



Meeting Minutes

Project Name: Edison High School CTE Improvements

Project Number: LSE: 22.1007.01
MPS: OP 25-2504

To: Attendees, Procore posting
From: Deborah Bauknight, LSE Architects
Date: 6/10/25
Subject: Construction Progress Meeting #8
Present: Those names **BOLDED** below

ATTENDANTS	ORGANIZATION/FIRM	PHONE #	EMAIL
OWNER/MPS	MPS		
Jeffrey M. Helstrom	Proj. Manager (Prime)	612-207-7859	jeffrey.helstrom@mpls.k12.mn.us
Carlos Contreras	Plant Maint.		carlos.contreras@mpls.k12.mn.us
Miner Bolden	Plant Maint.	952-220-4769	miner.bolden@mpls.k12.mn.us
James Rajala	Plumbing	612-472-0774	james.rajala@mpls.k12.mn.us
Brian Fritch	Carpentry	612-366-4686	brian.fritch@mpls.k12.mn.us
Jeffrey Lodin	Carpentry	612-366-0210	jeffrey.lodin@mpls.k12.mn.us
Dan Skeie	Pipefitter	612-231-9514	daniel.skeie@mpls.k12.mn.us
Chad Carr	Moving	612-490-7562	chad.carr@mpls.k12.mn.us
Hyland Rowan	Glazing	612-787-5922	hyland.rowan@mpls.k12.mn.us
Shaun Minor	Network Engineer	612-401-9822	shaun.minor@mpls.k12.mn.us
Jason Kohnen	Controls	612-396-0433	jason.kohnen@mpls.k12.mn.us
Justin Greif	Electric	612- 461-1460	justin.greif@mpls.k12.mn.us
Matt Rozowski	Roofing	612-517-5709	matthew.rozowski@mpls.k12.mn.us
Ryan Shelafoe	Paint	651-235-7690	ryan.shelafoe@mpls.k12.mn.us
Troy Eiklenborg	Sheet Metal	612-842-8705	troy.eiklenborg@mpls.k12.mn.us
Diedra Geye	Hazardous contact	612-413-5799	diedra.geye@mpls.k12.mn.us
Mike Voss	IEA (IH lead)	763-229-2149	mike.voss@ieainstitute.com
Dr. Said Garaad	Vice Principal	612-229-9013	said.garaad@mpls.k12.mn.us
Paul Klym	CTE	612-408-1765	
Michael Luseni	CTE		
ARCHITECT	LSE		
Deborah Bauknight	Construction Admin	612-505-8558	dbauknight@lse-architects.com
Chris Laabs	Design PM	612-343-1010	claabs@lse-architects.com
Laura Branstad		507-358-5519	lbranstad@lse-architects.com
ATTENDANTS	ORGANIZATION/FIRM	PHONE #	EMAIL

STRUCTURAL	IMEG Eng.		
Cory Casperson	Structural, PE	763-545-9196	cory.c.casperson@imegcorp.com
MEP	HALLBERG ENG.		
Angie Thoreson	Mech + Plumbing	651-748-1100	athoreson@hallbergengineering.com
Jeff Hauswirth	Electrical	651-707-4490	jhauswirth@hallbergengineering.com
Scott Larson	Mechanical	651-748-1100	slarson@hallbergengineering.com
CIVIL & LANDSCAPE	Larson Engineering		
Eric Meyer, PE	Princ. Eng.	651-481-9120	emeyer@lsarsonengr.com
Special Testing & Inspections	AET	651-659-9901	
Jesse Mohler	Proj. Manager	651-523-1276	jmohler@teamAET.com
Andrew Schmid	Princ. Eng.	651-523-1274	aschmid@teamAET.com
SECURITY			
Brandon Frazier	Regional Director	651-705-1248	brandon.frazier@tncg.com
CONTRACTORS	Jorgensen Construction	763-784-3877	
Alex Rustad	Project Manager	763-777-2503	alex@jorgensonconstruction.com
Ben Gabatino	Site Superintendent	651-571-6419	ben@jorgensonconstruction.com
Tara McMahon	Project Coordinator	612-979-4003	taram@jorgensonconstruction.com
Brian Nenovich	Acoustic Associates Inc.	612-226-0201	bnenovich@acousticassoicates.com
Brady Selken	B&D Associates	651-489-8001	bselken@bd-cm.com
Chris Alley	Davis Mech. Systems	619-775-5133	calley@davismechmn.com
Brandon Dormanen	Davis Mech. Systems		bdormanen@davismechmn.com
Phil Gray	Davis Mech. Systems		pgray@davismechmn.com
Mike Pleiss	Davis Mech. Systems	507-317-6278	mpleiss@davismechmn.com
Darren Christopherson	Harris Controls		
Angie Bellanger	Lake Area Elec	651-257-1595	angie@lakesareaelectric.net
Chris Bodell	Lake Area Elec	651-210-4971	chris@lakesareaelectric.net
Angela Penna	Lake Area Elec	651-368-3608	ampenna83@gmail.com
Jim Penzenstadler	Lake Area Elec	651-248-2354	jim@lakesareaelectric.net
Evan Peterson	Sonus Interiors Inc.	651-494-2312?	evan@sonusinteriors.com
Greg Stephani	Schaefer Hardwood Floors	763-516-5646	greg@schaeferhardwoodfloors.com
Brad Ensrude	Kamish Excavating	651-775-0848	brad@kamishexcavating.com
Additional Attendees			

Notes of discussion/updates in meeting added in *blue*

1. Schedule

- waiting on HVAC – waiting on confirmation
- Review contractor schedule – Sent Friday 6/6
 - Review look ahead
 - next 2 weeks demo then Rough-in's, furniture moving and abatement
 - Furniture moving finishing today, maybe tomorrow
 - MPS Staff starting generator prep tomorrow
 - Shaun Minor was going to remove WAPS on the 9th
 - Muska had on a cart to salvage and reinstall

School Hours:

- Summer programming on 2nd and 3rd floors
- Summer custodial hours are 6 am to 4:30 pm (verify when closer) – let MPS know what hours JCI is working during summer so they can adjust custodian hours as needed

Reference dates:

- | | |
|----------------------------|---|
| 1. Start Date: | March 9, 2025 (last day of school is Friday 6/6) |
| 2. Movers: | After school out on 6/6 – Movers on 6/10 |
| 3. Abatement: | June 16 th but will try to move up |
| 4. School Holiday: | June 19 th (Thursday) closed – no work |
| 5. MPS Generator Turnover | June 23 rd (Monday) 8am-noon – no power – being verified |
| from email update | |
| 6. School Holiday: | July 4 th (Friday) closed |
| 7. Substantial Completion: | August 15, 2025 |
| 8. Teacher Prep: | August 25-29, 2025 |
| 9. Final Completion: | October 3, 2025 |
| 10. First Day of School: | September 2, 2025, Tuesday after Labor Day |

2. Old Business

- Certified payroll to Jeff Helstrom at MPS
- EEO requirements – submit to Dan McConnell, Jeff Helstrom, and LSE
- Monthly utilization - EEO goals – submit with pay app per spec
- Pay app for May in review – MU/EEO and certified payroll submitted in folder to MPS
 - JCI to resend email to Jeff again (doesn't have PA 2)
- CTE mentioned that there is small engine work that occurs in AG Lab and wanted to know if designed for combustion engines like lawnmowers
 - Answer is no, LSE was not made aware during design and there are significant code requirements to operate an engine indoors. In addition, there are code

requirements for the storage of flammable items and limits on quantities and how they are stored. If there are flammable items need to notify the design team to review for code requirements.

- LSE to confirm stand open feature on bathroom door closers, see last MM – [confirmed](#)
- Salvage closers, panics, levers, latches for carpentry shop
 - [let them know and carpentry shop will remove](#)
- Electrical drawing questions from last week answered onsite with Jeff from HEI after the meeting, no additional info needing to be issued

3. **Safety/Security**

Safety and Cleanliness are **TOP** priorities for MPS District

- General Contractor and their subcontractors to confine activity to only areas of the building as defined on the plans prepared by LSE Architects.
 - Acceptable to go outside const. zone to access disconnects, etc.
- Parking of construction vehicles: on street; area on SE outside overhead doors will be available for construction use such as dumpsters and loading area.
- Keep existing driveways and entrances serving the premises clear and available to MPS and its employees at all times.
- PPE required on all construction workers including vest and photo ID nametag
- A Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks.
- Cleaning
 - Mandatory daily clean-up of all waste
 - The General Contractor and their subcontractors are responsible for their own debris removal
 - Dumpster location: outside overhead doors at SE
 - Absolutely **NO** food wrappers or beverage containers to be left overnight
 - Clean School zones especially halls as good as custodial staff does
- Exterior work is limited to 7 am to 6 pm to follow City of Minneapolis noise ordinances.
- Can park in school lot when summer school and community education are NOT in session and can park in no bus loading zones.
- No propping open of doors without constant supervision. Security is important and all non-construction people should be directed to the main entrance.

- Deliveries should be to the construction zone only and coordinate the loading dock as needed for deliveries with engineer on site.

4. Design

- Submittals – 0 in review
 - Design Team – 0 – 0 structural, 0 arch, 0 mech, 0 elec, 0 security/tech
 - Consultant court – 0 structural, 1 mech, 0 elec, 0 security/tech –
 - Previously returned 43 architectural (waiting on 5 to be resubmitted), 15 electrical, 4 structural, 37 mechanical (waiting on 4 to be resubmitted), 1 security, 2 AV
- ASI's – ASI 1 pending for RFI 15 plumbing centerlines
 - ASI 2 issued for Plumbing permit
 - ASI 3 issued for Door and Hardware Submittal Review
- PR's – 11 issued and open folders for CTE door request being worked on this week RFI 11 exit door, and field items for floor leveling adjustments
 - PR 8 issued for Toilet Accessory coordination and LSE to issue revision
 - PR 11 and 11R Finish Adjustments Per Submittal Reviews issued
- RFI's – 0 in review –
 - Design Team – 0
 - RFI 1- 26 – returned
 - RFI 21 still in JCI court waiting on follow up from MPS Galiena for confirmation of TNCG response – [no response yet](#)
 - RFI 24-26 since last meeting, note 24 is for solar and GC work is done, for MPS or solar team to follow up on
↳ [Elec subcontractor added a breaker lock](#)

5. Budget Review

- Pay App 1 and 2 processed – Pay App 3 pending for month of May in review
- Received revised pricing for PR 3 – COR 2 and in review
- Received pricing for PR 7 – COR 7 and LSE asked for clarification from JCI
- Existing Conditions allowance of \$30,000 billing should include JCI OH+P so do not list for items submitted against this allowance
 - Jeff Helstrom to review items to be applied to this allowance
- All items in change orders to be based on PR's per review with Jeffrey Helstrom
- CO 1 started with COR 3 for PR 2 approved, COR 4 for PR 4, COR 5 for PR 5, and COR 6 for permit fees
 - [List on pay app until goes over allowance instead of change order](#)

6. New Business

- CTE requests for extra items – Helstrom said they will get (1) 30A outlet and (1) 50A outlet since CTE is getting a donated compressor. Helstrom to send design team direction on what to add. LSE to check codes after receive.
- Mid to end July notify Jeff Helstrom and Hyland the number of mirrors and toilet accessories
- Demo plumbing fixtures and contact James to salvage or not
- Harris doing controls and should connect with Angie @ Laketown for access to items to be installed prior to closing up (happened right after meeting)
- Alex to provide sub subcontractor info for listing contact info + PLA specifically Low Voltage and controls
- Next week meet in Rm 104 (Rm 120 is back up)

Copy To: File and Posted to Procore
Attachments:

Please review the above for errors and omissions. Notify this office immediately with any comments or corrections. After 10 days of receipt, these minutes will become part of the LSE Architects main file.

CONTRACTOR: JORGENSEN CONSTRUCTION

SCHOOL(s): EDISON HS

S. I. S. NO: _____

PERIOD 6/9/25 TO 6/28/25

BID PACKAGE NO: _____

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						PREVIOUS WEEK (SCHED/ ACTUAL)		SCHEDULE WORK PERIOD														LEGEND:									
								CURRENT WEEK							NEXT WEEK							SCHEDULED ACTUAL/PLAN									
																						3 3 5 5 4 4 5 5 6 4 4 4 3 3 4 4 5 5 5 5 6 6 4									
BLDG &/OR ITEM	SITE	ACTIVITY	DESCRIP	SPACE	AREA	SCHED. START DATE	ACTUAL START DATE	9	10	11	12	13	14	16	17	18	19	20	21	23	24	25	26	27	28	SCHED. COMP. DATE	ACTUAL COMP. DATE	% COMP.	REMARKS		
								MO	TU	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA						
1.		const. demo						X	X	X	X	X		X	X	X		X		X	X	X	X	X							
2.		elec. demo/rough in						X	X		X	X	X		X	X	X		X		X	X	X	X							
3.		plumbing demo/rough in						X	X	X	X	X		X	X	X		X		X	X	X	X	X							
4.		HVAC demo/rough in						X	X	X	X	X		X	X	X		X		X	X	X	X	X							
5.		MPS move owner items						X	X	X				X	X	X		X													
6.		abatement hazardous materials						X	X	X	X	X		X	X	X		X		X	X	X	X	X							
7.		framing /ROCK						X	X	X	X	X		X	X	X		X		X	X	X	X	X							
8.		Low voltage demo						X	X	X	X	X		X	X	X		X													
9.		Pre-Con w/City and Excavator Onsite															X														
10.		Sprinkler Mods											X																		
11.		Framing Inspec. Ag 122											X																		
12.		Plumbing inspec. Ag 122													X																
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PROJECTED DAILY MANPOWER								20	20	20	20	20		20	20	20	20	20		20	20	20	20	20							
ACTUAL DAILY MANPOWER								17	20	20	19	19																			

[illegible]

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							MO	TU	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA							
1.		const. demo					X	X	X	X	X		X	X	X		X		X	X	X	X									
2.		elec. demo/rough in					X	X		X	X	X		X			X		X	X	X	X	X								
3.		plumbing demo/rough in					X	X	X	X	X		X	X	X		X		X	X	X	X	X								
4.		HVAC demo/rough in					X	X	X	X	X		X	X	X		X		X	X	X	X	X								
5.		MPS move owner items					X	X	X				X	X	X		X														
6.		abatement hazardous materials					X	X	X	X	X		X	X	X		X		X	X	X	X	X								
7.		framing /ROCK					X	X	X	X	X		X	X	X		X		X	X	X	X	X								
8.		Low voltage demo					X	X	X	X	X		X	X	X		X														
9.		Pre-Con w/City and Excavator Onsite													X																
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