



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: August 1, 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: 6

Attendees: Tyler, Steve, Jerry - SEH
Mark, Rick, Josh, Jay - City
Josh, Dave - Ulland
Nancy Smith – Resident
Jim Schwarzbauer – Council member/resident
Pat C. – PUC

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

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- I. Public Input
 - A. 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.
 - B. Homeowner's steps at 311 6th Street – Nancy gave her neighbor's phone number to Steve to contact for any questions.
 - C. Sanitary service at 519 3rd Ave – Steve and Jerry have talked with the homeowner. Ulland did not find the sanitary service within the construction limits along 3rd avenue. This service will not be replaced with this project, unless it connects to the 6th Street main.
 - D. An Almac homeowner came to the meeting to express that he believes the new sidewalk should go on the water main side of the street and that he believes Ugstad residents should be getting assessed for the Almac reconstruction.
 - 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. Ulland has placed sanitary manholes connecting to the 3rd avenue storm system. They will continue with sanitary moving east to 2nd avenue this week.

2. Lighting conduit and footings – Holden Electric is onsite for lighting conduit placement.
 3. Water main (between 2nd and 3rd) – Ulland plans to start water installation after the sanitary main is complete.
 4. Subcut/sand/class 5 – Ulland has nearly completed the subcut and sand placement from 2nd Avenue to Boundary Avenue. They will begin hauling and placing class 5.
 5. Curb & gutter between 2nd and Boundary – JMF will possibly be on site later this week, otherwise early next week.
- B. Almac Drive – Ulland is anticipating a second crew to start at Almac Drive the week of the 13th of August.
- IV. Construction Issues
- A. Bed rock near 816 Almac Drive – Will be looked at when construction starts at Almac.
 - B. Poor subgrade soils – Compaction test results are showing improvement. An extra 1 foot subcut was used for most of the road from 1st to 2nd. Ulland is still planning on paving only the base course of bituminous this year to allow for settled areas to be cut out in the spring of next year.
 - C. Gas service conflicts with storm along Almac Drive – This will be looked at when construction starts at Almac.
 - D. Gas bury depth issues on north side of 6th – Ulland and SEH keeping track of locations to notify the gas company.
 - E. Hydrant extensions – Ulland is completing some sloping behind proposed walkways today. This will allow SEH and Ulland to determine where extensions are needed.
 - F. Hydrant, valve, and tie in location at Almac and Bee Street. Tyler, Steve, Jerry, Pat, and Josh met after the site meeting to discuss water main location and how the tie in is going to work.
- 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 for Almac Drive. SEH will contact CenturyLink about the power pole at the 3rd avenue intersection.
 - C. CenturyLink pole at 3rd Avenue - SEH will contact CenturyLink about the power pole at the 3rd avenue intersection.
- 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 continue to notify the City and Emergency Services about any changes with detours and road closures.
 - B. Ulland will keep 2nd Avenue open for Hog Head, and will keep 3rd Avenue open if possible.
- IX. Staking Needs
- A. Steve and Ulland to coordinate with Brian will be needed for curb staking.
- X. Materials Testing
- A. Schedule –
 - B. Results – Compaction results for the subcut between Boundary and 2nd have improved. Steve and Tyler will discuss testing amounts with Matt for moving forward with the project.
- XI. Contractual Items
- A. Minor Extra Work Order – Ulland and SEH will keep track of extra subcut areas and extra trench rock areas.
 - B. Change Orders – N/A

- C. Contractor Payments – Ulland has received payment from the 1st pay application. Ulland requested payment for half of Almac bit removal on the next pay application. The 2nd pay application is a couple of weeks out.
- D. Ulland will continue to send payrolls to SEH and the County. The County will review.

XII. Miscellaneous

- A. Easement updates – The City received one more public easement and one more temporary easement from a homeowner on Ugstad Road. SEH has reached out to the remaining homeowners and will continue to do so.

XIII. Next Meeting – Wednesday August 8th @ 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.

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