



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 31, 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:** 19

**Attendees:** Steve, Tyler, Matt - SEH  
Mark, Rick, Josh, Jay - City  
Pat - PUC  
Matt - Ulland  
Nancy Smith – 6<sup>th</sup> St. Resident  
Ryan – JMF  
Ron & Trish Jauhola – 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. Sump connections – SEH will develop a flyer for what is needed for homeowners to make their connection to the new stub provided by Ulland.
    - B. 809 Almac – owner has concerns about drainage damage to their garage – Steve and Matt will look at what needs to be fixed.
    - C. Ulland to improve driveway at 821 Almac to allow for better wheel chair access for appointments.
  - II. Erosion Control – No updates
    - A. Inlet Control in place –
    - B. Silt Fence/Compost Logs in place –
    - C. Topsoil & turf restoration – Topsoil has been placed and spread at Almac.
  - III. Work Schedule –
    - A. 6<sup>th</sup> Street Work Items
      - 1. Signs – Permanent signs were placed yesterday.
      - 2. Plowing hazards – Rick mentioned a few curb plowing hazards that will be added to the punch list.
      - 3. Class 5 & topsoil at 329 6<sup>th</sup> Street – This will be looked at and added to the punch list.
      - 4. Remaining tree stumps will be ground down after the sidewalk is fully cured. Any remaining stumps were too close to gas main and services to be removed with backhoe.
      - 5. Concrete steps and restoration should be completed today.

- B. Almac Drive Work Items
  - 1. Easement Utilities – Ulland is currently working on this. Expected to be completed midweek next week. This includes sanitary main, sanitary services, and water services
  - 2. Lighting – Poles are up except for the pole at Almac and Bee. This pole was stolen and we're waiting for replacement. Once all poles are up, Contractor will coordinate with Minnesota Power to energize lights. Almac and 6<sup>th</sup> will be done at same time.
  - 3. Sidewalks were poured last week.
  - 4. Restoration has been started and topsoil has been spread. Temp mulch will likely be placed this year with final seeding in the spring.
  - 5. Driveways are planned to be paved next Monday.
- IV. Construction Issues
  - A. Rock removal payment discussion – Matt, Mark, and Dave to meet and discuss.
  - B. Low spot at 1<sup>st</sup> avenue intersection - will review to see if it can be removed with the 2<sup>nd</sup> lift of bit.
- V. Private Utilities
  - A. Poles in public utility easement – Has this work been completed? Yes – all private utility work should be complete.
- VI. Public Notifications
  - A. Weekly meeting minutes to be posted on City webpage.
  - B. 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 – Done.
- IX. Materials Testing
  - A. Results – Concrete tests on sidewalks, curb & gutter, and light bases along 6<sup>th</sup> - PASS
- 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. Pipe extension from the corner of Bee Street to the west. Matt will draft Change Order and send to Ulland and City for approval.
  - C. Contractor Payments – Pay App #5 will be cut in November. This will be the last one for the year. This pay application is expected to be cut the week of November 12<sup>th</sup>.
  - D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.
- XI. Miscellaneous
  - A. Punch list walkthrough. 6<sup>th</sup> Street is scheduled for later this week. Almac will be the following week.
- XII. Next Meeting – This is the final site meeting for 2018. If needed there will be one in spring for final paving.

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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