



MEMO

To: Tom Ourada, City Administrator
Cc: Darcie Ross, Developer, Justin Crow, Engineer for Developer, Jesse Yager, Crete PW Dept.
From: Julie Ogden/Steve Parr
Date: September 25, 2025 *Updated October 14, 2025*
Subject: Burlington Estates, Updated Post Construction Document Review and Site Visit

The Developer/Engineer has submitted updated documents, information or make corrections to improvements as per the memo dated August 5, 2025. The following list are the items remaining from that review or testing that is still required prior to final acceptance by the City of Crete.

Water Improvements:

- No further comments.

Sanitary Sewer Improvements:

- ~~The As-Built Plans should be updated to reflect the actual construction location for the manhole at Station 4+17 on the plans.~~
- ~~We were able to open and view all sanitary manholes and here are a few concerns we found:~~
 - ~~The adjustment rings had been grouted and in a few, the grout is already starting to peel off (see photo 1).~~
 - ~~Most of the manholes had debris in the bottom (concrete pieces/grout or soils) that needs to be cleaned out. (see photos 2 to 9)~~
 - ~~The adjustment rings at MH 10 were not set on top of the cone section. Appears to be grouted closed to prevent soil entering system but this should have been corrected prior to placing grout and concrete pad.~~
- ~~The manhole at 4+17 on Jasmine was adjusted to be located within the driveway. This is not preferred but will be allowed on this project.~~
- ~~Manhole number 2 had water ponding around it and needs to be backfilled. Silt fence should be considered until the slope stabilizes to prevent silt covering the location.~~
- ~~The new manhole on Locust (17+41) and sewer line was not included in the original CCTV and needs to be done. This should also be backfilled to prevent standing water.~~
 - **The CCTV has been submitted for this section, a repair to a joint is needed and CCTV resubmitted for this segment.**

Storm Sewer Improvements:

- ~~Please update the As-Built Plans to reflect how the gutter depression was constructed per your measurements (sheet 7). **This was not updated and is not critical but should have been noted as changed.**~~
- ~~Inlet 3 (2+51) was built as an 8 foot curb inlet, not the 10 foot noted on the plans. Please include this update on the as-built plans. (the lid measures 10 feet but the throat is closer to 8 feet)~~
- ~~The cast iron cover does not have a pick hole/location along the edge in it making access a bit harder. Can a hole be drilled into the lid? (lids were buried in dirt so this was not noted on original inspection)~~
- ~~There is a lot of silt/debris within both storm inlets that needs to be cleaned out. Inlet protection should be provided (the type that fits inside the inlet throat is best for traffic use) to prevent future issues. (see photos 10 & 11) **Contractor provided to JEO that this has been done.**~~

Paving Improvements:

- None of the survey monument boxes have been installed, nor were they required, which should be reflected on the As-Built plans.

As-Built Plans:

- ~~A clean set of as-built plans reflecting what was actually built (or not in the case of survey boxes) must be provided to the city. All JEO notes should be removed and updated to reflect construction as appropriate.~~
 - ~~As-Built should include elevation adjustments, location adjustments or other changes that were made during construction. The City will use these for maintenance and upkeep and accurate locations are critical.~~

Testing items required (please refer to the August 5 memo for more information)

- ~~Concrete pavement cores WITH soil sample below to test subgrade compaction. 7 tests required for project. These shall be completed by an certified test lab.~~
 - ~~The cores shall measure both thickness of pavement and strength.~~
 - ~~The soil samples shall provide compaction below paving.~~
 - ~~Submitted and two cores were under 7" and one subgrade compaction is below requirement.~~
- ~~Cleaning and re-inspection with CCTV is required on the sanitary sewer lines due to the debris in the original video, the condition of the site (buried manholes, manhole rings off set from cones, etc) which could have allowed debris to enter the system.~~
 - ~~If the Developer/Contractor does not complete this, the City will and invoice the developer for the costs.~~
 - ~~CCTV of the pipe between MH 2 and 3 is not required as it has been in service for a year and no issues have arisen.~~
 - ~~Has been provided and comments sent separately. As noted a repair to a damaged gasket requires repair on the south sanitary main. CCTV of line is needed after repair.~~
- Tracer wire conductivity testing, responses to August 5th comments stated it was done but no results or documents supporting the testing were provided.

SWPPP Notes:

- Home builders are placing extra concrete or the truck washout right on bare subgrade which is not allowed and a concrete washout needs to be provided or required.
- It has been noted that the Notice of Termination was submitted to NDWEE on the existing permit but based on my review today, I have concerns about coverage and disturbances that are continuing and would recommend that the area continues to be monitored and cleaned up as needed.
- As houses are constructed, best management practices are still required including cleaning of the streets and protection of silt from entering the storm inlets.

PHOTO's



Photo 1: grout in manhole



Photo 2: MH #3 debris in base



Photo 3: MH #4 debris in base



Photo 4: MH #7 debris in base



Photo 5: MH #8 debris in base



Photo 6: MH #9 debris in base



Photo 7: MH #10 debris in base



Photo 8: MH #10 adjustment rings not set on top of cone (about 2" off)



Photo 9: MH #13 debris in base & no grout inside MH around pipe



Photo 10: debris and standing water inside storm inlet 4



Photo 11: debris and standing water inside storm inlet 3 – floor of inlet is lower than pipe flowline creating standing water in inlet.



Photo 12: concrete washout on ground