



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: September 12, 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: 12

Attendees: Matt, Tyler, Steve, Tom - SEH
Rick, Jay, Josh - City
Pat - PUC
Dave, Josh, Matt - Ulland
Nancy Smith – 6th St. 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. Homeowner’s steps at 311 6th Street. – Nancy gave her neighbor’s phone number to Steve to contact for any questions.
 - B. Home owner at the NE corner of 6th and 4th requested that a sump pump connection be made available to tie into the City storm sewer. Ulland will core drill a hole into the catch basin at the corner and stub a pvc pipe out to the right-of-way for the homeowner to connect to.
- II. Erosion Control –
 - A. Inlet Control in place – No update.
 - 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. Northwoods will be bringing in topsoil to be placed from 2nd avenue to Boundary Avenue.
- III. Work Schedule
 - A. 6th Street Work Items
 - 1. Ulland plans to finish the sub cut for 6th street this week.
 - 2. JMF will construct curb at the end of this week or early next week along 6th.
 - 3. Ulland plans to pave the non-wearing course after curb has been constructed.
 - B. Almac Drive Work Items
 - 1. Sanitary sewer – There is approximately 450 feet of sanitary main left to construct on Almac drive. Ulland plans to continue working on this the rest of the week.

2. Water main – Ulland thinks Hanco will be done installing the water main by the end of this week or early next week. They will be moving to the easement location after all of the main has been installed along Almac Drive.
3. Ulland is bringing in another crew tomorrow to start on storm sewer at 8th avenue and culverts at Bee Street and Ugstad Road.

IV. Construction Issues

- A. Rock in sanitary sewer trench at Almac. Ulland has been encountering approximately 2-6 feet of rock that they have been removing from the sanitary trench. Rock removals are needed to meet pipe grades and vertical alignment. Ulland, the City, and SEH will have a meeting to discuss rock removal quantities and payment.
- 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 2nd and 1st – Ulland will salvage light fixture and remove pole.
- E. 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.

V. Review of Submittals

- A. Shop Drawings – Storm structure 120 shop drawings have been submitted and reviewed.

VI. Private Utilities

- A. Power pole relocations – Waiting on easements.
- B. Light poles on Almac – These poles have been removed.
- C. Existing PUC light poles from 3rd to 4th- These will be removed with the project.

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 6th Street route.
 2. Temporary mailboxes have been set up at the Almac and 8th intersection. Have they been fixed? Ulland has notified ITS that the mailboxes need to be fixed. SEH and Ulland will verify that this has been completed.
- 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.
 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 8th and Almac intersection.
 3. School buses will be picking up kids at the 3rd and 6th intersection.

VIII. Traffic Control

- A. Have all signs been placed upright since the high winds last week? Josh has corrected these signs.

IX. Staking Needs

- A. Brian will be on site today for storm sewer staking.

X. Materials Testing

- A. Schedule –
- B. Results – Concrete (Curb & Gutter) from 8/8/2018 – Pass 28 day strength test

XI. Contractual Items

- A. Minor Extra Work Order – Ulland to provide pricing for storm structure 120.
- B. Change Orders – Rock quantities and adjustments will be discussed by Ulland, the City, and SEH.
- C. Contractor Payments – Pay App #3 was cut and sent out yesterday 9/11/2018.
- D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XII. Miscellaneous

- A. Easement updates – Matt will meet again with home owners to try and get the easements finalized.
- 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.
- C. Ulland is going to core drill a new 6" pvc sanitary service into the existing sanitary manhole at the SW corner of Almac and Bee Street. They will stub a new service pipe underneath Bee Street to the empty lot next to 837 Almac Drive for future use.

XIII. Next Meeting – Wednesday September 19th @ 8:00 am (6th Street between 2nd Ave. and 3rd Ave.)

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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