

MEETING MINUTES



Project Name: Village of Pentwater - Street Improvement Project

Project No: 830950

Meeting Date: 5/11/2017

Minutes Date: 5/23/2017

Re: **Progress Meeting Minutes**

Attendees: Don Palmer, Village of Pentwater
Terry Valenzano, Village of Pentwater
Rob Allard, Village of Pentwater
Jeff Hodges, Village of Pentwater
Jared Griffis, Village of Pentwater
Norm Shotwell, Village of Pentwater
Don DeVries, Fleis & Vandenbrink, Eng.
Michael Mattzela, Fleis & Vandenbrink, Eng.
David Bluhm, Fleis & Vandenbrink, Eng.

- I. Review vertical survey, existing storm drains and proposed drainage area map and recommended main line and secondary collection system piping.
 - a. F&V provided the committee with an update to field work done in preparation of the storm water drainage master plan and street rehabilitation recommendations. This includes vertical elevation street survey, PASER street condition update and locating of existing enclosed storm sewers.
- II. Review updated PASER report and the different rehab/reconstruction options we see for streets.
 - a. F&V discussed the data collected with the updated PASER street evaluation and the different types of treatment actions available for the streets.
 - b. Reviewed map showing streets rated PASER 1-2 recommended for rehabilitation, drainage areas and main line storm sewer recommendations. Some discussion over options ensued.
 - c. Alternatives to Wythe storm sewer routing west to Dover were discussed to minimize deeper sewers likely along Wythe between First to Third Streets. It was determined that extending the storm sewer west to Dover from Wythe was not a feasible alternative.
 - d. The outlet of the Wythe storm sewer was discussed and include discharge at Wythe and 6th, or extension along 5th St. to creek. Capacity of existing culvert under 6th St. was discussed and needs to be confirmed. Outlet at 5th St. and creek will allow water quality improvements prior to discharge to Pentwater Lake and may be favored by MDEQ.
 - e. Extending Wythe storm sewer east and west along Hanover was further discussed to provide outlets to basement sump pumps currently connected to sanitary.
 - f. Rush Street storm sewer routing to creek was discussed. Several specific low point drainage problems were further discussed that will need to be addressed by detailed plans when developed.

- g. The existing drain on Dover Street was also discussed in the context of extending this drain north across Lowell to pick up low point at Dover St. & Park St.
 - h. The mobile home park streets are private and should be eliminated from rehabilitation maps.
 - i. Review recommended minimum street widths and approach to widening those less than 20'
 - i. Standardizing the widths to 20' was discussed. Streets in the updated PASER that are within 1-2' of standard can be widened using crush/shape.
 - j. Mill/Overlay vs. Crush/Shape
 - i. Driveway grading/drainage will impact ability to crush/shape roadways, plans will likely be a mix of crush/shape and mill/overlay.
 - k. Use of Leaching Basins/Asphalt Curbing to direct street runoff
 - i. The use of leaching basins was discussed to pick up low points that cannot be routed to storm sewers.
- III. Review utility (water/sewer) needs.
- a. F&V reviewed the map that shows water main improvements from water reliability study not included in the 2012 utility construction project.
 - b. Reviewed 2 remaining segments of sanitary sewer not improved in 2012. Much discussion regarding the need to further evaluate sanitary sewer improvement needs. It was decided that F&V will meet separately with Rob Allard and DPW next week to further review and identify needs.
 - c. Two sanitary sewer concern areas were specifically discussed; Ellery St. south of Second St. and Clymer St. between Lites Woods entrance and Second St.
- IV. Other Factors.
- a. Sidewalk improvements (ACT-51) funds? – ADA Ramps at intersections?
 - i. Look to replace existing sidewalk flags where needed adjacent to street rehab, ADA ramps where needed to transition at intersections.
 - b. Wire Works street improvements
 - i. Additional cost to provide more pavement strength needed on Fifth between Carroll St. and Wythe St. Village will discuss possible cost sharing with Pentwater Wire Works.
 - c. Lowell Street sidewalk/bike path
 - i. Sidewalk improvements on Lowell St. from Hancock St. to beach were briefly discussed. Bike lane exists on south side of road. No further action needed at this time.
- V. Review Street Improvement Program (SIP) construction options.
- a. F&V provided a draft 3-year construction plan map to review with the committee based on finding so far.
 - b. Year 1 (2017) work would focus on Clymer St., 6th St., to Park St. and street bounded generally by Second St. – Park St. and Ellery St. to Clymer St. We believe these areas require less survey work and could be put on to bid rather quickly to allow the Village to show some progress on street improvements in 2017.
 - c. Year 2 (2018) work would focus on Fifth/Wythe/Hanover and streets leading into these main work areas. This will be an extensive project involving storm sewer, water main and possibly sanitary sewer as well.
 - d. Year 1 and 2 construction access was discussed to help minimize disruption to the downtown area by utilizing Sixth Street access to Clymer St. (Year 1) and Morris St. (Year 2). More detail on construction access will need to be provided prior to bidding.
 - e. Rehab areas for Year 3 and beyond were discussed, are scattered throughout the Village and the level to which these improvements can be made will be based on remaining funding after Year 1 and 2 improvements. It was decided that we would revisit this near the end of each of the first two years work to determine Year 3 and beyond improvements.
 - f. Review big picture approach/costs (full program)

- i. As identified on the conceptual project map, estimated project costs for road only are:
Year 1 - \$450k, Year 2 - \$1.25m, Year 3 - \$1.4m
 - g. Finalize Year 1 plan (2017) and preliminary Year 2 plan (2018)
 - i. After further discussion the committee agreed to move forward with Year 1 as proposed with some additional sanitary sewer work along Clymer St. recommended by Rob. Year 2 was conceptually agreed but will be revisited as we near completion of Year 1 construction in fall of 2017.
 - h. Discuss Year 3 concepts
 - i. Year 3 project scope was discussed based on the total \$3m street bond. It was mentioned that the Village has another \$1m in utility funds for utility improvements. It was decided that we need to re-evaluate funding and update subsequent year's plans near the end of each year's construction project.
 - ii. It was discussed that utility funds can and should pay for road repairs over utility work. F&V will provide break-outs for these costs so they can be shared by the appropriate fund.
- VI. Year 1 & 2 design work.
 - a. F&V recommended authorization for Year 1 and Year 2 design. The committee authorized moving forward with Year 1 survey (limited), design, specifications, bidding documents and bidding.
 - i. Geotechnical
 - 1. Pavement cores and borings where utilities are proposed will be needed and was authorized for Year 1 and Year 2 rehab areas to provide economies of scale. F&V will likely utilize Soils & Structures for this work and it will be billed directly to the Village.
 - ii. Survey
 - 1. Year 1, full survey on Clymer St. and limited survey for log plan development on other streets.
 - iii. Plans
 - 1. Full construction plans will be needed on Clymer St. where utilities are proposed but log plans can be developed on other streets to save cost.
- VII. Bidding/construction timing.
 - a. Plans will be developed in June for July bidding and construction start in August, after Homecoming festival weekend, and extending through October.
- VIII. Web Portal Content.
 - a. F&V updated the Village's web portal the other day and will look to update again based on this meeting.
 - b. It was discussed that a map showing Year 1 work areas and "future" work area would be provided for next web portal update and would be updated in the next 2 weeks. Notification of soil boring work and further survey for 2017 construction would be included in the web portal update.

These minutes are my understanding of the items discussed and the decisions made. Please notify me of any comments, concerns and/or corrections within five business days, otherwise these minutes will be considered an accurate record of the meeting.

FLEIS & VANDENBRINK



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Project Manager/Senior Associate

cc: All Attendees

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