

MEETING AGENDA AND MINUTES

Meeting Date: April 26, 2017
Meeting Time: 1:30p-2:30p
Written By: Shawn Arden
Client: M/I Homes, Village of Minerva Park

Location of Meeting: Village Community Building

Purpose of Meeting: Minerva Park Dam Improvements – Pre-Construction Meeting

Attendees: Mayor Lynn Eisentrout, Gene Hollins, Eric Fischer (Village); Ron Tope (M/I Homes); Rick Warwick, Marty Smith (ERC); Bob Hiles, Mike McGannon (GCI); Mike Flickinger (CH2M); Shawn Arden, James Akins (EMH&T)

Copies:

Listed below are general discussion topics. Below each topic is a brief summary of the meeting discussion.

1. Introductions / Sign-In Sheet
2. Roles and Responsibilities – Shawn discussed the roles and responsibilities of the Village, M/I Homes, ERC, EMH&T, and GCI on the project. A summary sheet with contact information will be routed following the meeting.
3. Project Schedule – Shawn presented the project schedule as submitted by ERC. Rick confirmed the intent to start construction on May 1. The goal is for the project to be complete with grass cover on the dam embankment in October.
4. Permit Requirements
 - a. ODNR – Shawn reviewed the ODNR permit requirements and provided the approval letter to Rick to maintain onsite during construction.
 - b. USACE – Shawn provided Rick the USACE permit letter and requested ERC to maintain a copy of the letter onsite during construction.
 - c. OEPA NPDES- Shawn stated that M/I Homes has an approved NOI and ERC has a submitted co-permittee NOI for the project. James provided a current SWPPP manual to Ron to keep at the construction mailbox.

5. Move In

- a. Staging Area – ERC will use the staging areas shown on the plans. Truck traffic will enter the old golf course clubhouse parking lot. Truck traffic should access the site from SR 161 to Farview Drive to Minerva Lake Road.
- b. Equipment – Initial equipment mobilized to the site will include a skid steer, excavator, dozer, and stump grinder.
- c. Trail Closure – Trail closure signage has been installed on the pedestrian trail.
- d. Masonry Wall Protection – Construction Fencing – ERC will install construction fencing to protect the masonry wall feature at the toe of the dam embankment at the start of the work.
- e. Erosion & Sediment Control – ERC will install BMPs as shown on the plans and SWPPP. Ron indicated Alpha EMC will provide weekly and rain event erosion control inspections as required by Ohio EPA NPDES requirements.

6. Dewatering Plan – Shawn presented the dewatering plan submitted by ERC, which proposes the use of a siphon. The siphon will create less noise than a full-time pumping operation. With no objection from the attendees, Shawn stated he will approve the dewatering plan with 2 comments: 1) ERC is to target the drawdown rate at 1 foot per day as shown on the plans, and 2) once initial dewatering is complete ERC will excavate a temporary breach in the dam embankment to handle inflow. ERC is responsible for sizing the temporary breach opening.

7. Fish Control – Shawn stated that ERC is responsible for relocating any fish that are left in the lake following the initial lake dewatering. A fish kill cannot occur. Ron stated that fish could be relocated to an existing pond adjacent to the work area.

8. Lake Aerators

- a. Power Shutoff – Independent electrical boxes are provided at the north and south lobe of the lake. Power must be shutoff at both locations.

- b. Storage – ERC will store the aerators during construction. Mayor Eisentrout advised the Village contracts with Aqua Doc for the aerator maintenance. They may be able to provide guidance.
- 9. Stump Removal – M/I will have their clearing contractor perform the stump removal. Shawn requested that stump removal operations stay above the lake water line during the lake dewatering process.
- 10. Submittals and Testing – Shawn distributed a listing of required submittals and tests for the project.
- 11. Reporting – Bob discussed GCI's reporting program and distributed an example report document. GCI will provide reports to Shawn for distribution.
- 12. Pay Application Process – Ron discussed the Pay Application Process. Shawn will sign the form as the design engineer. Original signatures are required. Fully signed applications must be submitted to M/I by the 20th of each month.
- 13. Contractor Safety Plan – Rick confirmed ERC utilizes a corporate safety plan and reviews safety practices regularly with the construction staff. ERC will provide a first aid kit and fire extinguisher onsite at all times.
- 14. Progress Meeting Schedule – Attendees agreed to meet every 2 weeks, on Monday at 1:30 pm at the Village Community Building. The first meeting will be held on May 8th.
- 15. Media Relations – All media or resident inquiries should be directed to the Mayor's office.
- 16. Noise Control – The Village has a noise ordinance, but it does not have a decibel level.
- 17. Work Hours – Work hours for the project will be 7am to 7pm. ERC intends to work four 11 hour shifts per week.
- 18. Other Items
 - a. Mike F. provided a memo to the Mayor regarding recommended documentation for the project.
 - b. Ron noted the monitoring wells on the dam embankment need to be abandoned.
 - c. Gene discussed the Village will not provide their own inspector for the project.

- d. Gene affirmed the project has Prevailing Wage requirements due to the TIF associated with the work.
- e. ERC will relocate the staked stone features adjacent to the pedestrian bridge at the dam spillway to the old golf course parking lot.
- f. Shawn will send Mayor Eisentrout a full size set of the ODNR approved construction plans.
- g. Shawn will setup a ShareFile site for managing documentation during construction. A link to the site will be sent to all of the attendees.