



Meeting Minutes

City Center Parking Ramp
 500 Block
 South Front Street
 Mankato, MN 56002

Project # 2188
 Tel: Fax:

Construction Meeting Meeting 6 1/15/2014

Location	Start	End	Purpose	Prepared By	Company
Knutson Job site Meeting	09:00 AM	10:00 AM	Job site coordination and review of open issues and schedule	Michael Johnson	Knutson Construction
Next Meeting	Next Time	Next Location	General Notes		
1/22/2014	09:00 AM	Knutson Job site Meeting			

Attended By	Non-Attendees
Alliance Contracting, Inc. - Jeremy Brown	City of Mankato - Jeff Johnson
BCM Grading- Excavating - Scott Parker	City of Mankato - Michael McCarty
BCM Grading- Excavating - Jeff Coon	I&S Group, Inc. - Chuck Brandel
Braun Intertec - Becky McCarty	Kunkel Electric, Inc. - Jeff Kunkel
Cemstone Products Company - Denver O' Brien	Kunkel Electric, Inc. - Mike Kunkel
CharTel, Inc. - Brian Oviatt	Met-Con Construction, Inc. - Bob Ozmun
City of Mankato - Paul Vogel	Tailwind Group - Kyle Smith
City of Mankato - Tom Fournier	Tailwind Group - Michael Sather
Enventis HTCO - Mike Holmin	Walker Parking Consultants - Darwin Muzzy
I&S Group, Inc. - Justin Steffl	Walker Parking Consultants - Scott Froemming
Knutson Construction - Chris Holtz	Xcel Energy - Tim Carriereau
Knutson Construction - Derek O'Connor	
Knutson Construction - Michael Johnson	
Met-Con Construction, Inc. - Jim Roush	
Tailwind Group - Kelly Mayo	

Item	Meeting Item Description	Resp	Due Date
------	--------------------------	------	----------

General Business

Old Business

- 001-001** General Safety items were discussed:
 -Hard hats & vests are required on site at all times
 -Flag men are required for all deliveries
 -visitors need to check into the job site trailer before entering the site

12/11/13: Knutson now has safety vests and hard hats in the jobsite trailer.
- 001-003** Parking:
 - There is no parking on site for contractors and contractor employees can not park in the down town parking ramp
- 001-006** The site dumpsters were discussed and Tail wind will be providing a dumpsters for Savory and Pagliai's to use behind their building.
 -The pub 500 dumpsters will need to stay in service, but it will be moved out side of the enclosure

Meeting Minutes
Grouped by Topic

Item	Meeting Item Description	Resp	Due Date
	-The Savoy trash enclosure will be removed.		
	12/11/13: The Savoy trash enclosure will not be demoed. -Pagliai's dumpster will be moved behind Miller Motors during utility work.		
	1/15/14: Knutson has been working with Pagliai's in regards to dumpster location. -Paglias dumpster might end up over by Warren St.		
001-007	The utility work behind the buildings was discussed and there will need to be a lot of coordination for this work. -The power to the existing buildings will need to be reworked and removed prior to the utility work taking place. -This is an issue due to the schedule of the project and will delay the work.		
	Post meeting note : Knutson, Met-con and BSM meet on site after the meeting and came up with a proposal to install a temporary power pole. Knutson will run the proposal through the channels for approval. Kunkel will be installing a temporary transformer inside of Pagliai's to handle the change in voltage.		
	12/11/13: Utility switchover will take place next week. -The switch over will happen early in the morning. -Pagliai's needs power no later than 9:30 AM. -Knutson will verify a date / time with Xcel for the switchover. -Once a date is established Knutson will inform all parties.		
	Post Meeting Note: Xcel energy is scheduled to work on Wednesday the 17th -Xcel energy estimates that all the overhead work will take 3 to 4 days, which includes the pole demolition. -Xcel will start around 7:00AM on the 18th for the power switchover. the work should take 2 hours. Pagliai's will be the first scheduled switchover. -Knutson will contact the businesses to notify them of the date.		
	12/18/13: As of this morning, Xcel is not onsite to install the temp power pole. -Chris will follow up with all the building owners, once a Xcel gives Knutson a conformation. Post Meeting Note: Jeff Knunkel has spoke with Xcel and they still plan to do the power switch over. -Jeff also states that the Warren St. & River Front Drive stop lights will be shut down during the switch over.		
	12/30/13: The temp power switch over has been completed During the switchover there were issues with the traffic lights . -We will be looking at the schedule for hte installation of the transformer pad		
	1/8/14: Kunkel will install a prefabricated transformer pad next week, after Knutson's ground thaw unit is gone.		
	1/15/14: Kunkel has installed the vault. -Knutson is waiting to hear from Xcel in regards to date / time they plan to install the transformer.		
002-003	Met-Con states that they are planning to start driving pile on Monday the 23rd. -The city would like to do a pre-existing condition survey of the storm sewer before pile is driven.		
	12/18/13: Met-Con has pushed the start date for driving pile back to the week of the 30th. -Lance Werness from LH Bolduc states that the duration for pile driving will be 3 weeks.		
	12/30/13: LH Bolduc will start driving pile Thursday & Friday, the plan is to work from the South to the North. - The start of this was delayed due to weather		
	1/8/14: Metcon will follow up with LH Buldoc to confirm the start date of pile driving.		

Meeting Minutes
Grouped by Topic

Item	Meeting Item Description	Resp	Due Date
	<p>1/15/14: As of today LH Buldoc has drove 50 of 147 total piles. - LH Buldoc estimates that pile driving should be complete within three weeks.</p>		
002-005	<p>BCM anticipates building demolition to start January 13th.</p> <p>12/18/13: BCM has moved up building demolition to Monday , 12.23.13. -The building demolition is contingent upon Xcel getting the power switch over complete.</p> <p>12/30/13: BCM will start building demolition the 6th of January. -BCM states that demolition will have a duration of 2-3 weeks. - Braun will need to locate the floor drains, so they can test for contaminated soil.</p> <p>1/8/14: BCM will need to some shoring before they can start demolition. -Knutson has provided Becky with a set of keys, so she can locate the drains.</p> <p>1/15/14: Becky has confirmed that soil samples of the drains have been taken. -BCM is currently shoring up the RedSky Lounge, and the building demolition will start Mon of next week.</p>		
002-009	<p>Knutson discussed different options with Paglias about adding temporary insulation to the demising wall. -Jim is working on different options for adding a "face lift" to his building.</p> <p>12/18/13: Chris has opened up several walls along the Paglias demising wall. -Knutson, I&S, and the City will look at the openings after the project meeting. Post Meeting Note: I&S, Knutson, and the City agree that upon investigation there would need be an extraordinary amount of work to fix up the demising wall. -The City will discuss internally different options and present different options to Paglias.</p> <p>12/30/13: Knutson and the City will look at the wall and will look at different temporary insulation / poly options after the project meeting.</p> <p>1/8/14: The City and I&S would like to wait on a solution until the North wall of Paglias is opened up.</p> <p>1/15/14: The North Face of Paglias wall is now exposed, and Knutson would like to review with I&S / City after the project meeting.</p> <p>Post Meeting Note: I&S will come up with a design to temporally seal off the wall .</p>		
003-004	<p>BCM informs Charter, that they have a line running through the corner of the new ramp. -Charter will be onsite when the area is excavated so they can move their line. -Xcel also has a power line in the same area that will need to be moved. Knutson / BCM will follow up with Xcel to inform them.</p> <p>12/30/13: Eventis will be boring in the conduits in lieu of laying it in a trench.</p> <p>1/8/14: Eventis will coordinate with Kunkel for providing services to the business.</p> <p>1/15/14: This will take place after utility work.</p>		
003-007	<p>Knutson needs the engineered retention drawings from BCM.</p> <p>1/8/14: BCM states that they are waiting for LH Buldoc to submit the retention drawings.</p> <p>1/15/14: Knutson has still not seen the retention drawings from BCM.</p>		
003-008	<p>Knutson needs some information on the soils below pub 500 to determine how to hold the soil in place. -Braun & I & S are working on this.</p> <p>12/30 - THe soils are good clean fill.</p> <p>1/8/14: Knutson will seek a quote for soil consolidation along pub 500.</p>		

Meeting Minutes
Grouped by Topic

Item	Meeting Item Description	Resp	Due Date
	1/15/14: Knutson sent off all the information to Haywardbacker in regards to soil consolidation along the pub 500 wall.		
004-002	I&S will issue an SI for the foundation changes.		
	1/15/14: Knutson has forwarded SI #1 to subs who will be affected by the change.		
004-005	Michael McCarty will follow up on the storm sewer pre condition survey.		
	1/8/14: The city has not heard a response yet on the status of the survey. -BCM will monitor the "flow" and follow back up with the City.		
	1/15/14: Scott from BCM will check on this after the project meeting. -The City does not think the storm sewer has been surveyed yet.		
004-006	BCM will remove Paglia's chimney.		
	1/8/14: A chimney cap will need to be installed.		
	1/15/14: The chimney cap has been demolished. -BCM will ben up some flashing to seal any gaps.		
005-001	Scott from BCM has been monitoring the building cracks on Pagliai's, Scott has noted several areas were the cracks are opening up.		
	1/15/14: Becky has crack monitors, Knutson will install these monitors on Paglias.		
005-002	Eventis will disconnect their phone wire that is connected to Miller Motors before the end of the week.		
	1/15/14: Eventis has disconnected the phone wire from Miller Motors.		
005-005	Michael McCarty would like to know the status on the glass replacement for the Metzler building. Knutson states that South Central Glass is onsite today.		
	1/15/14: Chris has confirmed that the replacement glass has been installed.		
New Business			
006-001	Jeremy Brown inquires about the guidewire that is in the way of pile driving. Met-Con - States that this has not affected the pile driving yet , but needs to be removed within the next week. -Met-Con will follow up with Xcel to determine their schedule for removing it.		
006-002	Becky states that she has several crack monitors, if anyone sees a spot that needs one let her know.		
006-003	Paul with the City would like to meet with Knutson after next week's project meeting.		
006-004	Charter will have a small pedestal in the ramp & a vault on the corner of Warren / Front St. -Charter will need to rough the pedestal in before pile driving is complete. -The vault will sit flush with the sidewalk.		
006-005	Justin from I&S states that two piles have failed. -The bottom cap of the piles got damaged during pile driving allowing water to infiltrate. -The solution will be to drive two piles next to the failed ones.		
006-006	Kelly Mayo with tailwind inquires about capping off water mains . -Kelly states that he is being billed and the only way not to be billed is to have the mains capped off. -Tom with the City will follow up on this.		
006-007	Jeff with BCM states that the pizza oven is coming out of the Redsky today . -The building sign will need to be removed before by Monday.		

Meeting Minutes
Grouped by Topic

Item	Meeting Item Description	Resp	Due Date
-------------	---------------------------------	-------------	-----------------

Cc:	Company Name	Contact Name	Copies	Notes
------------	---------------------	---------------------	---------------	--------------

These minutes represent our understanding of the discussions that took place during the meeting. If your understanding of these items differs from ours, or if you have additions or corrections to any of the listed items, please submit these to Derek O'Connor within three calendar days of the meeting date.