

PUBLIC WORKS COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MEETING MINUTES FOR, SEPTEMBER 13, 2017 @ 9:00AM @ ST JAMES TWP HALL

Present: Committee members K. McNamara, J. Powers (via phone), T. Martin. CCRC Engineer Jim Vanek and CCRC employee Doug Gillespie. Bidder Richard Gillespie. **Public:** K. Wojan

Donegal Bay Road Project:

The purpose of the meeting was to hold a pre-award meeting with Richard Gillespie Enterprises (low bidder and only bidder) bid for DBR project (\$139,474.34).

CCRC Engineer Jim Vanek reviewed the project and clarified the following project items:

1. Worker's Comp papers in hand and OK
2. No subcontractors scheduled to be used
3. Need to be in contact with Miss Dig and TDS telecom re: possible buried lines
4. Traffic Control – Vanek provided Gillespie with description of necessary traffic control signs and personnel. Committee ok'd using a detour during section of the project near power lines
5. Vanek will do final staking of project upon approval of township to move forward
6. CCRC will notify certain property owners of project
7. Progress Payment – Group consensus that progress payments would be made upon completion of ¼ mile of clearing/berm removal; said payment to include a 10% holdback and must be approved by CCRC. Mobilization costs will be paid per state policy with the first payment for such being as part of the first progress payment.
8. Timeline – Gillespie plans to begin as soon as possible and plans to complete as much as possible before winter. Gillespie estimates approximately 30 work days for project. May 11, 2018 is final work completion date.
9. Mulch – Gillespie may chip wood that is cut to be used for mulch or may purchase from the townships' engineer approved mulch.

Motion Powers, 2nd Martin to recommend to township board the granting the bid for the DBR Project based upon project items discussed at pre-award meeting. **All in Favor: Motion Passed.**

Meeting adjourned at 8:49am