



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: September 19, 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: 13

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

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. Sump pump pipe stub to catch basin at the NE corner of 6th & 4th. This has been completed.
 - B. 809 & 805 Almac had rain washout into their garages over the weekend with the heavy rains. Ulland helped to clean out the garages.
 - C. Ulland to widen the curb cut at 837 Almac Drive for future driveway improvements.
- II. Erosion Control –
- A. Inlet Control in place – Ulland will make sure everything is in place for upcoming rains.
 - 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. Topsoil & turf restoration – No update.
- III. Work Schedule
- A. 6th Street Work Items
 - 1. Curb – JMF plans to construct mainline curb on Friday.
 - 2. Paving – Ulland will pave driveways between 2nd and Boundary, and the intersection at 2nd avenue this Friday. Ulland plans to pave 6th street base course the first week in October.
 - 3. Sidewalks – Sidewalks will be constructed shortly after curb is constructed.
 - B. Almac Drive Work Items
 - 1. Sanitary sewer – Ulland plans to be done with sanitary mains on Friday except for the easement area.
 - 2. Water main – All mains are installed except for the easement area.

3. Storm sewer – Storm sewer along 8th avenue is complete.
4. Ulland plans to work on services and storm sewer along Almac drive next week.

IV. Construction Issues

- A. Rock in sanitary sewer trench at Almac. 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. Existing light pole between 2nd and 1st – Ulland will salvage light fixture and remove pole. This pole has been removed.
- D. 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.
- E. The shed and trees in the Almac utility easement are going to be an issue with utility installation. Matt and Steve will look at this after the meeting.

V. Review of Submittals

- A. Shop Drawings – None.

VI. Private Utilities

- A. Power pole relocations – Waiting on easements. Matt will notify Char that these will need to be relocated.
- B. Existing PUC light poles from 3rd to 4th- MN Power was on site yesterday to take a look at these poles.
- C. Pole at 3rd Avenue intersection needs to move. It is currently in the way of the proposed curb.

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? These have been fixed.
- D. School Buses – Ulland/Steve 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.

IX. Staking Needs

- A. Ulland would like a location on the hydrant in the easement area.

X. Materials Testing

- A. Schedule –
- B. Results –

XI. Contractual Items

- A. Minor Extra Work Order – Ulland to provide pricing for storm structure 120.
- B. Change Orders –
 1. Rock quantities and price adjustments will be discussed by Ulland, the City, and SEH.
 2. Contract extension for paving in the spring.
- C. Contractor Payments – Pay App #4 in October.
- D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XII. Miscellaneous

- A. Easement updates – One outstanding easement. [Matt will visit the homeowner after the meeting.](#)
- 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 26th @ 8:00 am (Intersection of Bee Street and Almac Drive)

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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