



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: October 3, 2018

Project Manager: Matt Bolf, PE

Time of Meeting: 8:00 a.m.

SEH No.: PROCT 139933 16.00

Location of Meeting: City Hall

Meeting No: 15

Attendees: Steve, Tyler - SEH
Rick, Josh, Mark - City
Pat - PUC
Dave - Ulland
Nancy Smith – 6th St. Resident
Michael Coughlin – CenturyLink
Ryan - JMF

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

-
- 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 will keep an eye on tracking off site and clean as necessary.
- II. Erosion Control –
- A. Inlet Control in place – No updates.
 - B. Silt Fence/Compost Logs in place – No updates.
 - C. Dust control – No updates.
 - D. Topsoil & turf restoration – Hydraulic Mix has been applied along 6th Street.
 - E. Tracking/Sweeping – Ulland will stay on top of tracking and sweeping on 8th and Ugstad.
- III. Work Schedule
- A. 6th Street Work Items
 - 1. Paving – Mainline non-wearing course is finished on 6th street as of yesterday.
 - 2. Driveway paving – Ulland is working on driveways today and will finish if the weather holds. Concrete driveways have been completed.
 - 3. Turf restoration – Hydraulic mulch has been applied along 6th.
 - 4. JMF will finish installing concrete walkways and steps.
 - B. Almac Drive Work Items
 - 1. Easement Utilities – HANCO plans to directionally drill the watermain tomorrow. The sanitary sewer will be dug in starting next week.

2. Storm sewer – Rock issues encountered near 816. Dave plans to bring in Falcon to blast trench for storm. Remainder of storm sewer is expected to be finished today.
3. Services – All sanitary and water services have been completed. Sump pump connections to the storm sewer are being worked on today.
4. Subcut – Ulland plans to start subcutting the roadway this week, after storm sewer is complete.

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 – Steve measured 3 hydrants along 6th that need extensions.
- 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. Brian to shoot elevations this week. Ulland will have a milling machine in the area this week if it is needed.
- D. The shed and trees in the Almac utility easement are going to be an issue with utility installation. Have all obstacles been removed? The fence has been removed. Dave will check on if the shed has been moved or if this still needs to happen.
- E. Rock was encountered during boring operation along public utility easement. Sanitary sewer will be trenched.
- F. Communications box at 3rd Avenue & 6th Street is in proposed sidewalk. Michael Coughlin was on site today. CenturyLink will transfer the lines to the new pole tomorrow and remove the old pole. CenturyLink will place a One Call today so that they can move the handhole on the NE corner in a week. This handhole will be pushed north and kept inside the City R/W, but out of the proposed sidewalk. Michael will also check on if CenturyLink owns the exposed line running east from the intersection.
- G. Ulland to pave per plan along the backside of the curb at the old grocery store on 6th.

V. Review of Submittals

- A. Shop Drawings – None.

VI. Private Utilities

- A. Existing PUC light poles from 3rd to 4th- MN Power to disconnect, Holden to take down poles – Has this been completed?
- B. Pole at 3rd Avenue intersection – CenturyLink will remove tomorrow.
- C. Poles in public utility easement – Currently MN Power plans to move poles in one week.
- D. Communications box at 3rd Avenue & 6th Street needs to be relocated by CenturyLink. This work will be completed in one week, after the One Call has been submitted.

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. 1st and 6th Stop sign missing. Steve will run through the sites to verify if signs are needed.

IX. Staking Needs

- A. Brian will be on site to stake sanitary sewer in the easement area and the subcut for Almac and 8th.

X. Materials Testing

- A. Schedule –

B. Results –

XI. Contractual Items

- A. Minor Extra Work Order – Ulland to provide pricing for storm structure 120. *Dave said that he sent information to Matt. Tyler will follow up with Matt.*
- 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. *Steve anticipates all quantities to date will be entered by Thursday or Friday of next week. Tyler will contact the County to run the pay application.*
- 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.
- C. *Dave plans to have work completed on 6th/Almac/8th by November 1st not including the final wear course of paving and the utilities in the easement area. Dave, Matt, and Mark to schedule a meeting to discuss schedule and substantial completion.*
- D. *Dave recommended paving final bituminous at 2nd avenue to avoid damage with county plowing over the winter.*

XIII. Next Meeting – Wednesday October 10th 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