

Project: XXX

1. Introductions / Sign-in
2. Project Overview –
3. Project Management / Inspection / Staking Contacts
 - A. Project Manager (Developer)
 - Name:
 - Cell #:
 - Email:
 - City Inspectors
 - Name:
 - Cell #:
 - Email:
 - B. Construction Staking
 - Name:
 - Cell #:
 - Email:
4. Private Utilities Contacts / Coordination
 - A. Connexus Energy –
 - B. Centerpoint Energy –
 - C. Century Link –
 - D. Comcast –
5. Contractor Coordination
 - A. Prime Contractor –
 - 1) Key Personnel, incl. 24-hr emergency contact – Distribute at conference
 - 2) Subcontractor List – Distribute at conference
 - 3) Shop Drawings –
 - (1) Project engineer reviews and approves first
 - (2) City reviews second for concurrence with City design standards and project plans and specifications
 - 4) Project Schedule –
 - (1) Construction start date
 - (2) Construction duration
 - (3) Miscellaneous
 - 5) Work Hours –
 - (1) City code allows work from 7 am to 10 pm, Monday – Friday
 - (2) Saturday work requires 72 hour advance notice and approval by City staff
 - (3) Sunday work requires approval by City Council (meet 2nd and 4th Tuesday)

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- 6) Dewatering Plan – Submit plans to City 48 hours before installation
- 7) Traffic Control Plan –
 - (1) Traffic Control Logs
- 8) Work Trailer / Staging Area(s) –
 - (1) Location
 - (2) Access
 - (3) Security - Report all vandalism / thefts to Police Dispatch @ 763.427.1212
- 9) Erosion Control Inspections
 - (1) SWPPP
 - (a) Location (must be on site at all times)
 - (b) Redline all field changes on SWPPP plans
 - (2) Inspections – Submit weekly report to City via email (per NPDES Permit)
 - (3) Violations – Procedure, fines, etc.
 - (4) Street sweeping – As needed, City sweeping charges may apply
 - (5) Dust control – As needed, City water station locations
6. Licenses / Permits
 - A. City Contractor License – Apply at Building Department (\$50)
 - B. NPDES General Stormwater Permit – Confirm status
 - C. LRRWMO Permit(s) – Confirm status/conditions of approval
 - D. MPCA Sanitary Sewer Extension Permit – Confirm status
 - E. MDH Watermain Extension Approval – Confirm status
 - F. DNR Dewatering Permit – Confirm need/status
7. Roadway Construction
 - A. Materials testing – NTI tests public infrastructure (City inspectors coordinate)
 - B. Trench excavations
 - C. Paving operations
 - D. Fire and Police access
 - E. Public access
 - F. Detour route(s), dates, signing, etc.
 - G. Portable restroom(s) required – Place in inconspicuous location(s)
8. Construction Meetings
 - A. Schedule construction coordination meetings (if needed) –
9. Communications
10. Miscellaneous