



Weekly Construction Meeting Summary

Project I.D.: SP 202-101-014, 202-104-012,	Date: 10/4/2023
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
- Sophie Abrahms – MSA Professional Services, Inc. – In Person
- 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 – Ulland Brothers
 - a. Hydrant that is currently red to be painted yellow.
 - b. Existing stop signs at Ugstad Rd and Arrowhead Rd intersection are 30”X30”. David and Paul to discuss upsizing these.
 - c. Stop sign on west side of Elementary School to be placed.
 - d. James to send Ryan a list of materials to be certified before project completion.
 - e. RRFB and beacons to be turned on 10/04/2023
 - f. General project clean up.
 - ii. Subcontractors – Northwoods Sodding, Parsons, Hanco, Warning Lites,
 - a. Northwoods Sodding for continued sod maintenance, and seeding and blanket installation on Ugstad Rd north of Arrowhead Rd
 - b. Hanco – on-site to bury lines.
 - c. Parsons – turning on RRFB and flashing beacons 10/04/2023
 - d. Warning Lites – installing remaining emergency 911 numbers & roadway signage by end of week.
 - i. Phil to confirm which addresses are remaining.
- 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.

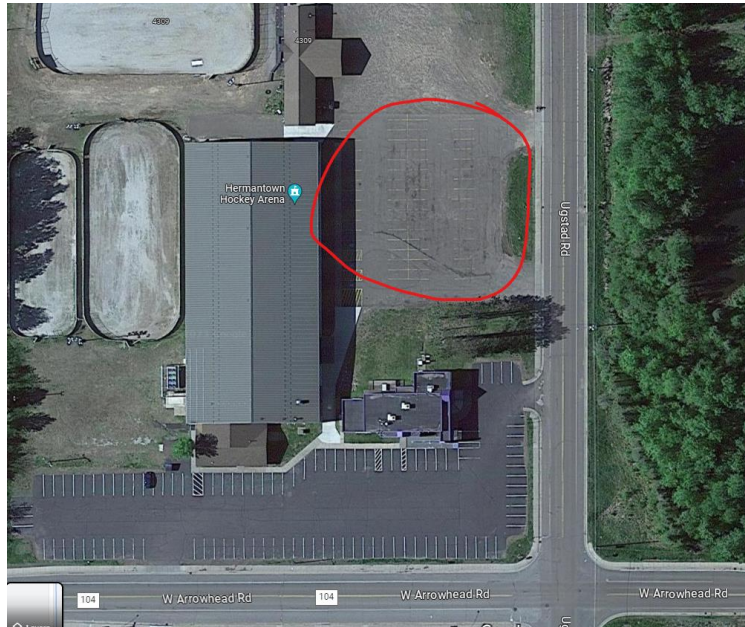
- ii. Subcontractors – Northwoods Sodding
 - 1. Northwoods Sodding for continued sod maintenance and turf restoration work
 - d. Staking Needs
 - i. None.
 - e. Controlling items of work –
 - i. Completion date of October 20th. Final punchlist walk through to be completed, potentially October 11th.
2. **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 11, 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.