



Meeting Minutes

Project: Fountain City Community Center Renovation

Date & Time: June 25, 2025 – 9:00 AM

Location: Fountain City Community Center

1. Sign-In Sheet

- Attendees signed in upon arrival.

2. Introductions

- **Gary Simmons**, Project Manager
 - **Brian Simmons**, Superintendent
 - **Jessi Barth**, Administrative Manager
 - Representatives from the architectural, Cedar Corp, owner teams and subcontractors were acknowledged as listed on sign-in sheet.
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3. Front End Review

- **Contract**, Jeff will try to get to owner later today.
 - Required documents include:
 - Subcontract Agreements
 - Insurance Certificates
 - W9 Forms
 - Samples
 - **FFP Grant Requirements:**
 - Pre-Con manual
 - Contractor/Subcontractor forms
 - Payroll reporting
 - Sign location in grass area on upper level
 - Grant packets printed and available to subcontractors upon request
 - Send grant paperwork & certified payroll reports to Renee – renee.swenson@cedarcorp.com
 - **Submittals** to be sent to Simmons Construction July 11, 2025 (shop drawings, product data, samples).
 - Project is **tax-exempt** (certificate distributed via email).
 - **State Plan Review:**
 - Architectural & Mechanical – Complete (copies to be kept on-site).
 - Plumbing – Permission to start approved; final review scheduled for July 25, 2025.
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4. Project Construction Review

- **Schedule Highlights:**
 - 2-phase project
 - Phase 1 starts: June 30
 - Sewer/Water relocation: ~July 14
 - Elevator shaft wall layup: Aug 4–15

- Exterior masonry: mid-Aug to Sept 26
- Window replacement: Oct 2025
- Bowling alley: Complete by Nov 1
 - Simmons will make construction signs to hang
- Elevator install: Dec–early Jan
- Phase 2 starts: Jan 12 (library, auditorium, stage)
- Gym & stage complete: April 2026
- Final completion: May 29, 2026
 - Schaffner’s mentioned they will need to run a temporary water line to service the rest of the building during phase 1 remodel
- **Testing** as required; results to be shared with Simmons Construction.
- **Permits:** None required locally.
- **Clean-Up:** All trades responsible; dumpsters provided by Simmons.
- **Temporary Facilities:**
 - Office location under review (potentially lower-level).
 - Portable toilets will be onsite for workers
- **Staging Area / Storage / Parking:**
 - City will mark off spots for construction crew to park
 - Fencing to enclose staging (lower-level).
 - Contractors must consider that this is an occupied building. Tools will be stored in an unsecured construction areas.
 - Staging and parking map attached
- **Progress Meetings:**
 - Bi-weekly; first meeting will be held on Wednesday, July 9 at 9:00 AM (on-site).
- **Site Safety & Security:**
 - OSHA compliance required.
- **Work Hours:** 6am-6pm (unless authorized otherwise)
- **Daily Access:** Keypad code for door entry to building- 0630 (side door off of Hwy 95)
 - After building is opened up for the day construction access will be from the west end of the building for Phase 1
- **Change Orders & RFIs:**
 - Submit directly to Simmons Construction.
 - Two RFIs submitted to date.
 - Architect will be responding soon
 - Change Orders & RFI’s can’t change time past grant expiration date
- **Payments:** Applications due by subs by the 1st of each month.

5. Project Close-Out Requirements

- **As-Built Drawings & Specifications**
 - Will be on site and will need to be updated as changes are made
- **Punchlist** development
- **O&M Manuals:** One electronic, one hard copy
- **Warranties:** One electronic, one hard copy

6. Other Concerns or Comments

- Schaffner’s to provide quote to add AC to library area
- Owner to contact the fire chief to discuss egress routing bring construction
- There was discussion to attempt to move sump pit out from under the elevator if possible. If Schaffner’s and project engineer could continue to review if this is feasible.

Handouts Provided:

- Meeting Agenda
- Construction Schedule
- Phasing plan
- Contact List
- Grant Packet