



ROAD COMMITTEE (“COMMITTEE”) MEETING - MINUTES

Thursday, June 01, 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 5:04 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 22, 2023
 - Approved as written.
4. Unfinished Business Committee Members
 - a. Review Status of Action Items Committee Members
 - See Open Action Items below for updates.
 - b. Finalize road project prioritization tool Committee Members
 - Pending completion of drainage case studies.
 - c. Discuss comments to draft road policy Committee Members
 - Committee members did not complete their review, will revisit it at the 6/15/23 meeting.
 - d. Continue discussion of drainage policy attributes Committee Members
 - A comparison of Bob Hill’s drainage attributes (see email on 4/20/23) with the road policy and UDO drainage requirements determined all attributes have been accounted for except for residents needing to attain pre-approval by Town Council to connect to the Town’s drainage system. Committee members agreed to add this to the draft road policy.
 - 708 SCLD case study was discussed and resulted in a recommendation to require council approval for new easements and drainage components. Committee members agreed to add this to the draft road policy.
 - e. Updates on draft road segment design process..... Todd Thurber
 - No progress to report, Todd committed to having a draft at the 6/15/23 meeting.
5. New Business
 - a. None (None)..... Committee Members
6. Confirm Next Committee Meeting (Confirmed for 6/15/23) 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 7:00 p.m.

Next Committee meeting:

Thursday, June 15, 2023 – 5:00 p.m.
Continue drainage case study discussion and review draft road segment design process (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.
 - 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.
 - **6/01/23 Additional case studies defined for discussion at 6/15/23 meeting.**
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**

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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.
 - 6/01/23 It was determined that the pictures will provide useful input when each respective road segment is due for an improvement project but the only location that should be reflected in the prioritization tools “unique consideration” is the flooding at 176-78 WCLD. Additional updates may result from the case studies identified for discussion on 6/15/23.
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.
 - 6/01/23 Todd visually compared the prioritization tool results to the road segments and did not find any significant differences confirming the construct of the tool and its results. As defined in the road policy the tool will be updated with each new PASER assessment – **Action is recommended for closure.**