



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

Thursday, May 22, 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 5:04 p.m.
  - Committee Members Present: Dan Rippe, Jim Bushey, Tim Reith, Bob Hill, and Todd Thurber
  - Committee Members Absent: Larry Dean
  - Other Attendees: None
2. Approval of Agenda ..... Committee Members
  - Agenda approved as written.
3. Approval of Minutes ..... Committee Members
  - a. May 04, 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 governing requirements.
    - The road project governing requirements were unanimously approved (included below).
  - c. Finalize road project prioritization tool.
    - The tool was updated with the following information:
      - Recurring Flooding between 176-180 WCLD (Segment #3)
      - Puddling at intersection of Chapel (Segment #29) and SCLD
      - Segment #35 From description changed as follows: From- Fountain Beach To- Paradise Point (ref. Action Item #7)
    - Significant constructive conversation was held pertaining to the drainage section of the governing requirements along with Tim Reith’s Road pictures (reference Action item #4 5/22/23 entry) that the RC decided to take an additional week to review the pictures in context of the governing requirements and the prioritization tool’s criteria for the unique consideration category.
5. New Business
  - a. Draft road policy ..... Committee Members
    - RC members reviewed the layout of the document and familiarized themselves with the content within each section in preparation for their individual detailed review prior to the next RC meeting on 6/1/23.

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.



- b. Discuss drainage policy attributes & case study..... Committee Members
  - Drainage policy attributes discussed.
    - Existing residential ordinances pertaining to stormwater management.
      - 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 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.).
  - The discussion highlighted the following topics for our next meeting on 6/1/23.
    - Establishing a pre-approval requirement for residents to connect to Town drainage assets.
    - Definition of resident and town responsibilities (maintenance, response to emergencies, ingress/egress for non-residents, etc.) when using a shared drainage system for the benefit of each party
    - Locations around the lake that may require a shared drainage system.
- c. Discuss road segment design process ..... Todd Thurber
  - The RC members reviewed the intent and table of contents (made a few minor updates) and agreed with proceeding with a first draft.

- 6. Confirm Next Committee Meeting (Confirmed for 6/01)..... Committee Chairperson
- 7. General Discussion (None)..... Committee Members
- 8. Adjournment..... Committee Chairperson
  - The meeting was adjourned at 7:05 p.m.

**Next Committee meeting:**

Thursday, June 01, 2023 – 5:00 p.m.  
Discuss draft road policy, draft road segment design process, continue drainage discussions and update prioritization tool.

**Open Action Items**

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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 7<sup>th</sup> which will be used to generate more case studies and discussion.
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.

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- 5/22/23 RC members collected and supplied visual evidence following the rain event on May 7<sup>th</sup>. 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.
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 18<sup>th</sup> 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.

#### Road Project Governing Requirements

- The road surface shall be asphalt.
- Project shall include all necessary design elements to establish a road segment lifespan of >15-Years.
  - Note: Lifespan is defined as the duration in which the road segment has a PASER rating between 10 & 3.
  - Note: 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.

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- 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.
- Road finish asphalt layer shall be a thickness adequate for a mill and resurface maintenance operation.