



Weekly Construction Meeting Summary

Project I.D.: SP 202-101-014, 202-104-012,	Date: 9/13/2023
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
- James Watters – MSA Professional Services, Inc. – Virtual
- Paul Senst – City of Hermantown – In Person
- Trish Crego – City of Hermantown – In Person
- Joe Wicklund – City of Hermantown – In Person
- David Bolf – City of Hermantown – In Person
- Sophie Abrahms – MSA Professional Services, Inc. – In Person
- Dan Buck – JMF – In Person
- Ross Hendrickson – MnDOT – Virtual
- Paul Ackerley – MnDOT – Virtual

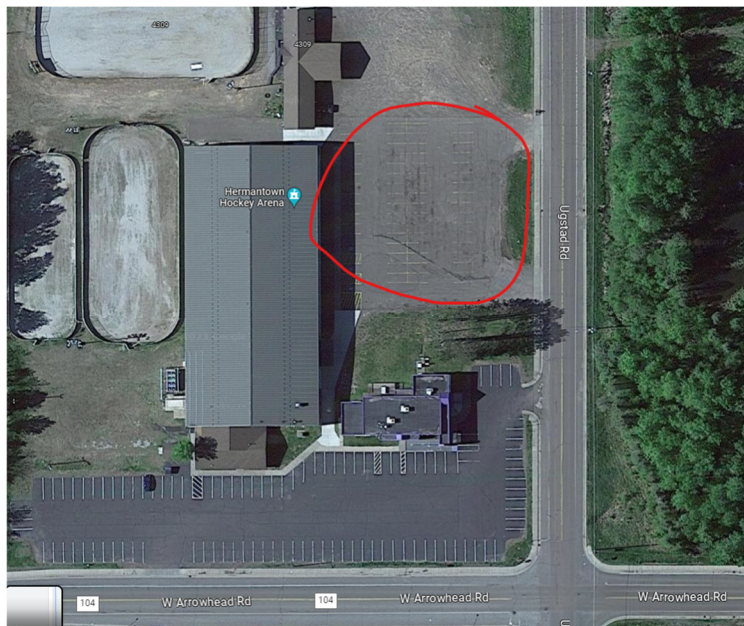
Meeting minutes in red

1. Contractor's Schedule

- a. Contract time – **Completion Date October 20, 2023**
- b. Work in progress Current Week
 - i. Prime Contractor – Ulland Brothers
 - a. Curb & gutter being placed on Arrowhead Rd, should be done 09/13/2023
 - b. Arrowhead Rd sidewalk is being placed 09/14/2023
 - c. Patchwork and paving on Arrowhead Rd Saturday 9/16/23
 - ii. Subcontractors – Northwoods Sodding, JMF, Parsons, Hanco
 - a. Norwoods Sodding for continued sod maintenance, and seeding and blanket installation on Ugstad Rd north of Arrowhead Rd
 - b. JMF - All concrete work on Arrowhead Rd to be completed by early next week.
 - c. Hanco – On-site today for MN Power. Replacing fiber optic line along Ugstad Rd, between Maple Grove Rd and Arrowhead Rd
 - d. Parsons – RRFB pedestal bases to be installed this week.
- c. Work in progress Next Week
 - i. Prime Contractor – Ulland Brothers
 1. Paving on Arrowhead Rd on Monday 9/18. To start after 8:15 to avoid morning school dropoff
 2. Paving of Ugstad Rd, between USH 53 and Arrowhead Rd on Tuesday 9/19/23

- a. Ugstad Rd will be hard closed between USH 53 and Falcon Drive to allow for paving. No through access allowed between these limits.
 - b. Traffic should follow in place detour route to access Ugstad Rd.
 - c. Access to Hawk Circle Dr from Arrowhead Rd and Ugstad Rd will be available during morning and afternoon drop-off times for nearby schools.
 - ii. Subcontractors – Northwoods Sodding
 - 1. Northwoods Sodding for continued sod maintenance and turf restoration work
 - 2. Warning Lites – preparing to place 911 emergency address plaques.
 - a. James contacted Brian with Warning Lites on following details
 - b. Signs should be blue background and outlined in white and white numbers.
 - c. Plaques should flag towards to house and be readable from both directions.
 - d. Posts should be 1.2 lb/ft galvanized u-channel.
 - d. Staking Needs
 - i. None.
 - e. Controlling items of work –
 - i. David reiterated a completion date of October 20th. Start to get a preliminary punchlist put together.
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.
 - i. Hanco on-site 09/13/2023 placing fiber optic.
 - 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. MSA has notified Paul Ackerley with MnDOT on planned hard closure of Ugstad Rd at USH 53 on Tuesday 9/19/23.
 - ii. Ugstad Rd & Arrowhead Rd intersection to be closed for grading and paving during off peak hours.
 - 1. Road Closed signs & barricades to be placed at Hawk Circle Dr and Essentia Wellness Center.
 - 2. Flaggers also in place to redirect traffic as necessary.
 - 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 and concrete 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. Pay App #4 was sent to City for processing and approval on 9/12/23
7. **Safety**
- a. Work zone safety
 - i. Contractor requested police presence during final wear course paving as it does help deter through traffic not abiding by detour route and slows local traffic down.
 - b. Accidents / Emergency incidents
 - i. None reported
8. **Public Relations**
- a. Property Owners
 - b. Businesses
 - i. None at this time.
 - c. Local officials – School District has been notified of planned paving schedule listed in part 1 of meeting minutes.
9. **New Issues / Concerns; Other Items**
- a. None at this time
10. **Next Meeting - Wednesday, September 20, 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.