



## ROAD COMMITTEE (“COMMITTEE”) MEETING - MINUTES

Thursday, May 04, 2023 – 5:00 p.m.

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<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 p.m.
  - Committee Members Present: Dan Rippe, Jim Bushey, Tim Reith, and Todd Thurber
  - Committee Members Absent: Larry Dean and Bob Hill
  - Other Attendees: None
2. Approval of Agenda ..... Committee Members
  - Agenda approved as written.
3. Approval of Minutes ..... Committee Members
  - a. April 20, 2023
    - Approved as written.
4. Unfinished Business ..... Committee Members
  - a. Review Status of Action Items
    - See Open Action Items below for updates.
  - b. Finalize road project prioritization process.
    - The road project prioritization tool was updated to include # of Vehicles as a means to prioritize between road segments with the same Grand total values.
    - RC members agreed on the next steps before releasing the tool for use.
      - Resolve From description of segment #35 to be Paradise Point instead of Fountain Beach Drive (reference action item #5).
      - Update “Unique Consideration” ratings to account for road segments with known problem areas.
      - Todd Thurber to validate prioritization tool results and discuss any major disconnects with RC members at the 5/20/23 meeting (see action item #7).
5. New Business
  - a. Draft road project governing requirements ..... Committee Members
    - Relevant Stormwater Management Ordinances currently in the UDO (Note: underlined statements provide a basis for the recommended road drainage requirements)
      - 5.20(H) DW-04: Lake Residential and Lake Accessory Driveway Standards
        - Driveway Runoff: Runoff from a driveway shall not be directed to the Town's streets, but shall be directed to a

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- new or existing catch basin; to the subject property's yard; or other means approved by the Zoning Administrator.
        - Culvert: Culverts shall be required under the driveway to promote drainage of water through existing ditches along the street. The Zoning Administrator may waive this requirement when clearly deemed unnecessary.
- 5.22(C&E) EN-01: Environmental Standards Soil and Water Quality and Stormwater Management
  - Erosion Control: Discharge from gutters and downspouts shall be directed in a direction and manner to prevent water and/or sedimentation (including mud, dirt and/or debris) from flowing onto adjacent lots, adjacent lots, adjacent surfaces, and streets (example storm water management practices include French drains, underground Drainage tile routed to catch basins and then water courses, rain gardens, etc.).
  - Stormwater Management - Every site and development shall be designed, constructed, and maintained to control runoff, prevent flooding, and protect water quality. The particular facilities and measures on-site shall reflect the natural features of the site, the potential for on-site and off-site flooding, water pollution, and erosion, and the size of the site.
- 5.57(B)(3) PI-01: Public Improvement Standards Drainage Facilities - Storm drainage collection, detention, and retention facilities shall have sufficient capacity to serve the development.
- 7.19(A)&(D) SM-01 Storm Water Standards Applicability & Proposed Drainage Facilities - Applicability: Subdivisions, planned developments, and development plans shall provide for the collection and management of all storm and surface water drainage.
- Proposed Drainage Facilities: Drainage facilities shall meet the following conditions.
  - Location: Drainage facilities shall be located in common areas or on private property if the necessary drainage



- easements (or utility and drainage easements) are created and executed.
    - Design: Drainage facilities shall be durable, easily maintained, retard sedimentation, and retard erosion.
    - Drainage facilities shall not endanger the public health and safety, or cause damage to property.
    - Drainage facilities shall have sufficient capacity to accept the current water runoff from areas upstream and accept the water runoff from the site after it is developed.
- The following governing requirements were discussed and developed by the RC members consistent with assigning the same stormwater management responsibility to the Town as the UDO does for residents and developers and to support the road lifespan requirement of 15+-Years.
- A final review and vote will be added to the May 18<sup>th</sup> meeting agenda.
- The road surface shall be asphalt.
- Project shall include all necessary design elements to establish a road segment lifespan of >15-Years.
  - Lifespan is defined as the duration in which the road segment has a PASER rating between 10 & 3.
  - Lifespan design estimates shall assume annual sealcoating of cracks.
- Design shall be adequate for Indiana temperature extremes and repeated winter freeze/thaw cycles.
- Road segments shall include a drainage system that shall have the following requirements.
  - a capacity to manage a 10-year storm (1.91 in/hr) event.
  - be durable, easily maintained, retard sedimentation, and retard erosion.
  - maximize the use of passive swales alongside the road where sufficient Right-of-Way (ROW) exists and minimize use of drains in applications where design constraints leave no other cost effective solution.
  - exist within the road ROW.
  - Include filtering elements (see examples below) on all drainage conveyed via pipe directly to the lake.
    - Grated storm drain covers.
    - Sump features to settle particulates.
    - Stone rip raft to slow flow velocities.
  - require a drainage easement for any portion located on private property.
  - ensure surface water falling on the roadway enters the drainage system in a manner to prevent water and/or sedimentation from flowing onto adjacent private property lots.
  - maintain roadway free of standing water following a storm event.
  - prevent ponding along roadway from seeping back onto road surface.
  - use roadbed structural components which dissipate moisture.
  - account for all pre-existing additional drainage loads.
- Road's structural components shall be designed for a maximum vehicular load of 80,000 lbs.

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- Road finish asphalt layer shall be a thickness adequate for a mill and resurface maintenance operation.
- b. Draft road policy details..... Committee Members
  - The road policy below was developed by the RC members expanding the definitions of each element (reference underlines & sub bullets) of the Mission Statement: Perform annual assessments to identify and communicate to residents a fiscally responsible 5-10-15-year asphalt surface road improvement plan that maintains or establishes all road lifespans to 15-20-years while minimizing disruption and maximizing safety during construction.
    - Annual assessments shall include:
      - PASER Assessment including updates (e.g., 2023 LTAP additions)
      - Gather Community & Superintendent concerns (e.g., Drainage issues, safety issues, etc.)
      - Review of radar metrics for changes in traffic volume
      - Review of ILP metrics for changes in construction traffic volume
      - Review State of Indiana CCMG program status
    - Communicate to Residents
      - Hold two annual public meetings.
        - Resident input into the prioritization model
        - Road Prioritization Meeting
        - Debrief on the construction projects “What went well” “What didn’t go well.”
      - Updates posted on town web page.
      - Use Reach Alert for near term notification of meetings, construction events, etc.
    - Fiscally Responsible
      - Annual expense limited to funds available from annual tax levy (2022-23 budget is \$250K)
      - Use improvement plan as infed to the annual budgeting process.
    - 5-10-15-Year Road improvement plan
      - Maintain all roads to a PASER rating between 10 and 3.
      - Develop and maintain a prioritization model.
      - Update model annually with new data from annual assessments
      - Verify model results and publish them to residents.
    - Asphalt Surface - All road surfaces shall be asphalt.
    - Establish all road lifespans to 15-20-years.
      - Assess each road segment’s compliance to the governing requirements.
        - Perform coring’s and analysis of road base as necessary.
          - Coring’s
            - Pavement Coring (bit is 4” Diameter depth limited to 14”)
              - Existing pavement thickness
            - Aggregate Coring
              - 24 – 48-inch depth
              - Type and thickness of aggregate under pavement
              - The density of aggregate to support vehicular load.

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- Depth of water table
- Assess drainage requirements compliance.
  - Soil percolation rates
  - Review size of storm events
  - Areas which may require drainage pipe.
  - Consistency with Town’s drainage policy
- Review PASER trend and metrics to verify consistency with 15-20-Year lifespan; identify deviations and assess root causes.
- Minimize disruption and maximize safety during road construction.
  - Coordinate early with Road Contractor and set expectations of 1-week maximum construction duration for each segment.
  - Perform construction during August – September (Mitigates risk of missing next year’s CCMG award)
  - Notify residents and Zoning Administrator of construction schedules.
  - Offer residents relief parking or access to pickup service during construction if self-ingress and egress cannot be coordinated/achieved.
  - Notify emergency response teams of road closures/openings.
  - Limit primary construction activities to M-F (if possible).
- The road policy draft will be reviewed during the May 18<sup>th</sup> meeting.

6. Confirm Next Committee Meeting (Confirmed for 5/18)..... Committee Chairperson
7. General Discussion (None)..... Committee Members
8. Adjournment..... Committee Chairperson

- The meeting was adjourned at 7:15 p.m.

**Next Committee meeting:**

Thursday, May 18, 2023 – 5:00 p.m.

Finalize road project governing requirements and review draft road policy, drainage policy attributes and road segment design process outline (DLZ).

**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.
  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.
- #1 - Quiet Harbor (700E to 700E)  
 #2 - WCLD (Round Lake Bridge to Lakeview)  
 #3 - WCLD (700E to Bridge)

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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.
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. 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.
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.
  - 5/4/23 Asked RC members to bring to our May 18<sup>th</sup> meeting a recommendation how to manage Maple Street which is currently gravel.
7. 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.