



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: July 25, 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: 5

Attendees: Tyler, Matt, Steve, Jerry - SEH
Rick, Josh, Jay - City
Josh, Dave - Ulland
Nancy Smith - Resident

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. Road closure and detour notifications to emergency services. Rick will notify emergency services about the 3rd avenue closure for the watermain tie in.
 - B. 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. No updates.
 - C. Steve V. will meet with homeowner at 311 6th street to discuss existing concrete steps adjacent to the roadway.
- II. Erosion Control
 - A. Inlet Control in place – No updates.
 - 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 and sanitary services have been completed between 2nd Avenue and Boundary Avenue.
 - 2. Storm sewer- Boundary Avenue and 1st Avenue storm sewer is in place.
 - 3. Curb & Gutter- JMF is scheduled to come August 1st to prepare and pour concrete curb and gutter from 2nd Avenue to Boundary Avenue.
 - 4. Ulland started their subcut at Boundary Avenue. They are also placing fabric and sand as they move west.

5. Ulland will have a temporary water shutdown tomorrow to tie into the water main system at 3rd Avenue to prepare for temporary water for the remainder of 6th Street. Notifications of temporary shutdown have been handed out.
 6. Ulland will start on sanitary sewer from 3rd Avenue to 2nd Avenue following the water shutdown and tie in.
 7. Ulland plans to pave the base course of pavement from 2nd Avenue to Boundary Avenue between August 8th and 14th.
- B. Overall Schedule – Almac Drive start date is to be determined.

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 / subgrade correction – It was decided that a geogrid will not be used. Soils seemed to have dried out some, since the last compaction test. SEH is going to have Braun do a couple more compaction tests today to see if there has been any improvement. A proof roll of the sand layer will be completed prior to class 5 placement. Only base course paving will occur this year with settlement fixes and final paving to occur next spring.
- D. 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.
- E. Gas cover may become an issue along 6th street once final grading has occurred. SEH and Ulland will notify the gas company of this.
- F. Hydrant extensions to be obtained by SEH and forwarded to Dave Nelson.

V. Review of Submittals

- A. Shop Drawings – None at this time.

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. Ulland will adjust detour signs as needed with the upcoming 3rd Avenue closure.

IX. Staking Needs

- A. Brian is onsite today staking subcuts.
- B. Ulland will need sanitary staking for Monday of next week.
- C. Curb and gutter staking will be needed after class 5 has been placed.

X. Materials Testing

- A. Schedule – Braun will be onsite today to take more compaction tests.
- B. Results –

XI. Contractual Items

- A. Minor Extra Work Order – Ulland asked about extra trench rock and sand backfill payment. Matt requested that Ulland and Steve keep track of extra bedding and backfill quantities.
- B. Change Orders – N/A

- C. Contractor Payments –1st pay application has been made by the County and Ulland should be receiving a check in the near future.
- D. Dave sent payrolls to SEH and the County. The County will continue to review payrolls.

XII. Miscellaneous

- A. Easement updates – Matt was in contact with two of the four outstanding homeowner easements. We anticipate receiving them soon. Matt has not heard back from the remaining two and will follow up this week.
- B. Pipe treatment for arch pipe between 2nd and 3rd avenue – Ulland is okay with using plan bid items to pay for the culvert treatment.

XIII. Next Meeting – Wednesday August 1st @ 8:00 am between 3rd Avenue and 4th Avenue.

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