



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 22, 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 & 1st)

Meeting No: 9

Attendees: Tyler, Steve, Matt - SEH
Mark, Rick, Jay, Josh - City
Pat - PUC
Dave, Josh - 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. 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 contacted the City about dust issues. Ulland responded immediately and put down water for dust control.
- II. Erosion Control
 - A. Inlet Control in place – No update
 - B. Silt Fence/Compost Logs in place – No update
 - C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
 - D. Dust control – See note C in public input, above.
- III. Work Schedule
 - A. 6th Street Work Items
 - 1. Ulland is currently working on installing the cross culvert between 3rd and 2nd, along with the culvert treatment.
 - 2. Ulland is working on their subcut between 2nd and 3rd and is planning for possible curb on Friday.
 - 3. After the subcut is complete between 2nd and 3rd crews will continue with services and storm sewer west of 3rd avenue.

B. Almac Drive Work Items

1. Water will be shutdown tomorrow (Thursday) at 8:00 am for crews to install new gate valves at both ends of the Almac project. Notifications were sent out to the homeowners yesterday. Crews are on site today, preparing for the shutdown.
2. Ulland crews will begin on sanitary sewer reconstruction after the shutdown has been completed.

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. Hydrant extensions – Will wait until grading is complete.
- E. 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. Dave talked with Brandt at Hanco, and Brandt believes that he can make a 1% sanitary grade with a directional drilling rig. Dave plans to have Hanco directionally drill the water main in the easement area prior to doing the sanitary main to ensure no issues arise (ie. Rock).
- F. Existing light pole between 2nd and 1st – The PUC would like Ulland to salvage the lighting fixture and return it to the PUC. The PUC does not want to keep the pole and they would like Ulland to remove it.
- G. Gas main bury depth is going to be an issue for driveway sub cut and tie-ins along 6th between 2nd and Boundary. Steve is going to identify which driveways will have issues with the gas main and SEH will notify the gas company.
- H. Josh asked about when the existing light poles will be removed on Almac. SEH will contact the PUC to see when this work will be done.
- I. Ulland has a pile of mixed class 5 and sand and inquired about using for pipe trench backfill.
- J. Steve noted a low spot in the bituminous base course at the NE corner of 1st avenue. Brian will shoot elevations of the two north corners to see if water can drain across 1st avenue. The wear course will likely need to correct the crown on 1st avenue.

V. Review of Submittals

- A. Shop Drawings – Holden Electric lighting shops – No update.

VI. Private Utilities

- A. Power pole relocations – Waiting on easements.
- B. CenturyLink pole at 3rd avenue – No update.

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
 1. Carrier walks the 6th Street route.
 2. Temporary mailboxes for Almac. Ulland to contact Postmaster about construction starting. Dave said he will get in touch with the mail carrier to coordinate this.

VIII. Traffic Control

- A. Issues with people parking in the construction area during Hog Head. This was brought to the attention of the City and the issue was resolved.

IX. Staking Needs

- A. Brian plans to be at 6th tomorrow for curb stakes and possibly Almac sanitary sewer.

X. Materials Testing

- A. Schedule – Concrete tests and bituminous have been ongoing.

- B. Results –
- XI. Contractual Items
 - A. Minor Extra Work Order –
 - B. Change Orders –
 - C. Contractor Payments – Pay App #2 has been sent. Bituminous milling on Almac will be reflected in Pay App #3. [Pay App #3 will likely be the 1st or 2nd week of September.](#)
 - D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.
- XII. Miscellaneous
 - A. Easement updates – [The City has not received any of the outstanding easements.](#)
 - B. Additional water service to House 837 Almac Drive for empty lot. [No service for sanitary will be provided because it cannot be connected to the forcemain.](#)
- XIII. Next Meeting – [Wednesday August 29th @ 8:00 am \(Will most likely be held at the job trailer between 2nd and 3rd.\)](#)

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