

**BATAVIA PARK DISTRICT
CLARK ISLAND PRE-CONSTRUCTION
SPECIAL BOARD MEETING MINUTES
JULY 26, 2006
CIVIC CENTER**

IN ATTENDANCE- In attendance for the park district was Director Eby, Director Lacher and Gary Motycka. Representing V3 Construction was Dianna Johnson, Dan Hubbard and Matthew Meiers. Representing Wehler Peterson was Katrina Laflin. Representing Corporate Construction was Mike Rink. Representing the City of Batavia was Steve Scheffel and Jeff Albertson. Representing Adlite Electric was Al Jacks. Representing Musco Lighting was Doug Miller. Representing Trotter & Associates was Colin Shulick and Mark Bushnell. Representing Kane-DuPage SWCD was Katy Zid and Kelsey Musich. Also in attendance was Deanna Kellum minute's recorder for the park district.

- I. INTRODUCTIONS-** Director Eby called the meeting to order at 10:00 a.m.
- Contractor Contacts-** Director Eby introduced everyone in attendance. He also requested for all to contact him or Mike Rink of Corporate Construction with any questions or concerns. Several Contractors exchanged business cards for further reference.
- District Contacts-** Director Eby gave instructions to those in attendance to call him with any concerns or questions.
- II. ITEMS TO DISCUSS-**
- a. Overall Schedule-** V3 Construction passed out a timeline for the project. Dianna Johnson gave an overview of the timeline. The project is set to begin on Monday, July 31st beginning with traffic control, temporary fencing, tree protection, survey and layout and silt fencing. The tentative date for completion is end of April, beginning of May 2007.
 - b. Construction Manager Roll-** Director Eby gave an overview of Mike Rink's role for this project. He stated that Mike will be onsite. He will be proactive with scheduling, he will be ensuring the quality of the work being done, he will be making sure the work is being done within budget and he will be taking all pay requests for the project. Mike requested for all pay requests to be given to him by the 25th of every month. Director Eby requested that any concerns with the city to come to him. Any changes to the project must go through Mike Rink and the Park District's Executive Director and that they please copy Director Eby. He then explained the ratification of change order process. He also explained IDNR's process for change orders as well.
 - c. V3 Site Manager Role-** Matt Meiers will on site for V3. He will direct work and schedule inspections. Dianna Johnson will be doing the paperwork such as invoices and waivers.

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- d. Lines of Communication-** The lines of communication will be as follows:
V3- Matt Meiers
Corporate Construction- Mike Rink
Trotter & Associates- Mark Bushnell
Park District- Jim Eby
All subcontractors should go through Matt.
- e. Playground Equipment-** The playground equipment has been ordered and will be delivered by Game Time on September 4th.
- f. Bike Park Equipment-** The pad will be one of the first projects completed. V3 would like to see the pad done so it can have time to settle before the equipment is installed.
- g. Final List of Subcontractors-** Dianna Johnson of V3 read off who the subcontractors will be.
Adlite- will be responsible for the electrical work.
McGinty- will be responsible for the landscaping.
Elliot- will be responsible for the concrete work.
The mason work has not been contracted out yet.
- h. Request for Proposal Responses-** Kelsey and Katy of Kane-DuPage SWCD will be reviewing all plans and will need to stamp all revisions. V3 voiced their concern about using fabric for covering the riverbed. Their fear is that when bringing it up that pieces will tear off and contaminate the river and possibly get into Fermi Labs intake system. At this time the County is making the fabric mandatory; however they will bring this concern to others and see if they have any thoughts about it.
- i. Permits-** Director Eby made up six copies of the permits. He then passed them out to those who wanted a copy.
- j. City Design Review Requirements-** The City stated that this was complete.
- k. City Inspections-** John Kennedy will be the contact person for the City. They will be inspecting the electric panels to the lights, the fencing and the bridge. The Kane/DuPage SWCD will be required to inspect the road and silt fencing.
- l. City Electric Interface-** The person in charge of this for the City was unable to make it to today's meeting. They will be meeting later to discuss the routing of the electricity.
- m. Bike Path Closure-** Director Eby showed a drawing of the area and where he would like to see the bike path detoured during construction. He wants the bike path closed from Webster St. to the Skate Park. The park district will be responsible for signage. V3 will be responsible for blocking off the area.
- n. NICOR Work In/Under River-** At this time no one has heard from NICOR yet.
- o. Fermi Lab Intake Caution-** Director Eby re-affirmed to everyone how important it was to be careful about not affecting Fermi Lab's intake.

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- p. IDNR Grant Requirements-** Director Eby explained how IDNR's change order requests were to be handled. All change orders for \$10,000 (greater or less) must be sent to them for approval. They have stated that they will approve as soon as they possibly can so they do not hold up the project.

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III. REQUIRED ITEMS IN MOA

- a. **Stone Bridge Work-** Since this project falls under the historic preservation standards. The bridge cannot be cleaned. Any new portions of the bridge will have to stand out from the rest. No one can age the new section nor clean the old section.
- b. **Shelter Wall, Floor, Roof-** Due to the historical landscape preservation standards, the wall will need to be installed in a step formation. The City has requested for plans to be submitted for the roof. This change was noted on plan sheet #C13.
- c. **HAER Report- Progress Report-** The Historic American Engineering Record representatives have already visited the site and have taken extensive pictures and measurements. They feel they have gathered everything they need at this time. If further information is needed they will come back and take care of it. Director Eby informed everyone that one of the bridges will be dismantled and all non-wood sections will be placed in storage at the City. This change from the original specifications is noted on page 6 in paragraph 6 of Addendum #3 thus becoming part of the contract documents.

IV. Project Meetings

- a. **Who Attends-** All involved need to meet often enough to stay updated.
- b. **Schedule-** The consensus was to meet bi-weekly but no Fridays.

OTHER- The city suggested having the park district come to the City Council Meeting this coming Monday night to announce to the public via BATV the upcoming construction. He also suggested using the park district web site as a way of advertising the closure of the bike path and Clark Island. The City also requested an as-built to be forwarded to them. The City would also like to scan all construction plans.

All copies of reports need to be submitted to Mike Rink and Mark Bushnell.

Mike Rink discussed the terms of temporary conditions. A port a potty will be on site. At this time there should be electricity on the Island. If in the event there is not electricity the contractor will need to provide a generator. There will be no vehicle access to the Island. All vehicles are to park at the skate park. He then reminded everyone involved to keep the streets clean. For those that will have storage containers, it has been requested for them to make sure it does not destroy the road or any landscape. He then affirmed that all access points will be fenced off to the Island and bike path during construction.

ADJOURNMENT – The meeting adjourned at 11:20 a.m.