



ROAD COMMITTEE (“COMMITTEE”) MEETING - MINUTES

Thursday, September 07, 2023 – 5:00 p.m.

[Join Zoom Meeting – Link listed on website](#)

<https://us06web.zoom.us/j/6479705713?pwd=bGoxRjllTXNXeWRhQlcrVzljajUwdz09>

Meeting ID: 647 970 5713

AGENDA

1. Call to Order Committee Chairperson
 - Meeting called to order at 5:02 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. August 14, 2023
 - August 14, 2023, minutes approved as written.
4. Unfinished Business Committee Members
 - a. None (Committee agreed with recommendation to close AI #9; All actions are now closed)
5. New Business
 - a. Review comments to draft TOCL road policy Committee Member
 - Committee members’ comments were discussed and incorporated during the meeting.
 - Committee members unanimously agreed the TOCL Road Policy should be recommended to the Town Council for review and adoption.
6. Confirm Next Committee Meeting (Confirmed for 9/21/23) Committee Chairperson
7. General Discussion..... Committee Members
 - a. Bob Hill email 8/28/23: “The work we have done to improve residents’ and contractors’ requirements for handling their own drainage has the ability to significantly improve our water runoff challenges in the future. Having a standard expectation that is enforced by our zoning administrator as a requirement prior to an approved building application can also greatly reduce historical natural drainage issues resulting from the geographic topography. WCL and Quiet Harbor as well as the Moody property are good case studies for this. We should also discuss a one standard for all areas may not be the best solution either.”
 - Committee members agreed to add this topic to the parking lot (Reference item #3) for future discussion.

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.



- Additional discussion was held regarding a rumor that Ken Walters requested a change to the location of the beehive drain on the north end of Quiet Harbor to allow for a larger driveway. Todd Thurber discussed the details of the change and characterized them as extremely minor. The discussion ended with an action to further understand the change, the basis of the change and execute the applicable change management process.

8. Adjournment..... Committee Chairperson

- The meeting was adjourned at 5:38 p.m.

Next Committee meeting:

Thursday, September 21, 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.



7/13/23: Todd Thurber will revisit the pipe size based on a 10-yr storm event and prepare a preliminary design of what an open ditch concept would be.

8/14/23: Todd Thurber presented a detailed concept design for the open ditch. The RC members gained an appreciation for the over constrained nature of the design requirements (depth of a pre-existing gas line, easement width and maximum slope to avoid erosion of ditch sides) and agreed with Todd Thurber's conclusion that the design is not practical. The pipe size calculation was revisited using the RC released governing requirements and resulted in a reduction in pipe diameter from 21" to 12" largely driven by a change from 100 to 10-year storm event and only considering the area between WCLD and the north side of County Road 650 E. RC unanimously recommended forwarding the updates (change pipe diameter from 22' to 12", delete the south most (nearest to lake) catch basin and incorporate a passive swale into the final grade of drainage easement) to the TOCL Town Council for consideration. The recommendation was made on 8/15/23 and approved by the town council. **Action Closed**

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!
3. Bob Hill email 8/28/23: "The work we have done to improve residents' and contractors' requirements for handling their own drainage has the ability to significantly improve our water runoff challenges in the future. Having a standard expectation that is enforced by our zoning administrator as a requirement prior to an approved building application can also greatly reduce historical natural drainage issues resulting from the geographic topography. WCL and Quiet Harbor as well as the Moody property are good case studies for this. We should also discuss a one standard for all areas may not be the best solution either."
4. Consider adding a problem report form on the TOCL web page (reference section 4.02 of the TOCL Road Policy).