



Meeting Minutes

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

**Project # 2188**  
 Tel: 507-259-8374  
 Fax: 507-280-9797

**Construction Meeting Meeting 24** **5/28/2014**

| 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                                                |                 |                      |
| 6/4/2014                 | 09:00 AM  | Knutson Job site Meeting |                                                              |                 |                      |

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

| Item                    | Meeting Item Description             | Resp | Due Date |
|-------------------------|--------------------------------------|------|----------|
| <b>General Business</b> |                                      |      |          |
| <b>Old Business</b>     |                                      |      |          |
| 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 #23 for past discussions
- 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

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|                | the Jobsite.<br>-Tom with the City would like to see warning signs placed for pedestrians .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |          |
| <b>001-003</b> | <p>Parking:<br/>- 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.<br/>-It will be two hour parking.</p> <p>4/9/14: Now that more subcontractors are onsite; parking will need to be enforced.</p> <p>5/7/14: Knutson would like to remind all subcontractors &amp; project personal that that Parking in Pub 500's lot is not allowed.</p> <p>5/21/14: The City received complaints about contractors parking in Wall Green 's Parking lot.</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 .<br/>-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.<br/>-Should have finish selection in May.</p> <p>5/21/14: I&amp;S has provided Knutson with Construction Documents for Pagliai's.<br/>-Knutson will seek pricing for the North Wall Stucco &amp; thin brick.</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>013-002</b> | <p>Chris would like any sub to call when they plan to bring material to the job site.</p> <p>5/21/14: Chris states that we have laydown space available at the bus garage if material needs to be stored onsite.</p> <p>5/28/14: Chris is going to use the laydown area for building decks.<br/>-Chris has been in contact with Todd in regards to space available in at the bug garage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |          |
| <b>013-006</b> | <p>Justin was wondering about the status of the architectural precast on the West Side.<br/>-Knutson informs Justin that the submittal will be submitted separate of the structural precast.</p> <p>4/2/14: Justin states that the West Architectural precast design might change if the City decides to go up a level.<br/>-Knutson will be getting the embeds and shop drawings for them.</p> <p>4/16/14: Knutson had Gage revise architectural pre-cast shop drawings.<br/>-Knutson had Gage terminate the bottom of the arch precast to finished grade elevation<br/>-Knutson will pour a pier to support the bottom of the precast.</p> <p>4/23/14: Knutson will have Gage hold off on the architectural precast until a decision is made on the ramp expansion.<br/>-Knutson will install embeds for the precast.</p> <p>5/7/14: Justin has renderings of the proposed West elevation facade options for the possible ramp expansion.<br/>-Knutson will seek pricing on the different options .</p> |      |          |

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|                | 5/21/14: Knutson will send over pricing options to the City / I&S for review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |          |
| <b>014-001</b> | <p>Tom states that vehicles from the project are tracking an excess amount of dirt on the road.<br/>-Chris states that a street sweeper is being delivered to the project once the transmission is fixed.</p> <p>3/26/14: The street sweeper has been delivered to the site and the City states everything looks good.</p> <p>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.</p> <p>4/23/14: Knutson states that street sweeping is taking place multiple times per day.</p> <p>5/28/14: Rick with the City talked to Chris in regards to concerns over excess dirt tracking on the roads.<br/>-Chris confirmed that the Street sweeper has been going out at the end of the business.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |          |
| <b>016-001</b> | <p>Knutson states that the light poles for the South East parking lot need to be installed.<br/>-Tom will follow up with Michael to see where they are .<br/>-Kunkel Electric will install these.</p> <p>4/9/14: The City states that the new light poles are sitting at public works.<br/>-Kunkel is waiting for the fixtures.<br/>-Knutson will have Kunkel contact public works to confirm the correct poles are there.</p> <p>4/16/14: The City states that not all the pieces and parts for the light poles are at Public Works.<br/>- Apparently only part of the light pole shipment was delivered but the complete shipment was signed for.<br/>- The City is working on tracking down the rest of the shipment.<br/>- Once the balance of the shipment is found, Kunkel will install the light poles.</p> <p>4/23/14: A couple of light pole bases bolts were sheared off, Knutson will follow up with Kunkel to let them know.</p> <p>5/7/14: The City informs Knutson that the light pole heads are missing for the East Side.<br/>-The City is not sure when they will arrive, they will update Knutson as soon as they know.</p> <p>5/21/14: The City informs Knutson that the missing parts for the light pole are still not in.</p> <p>5/28/14: The light pole is up, and Kunkel will finish by the end of the week.</p> <p>-ITEM CLOSED</p> |      |          |
| <b>017-005</b> | <p>The city is wondering when the old utilities will be removed from Front St?<br/>-The City states that when this work takes place, that bituminous patching can be left out and a gravel patch will be sufficient.<br/>-Knutson also states that we might have some sidewalk work to pull out of our contract, since the city is replacing everything.</p> <p>4/16/14: BCM will work with Eventis when Front St is open.<br/>-The City will send Eventis plans for the Front St Project.<br/>-Chris will follow up with Jeff K to determine what needs to be exposed .</p> <p>4/23/14: During the excavation the old water mains were capped off .<br/>-The irrigation lines have been stubbed up.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |          |

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|                | <p>4/30/14: During back fill the old utilities will be removed from the multi use building.</p> <p>5/21/14: BCM informs everyone that there needs to be a valve installed for the multi use building.<br/>-The valve is the owners responsibility, Tailwind will need to approve this before the work can be complete, BCM will send pricing to Knutson.<br/>-Knutson is hoping to pour walls along Fronts St. tomorrow, and make wall pours daily.<br/>-City states that they have 3 weeks of work before they will move over to Front St, Michael will firm dates up and let Knutson know the schedule.<br/>-BCM will start to back fill sections along the multi-use building June 2nd.</p> <p>5/28/14: Knutson has sent Pricing over to I&amp;S for the valve.<br/>-I&amp;S will review valve pricing with Tailwind after the project meeting .</p> <p>Post Meeting Note: Tailwind has approved the valve pricing.<br/>-Knutson has directed BCM order the valve.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |          |
| <b>017-007</b> | <p>Knutson will pull together deducts for patching front street - sidewalk, curb, and street.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |          |
| <b>018-001</b> | <p>Knutson is wondering on what needs to be done to fix Norm's building.<br/>-In regards to the parking lot; the City thinks if a ring was removed from from both castings this would help drainage.<br/>-The parking lot also needs another final lift of pavement before its complete.</p> <p>4/23/14: Knutson will close the parking lot on a Monday and start paving on Wednesday.<br/>-If there is anyone in the parking lot overnight, Knutson will contact Rent MSU.<br/>-Kyle states that his building tenants have been parking in the lot overnight.<br/>-Knutson will notify the City in advance so signs can be placed for the parking lot closure.</p> <p>Post Meeting Note: Paul states that Norm's wall that was affected by construction will need to be tuck pointed.</p> <p>4/30/14: Rehnelt is waiting for the asphalt plants to open.<br/>-Knutson will have Gresser tuck point Norm's building when they are onsite.<br/>-This work will be on a T&amp;M Ticket.</p> <p>5/7/14: The City would like Knutson to seek a pricing credit for the removal of paving on the South Parking lot.<br/>-The City would like to cover this work when they pave Front St.</p> <p>5/14/14: Rehnelt has given Knutson a verbal credit of \$ 11,500 deduct for the south parking lot pavement.</p> <p>Post meeting note: The paving will remain in Knutson's contract.</p> <p>5/21/14: Gresser will be onsite the week of June 16th.<br/>-Knutson will have Gresser do the tuck-pointing on Norm's building when they are onsite.<br/>-Paving is happening tomorrow, notes have been placed on cars informing them of this.<br/>-The parking lot should be open by Friday at Noon.</p> <p>5/28/14: The City would like to have 2 - "Permit Parking Only" signs in lieu of 5.<br/>-Knutson will direct the sign installer to only put the two up.<br/>-The City will coordinate the "arrows" for the permit parking only signs.<br/>-Knutson will schedule the landscaper to start in the next couple of weeks.</p> |      |          |
| <b>019-003</b> | <p>Tailwind would like to get a new driveway approach to Savory &amp; Pagliai's .<br/>-Knutson and I&amp;S will review.<br/>-Eventis would like to place a handhole where the current set of stairs set.<br/>-Tailwind directs Eventis to place the handhole where the concrete pad is .</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |          |

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|                | 4/30/14: Justin met with I&S Civil engineers, and this will be addressed in a future St.                                                                                                                                                                                                                                                                             |      |          |
|                | 5/14/14: I&S has brought a proposed drawing to the project meeting. Tailwind, I&S, and Knutson will review after the project meeting.                                                                                                                                                                                                                                |      |          |
|                | Post Meeting Note: Tailwind has approved the proposed design, Knutson estimates that the change in curb cost to be around \$2,000, Tailwind is fine with this cost.<br>-Knutson will include this cost in a change order along with the electrical upgrades for the multi-use building.                                                                              |      |          |
|                | 5/21/14: BCM will include utility work change, and this will be wrapped into one change order.                                                                                                                                                                                                                                                                       |      |          |
|                | 5/28/14: Knutson has sent a change order to I&S.<br>I&S will create a change order and send it over to Tailwind for approval.                                                                                                                                                                                                                                        |      |          |
| <b>019-004</b> | Justin inquires about the status of the structural precast for the multi-use building.<br>-Knutson states that because of the soil corrections / weather the precast delivery will be around the end of May.<br>-Michael states that the Front St. St project will start the week of the 26th.<br>-Knutson will only have a crane on Front St. St for a couple days. |      |          |
|                | 5/7/14: Now that we are complete with the helical anchor install, Knutson will send over the final pricing to I&S / The City so a formal change order can be issued.                                                                                                                                                                                                 |      |          |
|                | 5/14/14: Knutson has structural precast install scheduled for June 9th.<br>-Knutson will follow up with Michael to determine Front Streets project schedule.<br>-Knutson estimates that it will take three days to set the first level of precast.<br>-After the first level is set, Landwehr will come back in three to 4 weeks to set the second level.            |      |          |
| <b>019-005</b> | Knutson will be meeting with the City after the meeting to discuss the possible ramp expansion.                                                                                                                                                                                                                                                                      |      |          |
|                | 5/14/14: Knutson is seeking pricing for the different facade options that I & S issued.                                                                                                                                                                                                                                                                              |      |          |
|                | 5/28/14: Knutson will review pricing with the City / I&S after the project meeting.<br><br>-The City states that we should June 23rd if the ramp expansion will go.                                                                                                                                                                                                  |      |          |
| <b>021-001</b> | Justin informs everyone that based on Tailwinds plans to add extra tenants the electrical switchgear upgrades will be around \$2,000 -\$3,000.                                                                                                                                                                                                                       |      |          |
|                | 5/14/14: Knutson will send pricing to I&S so a formal change order can be issued.                                                                                                                                                                                                                                                                                    |      |          |
|                | 5/28/14: This was sent to Tailwind for approval.<br><br>-ITEM CLOSED                                                                                                                                                                                                                                                                                                 |      |          |
| <b>021-002</b> | Tom noticed that the City the Sanitary Sewer has a small leak .<br>-Tom is concerned about the repair , and make sure all final inspections / paperwork is complete.                                                                                                                                                                                                 |      |          |
|                | 5/14/14: BCM currently has copper pipes through the manhole, to help relieve the pressure.<br>-Once the pressure is removed, BCM will cement the manhole.<br>-Tom would like to hold off on the repair until the river level goes down .                                                                                                                             |      |          |
| <b>022-004</b> | Master Electric needs signed change order so he can order the upgraded switchgear.<br>-Master would also like clarification on the ATM locations .<br>-Tailwind states that design for the Bank will be complete June 5th.                                                                                                                                           |      |          |
|                | 5/21/14: Justin received an email from the architect asking when they need to have rough-in information?                                                                                                                                                                                                                                                             |      |          |

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|         | -The City thought the drive through option was not happening.<br>- Justin will email Tailwind informing him of this.                                                                  |      |          |
|         | 5/28/14: I&S states that they should have the drawings by the end of the day.                                                                                                         |      |          |
| 022-005 | BCM plans on hauling in rock for the alley way tomorrow.<br>-Everyone is done in the alley way expect, Kunkel / Eventis but there work is in the blvd.                                |      |          |
| 023-001 | BCM is wondering if anymore soil corrections will be needed?<br>-Knutson states that there is a possibility of some along grid line E.<br>-Potential soil correction depth is 8'-10'. |      |          |
| 023-002 | The sidewalk work for Front street should take place towards the end of June.                                                                                                         |      |          |

**New Business**

- 024-001 Michael would like to make sure that the valve gets granular backfill; BCM confirms that they are planning on doing this.  
  
-ITEM CLOSED
- 024-002 I&S would like to review change orders with Knutson and the City after the project meeting.  
  
Post Meeting Note: The City would like a unit price breakdown on the electrical changes.
- 024-003 Knutson will get the work scheduled for the sky bridge repairs for the city.

| 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.