



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: July 18, 2018

Project Manager: Matt Bolf, PE

Time of Meeting: 8:00 a.m.

SEH No.: PROCT 139933 16.00

Location of Meeting: 6th Street (Between 2nd & 3rd)

Meeting No: 4

Attendees: Tyler, Matt, Steve - SEH
Mark, Josh, Jay - City
Pat C. - PUC
Josh - Ulland
Nancy Smith - Resident
Gene Kruger – Holden Elec.

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. Notify Pit Stop Bar owner of sanitary wye location.
 - B. Road closure and detour notifications to emergency services.
 - C. Spruce tree at house #801 Almac Drive may need to be cut down for utility installation. Ulland will determine tree removal needs when work begins on Almac Drive.
 - D. Ulland will pull tree stumps as they are excavating for new sanitary and water services.
 - E. Steve V. will meet with homeowner at 311 6th street to discuss existing concrete steps adjacent to the roadway.
 - F. There was a water pressure issue at 18 6th Street. The curb stop wasn't turned all the way and the issue is now fixed.
 - II. Erosion Control
 - A. Inlet Control in place – Rain is projected in the forecast, Ulland will make sure all erosion control measure are in place and working.
 - B. Silt Fence/Compost Logs in place – No updates.
 - C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
 - D. Dust control – Ulland has a truck ready for when it is needed. No issues.
 - III. Work Schedule
 - A. Upcoming Work Items
 - 1. Water service and sanitary service installation between 2nd and Boundary – Ulland has a couple of days left this week to finish services. Once complete, everyone between 2nd and Boundary will be off of temporary water.

2. Storm sewer- Starting today at Boundary Avenue.
 3. Curb & Gutter- Ulland plans to start roadway subcut on Friday with curb and gutter to follow after road materials have been place.
 - B. Overall Schedule – Ulland plans to start on Almac Drive in a week. They will start with hydrant and valve tie-ins and getting temporary water hooked up. Following temporary water, they will continue with sanitary and water mains starting at 8th Avenue and Almac Drive.
- IV. Construction Issues
- A. Reminder – Add sanitary and water service to 320 6th Street.
 - B. Bed rock near 816 Almac Drive – The gas company ran into bedrock and adjusted the alignment of the new main. Ulland will pre-dig this section of water main to ensure there are no conflicts with the proposed water main. Ulland will pre-dig when temporary water hookups are occurring.
 - C. Poor soils found during trench excavation – The following options were discussed at the meeting.
 1. Dig up utility trenches and blend the soils to retest for compaction.
 2. Additional subcut underneath the roadway and pave only the base course this year to allow for any settlement. Ulland could cut out bad spots next year along with final paving courses.
 3. Install geogrid under the roadway for additional roadway support – Ulland will supply SEH with cost estimate for doing this option.
 - D. Lighting conduit placement – Holden Electric to place new conduit underneath the sidewalk at locations where the sidewalk abuts existing stairs and catwalks. New conduit will be located in the Right-of-Way between the new sidewalk and homeowners property where conflicts to not occur.
 - E. Ulland noted that there is a potential conflict between proposed storm sewer and the new gas service crossings along Almac Drive. Ulland will determine if there is an issue exists when construction starts on Almac.
 - F. Water main running along 3rd Avenue is the only feed to the water tower and north part of town. The Ulland, the PUC and SWLP are discussing options for the upcoming shutdown at 3rd Avenue. A longer than 4 hour shutdown is expected and notifications will be sent out in advance to homeowners.
- V. Review of Submittals
- A. Shop Drawings – Lighting shop drawings have been approved and sent back to Ulland.
- VI. Private Utilities
- A. Gas main relocation – No updates.
 - B. Power pole relocations – Waiting on easements.
 - C. Culvert adjustments may be needed at the intersection of Bee Street and Ugstad Road. Once the existing utilities and utility vault are exposed, placement of the culvert will be determined.
- VII. Public Notifications
- A. Weekly meeting minutes to be posted on City webpage.
 - B. Garbage companies – Ulland is working with the garbage company and the homeowners.
 - C. Post Master – Carrier walks the 6th Street route.
- VIII. Traffic Control
- A. No updates.
- IX. Staking Needs
- A. Brian is on site today staking road subcut and storm sewer.
- X. Materials Testing
- A. Schedule – Steve will coordinate to have Braun take one more density at a blended utility trench to see if Ulland is achieving a better compaction with the blended material.
 - B. Results –
- XI. Contractual Items
- A. Minor Extra Work Order – N/A
 - B. Change Orders – N/A

- C. Contractor Payments – Quantities have been entered into OneOffice. Matt will check with Steve K. to see if the 1st pay application has been made.
- D. Dave to send payrolls to SEH.

XII. Miscellaneous

- A. Easement updates – Mark and Matt are still working on getting easements.
- B. Pipe treatment for arch pipe between 2nd and 3rd avenue – SEH provided a detail for the work to be done. Josh will check with Dave on how this work is preferred to be paid for.

XIII. Next Meeting – Wednesday July 25th @ 8:00 a.m.

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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