

Weekly Progress Meeting Agenda

Project I.D.: SP 202-101-014, 202-104-012,	Date: 6/7/2023
Highway Description: Ugstad Rd & Arrowhead Rd Improvements	
Project Location: Hermantown, MN – St. Louis County	
Project Contractor: Ulland Brothers, Inc.	
Project Engineer: MSA Professional Services, Inc.	

Attendees:

- **Ryan Swanson – Ulland Brothers, Inc. – In Person**
- **Joel Moschler – Ulland Brothers, Inc. – In Person**
- **Phill Lockett – MSA Professional Services**
- **James Watters – MSA Professional Services, Inc. – Virtual**
- **Paul Senst – City of Hermantown – In Person**
- **Dan – JMF – In Person**
- **Joe Wicklund – City of Hermantown – In Person**
- **Mark - Resident**
- **Angela – Resident on Roosevelt Dr**
- **David Bolf – City of Hermantown – In Person**

Meeting minutes in red

1. Contractor's Schedule

- a. **Contract time – Completion Date October 20, 2023**
- b. **Work in progress Current Week**
 - i. **Prime Contractor – Plan through the end of the week is to keep installing pipe at Truman Dr intersection and start on storm sewer on east site of Ugstad Rd at Roosevelt Dr**
 - ii. **Sidewalk is shaped behind existing back of curb**
 - iii. **Subcontractors –**
 1. **JMF hopefully back on site this Friday 6/9/23**
 2. **String line will be down through driveways over weekend**
 3. **Ulland mentioned we need to push for curb pouring on Friday this week so his crews can keep going on work behind curb.**
 4. **JMF will stay in touch this week to confirm pour for Friday**
- c. **Work in progress Next Week**
 - i. **Prime Contractor –**
 1. **Storm sewer at Roosevelt**
 2. **Might jump up to Ugstad north of Lavaque to do removals if Ulland runs out of work**
 - ii. **Subcontractors –**
 1. **JMF on site Monday as well to do more concrete curb pouring.**
- d. **Controlling items of work –**
 - i. **Concrete curb, need to push for driveway curb pouring for 6/9/23**
- e. **Delays**
 - i. **Controlling item - NA**

- ii. Non-controlling items - NA

2. Utilities

- a. Consolidated Communications – No update. Not present.
- b. MnDOT – No update. Not present.
 - i. Paul Ackerley wanted to clarify that the signal up at USH 53 would be turned to flashing red if needed. It was incorrectly noted as “flashing yellow” in the precon meeting minutes.
- c. Minnesota Energies – Not Present,
 - i. Relocation crews are currently working on gas main relocation at Roosevelt Dr and Ugstad Rd. Should be done by end of week
- d. Paul Bunyan Communications – No update. Not present.
- e. Mediacom – No update. Not present.
- f. Minnesota Power – No update. Not present.
- g. Centurylink/Lumen – No update. Not present.
 - i. Group mentioned relocation crews were not seen on site this week.

3. Maintenance of Traffic

- a. Issues – None Reported
 - i. Through traffic seems to be thinning out as motorists get used to detour route
- b. Modification to traffic control – None Reported
- c. Maintenance of traffic control
 - i. Device condition – No issues
 - ii. Traffic Control Inspection Logs – Ulland to send over daily Traffic Control Logs. Send to Phil L. with MSA and copy James W.

4. Materials

- a. Certification / test report submittals
- b. QC Testing – None at this time
- c. QA Testing –
 - i. Field testing of concrete used for storm manholes is required
 - ii. Field testing and plant monitoring testing will be needed Friday if JMF is on site to pour concrete curb
 - iii. Compaction tests needed for transverse pipes at Truman Dr and Roosevelt Dr.
- d. Non-conforming materials – None Reported

5. Environmental

- a. Erosion Control –
 - i. Sediment Control Log in place on Ugstad Rd.
 - ii. Sediment control log has been substituted for machine sliced silt fence
 - iii. As Truman and Roosevelt Pipes are completed and brought online, need to have soil stabilized within 24 hours. Tributary to Rocky Run, a public water, is nearby.
 - iv. Hard Copy of SWPPP needs to be on site
 - 1. Hard Copy is stored on site in Ulland trailer.
 - 2. Joel can make electronic erosion control inspection reports available if requested.
- b. Weekly erosion control inspections

- i. Best way to get weekly inspection reports?
 - 1. Joel with Ulland to send to Phil with MSA weekly
 - 2. No rain events greater than 0.5" recorded so far during construction

6. Progress Estimates

- i. MSA to work with Ulland on items to be paid in first pay application
- ii. Need payments done by Tuesday at noon next week

7. Safety

- a. Work zone safety –
 - i. Be aware of local residents in construction sites. Many have headphones on and are not able to hear construction traffic or directions. Please be extra careful with construction equipment and to review this at weekly safety meetings.
- b. Accidents / Emergency incidents – No accidents to report. There was a mention of cars driving by at 40mph + speeds in construction zones.

8. Public Relations

- a. Property Owners
 - i. There are multiple upcoming graduation parties in the Jackson Estate neighborhood west of Ugstad Rd via Truman Drive and Roosevelt Drive.
 - ii. Traffic Control on Ugstad for rest of week is as follows
 - 1. 6/7/23 and 6/8/23 on Ugstad Rd South of Lavaque Junction
 - a. Closed between Truman and Roosevelt
 - b. Truman and Roosevelt intersections open for access to adjacent neighborhoods
 - 2. 6/9/23 on Ugstad Rd South of Lavaque Junction
 - a. Better to come in on south end of Ugstad and use Truman intersection to access neighborhoods
 - b. Ulland will be working near Roosevelt intersection on east side of Ugstad Rd installing storm sewer and catch basins.
 - c. Two lanes of traffic will be open at Truman Dr intersection
 - d. One lane of traffic will be open at Roosevelt Dr Intersection
 - iii. Group mentioned to Mark that he can access his driveway until forms are set up in his driveway. He is expecting a delivery of firewood today. There are currently no forms in driveway so delivery should have no problem.
 - iv. Joel with Ulland to contact postmaster to see exactly what the mail delivery person is needing to deliver mail. Joel will try to flag her down today.
 - v. Subcontractor, Herness, will setup group of mailboxes next Wednesday at a location to be determined so mail deliver can be completed.
 - vi. Angela had a question on where equipment will be left over the upcoming weekend as she will be having a grad party and wants to understand road access. Ulland will have equipment stored on east side of Ugstad over weekend.
 - vii. Angela had question on when Roosevelt will be completely closed. Ulland mentioned probably 3-4 days starting next week. Best to avoid this intersection all next week.

viii. Joe Wicklund mentioned they have been in contact with Fire Department to let them know of the work near Truman and Roosevelt intersections.

ix. Mark and Angela departed around 9:20 am

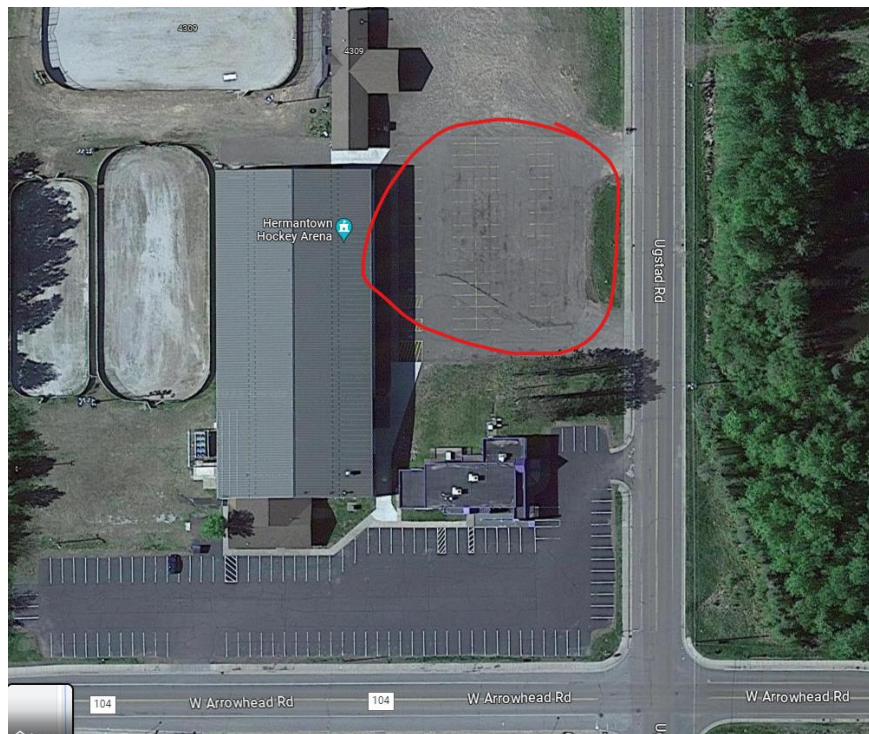
b. Businesses – None at this time

c. Local officials – None at this time

9. New Issues / Concerns; Other Items

a. None at this time

10. Next Meeting - Wednesday, June 14, 2023 – at 9:00 am (onsite at Hermantown Hockey Arena parking lot shown below)



Meeting minutes will be distributed to the prime contractor and other attendees, as requested.