



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 24, 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:** 18

**Attendees:** Steve, Tyler, Matt - SEH  
Mark, Rick, Josh - City  
Pat - PUC  
Dave, Matt - Ulland  
Nancy Smith – 6<sup>th</sup> St. Resident  
Ryan – JMF  
Michael, Mark – CenturyLink  
Trish Jauhola – Almac Resident  
Jim Schwarzbauer – Almac Resident

**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. Generator noise complaint – Ulland will be working on the easement sewer as soon as private utilities are moved. Ulland/CenturyLink/Mediacom are scheduling to get this work done as soon as possible.
    - B. Sump connections – SEH will develop a flyer for what is needed for homeowners to make their connection to the new stub provided by Ulland.
  - II. Erosion Control –
    - A. Inlet Control in place –
    - B. Silt Fence/Compost Logs in place –
    - C. Dust control –
    - D. Topsoil & turf restoration – Complete on 6th
    - E. Tracking/Sweeping – As needed
  - III. Work Schedule –
    - A. 6<sup>th</sup> Street Work Items
      - 1. Concrete steps and radius– Planned to be completed tomorrow or Friday.
      - 2. Signs – Dave talked with ITS and the signs should be here by the end of the week.
    - B. Almac Drive Work Items
      - 1. Easement Utilities – Waiting on private utilities – Ulland is coordinating with private utilities to get this done as soon as possible.

2. Paving Base Course – Complete
3. Lighting – Conduit and bases are installed.
4. Sidewalk – Forming tomorrow, will be completed early next week.

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. Private Utilities

- A. Poles in public utility easement – New poles in place. Waiting on lines to be transferred.

VI. 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.

VII. Traffic Control – No update

VIII. Staking Needs – Sanitary stakes in the easement area after the private utility work is complete.

IX. Materials Testing

- A. Schedule – Braun will be coming to take bituminous cores
- B. Results –

X. 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.
  3. Pipe extension from the corner of Bee Street to the west – This will eliminate the steep slope concerns along Bee Street.
- C. Contractor Payments – Pay App #5 will be cut in November. This will be the last one for the year.
- D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XI. 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. – This is complete
- B. A punch list walkthrough will be completed late this week or early next week.

XII. Next Meeting – Wednesday October 31st 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.**

c: eFile