. Clean-up should also be performed immediately once a specific activity is completed in a specific area. 2. All contractors are responsible for the protection of Owner's property, including floors, walls and ceilings. 3. Coordinate with the Owner / SiteLogiq if something needs to be moved to perform work.</p>						
<p>Official Documented Meeting Minutes Teachers in school on 8/23.</p> <p>Open house on 8/25.</p> <p>Students back in school on 8/30.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 8/16 - Locker rooms need to be ready for sports 8/25 - Orientation in school</p>						

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Submittals				Open
<p>Description Long lead times?</p>						
<p>Official Documented Meeting Minutes Need submittal for corridor frames, doors, hardware after scope is finalized.</p>						

<p>Previous Meeting Minutes Aug 11, 2021 Need submittal for corridor frames, doors, hardware after scope is finalized.</p>
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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Items with a long lead time				Open
<p>Description Fixtures or components that will affect schedule.</p>						
<p>Official Documented Meeting Minutes Asked Jimmy from Chappell how P&H is doing on fixture orders. No update on 8/18.</p> <p>Epoxy Countertops won't arrive until after school starts. Expected to arrive around 9/15.</p> <p>Bathroom doors expected to arrive late October to mid November. Old doors will be used until the new ones arrive.</p> <p>Grab bars may not arrive in time but Kranz will use grab bars from Appleton as needed</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Asked Jimmy from Chappell how P&H is doing on fixture orders. He was not sure.</p> <p>Epoxy Countertops won't arrive until after school starts. Expected to arrive around 9/15.</p> <p>Bathroom doors expected to arrive late October to mid November. Old doors will be used until the new ones arrive.</p> <p>Grab bars may not arrive in time but Kranz will use grab bars from Appleton as needed.</p>						

Quality

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.3	1	Punch List				Open
<p>Description Punch list items will be viewable in Procore.</p>						
<p>Official Documented Meeting Minutes Punch list will be prepared the week of 8-23</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Punch list will be prepared the week of 8-23</p>						

Special Circumstances

Schedule

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	School Schedule				Open
<p>Description 1. Summer sports /activities -</p> <p>1. Volleyball starts August 16th</p>						

<p>2. First Home Game is September 9th.</p> <p>2. Staff days - August 23-25 3. First day of school - August 30 4. Labor Day Break - Sep 3-6 5. MEA - Oct 20-24</p>
<p>Official Documented Meeting Minutes Need to have school ready for teachers and students to come back to school.</p> <p>Teachers return 8-23. Open house 8-25 at 8 am. Students on 8-30</p> <p>Girls Jr. High Volleyball on website at Lac qui Parle Valley High School on Tuesday 8-31. This game has been moved to the Madison Elementary gym. Next volleyball match at high school is scheduled for 9-9. Gym will be ready by this time.</p>
<p>Previous Meeting Minutes Aug 11, 2021 Need to have school ready for teachers and students to come back to school.</p> <p>Teachers return 8-23. Students on 8-30</p>

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	1	Notifications				Open
<p>Description 1. Temporary interruptions - 1 week prior a. Water b. Electricity</p>						
<p>Official Documented Meeting Minutes Nothing on schedule.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Anything coming up?</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.3	1	Construction Milestones				Open
<p>Description Important upcoming critical milestones: Discuss/address schedule and or cost impact as well as access to the work.</p>						
<p>Official Documented Meeting Minutes 1. Start and Complete water damaged gym floor. Expected completion by 8-27 per Chris. 2. ADA bathrooms by classrooms will be complete before 8/30. 3. Concessions/Commons bathrooms will be ready before first event 4. Main Gym floor will be available around 9/7. 3. Agree on a "Lockers" Procurement, delivery and installation plan and schedule.</p>						

Previous Meeting Minutes

Aug 11, 2021

1. Start and Complete water damaged gym floor. Expected completion.

2. Agree on bathrooms and locker room timing and sequencing to complete the project with minimal customer (meeting to be scheduled for early next week of 6/21/2021).

3. Agree on a "Lockers" Procurement, delivery and installation plan and schedule.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.4	10	2 Week Look Ahead				Open
Description						
Construction schedule						
Official Documented Meeting Minutes						
<p>ADA Restrooms</p> <ul style="list-style-type: none"> Plumbing RI complete. Electrical RI Complete. Waiting for ceilings in 2 pairs of bathrooms. Waiting for hollow metal frames in order to complete work in auditorium restrooms and 3-117 & 3-119. _____ Delivery? Duroc going in Concessions restrooms. Wall Tile install starting on 8/11 Grouting 1-146,1-147,1-160,1-161 on 8/19 & 8-20. Epoxy Flooring being redone on 8-20 & 8-21. Ceiling Grid starting on 8/7 continuing through 8/24 Install lights starting around 8/9 through 8/25 Pad Ceilings 8/26-8/27 Plumbing fixture install the week of 8/23 Will continue to work on restrooms after school has started. <p>Pool Locker Rooms</p> <ul style="list-style-type: none"> Plumbing RI is done. Concrete needs to be poured back. Kranz will frame and hang after pourback is done. <p>STEM Lab</p> <ul style="list-style-type: none"> Carpet in hallway removed 7/27. New being installed on 8-18 & 8-19 Epoxy flooring completed Hollow metal frame being delivered _____? <p>Main Locker Rooms</p> <ul style="list-style-type: none"> CMU infill done. Need paint Need to finish MEP hookups 						
Previous Meeting Minutes						
Aug 11, 2021						
<p>ADA Restrooms</p> <ul style="list-style-type: none"> Install plumbing in walls and overhead. RI expected to be completed by 8/13. Framing and Duroc in balance of restrooms Wall Tile install starting on 8/11 Epoxy Flooring on 8/9-8/12 Electrical RI in walls Ceiling Grid starting on 8/7 Install lights starting around 8/9 Start plumbing fixture install <p>Pool Locker Rooms</p> <ul style="list-style-type: none"> Plumbing TI is done. Concrete needs to be poured back. 						

	<p>Kranz will frame and hang after pourback is done.</p> <p>STEM Lab Carpet in hallway removed 7/27 Epoxy flooring completed Remove block wall at interior window wall and frame with steel studs and drywall.</p> <p>Main Locker Rooms CMU infill done. Need paint Need to finish MEP hookups</p>
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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	1	Schedule Discussion				Open
<p>Description Review attached Schedule</p>						
<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>						

Ongoing Concerns

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Water damage to Gym Floor				Open
<p>Description Scope of work - Replace entire floor per email received 6-10-2021 from Greg Schmidt.</p>						
<p>Official Documented Meeting Minutes Finishing started on 8-16 Expected finish date per JWood is 9-7.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Finishing started on 8-16 Completion date? ____</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.2	3	Main Locker Rooms Remodel				Open
<p>Description Time schedule very tight for scope of work needed to remodel locker rooms.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.3	12	Fire Doors				Open
<p>Description 3 doors on the north corridor, 2 on each of the other two is acceptable.</p>						
<p>Official Documented Meeting Minutes Still waiting for pricing for doors, frames, hardware.</p>						

<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.4	12	Tab Reports				Open
<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.5	16	STEM Lab Radiant Panels				Open
<p>Official Documented Meeting Minutes Chappell will reinstall after grid is in. Expected date is 8/25.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Hung by Chappell/RJ Will install in new grid.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.6	16	Loose block above doorways				Open
<p>Official Documented Meeting Minutes Discussed engineer drawings to keep block in place.</p> <p>Discussed with Todd, Adam, & Rick. Decided to change to remove block in 3 sets of vestibules and install drywall assemblies.</p> <p>Kranz is performing work T&M. Verbal approval from Rick.</p> <p>Heartland will install break metal to cover drywall assembly.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 (None)</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.7	16	Offset door in Boys locker room				Open
<p>Official Documented Meeting Minutes Need update from architect.</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Waiting for update from architect.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.8	16	Pool side locker room doors				Open
<p>Description Replacement Spec</p>						

<p>Official Documented Meeting Minutes Doing galvanized doors and frames on pool side.</p>
<p>Previous Meeting Minutes Aug 11, 2021 Doing galvanized doors and frames on pool side.</p>

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.9	17	Egress Doors from Event Gym 5-102	Chris Kulseth (03-SitelogIQ, Inc.) Engy Michael (03-SitelogIQ, Inc.)	Aug 16, 2021	High	Open
<p>Description Need to revise plan for existing door egress condition.</p> <p>2 of the doors shown on plan had a storage room built around them by the school.</p> <p>Plans called for 1 - 3'0 door to be added but existing conditions require 3 - 3'0 doors to get egress within life safety requirements.</p>						
<p>Official Documented Meeting Minutes Researching IBC Fire Wall requirements.</p> <p>Can occupancy allowance be reduced to match the current conditions?</p>						
<p>Previous Meeting Minutes Aug 11, 2021 Architects are reviewing plans.</p> <p>Storage room wall is a structural update for mezzanine overhead.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.10	19	Storefront Tile Transitions	Craig Hendel (03-SitelogIQ, Inc.) Chris Kulseth (03-SitelogIQ, Inc.) David Pennertz (05-Heartland Glass)	Aug 27, 2021	Medium	Open
<p>Description Transitions at new storefront need to match up with existing flooring.</p> <p>Sent email to David on 8-10. Follow up sent on 8-20.</p>						

Open Discussion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	1	Around the room				Open
<p>Previous Meeting Minutes Aug 11, 2021 Hand Dryer delivery date?</p> <p>Transitions at new storefront need to match up with existing flooring.</p>						

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 SitelogIQ, Inc. – Midwest Division if there are any discrepancies or questions with the content of these minutes.