



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: August 15, 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: 8

Attendees: Tyler, Matt, Steve - SEH
Rick, Jay - City
Pat C. - PUC
Dave, Josh - Ulland
Gene Kruger – Holden Elec.
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

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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. A resident at Hillside Gardens mentioned to Nancy that they had an unexpected water shutdown. An extra service was found connecting to the 6th street main and running north towards 7th. This was an unexpected line that the City did not have records of.
- II. Erosion Control
- A. Inlet Control in place –
 - B. Silt Fence/Compost Logs in place – [Compost logs have been placed at Almac Drive.](#)
 - C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
 - D. Dust control –
- III. Work Schedule
- A. 6th Street Work Items – [Ulland doesn't plan to work on 6th Street this Saturday for the Hog Head events.](#)
 - 1. Base course paving between 2nd and Boundary – [Ulland plans to pave this section on Friday. Northwoods will follow with turf restoration after paving is complete.](#)
 - 2. Sidewalks – [Ulland is currently grading for sidewalk from 2nd to Boundary. Ulland is planning for JMF to pour concrete either Thursday or next Monday.](#)
 - 3. Sanitary sewer – [All mains on 6th have been installed.](#)
 - 4. Water main – [Ulland is finishing installation of the watermain from 4th to Hwy 2.](#)

- B. Almac Drive Work Items - TBD
 - C. Hog Head – See traffic control below.
- IV. Construction Issues
- A. Bed rock near 816 Almac Drive – Will be looked at when construction starts at Almac.
 - B. Poor subgrade soils – Additional 1 foot subcut in soft areas. Ulland and SEH are tracking extra quantities.
 - 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 – Jerry and Ulland measured an average of 2.5' of cover remaining over the new gas lines.
 - E. Hydrant extensions – Will wait until grading is complete.
 - F. Ledge rock near 4th avenue – Ulland had to adjust the grade from the plan changing the height of structure L-7. Will have to core in 3 of the 4 service west of 4th avenue. Ulland will cap the wyes installed near the intersection.
 - G. Boring mains in public utility easement – SEH looked at the sanitary in the easement area, there is not enough fall to increase the 1% pipe slope. The proposed 1% pipe slope has already been increased from the existing condition. Ulland will possibly bore the section from Almac to the west because there is currently one proposed service connection along this stretch. Dave will talk with Hanco about the tight grades and the boring operations.
 - H. Extra water service found at 4th avenue intersection. Ulland will extend stub to the north approximately 20 feet and provide new service tap and curb stop for newly found service.
 - I. Matt will talk with the PUC about what is wanted with the existing light pole between 2nd and 1st. Ulland will try and remove after Matt has talked with Char.
- V. Review of Submittals
- A. Shop Drawings – Holden Electric will look into lighting shops and timeline.
- VI. Private Utilities
- A. Gas main relocation –
 - B. Power pole relocations – Waiting on easements.
 - C. CenturyLink pole at 3rd avenue – CenturyLink wants to know when is a good time for them to splice a new cable from the box to the new pole. Ulland has complete utility main work in this area.
- VII. Public Notifications
- A. Weekly meeting minutes to be posted on City webpage.
 - B. Garbage companies – Ulland is coordinating on a weekly basis
 - C. Post Master – Carrier walks the 6th Street route.
- VIII. Traffic Control
- A. Ulland will keep 2nd avenue and 3rd Avenue open today and Saturday for Hog Head.
- IX. Staking Needs
- A. Brian will be on site Friday for subcut stakes and storm sewer stakes.
- X. Materials Testing
- A. Schedule – Braun will be on site Friday for bituminous placement.
 - B. Results –
- XI. Contractual Items
- A. Minor Extra Work Order – n/a
 - B. Change Orders – n/a
 - C. Contractor Payments – Pay App #2 has been sent. Bituminous milling on Almac will be reflected in Pay App #3
 - D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.
- XII. Miscellaneous

- A. Easement updates – Matt & Tyler met remaining homeowners. City should be receiving easements soon.
- B. Does the City want Mr. Manholes on all structures and valves in the roadway? No
- C. Residents at 837 Almac Drive requested an additional water service be stubbed to their empty lot to the south. SEH let them know that this can be done, but a sanitary service cannot be ran to the site because they will not be able to connect to the existing forcemain. Their extra service would either have to pump to the new manhole to the north or run south to the lift station south of Bee street.

XIII. Next Meeting – Wednesday August 22nd @ 8:00 am, between 2nd and 3rd on 6th Street.

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

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