



ROAD COMMITTEE (“COMMITTEE”) MEETING - MINUTES

Thursday, July 06, 2023 – 5:00 p.m.

Join Zoom Meeting – Link listed on website

<https://us06web.zoom.us/j/6479705713?pwd=bGoxRjllTXNXeWRhQlcrVzljaHUwdz09>

Meeting ID: 647 970 5713

AGENDA

1. Call to Order Committee Chairperson
 - Meeting called to order at 5:11 p.m.
 - Committee Members Present: Dan Rippe, Jim Bushey, Tim Reith, Bob Hill, and Todd Thurber
 - Committee Members Absent: Larry Dean
 - Other Attendees: Mike Duffy (DLZ Department Manager)
2. Approval of Agenda Committee Members
 - Agenda approved as written.
3. Approval of Minutes Committee Members
 - July 06, 2023, minutes approved as written with clarification of NOAA Point Precipitation Frequency Estimates
 - New action item #9 covered the RC’s interest in examining the alternative designs which comply with the governing requirements and recommending the best option for the proposed drainage project at 22 and 24 WCL.
4. Unfinished Business Committee Members
 - a. Review Status of Open Action Items Committee Members
 - Action items 4, 6, and 8 were closed.
 - Parking Lot topics added to minutes as a tracking mechanism for topics outside of original scope of RC and to be included in report to Town Council.
 - b. Finalize road project prioritization tool Committee Members
 - Discussed tool updates from June 15, 2023, meeting, and action items 4, 6 and 8.
 - RC voted to release tool for use.
 - c. Discuss comments to draft road proj. annual process .. Committee Members
 - Draft road project annual process was read aloud and discussed. Recommended updates were made to sections 1.1.1.1, 5.4.2, and 12.1 added to provide residents with a post construction feedback form.
 - The process timeline was modified as follows: Item 5.2 added to October, Item 8 moved to November, Item 9 moved to January, and Item 10 moved to February.
 - d. Updates on draft road segment design process..... Todd Thurber
 - No comments provided.
5. New Business
 - a. None Committee Members
6. Confirm Next Committee Meeting (Confirmed for 7/13/23) Committee Chairperson
7. General Discussion (None)..... Committee Members

Please Note: Agenda items listed are those reasonably anticipated and may be discussed at the meeting. Not all items listed may necessarily be discussed and there may be other items not listed that may be brought up for discussion.



8. Adjournment..... Committee Chairperson
- The meeting was adjourned at 7:50 p.m.

Next Committee meeting:

Thursday, July 13, 2023 – 5:00 p.m.



Open Action Items

1. 4/20/23: Todd took the action to immediately discuss with API how to implement the RC expectation to complete (starting with excavation and finishing with finish asphalt) each road segment within one week's time and the entire three projects by October 1st.
 - 5/4/23 Todd acknowledged the action.
 - 5/22/23 Todd reported that API intends to meet this objective – **Action Closed**
2. 4/20/23: Todd Thurber took the action to immediately communicate the recommended construction order to API for their planning purposes.
 - 5/4/23 Todd acknowledged the action.
 - 5/22/23 Todd reported that API will work to the prioritized list – **Action Closed**

#1 - Quiet Harbor (700E to 700E)
#2 - WCLD (Round Lake Bridge to Lakeview)
#3 - WCLD (700E to Bridge)
3. 4/20/23: Todd will add the Zoning Administrator to the Communication Plan beginning with the prioritized construction order of the 2023 CCMG projects (see #2) and daily construction project updates.
 - 5/4/23 Dan emailed the construction order listed in #2 above on 5/8/23 completing this part of the action. ZA acknowledged receipt on 5/9/23.
 - Todd agreed to add the ZA and Town office to his daily updates during construction- **Action Closed**
4. 4/20/23: RC members to develop a TOCL Drainage Policy following completion of road policy (Bob Hill provided initial thoughts in email dated 04/21/2023)
 - 5/4/23 Bob Hill email provided to RC members and topic will be added to the 5/20/23 agenda.
 - 5/22/23 RC members discussed the importance of having a well thought out approach to drainage with clear lines of responsibility between the Town and its residents, The recent installation of a catch basin at 706 SCLD was used as a case study to start understanding the thought process, considerations, objectives, and implications of a decision. Tim Reith provided pictures of water puddles on and beside the roads after the rainfall on May 7th which will be used to generate more case studies and discussion.
 - 6/15/23 RC members gained confidence that the committee's governing requirements for drainage were comprehensive and when used would produce solutions to our most challenging drainage areas around the lake case studies were performed at eight locations (1238 QH, 22 WCLD, 72 WCLD, 175-76 WCLD, 248 WCLD, 708 SCLD, 750 SCLD, and 930 SCLD). The governing requirements, topography, and existing Town drainage assets were used to develop conceptual drainage designs at each location. The results of the case study exercise demonstrated that a compliant design solution could be developed for each location within the governing requirements, in some cases there was more than one solution to choose from, in some cases a better solution could be achieved through partnership with residents, and there were no gaps in the requirements noted at this time- **Action Closed**
5. 4/20/23: Identify location of road segments on map.
 - 5/4/23 Completed 4/30/23 and reviewed with RC members during 5/4/23 meeting.



- 5/4/23 Plotting the road segments discovered the road asset inventory segment #35 From description was in error and did not account for the length of road from Fountain Beach Drive to Paradise Point. RC members recommended to Todd Thurber that the from description be corrected to be “Paradise Point” accounting for the missing length of road. Todd to verify this approach is acceptable.
 - 5/22/23 Todd verified the recommended approach is acceptable. All RC databases were updated. **Action Closed**
6. 4/20/23: RC members to submit to Chairman the location of known road drainage or other problems so that they can be incorporated into assessment/prioritization tool.
- 5/4/23 Reminder made to RC members.
 - 5/22/23 RC members collected and supplied visual evidence following the rain event on May 7th. The inputs will be discussed during the next meeting to determine those which need to be reflected in the initial release of the prioritization tool.
 - 6/15/23 RC members gained confidence that the committee’s governing requirements for drainage were comprehensive and when used would produce solutions to our most challenging drainage areas around the lake case studies were performed at eight locations (1238 QH, 22 WCLD, 72 WCLD, 175-76 WCLD, 248 WCLD, 708 SCLD, 750 SCLD, and 930 SCLD). The governing requirements, topography, and existing Town drainage assets were used to develop conceptual drainage designs at each location. The results of the case study exercise demonstrated that a compliant design solution could be developed for each location within the governing requirements, in some cases there was more than one solution to choose from, in some cases a better solution could be achieved through partnership with residents, and there were no gaps in the requirements noted at this time- Action Closed
7. 4/20/23: Maple Street is the only stone road in the clear lake road inventory. RC members are to provide a recommendation on how to proceed.
- 5/4/23 Asked RC members to bring to our May 18th meeting a recommendation on how to manage Maple Street which is currently gravel.
 - 5/22/23 The RC members recommended maple street segment #17 be tracked along with ECLD segment #18 and be updated to an asphalt surface when segment #18 is prioritized as a project – **Action Closed**
8. 5/4/23: Todd Thurber to validate prioritization tool results (reference “Prioritized Road Asset Inv”) and discuss any major disconnects with RC members at the 5/20/23 meeting.
- 5/22/23 No significant update; Todd will try to complete this action for our next meeting on 6/1/23.
 - 6/15/23 Todd provided a summary of his visual comparison with the prioritization tool and concurred with its results. RC members discussed combining certain segments to gain construction efficiencies. An update was made, and the revised results provided to RC members for discussion at the 7/6/23 meeting – **ACTION CLOSED**
9. 6/15/23: During the discussion at 22 WCLD the pipe size and an open swale alternative were discussed. The committee recognizes this is an approved CCMG project with an existing design and outside its scope but requested additional information to support conversation at a future meeting and possibly provide feedback to the town council if appropriate.



Parking Lot

1. Define and recommend extending the RC charter
2. Recommend adding Private Owned drainage systems to the Town's GIS system
 - a. Web Page address: <https://clear-lake.maps.arcgis.com/apps/webappviewer/index.html?id=bb103199c6c1447682e533c4bcd9c185>
 - b. Username: CL_GIS5
 - c. Password: ClearLake1933!