



Building a Better World  
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## CONSTRUCTION MEETING AGENDA

**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:** September 5, 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:** 11

**Attendees:** Matt, Tyler, Steve, Tom - SEH  
Rick, Jay, Josh - City  
Pat - PUC  
Dave, Josh - Ulland  
Nancy Smith – 6<sup>th</sup> St. Resident  
Ron Jauhola – 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

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- I. Public Input
    - A. Homeowner's steps at 311 6<sup>th</sup> Street. – Nancy gave her neighbor's phone number to Steve to contact for any questions.
    - B. Driveway access will be day to day depending on where Ulland has utilities dug up. Ulland will notify homeowners when they are going to need to move cars.
    - C. Temporary mailboxes are broken. Dave will contact ITS about fixing them.
    - D. Sump pump connection pipes will be stubbed to the right-of-way line on Almac Drive from 8<sup>th</sup> avenue to approximately the top of the hill. Homeowners along this stretch will then have the option to connect their sump pumps to the City storm sewer.
  - II. Erosion Control – Heavy rains yesterday.
    - A. Inlet Control in place – Steve, Tom, and Josh will check inlet protection.
    - 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.
    - E. Erosion along new sidewalks – Some minor washout noticed along some of the new catwalks. Ulland will need to check that concrete has not been undermined and shall replace any concrete panels that have been undermined.
    - F. The City street department has noticed material washing from 3<sup>rd</sup> avenue south to 5<sup>th</sup> Street. Steve will have Ulland clean up this material.
  - III. Work Schedule
    - A. 6<sup>th</sup> Street Work Items

1. Storm sewer and roadway subcut – Storm sewer this week and roadway subcut next week.
  2. Concrete Curb – JMF will construct curb heading west after subcut and class 5 have been placed.
  3. Ulland has a bituminous paving window September 14<sup>th</sup>-17<sup>th</sup> that they will try and pave the base course for the remainder of 6<sup>th</sup> Street.
- B. Almac Drive Work Items
1. Sanitary sewer – Crews working on sanitary sewer mainline this week and next.
  2. Water main – Hanco is on site today to start boring the watermain along Almac Drive. They will move to the easement area after the Almac main has been installed.
- IV. Construction Issues
- A. Gas service conflicts with storm along Almac Drive – Ulland will deal with rock issues as they continue along Almac.
  - B. Hydrant extensions – Will wait until grading is complete.
  - C. 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.
  - D. Existing light pole between 2<sup>nd</sup> and 1<sup>st</sup> – Ulland will salvage light fixture and remove pole.
  - E. Brian will shoot elevations at the low spot at 1<sup>st</sup> avenue intersection to make sure Ulland can get drainage with the 2<sup>nd</sup> lift of pavement. This area seemed to be draining fairly well after the recent storm.
  - F. The City will be removing the trees in the public utility easement between 837 Almac Drive and 100 S. Ugstad Road.
  - G. Storm Structure 120 (Almac) – Sanitary line is directly underneath existing storm sewer. Ulland will place a new structure 5' north of the existing structure so that it does not sit over the top then new main. SEH provided a sketch with design information to Ulland.
- V. Review of Submittals
- A. Shop Drawings – Ulland will submit a new storm sewer shop drawing for structure 120.
- VI. Private Utilities
- A. Power pole relocations – Waiting on easements.
  - B. CenturyLink pole at 3<sup>rd</sup> avenue –
  - C. Light poles on Almac – MN Power will be on site this week to move poles.
  - D. Existing light poles on the south side of 6<sup>th</sup> street from 3<sup>rd</sup> avenue to 4<sup>th</sup> avenue are to be moved by the PUC. SEH will contact the PUC for this work to get completed.
- VII. Public Notifications
- A. Weekly meeting minutes to be posted on City webpage.
  - B. Garbage companies – Ulland is coordinating on a weekly basis.
  - C. Post Master
    1. Carrier walks the 6<sup>th</sup> Street route.
    2. Temporary mailboxes have been set up at the Almac and 8<sup>th</sup> intersection.
  - D. School Buses – Ulland/Steve/Tom will update Rick with any changes in routing. Rick will then update Curt Benassi of any school bus routing changes. Tom mentioned that buses came down Almac drive on Tuesday morning. Rick will contact Curt to make sure buses are not driving through the site.
    1. School buses will be picking up kids at the Ugstad and Bee Street intersection.
    2. School buses will be picking up kids at the 8<sup>th</sup> and Almac intersection.
    3. School buses will be picking up kids at the 3<sup>rd</sup> and 6<sup>th</sup> intersection.
- VIII. Traffic Control
- A. Rick noticed some signs had been flipped over with the recent high winds. Steve and Ulland will check signs to make sure that they are all in place.
- IX. Staking Needs
- A. Ulland will need the remainder of the subcut stakes from 4<sup>th</sup> avenue to the highway next week.

- X. Materials Testing
  - A. Schedule – No update.
  - B. Results – No update.
- XI. Contractual Items
  - A. Minor Extra Work Order – Dave will provide SEH with storm structure 120 information. See note G under Construction Issues.
  - 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 10<sup>th</sup>. Steve will make sure that all quantities have been entered next Monday.
  - 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 8<sup>th</sup> and 1<sup>st</sup> street when they are doing storm sewer work.
- XIII. Next Meeting – Wednesday September 12<sup>th</sup> @ 8:00 am (6<sup>th</sup> street 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.**

c: eFile