



Building a Better World  
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## CONSTRUCTION MEETING MINUTES

**RE:** S.A.P. 069-596-011 6th & Almac  
C.P. 0000-388268  
C.P. 0000-388069  
C.P. 0000-388070  
City Proj. No. 395  
Proctor, MN

**Date of Meeting:** June 20, 2018

**Project Manager:** Matt Bolf, PE

**Time of Meeting:** 8:00 a.m.

**SEH No.:** PROCT 139933 16.00

**Location of Meeting:** 6th Street (Between 2nd & 3rd)

**Meeting No:** 1

**Attendees:** Tyler Yngsdal – SEH  
Steve Vollhaber – SEH  
Dave Nelson – Ulland  
Josh Ranta – Ulland  
Mark Casey – City  
Rick LaLonde – City  
Josh – City  
Pat Casey – PUC

**Distribution:** Mark Casey – City of Proctor  
Rick LaLonde – City of Proctor  
Charliene Jones – City of Proctor  
Dave Nelson – Ulland Brothers  
Josh Ranta – Ulland Brothers

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- I. Public Input
    - A. Questions about tree replacements – The City is not planning on replacing any trees with the construction project.
    - B. Pit Stop Bar sanitary service – The owner would like to know where the new sanitary sewer service will be located for private replacement purposes. Steve V. will notify the owner of the service location when Ulland exposes it.
  - II. Erosion Control
    - A. Inlet Control – Storm drain inlet protection has been installed.
    - B. Silt Fence/Compost Logs – It was agreed to use compost logs where it is not feasible to install machine sliced silt fence. It was agreed that the compost logs will be paid for with the silt fence bid item and unit price.
    - C. Monitoring & Documentation – Josh will keep weekly erosion control inspection forms on-site and will be available for Steve to review as needed.
  - III. Work Schedule
    - A. Upcoming Work Items
      1. Tree clearing & grubbing – Initial tree clearing has been completed on 6<sup>th</sup> Street.
      2. Removals – Ulland has started milling and will continue over to Almac Drive. Other removals will continue with installation of the new sanitary sewer.
      3. Water shutdown & valve installation – New gate valves are being installed today with a temporary water service shutdown.

4. Temporary water hookups – Temporary water lines were tested and a copy of the results were sent to SEH. Ulland will start transferring water service connections to the temporary system after the gate valves have been installed and the water is turned back on.
  5. Ulland plans to start on sanitary sewer installation tomorrow.
  - B. Overall Schedule
    1. Dave Nelson plans to update the project construction schedule and will send out copies to the City and SEH.
  - C. (i.e. Utilities) – Sanitary sewer installation starting at Boundary Avenue and continuing west on 6<sup>th</sup> St.
  - D. (i.e. Roadway) – TBD
- IV. Construction Issues
- A. Add water & sanitary services to 320 6<sup>th</sup> Street – This house has been restored since the fire. Ulland will provide new sanitary and water services to the right-of-way.
  - B. Bedrock near 816 Almac Drive – The gas company ran into bedrock and adjusted the alignment of the new main. Ulland will pre-dig this section of water main to ensure there are no conflicts with the proposed water main.
  - C. Discussed water service situation at house 148 6<sup>th</sup> Street. The City does not want Ulland to connect the temporary water to this home at this time.
- V. Review of Submittals
- A. Shop Drawings – Revised storm sewer shop drawings were sent to SEH. Tyler will review and get them back to Ulland this week. Tyler notified Dave of the low profile casting needed for one of the storm structures. Dave plans to have a few low profile castings on hand in case we find that we need them in other locations.
- VI. Private Utilities
- A. Gas main relocation – Gas relocations have been completed on 6<sup>th</sup> Street. The gas company is continuing with relocations on Almac Drive. Ulland thinks that the new gas main should be completed in a week.
  - B. Power pole relocations – Minnesota Power has inquired about the timeline of the power pole relocates. SEH has notified them that we are still waiting on easement documents from homeowners before relocation work is started.
- VII. Public Notifications
- A. Weekly meeting minutes to be posted on City webpage.
  - B. Garbage companies – Ulland is currently allowing the garbage trucks to access the homes. Dave will contact the garbage company to prepare and coordinate for upcoming construction events.
  - C. Post Master
- VIII. Traffic Control
- A. Traffic signs are in place and will be adjusted as construction continues.
  - B. Steve will make weekly checks of the traffic signing.
- IX. Staking Needs
- A. Sanitary Sewer – SEH will be on-site today to start staking sanitary sewer.
- X. Materials Testing
- A. Schedule – TBD
  - B. Results – TBD
- XI. Contractual Items
- A. Minor Extra Work Order – TBD
  - B. Change Orders – TBD
  - C. Contractor Payments – TBD
- XII. Miscellaneous
- A. OneOffice quantity tracking – Tyler will follow up with Steve K. at the County to get the system setup.

- B. Easement updates – There are outstanding public utility easements and temporary construction easements. Steve V. will go door to door, to talk with homeowners.
  - C. DNR Permit update – The DNR permit has been received for the 51” span arch pipe crossing between 2<sup>nd</sup> Avenue and 3<sup>rd</sup> Avenue.
  - D. Mark will notify the police department to keep an eye on Ulland’s stored equipment during non-working hours.
- XIII. Next Meeting – Wednesday June 27<sup>th</sup> @ 8:00 a.m. located in the empty parking lot between 2<sup>nd</sup> Avenue and 3<sup>rd</sup> Avenue.

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

**If there are errors contained in this document, or if relevant information has been omitted, please contact Matt Bolf, PE at 218.279.3025.**

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