



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: October 10, 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: 16

Attendees: Steve, Tyler, Matt - SEH
Rick, Jay, Josh, Mark - City
Pat - PUC
Dave - Ulland
Nancy Smith – 6th St. Resident
Sherry – Almac group home rep.
Jim Schwarzbauer – Almac Resident
Phil Larson - Mayor

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. Ulland to widen the curb cut at 837 Almac Drive for future driveway improvements.
- B. Sewer backup over the weekend at 34 South Ugstad Road. Ulland is handling cleanup and costs.
- C. Sewer issues at 30 South Ugstad Road – Ulland checked sewer pipes and all was clear.
- D. Homeowner would like additional grading at the NE corner of 6th and 2nd.
- E. 111 6th Street sidewalk drainage issue – Steve and Rick looked at this and decided that a little bit of grading should fix the issue.
- F. Resident questions about when the signs will be installed. Steve staked locations at 6th on Tuesday. Dave will contact ITS to install signs. Should be done next week on 6th Street.
- G. 821 Almac Drive group home – Sherry expressed concern of being able to get medical vehicle access to the home. Dave will bring in wood chips to help bridge the road temporarily for access. Ulland plans to start subcutting road and placing Class 5 tomorrow which will eliminate issue.

II. Erosion Control –

- A. Inlet Control in place –
- B. Silt Fence/Compost Logs in place –
- C. Dust control –
- D. Topsoil & turf restoration – Half of 6th street is done.
- E. Tracking/Sweeping – Sweeper is on site if needed.

- III. Work Schedule – Dave said crews will be working all days of the week if weather holds up.
 - A. 6th Street Work Items
 - 1. Northwood's will be finishing turf establishment.
 - 2. JMF will be finishing concrete steps and any other remaining concrete work at 6th.
 - 3. Bituminous driveways west of 2nd avenue will likely be finished next week.
 - B. Almac Drive Work Items
 - 1. Easement Utilities – Watermain is complete. Ulland will continue on sanitary sewer.
 - 2. Road sub cut – Ulland will start on subcutting after the rain passes. It is estimated that 4 days are needed to complete the subcut.
 - 3. Tracer wire – To be place below subcut for storm sewer piping.
 - 4. Curb & Gutter – Curb and gutter will follow after the sub cut is complete.
 - 5. Ulland will have Braun complete visual basement inspections prior to blasting rock for storm sewer trench.
 - 6. SEH and Ulland will notify homeowners of where the sump pump connection stubs are located at the right-of-way.
- IV. Construction Issues
 - A. Rock removal payment discussion – Matt, Mark, and Dave to meet and discuss.
 - B. 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 – None.
- VI. Private Utilities
 - A. Pole at 3rd Avenue intersection – Has this been moved? Yes.
 - B. Poles in public utility easement – MN Power is relocating tentatively this week.
 - C. 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. This has been moved.
- 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. Any needs? Ulland will pick up signs which have been blown over with the heavy winds.
- IX. Staking Needs
 - A. Sanitary easement staking is needed.
- X. Materials Testing
 - A. Schedule –
 - B. Results –
- XI. Contractual Items
 - A. Minor Extra Work Order – Ulland to provide pricing for storm structure 120. Dave has sent this information to 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. Matt will prepare Change Order #1 that will extend the final completion dates for the project to allow for Spring paving of the final wear course.

C. Contractor Payments – Pay App #4 will go out on Friday 10/12/2018. Steve and Dave to compare quantities prior to pay application.

D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XII. Miscellaneous

A. Ulland will raise or add a casting riser at the storm structure at 8th and 1st street when they are doing storm sewer work.

B. 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.

C. Final paving at 2nd avenue? This has been completed at 2nd avenue and 3rd avenue intersections. The remaining final wear course will be placed in Spring of 2019

D. No parking from here to corner signs – Which corners will these be needed? The City decided that these are not needed at this time.

XIII. Next Meeting – Wednesday October 17th at 8:00 am

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