



# Weekly Construction Meeting Summary

Project I.D.: SP 202-101-014, 202-104-012,	Date: 9/6/2023
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. (Prime) – In Person
- Curt – Ulland Brothers, Inc. (Prime) – In Person
- Phil Lockett – MSA Professional Services, Inc. – In Person
- Marissa Wacker – MSA Professional Services, Inc. – Virtual
- Paul Senst – City of Hermantown – In Person
- Sophie Abrahms – MSA Professional Services, Inc. – In Person
- Dan Buck – JMF – In Person
- Ross Hendrickson – MnDOT – Virtual

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 – Ulland Brothers
    - a. Subcut at Arrowhead Rd & Hawk Circle Dr intersection to be completed this week. Rebuilding it to follow right after.
    - b. Almost all driveways are graded and starting to be paved today.
    - c. Paving wear course to begin Friday
      - i. Property owners to be notified Thursday.
      - ii. Thursday morning beginning wear course on Ugstad Rd from Arrowhead Rd to Maple Grove Rd, starting on north end and paving south on SB lane then head north.
    - d. Manholes on Ugstad Rd south of Arrowhead Rd to be raised tomorrow.
    - e. Prep work for sod to be completed this week.
  - ii. Subcontractors – Northwoods Sodding, JMF, Parsons
    1. Northwoods Sodding has been out watering sod.
    2. JMF beginning curb and gutter on Arrowhead Rd this week.
    3. Parsons will be dropping off bases for RFB’s today.
      - a. On-call to set poles when ready next week.
      - b. All bases are set except for the remaining two on Arrowhead Rd.
- c. Work in progress Next Week
  - i. Prime Contractor – Ulland Brothers
    1. Prep for sidewalks on Arrowhead Rd
  - ii. Subcontractors – Northwoods Sodding, JMF, Parsons
    1. JMF to complete curb & gutter and remaining sidewalk on Arrowhead Rd.
    2. Northwoods Sodding for continued sod maintenance.

- 3. Parsons on-call to set poles.
  - d. Staking Needs
    - i. None.
  - e. Controlling items of work –
- 2. **Utilities**
  - a. Consolidated Communications – No update. Not present.
  - b. MnDOT – No update. Not present.
  - c. Minnesota Energies – No update. Not present.
  - d. Paul Bunyan Communications – Not present.
  - e. Mediacom – No update. Not present.
  - f. Minnesota Power – No update. Not present.
  - g. Centurylink/Lumen – No update. Not present.
- 3. **Traffic Control**
  - a. Issues – need to keep residents off of wear course while paving as much as possible
    - i. A combo of barricades and flaggers to be used to route traffic away from paving operation. Flaggers to stop vehicles and only let workers and local residents through when necessary. Barricades to be pulled during school drop-off & pick-up times.
  - b. Modification to traffic control - None
  - c. Maintenance of traffic control
    - i. Device condition – No issues
    - ii. Traffic Control Inspection Logs – MSA reached out to Warning Lites for Traffic Logs, but still have not received any logs for the project.
- 4. **Materials**
  - a. Certification / test report submittals
  - b. QC Testing –
    - i. None at this time
  - c. QA Testing –
    - i. Testing of HMA to continue.
  - d. Non-conforming materials
    - 1. None.
- 5. **Environmental**
  - a. Erosion Control –
  - b. Weekly erosion control inspections
    - i. Best way to get weekly inspection reports?
      - 1. Ulland is sending SWPPP reports upon request by MSA.
- 6. **Progress Estimates**
  - i. Was sent to City for processing and approval on 8/14/23
- 7. **Safety**
  - a. Work zone safety
    - i. Fast traffic to be looked into by City. JMF has mentioned that it is very unsafe for their crews at times.
  - b. Accidents / Emergency incidents
    - i. None reported
- 8. **Public Relations**
  - a. Property Owners

i. Residents to be made aware of paving times and made aware that they will need to park on opposite side of the street.

1. Ulland requesting that City put a public notice out for residents to limit trips if they see the paver.

b. Businesses – Essentia Wellness Center

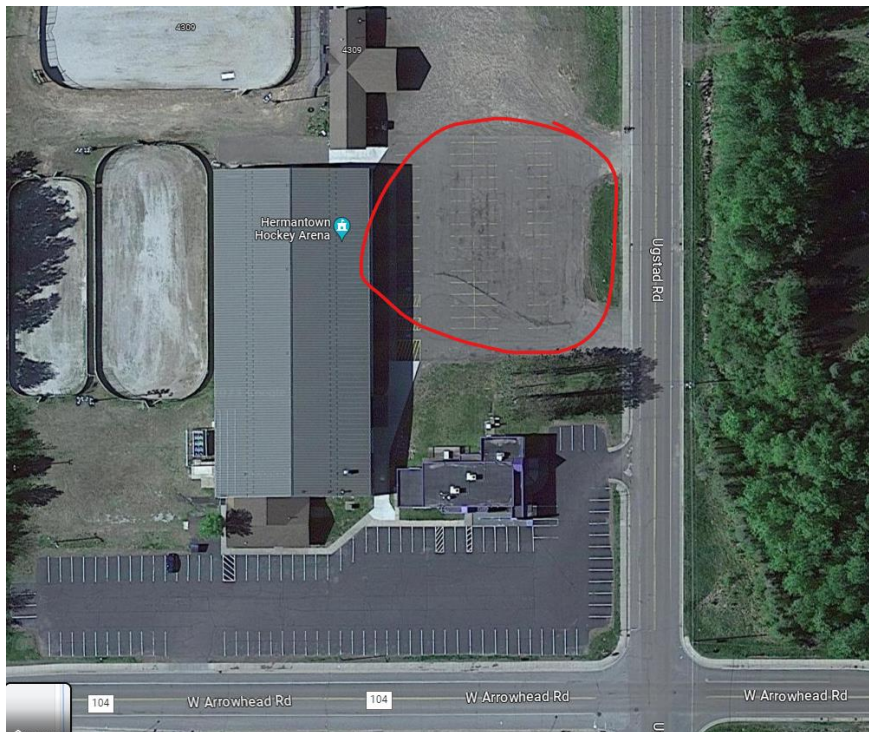
i. Paving entrance Wednesday.

c. Local officials – None at this time

9. **New Issues / Concerns; Other Items**

a. None at this time

10. **Next Meeting - Wednesday, September 13, 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.***