



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 11, 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: 3

Attendees: Tyler, Matt, Steve - SEH
Mark, Rick, Josh, Jay - City
Pat C. - PUC
Dave, Josh - Ulland
Nancy Smith - Resident

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

- I. Public Input
 - A. Notify Pit Stop Bar owner of sanitary wye location.
 - B. Road closure and detour notifications need to be given to Fire department and Police department at 2nd avenue and 3rd avenue. Gold Cross notification runs through the fire department. 4th avenue notification needed as well for emergency vehicle to access assisted living homes to the north.
 - 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.
- II. Erosion Control
 - A. Inlet Control in place
 - B. Silt Fence/Compost Logs in place – Northwoods was on site yesterday to finish logs and silt fence on 6th Street.
 - 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.
- III. Work Schedule
 - A. Upcoming Work Items
 - 1. Water service and sanitary service installation along 6th between 2nd Avenue and Boundary Avenue this week and next week.
 - 2. Storm sewer- Will possibly begin next week on 6th Street.
 - 3. Curb & Gutter- Ulland’s plan is to have JMF construct concrete curb and gutter along with concrete sidewalk between 2nd Avenue and Boundary Avenue, starting the 1st of August.

4. County Fair - The Fair starts today. The County is okay with using bituminous millings temporarily at Boundary Avenue for Fair traffic. Ulland will maintain this area throughout the County Fair dates.
 - B. Overall Schedule – Ulland will start on Almac in the next week or two depending on a second crew availability.
- IV. Construction Issues
- A. Add water & sanitary services to 320 6th Street - This house has been restored since the fire. Ulland will provide new sanitary and water services to the right-of-way.
 - 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, backfill material did not meet compaction test. Additional soil blending and/or farming of the material may be needed to reach 95% compaction requirement and help to dry out the underlying soils.
 - D. Proposed grades at hydrants. Ulland will use riser extensions on hydrants that need to be brought up to finished grade. Steve V. will coordinate what is needed with Ulland.
 - E. Most water services encountered are galvanized steel piping. These services are in very poor condition, and are very brittle with pre-existing cracks and holes. Ulland is having a tough time making a connection to these pipes without them cracking. Ulland and PUC is looking at alternative connection hardware for these delicate pipes. It is strongly recommended for homeowners to replace these poor conditioned pipes located from their property line to their house.
 - F. Ulland inquired about boring the water main in the Almac/Ugstad utility easement to limit tree disturbance. The City may still want the trees removed for access purposes.
- 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.
- 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. See note above under public input.
- IX. Staking Needs
- A. Possible storm staking is needed next week. Steve will coordinate with Ulland as needed.
- X. Materials Testing
- A. Schedule –
 - B. Results – Failed compaction test with utility backfill material. See notes under construction issues.
- XI. Contractual Items
- A. Minor Extra Work Order – N/A
 - B. Change Orders – N/A
 - C. Contractor Payments – Quantities have been entered into OneOffice. 1st pay application will be cut through July 10th.
 - D. Dave to send payrolls to SEH.
- XII. Miscellaneous
- A. Easement updates – Needed by the end of next week. Mark will send contact information to Matt so that he may reach out directly to the homeowners.

XIII. Next Meeting – [Wednesday July 18th @ 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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