



Weekly Construction Meeting Summary

Project I.D.: SP 202-101-014, 202-104-012,	Date: 9/27/2023
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
- Sophie Abrahms – MSA Professional Services, Inc. – In Person
- Dan Buck – JMF – In Person
- Ross Hendrickson – MnDOT - Virtual

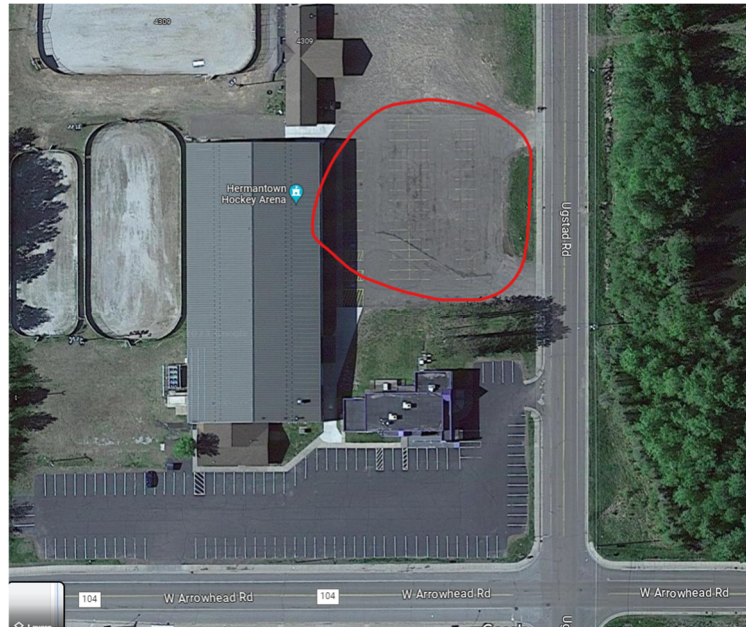
Meeting minutes in red

1. Contractor’s Schedule

- a. Contract time – **Completion Date October 20, 2023**
- b. Work in progress Current Week
 - i. Prime Contractor – Ulland Brothers
 - a. Wear course on Ugstad Rd and Arrowhead Rd is complete.
 - b. Temporary striping was completed last week.
 - c. Raise remaining castings & valves
 - d. Shouldering on Ugstad Rd north of Falcon Dr towards end of week, possibly next week.
 - e. City and MSA to review curb and gutter on NE corner of Hawk Circle Dr and Arrowhead Rd.
 - i. Curb & gutter and ped ramp landing look to be holding water. 60’ of curb & gutter may need to be removed and replaced to attain proper drainage.
 - f. General project clean up.
 - ii. Subcontractors – Northwoods Sodding, JMF, Parsons, Hanco, Warning Lites, Sir-lines-a-lot, Herness
 - a. Northwoods Sodding for continued sod maintenance, and seeding and blanket installation on Ugstad Rd north of Arrowhead Rd
 - b. Parsons – installing RRFB and flashing beacons by end of week
 - c. Sir-lines-a-lot – Grinding for permanent pavement marking by end of week.

- d. Warning Lites – installing emergency 911 numbers & roadway signage by end of week.
 - i. Confirmed flag goes towards the house.
 - e. Herness – on-site Thursday for remainder of mailbox installations.
 - c. Work in progress Next Week
 - i. Prime Contractor – Ulland Brothers
 - 1. General project clean up.
 - 2. Plan on October 11th for final punchlist walk through after weekly meeting.
 - a. MSA to notify Jeff Madill from State Aid that project is nearing completion and ready for inspection by State Aid.
 - ii. Subcontractors – Northwoods Sodding
 - 1. Northwoods Sodding for continued sod maintenance and turf restoration work
 - d. Staking Needs
 - i. None.
 - e. Controlling items of work –
 - i. Completion date of October 20th. Final punchlist walk through to be completed, potentially October 11th.
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.
 - i. Exposed cable still needs to be buried along north side of Arrowhead Rd, east of Hawk Circle Drive. MSA followed up with Brian Meister, cable will be buried Monday Oct 2nd.
3. **Traffic Control**
 - a. Issues – None at this time.
 - 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. None at this time.
 - 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 #5 will be for work through Oct 6th.
- 7. **Safety**
 - a. Work zone safety
 - i. None at this time.
 - b. Accidents / Emergency incidents
 - i. None reported
- 8. **Public Relations**
 - a. Property Owners
 - i. None at this time.
 - b. Businesses
 - i. None at this time.
 - c. Local officials
 - i. None at this time.
- 9. **New Issues / Concerns; Other Items**
 - a. None at this time
- 10. **Next Meeting - Wednesday, October 4, 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.