



SitelogIQ, Inc. – Midwest Division
 2125 2nd Street
 St. Paul , Minnesota 55110
 P: (888) 514-1971
 F: (952) 487-9389

Project: LQPV High School-Middle School
 2860 291st Avenue
 Madison, Minnesota 56256

Progress Meeting Minutes: Meeting #13

Meeting Date Jul 7, 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.

Notes Additional attendees:
 - JP Mac - Chappel Central
 - Brenda Domeier - LQPV
 - Rick Ellingworth - LQPV

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Loy	01-Lac qui Parle Valley Schools	(320) 413-0087	aloy@lqpv.org	Absent
Scott Sawatzky	01-Lac qui Parle Valley Schools	(320) 752-4200	ssawatzky@lqpv.org	Absent
Mike Andress	03-SitelogIQ, Inc.	(952) 223-4411	michael.andress@sitelogiq.com	Absent
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	Absent
Cameron Jourdan	05-Chappell Central, Inc.	(320) 235-2151 ext. 232	cjourdan@chappellcentral.com	Absent
Mike Mertens	05-Chappell Central, Inc.	320-235-2151	mikem@chappellcentral.com	Absent
Todd Muller	05-Chappell Central, Inc.		toddm@chappellcentral.com	Absent
Matt Boogaard	05-Electro Watchman, Inc.	(701) 297-4561	mboogaard@electrowatchman.com	Absent
Ben Breitwieser	05-Electro Watchman, Inc.	(701) 235-9511	bbreitwieser@electrowatchman.com	Absent
Kory Aschoff	05-G & R Controls, Inc.		kory.aschoff@grcontrolsinc.com	Absent
Jarred LaDouceur	05-G & R Controls, Inc.	(701) 237-3763	jarred.ladouceur@grcontrolsinc.com	Absent
Michael Mechtenberg	05-G & R Controls, Inc.	(605) 336-3788	mike@grcontrolsinc.com	Absent
Steve Thiner	05-G & R Controls, Inc.		steve.thiner@grcontrolsinc.com	Absent
David Pennertz	05-Heartland Glass	(320) 259-1679	dpennertz@heartlandglass.com	Absent
Cole Johnston	05-Jwood Sports Flooring	(715) 690-2560	caj.jwood@gmail.com	Absent
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	Absent

Name	Company	Phone Number	Email	Attendance
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	Present
Pat Pitman	05-RJ Mechanical, Inc.	320-679-0602	pat@rjmechanical.biz	Absent
Jim Backer	05-Willmar Electric	(320) 235-4386	jbacker@willmar-electric.com	Absent
Justin Erickson	05-Willmar Electric	(320) 235-4386	jerickson@willmar-electric.com	Absent

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 significant to report				

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.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Wellness Inspection				Open
		Description COVID 19 - don't come to work if you don't feel well. Masks required near students. Still required. Please follow current state guidelines.				

General Information

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Progress Meetings				Open
		Description Wednesdays at 11 am, HS/MS Auditorium.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.6	1	Jobsite Cleanliness				Open
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.						
Official Documented Meeting Minutes Nothing significant to report						

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Submittals				Open
Description Long lead times?						
Official Documented Meeting Minutes Need Toilet partition color						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Items with a long lead time				Open
Description Lockers Shower Stalls for Locker Rooms - 10-12 Weeks - HOW LONG TO INSTALL? Epoxy Countertops for STEM Lab - 8 Weeks? New Bathroom Doors - 10-12 Weeks Drinking Fountains - 18-20 Weeks - NEED DEDUCT CHANGE ORDER IF OLD DRINKING FOUNTAINS ARE GOING TO STAY IN PLACE Other Items?						

Quality

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.3	1	Punch List				Open
Description The Punch List is live and available on day one and will remain active until project closeout. It is a running, continuous spreadsheet available on Procore. Tom Zarembski will be managing the punch list.						

Special Circumstances

Schedule

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	School Schedule				Open
Description 1. Summer sports /activities - 1. Volleyball starts August 16th 2. First Home Game is September 9th. 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						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	1	Notifications				Open
Description 1. Temporary interruptions - 1 week prior a. Water b. Electricity						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.3	1	Construction Milestones				Open
Description Important upcoming critical milestones: Discuss/address schedule and or cost impact as well as access to the work. 1. Start and Complete water damaged gym floor. WORK TO START ON/ABOUT JULY ???? 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
Official Documented Meeting Minutes CCI: - Nothing significant to report RJ: - Saw cutting and under ground. Kranz: - Acoustical wall panels in Gym and paint in the hallway to start this week. - Ext concrete potentially starting 7/8 - Any remaining bathroom demo - Kal to look at roof leaks by noon today.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	1	Schedule Discussion				Open
		Description Review attached Schedule				

Ongoing Concerns

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Water damage to Gym Floor				Open
		Description Scope of work - Replace entire floor per email received 6-10-2021 from Greg Schmidt.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.2	3	Locker Room Remodel				Open
		Description Time schedule very tight for scope of work needed to remodel locker rooms.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.3	12	Fire Doors				Open

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.4	12	Tab Reports				Open

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.5	13	Elect lines cut by saw cutting				Open

Open Discussion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	1	Around the room				Open

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.2	1	Other				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 SitemogIQ, Inc. – Midwest Division if there are any discrepancies or questions with the content of these minutes.