



Building a Better World
for All of Us®

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: August 29, 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: 10

Attendees: Matt, Tyler, Steve, Tom - SEH
Rick, Jay, Josh - City
Pat - PUC
Dave, Josh - Ulland
Nancy Smith – 6th St. Resident
Trish Jahoula – Almac Resident

Distribution: Mark Casey – City of Proctor
Rick LaLonde – City of Proctor
Charliene Jones – City of Proctor
Dave Nelson – Ulland Brothers
Josh Ranta – Ulland Brothers
Joe Butler - Braun

I. Public Input

- A. Spruce tree at house #801 Almac Drive may need to be cut down for utility installation. Ulland will determine tree removal needs when work begins on Almac Drive. [The tree was taken down on Tuesday during sanitary construction.](#)
- B. Homeowner's steps at 311 6th Street. – Nancy gave her neighbor's phone number to Steve to contact for any questions.
- C. Resident at 831 Almac Drive requested that the new sanitary manhole be moved out from his driveway because lid sticks up during the winter months due to frost heave. Tom notified the resident that we have to leave the manhole in its current location, otherwise we may run into rock issues with the sanitary line. Dave from Ulland suggested that we could add extra granular in his driveway to limit the amount of future frost/heave.

II. Erosion Control

- A. Inlet Control in place – [Steve and Josh will check inlet protection to make sure all is working properly.](#)
- B. Silt Fence/Compost Logs in place – [no update](#)
- C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
- D. Dust control – [no update](#)

III. Work Schedule

- A. 6th Street Work Items
 - 1. [Ulland will finish sanitary and water services this week.](#)
 - 2. [Ulland will be working on storm sewer and roadway subcut next week.](#)
 - 3. [Ulland will try to get JMF to come and construct curb the week of September 10th.](#)

4. Ulland has a bituminous paving window September 14th-17th that they will try and pave the base course for the remainder of 6th Street.
- B. Almac Drive Work Items
 1. Ulland has started with sanitary sewer mains and will continue constructing through the week.
 2. Hanco will be onsite next week to directionally drill watermain. Dave is talking with Hanco about directionally drilling all of the watermain on Almac to speed up construction.
 3. Ulland is hooking up temporary water today.
- IV. Construction Issues
 - A. Bed rock near 816 Almac Drive – Ulland will deal with rock issues as they continue along Almac.
 - B. Gas service conflicts with storm along Almac Drive – Ulland will deal with rock issues as they continue along Almac.
 - C. Hydrant extensions – Will wait until grading is complete.
 - D. Boring mains in public utility easement – Hanco thinks they can make this work. They will plan to bore the watermain first to see if they have any issues prior to boring the sanitary.
 - E. Existing light pole between 2nd and 1st – Ulland will salvage light fixture and remove pole.
 - F. Existing light poles on Almac – PUC has been notified by SEH that the existing light poles need to be removed so that Ulland may construct the new sanitary sewer main.
 - G. Brian will shoot elevations at the low spot at 1st avenue intersection to make sure Ulland can get drainage with the 2nd lift of pavement.
 - H. The City will be removing the trees in the public utility easement between 837 Almac Drive and 100 S. Ugstad Road.
- V. Review of Submittals
 - A. Shop Drawings – no update
- VI. Private Utilities
 - A. Power pole relocations – Waiting on easements.
 - B. CenturyLink pole at 3rd avenue – Crews were seen on site last week.
 - C. PUC and MN Power will need to remove light poles along Almac.
- VII. Public Notifications
 - A. Weekly meeting minutes to be posted on City webpage.
 - B. Garbage companies – Ulland is coordinating on a weekly basis. Garbage truck driver got stuck in construction zone last week. Ulland will need to make sure all companies are notified of routing.
 - C. Post Master
 1. Carrier walks the 6th Street route.
 2. Temporary mailboxes for Almac. Temporary mailboxes have been set up at the Almac and 8th intersection. Depending on what construction is going on, residents may have to either access temporary mailboxes from 8th avenue or Almac drive depending on the day.
 - D. School Buses – School starting next Tuesday, September 4th.
 1. Rick will be notifying the transportation director, Kurt Benassi about any detour changes or closures during construction. Ulland/Steve/Tom will all be notifying Rick of any of these changes as well.
 2. School buses will be picking up kids at the Ugstad and Bee Street intersection.
 3. School buses will be picking up kids at the 8th and Almac intersection.
 4. School buses will be picking up kids at the 3rd and 6th intersection.
- VIII. Traffic Control
 - A.
- IX. Staking Needs
 - A. Brian on site today for JMF curb staking
- X. Materials Testing
 - A. Schedule – no updates

- B. Results –
 - 1. Asphalt test report from 8/16/2018 – Pass
 - 2. Class 5 gradation and DCP from 8/6/2018 - Pass

XI. Contractual Items

- A. Minor Extra Work Order –
- B. Change Orders –
- C. Contractor Payments – Pay App #2 has been sent. Bituminous milling on Almac will be reflected in Pay App #3. Pay App #3 will be cut the week of September 10th.
- D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XII. Miscellaneous

- A. Easement updates – The written language has been updated for the easements at 100 S. Ugstad Road and 837 Almac Drive. These updated agreements will be given to the homeowners to be signed. Still waiting on easement agreement from 34 S. Ugstad Road.
- B. Ulland will raise or add a casting riser at the storm structure at 8th and 1st street when they are doing storm sewer work.

XIII. Next Meeting – Wednesday September 5th @ 8:00 am (6th street between 2nd avenue and 3rd 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.

c: eFile