



Building a Better World
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CONSTRUCTION MEETING MINUTES

RE: S.A.P. 069-596-011 6th & Almac2
C.P. 0000-388268
C.P. 0000-388069
C.P. 0000-388070
City Proj. No. 395
Proctor, MN

Date of Meeting: September 26, 2018

Project Manager: Matt Bolf, PE

Time of Meeting: 8:00 a.m.

SEH No.: PROCT 139933 16.00

Location of Meeting: Intersection of Bee Street & Almac Drive

Meeting No: 14

Attendees: Steve - SEH
Rick, Jay, Josh - City
Pat - PUC
Josh, Matt - Ulland
Nancy Smith – 6th St. Resident
Mark Casey – City
Jim Schwarzbauer – City
Ron & Trish **Jauhoke**
Terry & Karen Granholm

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

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- I. Public Input
 - A. Ulland to widen the curb cut at 837 Almac Drive for future driveway improvements.
 - B. Concern of tracking on 8th Avenue – Ulland is getting a sweeper and will monitor tracking on 8th.
 - II. Erosion Control –
 - A. Inlet Control in place –
 - B. Silt Fence/Compost Logs in place –
 - C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
 - D. Dust control –
 - E. Topsoil & turf restoration – Ulland will check on Northwoods' schedule for seeding and mulching. This will likely occur next week.
 - F. Sweeping available? This is in progress on 8th. Contractor will monitor Ugstad as well.
 - III. Work Schedule
 - A. 6th Street Work Items
 - 1. Curb – Completed on Friday, September 21st.
 - 2. Paving – Remainder of base course paving will occur next week on 6th along with driveway paving.
 - 3. Sidewalks – JMF will have a crew coming today on 6th Street
 - 4. Turf restoration – schedule for seeding and hydromulch – Restoration work should occur next week.

- B. Almac Drive Work Items
 - 1. Easement Utilities – Contractor will be boring watermain this week and digging sanitary in 2 weeks.
 - 2. Storm sewer – Ulland will finish all storm sewer next week including sump pump hook up lines.
 - 3. Services – All water and sewer services will be complete this week on the mainline. Easement area service will start 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. Grading is completed on 6th Street. SEH will measure the needed extensions and provide to Ulland.
 - C. 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.
 - D. The shed and trees in the Almac utility easement are going to be an issue with utility installation. The trees have been cut and the shed is scheduled to be moved by the subcontractor this week.
 - E. Rock was encountered during boring operation along public utility easement. Ulland dug it up and removed it. It turned out to be large rocks.
 - F. Communications box at 3rd Avenue & 6th Street is in proposed sidewalk. CenturyLink needs to move the box and remove the old pole after they switch their wires.

- V. Review of Submittals
 - A. Shop Drawings –

- VI. Private Utilities
 - A. Power pole relocations in easement area – Mn Power has indicated this is two weeks out.
 - B. Existing PUC light poles from 3rd to 4th- MN Power to disconnect, Holden to take down poles
 - C. Pole at 3rd Avenue intersection – CenturyLink needs to transfer to a new pole, Holden to take it down.
 - D. Poles in public utility easement – Currently MN Power is two weeks out as of 9/25.
 - E. Communications box at 3rd Avenue & 6th Street needs to be relocated by Century Link.

- 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.
 - 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. Sanitary Sewer in public utility easement at Almac Drive
 - B. Storm Sewer at Almac Drive
 - C. Power cabinet on Almac Drive. SEH will stake next week.

- 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 – All easements were received as of 9/25/18.
- 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 October 3rd at 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.

c: eFile

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