



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:** Intersection of Bee & Almac

**Meeting No:** 17

**Attendees:** Steve, Matt - SEH  
Rick, Jay, Josh, - City  
Pat - PUC  
Dave, Matt - Ulland  
Nancy Smith – 6<sup>th</sup> St. Resident  
Jauhola's – Almac Drive  
Jan Cleary – Almac  
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

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### I. Public Input

- A. Ulland to widen the curb cut at 837 Almac Drive for future driveway improvements. [There is also a request for a wider driveway entrance for 835 Almac.](#)
- B. 111 6<sup>th</sup> Street sidewalk drainage issue – [Northwoods was onsite this week and adjusted the grading in this area.](#)
- C. Resident questions about when the signs will be installed. Steve staked locations at 6th on Tuesday. [Signs are being delivered and should be installed on 6<sup>th</sup> Street next week.](#)
- D. 821 Almac Drive group home – [Road has been subcut and Class 5 placed. Access is no longer an issue.](#)

### II. Erosion Control –

- A. Inlet Control in place –
- B. Silt Fence/Compost Logs in place –
- C. Dust control –
- D. Topsoil & turf restoration – [All of 6<sup>th</sup> street is complete with topsoil and seed/mulch.](#)
- E. Tracking/Sweeping – [Ulland is sweeping Ugstad as needed.](#)

### III. Work Schedule –

- A. 6<sup>th</sup> Street Work Items
  - 1. Concrete – [there are a few steps left to pour and one radius. This will likely be next week.](#)
  - 2. Signs – [signs should be delivered next week.](#)
- B. Almac Drive Work Items

1. Easement Utilities – Watermain is complete. Sanitary will be done along with services after Mn Power is finished moving poles.
2. Subcutting and Class 5 – should be done on 10/18.
3. Concrete curb and gutter – plan to be placed on 10/18 for mainline.
4. Sidewalks – plan to pour sidewalks on 10/22.
5. Paving Base Course – end of next week.
6. Lighting – lighting conduit and bases are likely weeks out.

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 1<sup>st</sup> avenue intersection to make sure Ulland can get drainage with the 2<sup>nd</sup> lift of pavement.

V. Review of Submittals

- A. Shop Drawings – None.

VI. Private Utilities

- A. Poles in public utility easement – MnPower has been working since Monday on moving Poles and wires. They should finish today.

VII. Public Notifications

- A. Weekly meeting minutes to be posted on City webpage.
- B. Garbage companies – Ulland is coordinating on a weekly basis.
- C. 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 8<sup>th</sup> and Almac intersection.
  3. School buses will be picking up kids at the 3<sup>rd</sup> and 6<sup>th</sup> intersection.

VIII. Traffic Control

- A. No Update

IX. Staking Needs

- A. Almac curb stakes today. Sanitary sewer in easement when MP is done. Light poles will be staked next week.

X. Materials Testing

- A. Schedule – Braun will be onsite today to test Class 5
- B. Results –

XI. Contractual Items

- A. Minor Extra Work Order – Matt & Tyler to draft minor extra work order for catch basin.
- 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. City approved moving substantial completion date to 10/29/18. Final wear course paving will be in spring of 2019.
- C. Contractor Payments – Pay App #4 was cut last Friday 10/12/18.
- 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 8<sup>th</sup> and 1<sup>st</sup> street when they are doing storm sewer work.

XIII. Next Meeting – Wednesday October 24th at 8:00 am – Bee St / Almac Intersection

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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