



Meeting Minutes

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

**Project # 2188**  
 Tel: 507-259-8374  
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**Construction Meeting Meeting 20** **4/30/2014**

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		
5/7/2014	09:00 AM	Knutson Job site Meeting			

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

Item	Meeting Item Description	Resp	Due Date
<b>General Business</b>			

**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 job site trailer.

See meeting minutes #18 for past discussions

**Meeting Minutes**  
Grouped by Topic

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	<p>4/16/14: Knutson would like everyone to be mindful of pedestrians around the jobsite. -Knutson would also like to remind everyone that safety glasses are required on the Jobsite. -Tom with the City would like to see warning signs placed for pedestrians .</p> <p>4/23/14: The slope on Front St. front is covered with plastic.</p> <p>4/30/14: Chris confirmed that the slope is holding up well.</p>		
<b>001-003</b>	<p>Parking: - There is no parking on site for contractors and contractor employees can not park in the down town parking ramp.</p> <p>1/22/14: The City informed everyone that the parking lot across the road is off limits to construction personal. -It will be two hour parking.</p> <p>4/9/14: Now that more subcontractors are onsite; parking will need to be enforced.</p>		
<b>002-005</b>	<p>See Minutes #17 for past discussion.</p> <p>4/2/14: I&amp;S is hoping to have an answer back on the finishes by next Thursday . -Knutson states that the wall finish will not need to be completed until June / July.</p> <p>4/16/14: I&amp;S is currently working on construction documents for Pagliai's. -Should have finish selection in May.</p>		
<b>003-008</b>	<p>Knutson needs some information on the soils below pub 500 to determine how to hold the soil in place. -Braun &amp; I &amp; S are working on this.</p> <p>See Meeting minutes #17 for past discussions</p> <p>4/16/14: The first lift of the tieback system has been completed. -Fraser is drilling the lower level today, and have approximately 8 anchors left to drill. -Knutson will pour on Thursday . -The underpinning system on Pub 500 will be complete in a week.</p> <p>4/23/14: Knutson is grouting today. -Weather dependent; the underpinning along pub 500 should be complete Friday.</p> <p>4/30/14: Knutson needs to grout the tiebacks and the underpinning work will be complete.</p> <p>-Item Closed</p>		
<b>005-001</b>	<p>Scott from BCM has been monitoring the building cracks on Pagliai's, Scott has noted several areas were the cracks are opening up.</p> <p>See Meeting Minutes #15 for past discussions</p> <p>3/12/14: Braun will leave the monitors up for the duration of the project.</p>		
<b>012-001</b>	<p>-See Meeting Minutes #18 for past discussion</p> <p>4/16/14: Atlas has submitted final structural calculations / details of the proposed helical anchors. -I&amp;S will issue pile cap designs this week. -KNutson will submit recap of impact.</p> <p>Post Meeting Note: I&amp;S has issued CPR#01 which deals with final pile cap designs. -Atlas will be onsite late next week / Monday the following week to install 52 - Helical Anchors.</p> <p>4/23/14: Once the helical anchors are in, Knutson will start working on footings</p>		

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	along Front St and Pagliais.		
	4/30/14: Due to the rain all week, the helical anchors install has been moved to next Monday.		
013-002	Chris would like any sub to call when they plan to bring material to the job site.		
013-006	Justin was wondering about the status of the architectural precast on the West Side. -Knutson informs Justin that the submittal will be submitted separate of the structural precast.		
	4/2/14: Justin states that the West Architectural precast design might change if the City decides to go up a level. -Knutson will be getting the embeds and shop drawings for them.		
	4/16/14: Knutson had Gage revise architectural pre-cast shop drawings. -Knutson had Gage terminate the bottom of the arch precast to finished grade elevation -Knutson will pour a pier to support the bottom of the precast.		
	4/23/14: Knutson will have Gage hold off on the architectural precast until a decision is made on the ramp expansion. -Knutson will install embeds for the precast.		
014-001	Tom states that vehicles from the project are tracking an excess amount of dirt on the road. -Chris states that a street sweeper is being delivered to the project once the transmission is fixed.		
	3/26/14: The street sweeper has been delivered to the site and the City states everything looks good.		
	4/9/14: The City informs Knutson that the standard for street sweeping is that it needs to be complete at a minimum it needs to be complete before the end of business each day.		
	4/23/14: Knutson states that street sweeping is taking place multiple times per day.		
016-001	Knutson states that the light poles for the South East parking lot need to be installed. -Tom will follow up with Michael to see where they are. -Kunkel Electric will install these.		
	4/9/14: The City states that the new light poles are sitting at public works. -Kunkel is waiting for the fixtures. -Knutson will have Kunkel contact public works to confirm the correct poles are there.		
	4/16/14: The City states that not all the pieces and parts for the light poles are at Public Works. - Apparently only part of the light pole shipment was delivered but the complete shipment was signed for. - The City is working on tracking down the rest of the shipment. - Once the balance of the shipment is found, Kunkel will install the light poles.		
	4/23/14: A couple of light pole base bolts were sheared off, Knutson will follow up with Kunkel to let them know.		
017-003	BCM plans to start the alley work / Warren St work on the 21st of April. -BCM states that Savoy's trash enclosure might need to be removed, to help create room for the excavation. -Eventis was wondering if they can get at an existing line for Pagliai's during the street closure -This would help prevent a separate street closure. -Eventis has 4 -2" conduits heading into the alley way from Warren St.		

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	-Once the work is complete there will need to be a patch put in the street. It can not stay as gravel.		
	4/16/14: Post Meeting Note: BCM will partially remove Savoy's trash enclosure. -BCM will fix the enclosure after their work is complete. -The City confirmed that BCM's traffic plan is acceptable.		
	4/23/14: The alley work is taking place today; Warren St is closed. -BCM states that the black top plants are planning to open up next week. -BCM inquires about keeping the Street closed a day or two longer so a bituminous patch can be placed in lieu of a concrete patch. -City confirms that this would be acceptable, but would like an exact open date for Warren St.		
	4/30/14: Utility work has been put on hold due to the weather this week. -BCM will give the City a update for the proposed delayed road closure.		
<b>017-005</b>	The city is wondering when the old utilities will be removed from Front St? -The City states that when this work takes place, that bituminous patching can be left out and a gravel patch will be sufficient. -Knutson also states that we might have some sidewalk work to pull out of our contract, since the city is replacing everything.		
	4/16/14: BCM will work with Eventis when Front St is open. -The City will send Eventis plans for the Front St Project. -Chris will follow up with Jeff K to determine what needs to be exposed.		
	4/23/14: During the excavation the old water mains were capped off. -The irrigation lines have been stubbed up.		
	4/30/14: During backfill the old utilities will be removed from the multi use building.		
<b>017-006</b>	Knutson proposes dropping elevation of footing pads 1/H, 3/H, 4/H, 5/H. -I&S will review.		
	4/23/14: I&S states that the footing pads will need to be dropped.		
	4/30/14: This was addressed in SI#08		
	-Item Closed		
<b>017-007</b>	Knutson will pull together deducts for patching front street - sidewalk, curb, and street.		
<b>018-001</b>	Knutson is wondering on what needs to be done to fix Norm's building. -In regards to the parking lot; the City thinks if a ring was removed from from both castings this would help drainage. -The parking lot also needs another final lift of pavement before its complete.		
	4/23/14: Knutson will close the parking lot on a Monday and start paving on Wednesday. -If there is anyone in the parking lot overnight, Knutson will contact Rent MSU. -Kyle states that his building tenants have been parking in the lot overnight. -Knutson will notify the City in advance so signs can be placed for the parking lot closure.		
	Post Meeting Note: Paul states that Norm's wall that was affected by construction will need to be tuck pointed.		
	4/30/14: Rehnelt is waiting for the asphalt plants to open. -Knutson will have Gresser tuck point Norm's building when they are onsite. -This work will be on a T&M Ticket.		
<b>018-004</b>	Michael states that Knutson should follow up with Tom to find a laydown yard that the City owns.		
	4/23/14: Tom will follow up with Chris in regards to laydown yard options.		

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	-Item Closed		
018-008	Schwickerts is wondering when they can start their underground plumbing work? -Knutson states in 3 weeks or so depending on footings.		
	4/23/14: Knutson will keep Schwickerts updated when they need them to start.		
019-001	Knutson will set up an FTP site so project team members can review Braun's test results.		
019-002	Eventis would like to look at how they are going to get access into the multi use building. -I&S will adjust ASI #07. -Charter & Eventis do not need access to the parking ramp.		
	4/30/14: SI#8 added three conduits. -SI#09 will deal with electrical mistakes.		
	Post Meet Note: SI#09 has been issued.		
	-Item Closed		
019-003	Tailwind would like to get a new driveway approach to Savory & Pagliai's . -Knutson and I&S will review. -Eventis would like to place a handhole where the current set of stairs set. -Tailwind directs Eventis to place the handhole where the concrete pad is .		
	4/30/14: Justin met with I&S Civil engineers, and this will be addressed in a future SI.		
019-004	Justin inquires about the status of the structural precast for the multi-use building. -Knutson states that because of the soil corrections / weather the precast delivery will be around the end of May. -Michael states that the Front St. St project will start the week of the 26th. -Knutson will only have a crane on Front St. St for a couple days.		
019-005	Knutson will be meeting with the City after the meeting to discuss the possible ramp expansion.		

**New Business**

- 020-001 Justin would like to see a price breakdown for the helical piers, so he can inform Jeff Johnson.
- 020-002 Eventis would like to use a "Cone" handhole in the walkway.  
-Eventis will supply this.  
-This will be addressed in a future SI.

Cc:	Company Name	Contact Name	Copies	Notes
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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.