



2023

Town of Clear Lake (TOCL) Road Policy

TOCL ROAD COMMITTEE

Revision: Initial Release
11/21/2023



Preface

In response to concerns voiced by residents regarding the selection of road improvement projects for the 2023 Community Crossings Matching Grant (CCMG) and risk of untenable financial pressure due to premature failure of the Town's roads, Town Council approved the formation of a Road Committee during the February 21st, 2023, Town Council Regular Session with the following objectives:

- 1- Develop for Town of Clear Lake (TOCL) elected officials and staff a road policy which regulates how the TOCL roads are to be affordably maintained.
- 2- The Road Policy shall improve consistency, predictability and implement continuous improvement through the identification and capture of lessons learned.
- 3- The Road Policy shall address the perceived weaknesses of the current road project selection process.
 - a. The current process is not documented.
 - b. The current process is too easily influenced.
 - c. The current process does not define the stakeholders and their responsibilities.
 - d. The current process is not well understood or communicated to the community.
 - e. The current process does not formally capture or implement lessons learned.

The Town Council assigned four (4) residents, one (1) council member and one (1) road engineer to a six (6) member road committee. The mix of committee members was intentional to ensure community sentiments, engineering design principles and town resources are represented in the production of a comprehensive, balanced, and sustainable road policy.

The TOCL Road Committee approach to developing the road policy was to place as its core values the preservation and enhancement of the community's lifestyle, safety, and financial means. Having established its core value, the road committee was able to successively develop the building blocks of the road policy which included:

1. Road Vision Statement: The vision statement defines the core values in a set of forward reaching overarching objectives for our roads.
2. Road Mission Statement: The mission statement defines a roadmap of near term actions needed to achieve the vision's objectives.
3. Road Governing Requirements: The road governing requirements are detailed features, specifications, and constraints needed to achieve the mission objectives that the town's road engineer must consider when developing a road design.



4. Road Design Standards: The road design standards provide the specifications and actions for determining compliance to the governing requirements.
5. Road Prioritization Annual Process: The road prioritization annual process is a series of actions taken annually to achieve the mission objectives.
6. Road Prioritization Tool: The road prioritization tool is an analytic model used to determine the order of road projects based on a common set of criteria which most efficiently achieves the vision objectives.

The TOCL road policy is the culmination of items 1-6 into a framework of guidelines used to achieve the objectives outlined in the road vision & mission statements. In addition, it represents the efforts by the Town Council's Road Committee to understand, capture and prepare a procedure for use by town officials and staff that ensures road investment decisions are well communicated, predictable and made in a way that affordably enhances the community's day-to-day activities, lifestyle, and safety.

The TOCL road policy to follow is comprised of seven (7) articles.

1. Basic Provisions: The basic provisions are a set of subjects which provide definition and context supporting the implementation of the TOCL Road Policy
2. General Standards: The general standards are a set of operational requirements, guidelines, or characteristics that when used consistently will ensure that the investment in our road materials, products, processes, and services meet the community's road vision in a reliable, affordable, and safe manner.
3. Road Governing Requirements: The road governing requirements are a set of design requirements, specifications, guidelines, or characteristics that when used by the road engineer will ensure that the final design meets the community's road vision in a reliable, affordable, and safe manner.
4. Processes: The processes are a listing and detailed description of the primary recurring processes used to ensure that the community's road vision is achieved.
5. Enforcement: Enforcement identifies the responsible stakeholder/s for ensuring the road policy is executed as described in the Road Policy.
6. Definitions: The definitions provide detail and meaning of a word used in a non-common way within the Road Policy.
7. Appendix: The appendix provides additional information and references used in part as a basis for the Road Policy.



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Article I. _____ Basic Provisions:

Section 1.01 Title

- (a) This Policy shall be formally known as the "Town of Clear Lake Road Policy," and may be cited and referred to as the "Road Policy," or "Street Policy."

Section 1.02 Road Policy

- (a) 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.

Section 1.03 Defined Words

- (a) Words used in a non-common way within the Road Policy are defined in Article V: Definitions.

Section 1.04 Authority

- (a) This Road Policy is adopted by the Town Council of the Town of Clear Lake pursuant to its authority under the laws of the State of Indiana IC- IC 36-5-2-9.

Section 1.05 Purpose

- (a) This Road Policy is intended to guide town officials and staff in the maintenance and improvement of existing town of clear lake roads and the development of new roads for the following purposes:
- (i) *Basic Rights: To establish/maintain a consistent affordable condition of all roads within Town limits enhancing the whole community's lifestyle and safety.*
 - (ii) *General Welfare: To promote public health, safety, morals, comfort, convenience, and general welfare.*
 - (iii) *Development: To support the individual residents desire to improve their property without impacting the overall community's investment in the Town's roads.*
 - (iv) *Character: To preserve/enhance the small town lake lifestyle, character, and charm.*
 - (v) *Environmental Integrity: To deliberately manage stormwater runoff from roads in an environmentally sensitive manner prioritizing the use of passive swales for natural percolation and other filtering techniques such as rip raft, grass waterways, filtering catch basins, etc.*
 - (vi) *Compatibility: To minimize disruption and maximize safety of residents during periods of road construction.*
 - (vii) *Intensity: To maintain the current level of residential intensity/activity.*



(viii) Public Service: To define the powers and duties of town officials and staff, and to establish procedures for the implementation and enforcement of this Road Policy.

Section 1.06 Interpretation

- (a) **Minimum Requirements:** The provisions of this Road Policy are the minimum requirements necessary to promote public health, safety, morals, comfort, convenience, and general welfare of the residents at large.
- (b) **Conflict or Inconsistency:**
- (i) Internal: Unless otherwise specifically stated within this Road Policy, if two (2) or more provisions of this Road Policy are in conflict or are inconsistent with one another, then the most restrictive provision shall apply.*
- (ii) Federal, State, and Local:*
- 1) Whenever a provision of this Road Policy imposes a greater restriction or a higher standard than is required by any State or federal code or regulation or other Town ordinance or regulation, the provision of this Road Policy shall apply.
 - 2) Whenever a provision of any State or federal code or regulation or other Town ordinance or regulation imposes a greater restriction or a higher standard than is required by this Road Policy, the provision of the State or federal code or regulation or other Town ordinance or regulation shall apply.
 - 3) **Other:** Whenever a private covenant, contract, commitment, agreement, or other similar private land use regulation imposes a greater restriction or a higher standard than is required by a provision of this Road Policy, the Town is not obligated to enforce the provisions of such private covenants, contracts, commitments, agreements, or other similar regulations.
- (c) **Text:** If differences are found between the meaning or implication of any drawing, table, figure, title, or section heading, the text of this Road Policy shall apply.
- (d) **Time Frames:** Unless specifically noted otherwise, time frames stated within this Road Policy shall be calculated to include weekdays, weekends, and holidays. If the time frame ends on a Saturday, Sunday, or holiday when the Town offices are closed, the time frame will be extended to the end of the next business day.
- (e) **Delegation of Authority:** If a provision in this Road Policy requires the Street Superintendent or other Town officer to perform an act or duty, that provision shall also include any person working under the authority and supervision of the Street Superintendent or other Town officer unless specified otherwise.



- (f) **Mandatory and Permissive Terms:** The words “shall” or “must” are always mandatory. The words “may” or “should” are always permissive.
- (g) **Words Used:** If words used in this Road Policy are not defined in Article V: Definitions, they shall be construed to be the common usage of the language. Any legal or technical words not defined in this Road Policy shall be construed to be as defined by appropriate lexicon or current and common dictionary.
- (h) **Tense:** If words are used in a specific tense (past, future, or present) it shall be construed to include all tenses, unless the context clearly indicates a single tense.
- (i) **Singular/Plural Form:** If words are used in singular form, the plural form shall apply and vice versa, unless the context clearly indicates the contrary.
- (j) **Gender:** If a feminine term is used, the masculine shall also apply and vice versa.
- (k) **Conjunctions:** The word “and” shall be construed to include all connected items in a series, conditions, and provisions. The word “or” shall be construed to include one (1) or more of the items in a series, conditions, and provisions, unless the context clearly suggests the contrary.
- (l) **Rounding:** If a formula is used within this Road Policy and results in a non-whole number of an indivisible object or feature, the non-whole number shall be rounded to the next highest whole number.

Section 1.07 Ordinance Jurisdictional Area

- (a) This Road Policy applies to all land within the corporate limits of the Town of Clear Lake, Indiana.

Section 1.08 Repealer

- (a) (None, this document represents the original release)

Section 1.09 Transition Rules

- (a) (None, effectivity is immediately applied to new road projects not yet authorized)

Section 1.10 Enforcement Official

- (a) The Street Superintendent shall have the primary responsibility for the administration and enforcement of this Road Policy within the Town’s jurisdiction. The enforcement official may also include the Town Council.

Section 1.11 References

- (a) Whenever any agency, department, position, document, map, or publication referenced in this Road Policy changes, the new or substitute agency, department, position, document, map, or publication shall be deemed incorporated into this Road Policy.

Section 1.12 Summary of Powers and Duties



(a) Overview:

The Road Maintenance/Improvement Annual Process described in Section 4.01 defines the twelve steps performed annually to assess, identify, design, construct and identify process improvements for TOCL road project/s. Figure 4.01-1 identifies the eleven (11) process stakeholders and their respective duties. The Stakeholders include Town Council, Town Council President, Town Council Infrastructure Member, Community Member, Street Superintendent, Clerk Treasurer, Billing Clerk, Zoning Administrator, Marshall, Engineering Firm, and Road Construction Contractor and the duties are defined as:

Responsible (R): person who performs an activity or does the work.

Accountable (A): person who is ultimately accountable and has Yes/No/Veto power.

Consulted (C): person that needs to provide feedback and contribute to the activity.

Informed (I): person that needs to know of the decision or action.

(b) Town Council (All)

- i. Step #1- No powers or duties
- ii. Step #2- No powers or duties
- iii. Step #3 (R)- Review forecast and vote on motion to approve recommended road project/s.
- iv. Step #4- No powers or duties
- v. Step #5- No powers or duties
- vi. Step #6 (C)- Review and provide feedback on road project concept design and budget estimates.
- vii. Step #7 (R)- Review preliminary design and vote on motion to approve proceeding with CCMG application.
- viii. Step #8 (R)- Following CCMG award notification vote on motion to approve proceeding with intermediate design and following review of intermediate design, vote on motion to approve proceeding with final design.
- ix. Step #9 (R)- Attend final design review and vote on motion to approve advertisement of projects for bid.
- x. Step #10 (R)- Review summary of bids and vote on motion to approve awarding of contract.



- xi. Step #11 (R)- Review and vote on motion to approve the change management process and review/approve any applicable change requests.
- xii. Step #12 (C)- Participate in Post Construction review and provide lessons learned feedback.
- xiii. Miscellaneous items:
 - a. Approve budget required to execute the annual process.
 - b. Review/approval of all resident requests to discharge stormwater into a Town drainage system.

(c) Town Council President

- i. Step #1- No powers or duties
- ii. Step #2- No powers or duties
- iii. Step #3 (R)- Review forecast and vote on motion to approve recommended road project/s.
- iv. Step #4- No powers or duties
- v. Step #5- No powers or duties
- vi. Step #6 (C)- Review and provide feedback on road project concept design and budget estimates.
- vii. Step #7 (R)- Review preliminary design, vote on motion to approve proceeding with CCMG application, and sign application documents if approved by town council.
- viii. Step #8 (R)- Following CCMG award notification vote on motion to approve proceeding with intermediate design and following review of intermediate design, vote on motion to approve proceeding with final design.
- ix. Step #9 (R)- Attend final design review and vote on motion to approve advertisement of projects for bid.
- x. Step #10 (R)- Review summary of bids, vote on motion to approve awarding of contract, and sign contract if approved by town council.
- xi. Step #11 (R)- Review and vote on motion to approve the change management process and review/approve any applicable change requests.
- xii. Step #12 (C)- Participate in Post Construction review and provide lessons learned feedback.
- xiii. Miscellaneous items:
 - a. Approve budget required to execute the annual process.
 - b. Review/approval of all resident requests to discharge stormwater into a Town drainage system.



(d) Town Council Infrastructure Member

- i. Step #1 (C)- Consult with engineering firm and street superintendent on the prioritization tool updates.
- ii. Step #2- No powers or duties
- iii. Step #3 (R)- Review forecast and vote on motion to approve recommended road project/s.
- iv. Step #4- No powers or duties
- v. Step #5 (C)- Consult with engineering firm and street superintendent on design constraints, compliance assessment and corrective action for applicable lessons learned.
- vi. Step #6 (C)- Review and provide feedback on road project concept design and budget estimates.
- vii. Step #7 (R)- Review preliminary design, vote on motion to approve proceeding with CCMG application, and sign application documents if approved by town council.
- viii. Step #8 (R)- Following CCMG award notification vote on motion to approve proceeding with intermediate design and following review of intermediate design, vote on motion to approve proceeding with final design.
- ix. Step #9 (R)- Attend final design review and vote on motion to approve advertisement of projects for bid.
- x. Step #10 (R)- Review summary of bids and vote on motion to approve awarding of contract.
- xi. Step #11 (R)- Review and make a motion to approve the change management process and review/approve any applicable change requests.
- xii. Step #12 (C)- Participate in Post Construction review and provide lessons learned feedback.
- xiii. Miscellaneous items:
 - a. Approve budget required to execute the annual process.
 - b. Review/approval of all resident requests to discharge stormwater into a Town drainage system.

(e) Community Member

- i. Step #1 (R)- Provide problem reports to the street superintendent throughout the year as they are noticed.
- ii. Step #2- No powers or duties
- iii. Step #3 (I)- Review from TOCL web page and Town Council regular session the updated road project forecast



- iv. Step #4- No powers or duties
 - v. Step #5- No powers or duties
 - vi. Step #6 (C)- Provide feedback, at Town Council regular session, on road project concept design and budget estimates.
 - vii. Step #7 (I)- Attend the Town Council regular session and review preliminary design.
 - viii. Step #8 (I)- Attend the Town Council regular session and review the intermediate design.
 - ix. Step #9 (I)- Attend the Town Council regular session and review the final design.
 - x. Step #10 (I)- Attend the Town Council regular or special session to review summary of bids and recommendation for award.
 - xi. Step #11 (I)- Attend the Town Council regular or special session to review the change management process.
 - xii. Step #12 (R)- Attend the Town Council regular or special session to participate in Post Construction review and provide lessons learned feedback.
 - xiii. Miscellaneous items:
 - a. None
- (f) Street Superintendent
- i. Step #1 (R/A)- Place order for PASER assessment and initiate and collect all updates to the prioritization tool.
 - ii. Step #2 (R/A)- Coordinate with the engineering firm the updates from Step #1 and review the results for accuracy.
 - iii. Step #3 (R/A)- Coordinate with billing clerk to post updated project forecast and present the results at the Town Council regular session.
 - iv. Step #4 (A)- Coordinate with the engineering firm and billing clerk the requested updates from Step #3, review for errors and posting of the revised project forecast.
 - v. Step #5 (R)- Review project constraints, draft versions of concept design and provide feedback to engineering firm.
 - vi. Step #6 (C/I)- Attend the Town Council regular session, review the concept design and budget estimates and submit road budget recommendation to Clerk Treasurer
 - vii. Step #7 (C/I)- Review draft versions of preliminary design, provide feedback to engineering firm, and attend the Town Council regular session and review the preliminary design.
 - viii. Step #8 (C/I)- Review draft versions of intermediate design, provide feedback to engineering firm, and attend the Town Council regular session and review the intermediate design.



- ix. Step #9 (C/I)- Review draft versions of final design, provide feedback to engineering firm, and attend the Town Council regular session and review the final design.
- x. Step #10 (I)- Attend the Town Council regular or special session to review summary of bids and recommendation for award.
- xi. Step #11 (R/I)- Review all change requests and make decision as indicated by the change management process, participate in all construction meetings, notify emergency response personnel of road closures/openings, participate in resolution of all issues found during in-process inspections, and ensure road closure signs are in place and communications sent to authorities.
- xii. Step #12 (R)- Participate in Post Construction review and provide lessons learned feedback.
- xiii. Miscellaneous items:
 - a. Review and present to Town Council recommendation of all resident requests to discharge stormwater into a Town drainage system.

(g) Clerk Treasurer

- i. Step #1- No powers or duties
- ii. Step #2- No powers or duties
- iii. Step #3 (I)- Review from TOCL web page and Town Council regular session the updated road project forecast
- iv. Step #4- No powers or duties
- v. Step #5- No powers or duties
- vi. Step #6 (C)- Review and provide feedback on road project concept budget estimates and log demand for next year's budget.
- vii. Step #7 (I)- Review preliminary design for changes to budget estimates and status of CCMG application
- viii. Step #8 (I)- Review intermediate design for changes to budget estimates
- ix. Step #9 (I)- Review final design for changes to budget estimates and approval to post bid advertisement by council.
- x. Step #10 (R/A)- Prepare and post advertisement for bid, review summary of bids and approval to award contract.
- xi. Step #11 (I)- Review the change management process.
- xii. Step #12 (R)- Participate in Post Construction review and provide lessons learned feedback.
- xiii. Miscellaneous items:
 - a. None



(h) Billing Clerk

- i. Step #1- No powers or duties
- ii. Step #2- No powers or duties
- iii. Step #3 (R)- Post updated road project forecast on TOCL web page and notify community on REACH ALERT
- iv. Step #4- (R)- Post updated road project forecast on TOCL web page and notify community on REACH ALERT
- v. Step #5- No powers or duties
- vi. Step #6 (R)- Post concept design and budget estimate on TOCL web page
- vii. Step #7 (R)- Post preliminary design and review action item responses on TOCL web page and notify community on REACH ALERT
- viii. Step #8 (R)- Post intermediate design and review action item responses on TOCL web page and notify community on REACH ALERT
- ix. Step #9 (R)- Post final design review action item responses on TOCL web page and notify community on REACH ALERT
- x. Step #10 (R)- Support Clerk Treasurer as needed in the preparation and posting of advertisement for bid.
- xi. Step #11 (R)- Post construction schedule and daily status updates on TOCL web page and notify community on REACH ALERT
- xii. Step #12 (R)- Post construction feedback form on TOCL web page, participate in Post Construction review and post lessons learned on TOCL web page and notify community on REACH ALERT
- xiii. Miscellaneous items:
 - a. None

(i) Zoning Administrator

- i. Step #1 (R)- Provide open and pending development (ILP) permits to the street superintendent for the coming year.
- ii. Step #2- No powers or duties
- iii. Step #3 (I)- Review from TOCL web page and Town Council regular session the updated road project forecast
- iv. Step #4- No powers or duties
- v. Step #5- No powers or duties
- vi. Step #6 (I)- Attend the Town Council regular session and review concept design.
- vii. Step #7 (I)- Attend the Town Council regular session and review preliminary design.



- viii. Step #8 (I)- Attend the Town Council regular session and review the intermediate design.
- ix. Step #9 (I)- Attend the Town Council regular session and review the final design.
- x. Step #10 (I)- Attend the Town Council regular or special session to review summary of bids and recommendation for award.
- xiv. Step #11 (I)- Review post construction schedule and daily status updates on TOCL web page and notify Street Superintendent of concerns with road closures, etc.
- xi. Step #12 (R)- Attend the Town Council regular or special session to participate in Post Construction review and provide lessons learned feedback.
- xii. Miscellaneous items:
 - a. None

(j) Marshall

- i. Step #1 (R)- Provide problem reports to the street superintendent throughout the year as they are noticed.
- ii. Step #2- No powers or duties
- iii. Step #3 (I)- Review from TOCL web page and Town Council regular session the updated road project forecast
- iv. Step #4- No powers or duties
- v. Step #5- No powers or duties
- vi. Step #6 (I)- Attend the Town Council regular session and review concept design.
- vii. Step #7 (I)- Attend the Town Council regular session and review preliminary design.
- viii. Step #8 (I)- Attend the Town Council regular session and review the intermediate design.
- ix. Step #9 (I)- Attend the Town Council regular session and review the final design.
- x. Step #10 (I)- Attend the Town Council regular or special session to review summary of bids and recommendation for award.
- xi. Step #11 (I)- Attend the Town Council regular or special session to review the change management process.
- xii. Step #12 (R)- Attend the Town Council regular or special session to participate in Post Construction review and provide lessons learned feedback.
- xiii. Miscellaneous items:
 - a. None

(k) Engineering Firm

- i. Step #1 (R)- Perform PASER assessment, review problem reports and planned developments and provide results to the street superintendent.



- ii. Step #2 (R/A)- Update the prioritization tool with the changes identified in step #1 and review the updated forecast with the street superintendent.
- iii. Step #3 (R)- Generating the final updated road project forecast from the prioritization tool and provide to town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page and support street superintendent presentation during the town council regular or special session.
- iv. Step #4 (R)- Update as necessary the prioritization tool and publish updated forecast with town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page.
- v. Step #5 (R/A)- Assess project constraints, compliance to governing requirements, applicability of lessons learned review and develop concept design and Coordinate, organize, prepare, and hold a concept design meeting with the street superintendent for concurrence.
- vi. Step #6 (R/A)- Complete concept design and Coordinate, organize, prepare, and hold a concept design review and budget estimate, publish meeting minutes including action items, and responses to town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page.
- vii. Step #7 (R/A)- Complete preliminary design and Coordinate, organize, prepare, and hold a preliminary design review, publish meeting minutes including action items, and responses to town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page.
- viii. Step #8 (R/A)- Following the CCMG notification of award, complete intermediate design, and Coordinate, organize, prepare, and hold an intermediate design review, publish meeting minutes including action items, and responses to town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page.
- ix. Step #9 (R/A)- Complete final design and Coordinate, organize, prepare, and hold a final design review, publish meeting minutes including action items, and responses to town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page.
- x. Step #10 (R)- Generate bid advertisement for Clerk Treasurer, assess bids for compliance and make award recommendation to Town Council, and prepare award and CCMG documents for Town signature and submittal.
- xi. Step #11 (R)- Work with contractor to develop construction schedule in May, manage day-to-day activities, coordinate daily update meetings, and communicate updates to town staff (Street Superintendent, Billing Clerk and Council Infrastructure



- Member), perform in-process compliance inspections, manage contractor change requests, and ensure corrective action is performed on identified issues.
- xii. Step #12 (R/A)- Coordinate, organize, prepare, and hold a post construction review, 60 days prior submit to Billing Clerk a feedback form for posting on the TOCL web page, publish meeting minutes including action items, responses, and recommended road policy updates to town staff (Street Superintendent, Billing Clerk and Council Infrastructure Member) for posting on TOCL web page.
 - xiii. Miscellaneous Items:
 - a. None
- (I) Road Construction Contractor
- i. Step #1- No powers or duties
 - ii. Step #2- No powers or duties
 - iii. Step #3- No powers or duties
 - iv. Step #4- No powers or duties
 - v. Step #5- No powers or duties
 - vi. Step #6- No powers or duties
 - vii. Step #7- No powers or duties
 - viii. Step #8- No powers or duties
 - ix. Step #9- No powers or duties
 - x. Step #10 (R)- Timely review and approval of award documents
 - xi. Step #11 (R/A)- Implement Road project per design, provide construction schedule, daily updates, and change requests to engineering firm and take corrective action on issues found during in-process inspections.
 - xii. Step #12 (C)- Provide lessons learned feedback to engineering firm for Post Construction review.
 - xiii. Miscellaneous items:
 - a. None



Section 1.13 Certification and Adoption

- (a) This TOCL Road Policy was certified with a favorable recommendation for adoption on the 21st Day of November, 2023, by the Town of Clear Lake Town Council after holding a legally announced public hearing.

Article II. _____ General Standards:

Section 2.01 Annual assessments shall include:

- (a) Perform a Pavement Surface Evaluation Rating (PASER) for all road segments.
- (b) Gather Community & Superintendent problem reports (e.g., Drainage issues, safety issues, etc.)
- (c) Review radar metrics for changes in traffic volume
- (d) Review ILP metrics for changes in construction traffic volume & location
- (e) Review Indiana's CCMG program status for upcoming year

Section 2.02 Communication with Residents shall include (Reference 1.12 (e)):

- (a) Residents reporting road concerns/problems to the Road Superintendent
- (b) Annual public meetings.
- (c) Updates posted on town's web page and notifications via Reach Alert for near term meetings, construction events, etc.

Section 2.03 Fiscal Responsibilities shall include:

- (a) Recommended annual road maintenance/improvement project planned expenses limited to funds available from annual tax levy (\$250 - \$300K) without prior approval from Town Council
- (b) Road maintenance/improvement project planned expenses shall be provided by the Road Superintendent to the Clerk Treasurer (reference 1.12 (f & g) step 6).

Section 2.04 5-10-15-Year Road maintenance/improvement plan shall be based on:

- (a) Maintaining all road lifespans between a PASER rating of 10 and 3.
- (b) Results from the updated road prioritization tool (ref. section 4.03)

Section 2.05 Assess current Road Segment compliance to the road governing design requirements (ref. Article III) by performing the following as prescribed by the engineering firm.

- (a) Assess structural integrity/suitability of each road segment by performing coring's and analysis of road segment's base structure.
 - (i) *Pavement Coring (up to 14" depth) to determine pavement thickness.*
 - (ii) *Aggregate Coring (up to 48" depth) to determine:*
 - a) Type and thickness of aggregate under pavement



- a) Improper Drainage
- b) Irregular Traffic Patterns
- c) Safety Concerns/Issues
- 2) Review radar sign metrics for changes in traffic volume
- (ii) *Zoning Administrator Identifies location of approved yet-to-complete Residential & Commercial Developments (Residential Construction, etc.)*
- (iii) *Engineering Firm Performs Annual PASER Assessment and status of Indiana's CCMG*
- (c) Engineering Firm Updates Prioritization Tool per Update Instructions (see instruction Tab in spreadsheet) & Provides Road Project Forecast to Road Superintendent
- (d) Road Superintendent Publishes Road Project Forecast
 - (i) *Billing Clerk Posts Update on TOCL Web Page*
 - (ii) *Billing Clerk Notifies Community of Update on REACH ALERT*
 - (iii) *Road Superintendent Presents Update to Town Council During Regular Session (discuss 5-yr forecast and 1-yr projects)*
 - (iv) *Town Council Infrastructure Member Motions to Accept Recommended 1-yr projects.*
- (e) Engineering Firm Updates Prioritization Tool Following Town Council Meeting if Necessary & Provides Final Road Project Forecast to Road Superintendent & Billing Clerk for Publishing on TOCL Web Page & REACH ALERT
- (f) Engineering Firm Identifies Project Constraints and Recommended Approach for Each Road Project (TOCL Input to Road Engineering Firm for projects approved in 3.3)
 - (i) *Engineering Firm Identifies Design Constraints*
 - 1) Road Right of Way
 - 2) Existing Drainage Easements
 - 3) Existing Drains
 - (ii) *Engineering Firm Assesses 1-yr Road Segment Projects Compliance to Governing Requirements*
 - 1) Pavement Thickness (Records Search and/or Recommend Coring Samples to Town Council)
 - 2) Type and Density of Roadbed Aggregate (Records Search and/or Recommend Coring Samples to Town Council)
 - 3) Depth of Water Table (Records Search and/or Recommend Coring Samples to Town Council)
 - (iii) *Engineering Firm Identifies Applicable Lessons Learned from Previous Years Projects*



- 1) Identify Design and Process Improvements
- 2) Discuss Root Causes for Previously Improved Road Segments Not Meeting Life Cycle Requirements
- (iv) *Engineering Firm & Road Superintendent Develops a Conceptual Approach for Each Road Project*
 - 1) Drainage (Passive Swales, Drains, New Easements, etc.)
 - 2) Roadbed and Pavement Cross-Sections
 - 3) Budget Estimate
- (g) Engineering Firm & Road Superintendent Provides Next (current year +1 approved in 3.3) Year's Road Project Concepts & Budget Estimates to Town Council & Town Staff During a Regular or Special Session
- (h) Engineering Firm Develops Preliminary Design per Roadway Design Standards Document (Current Year +1 Road Projects)
 - (i) *Design Compliant with Governing Requirements & Informed by Section 5 & 6*
 - (ii) *Present to Town Council, Town Staff & Community during a July Regular or Special Session*
 - (iii) *Town Council Infrastructure Member Motions for Approval to Proceed with CCMG Application for Recommended Road Projects/Designs*
 - (iv) *Update and Submit Current Year CCMG Application*
- (i) Engineering Firm Develops Intermediate Design per Roadway Design Standards Document (Current Year +1 Road Projects)
 - (i) *Contingent on CCMG Award Notification*
 - (ii) *Town Council Infrastructure Member Motions for Approval to Proceed with Intermediate Design during Regular or Special Session*
 - (iii) *Complete Engineering Topographic Survey*
 - (iv) *Update Designs to 60% Maturity*
 - (v) *Update Cost Estimate & Verify Compliance with Section 6*
 - (vi) *Hold Intermediate Design Review with Town Council, Town Staff & Community during a Regular or Special Session*
 - (vii) *Town Council Infrastructure Member Motions for Approval to Proceed to Final Design*
 - (viii) *Provide Intermediate Designs & Documented Action Items & Responses to Billing Clerk for publication on TOCL Web Page from Intermediate Design Review*



- (j) Engineering Firm Develops Final Design per Roadway Design Standards Document (Current Year +1 Road Projects)
 - (i) *Update Designs to 100% Maturity*
 - (ii) *Update Cost Estimate & Verify Compliance with Section 6*
 - (iii) *Hold Final Design Review with Town Council, Town Staff & Community during a Regular or Special Session*
 - 1) Overview of project designs with Focus on Updates Since Intermediate Design Review
 - 2) Overview of Draft Bid Documents and Schedule
 - (iv) *Town Council Infrastructure Member Motions for Approval to Proceed; Vote on Approval to Proceed with Bidding Projects*
 - (v) *Provide Documented Action Items & Responses to Billing Clerk for publication on TOCL Web Page from Final Design Review*
- (k) Engineering Firm Initiates Bidding Process per Roadway Design Standards Document (Current Year +1 Road Projects)
 - (i) *Engineering Firm Generate Bid Advertisement & Provides to Clerk-Treasurer to Coordinate Publication.*
 - (ii) *Engineering Firm Coordinates Meeting for Public Bid Opening with Clerk-Treasurer and Town Council Infrastructure Member*
 - (iii) *Engineering Firm to Assess Bids for Compliance and Recommend Lowest Compliant Bid to Town Council for Award at Regular or Special Session*
 - 1) Town Council Infrastructure Member Motions for Approval to Award Contract
 - 2) Town Council President Signs Contract
 - 3) Clerk Treasurer Returns Required Documents to INDOT by the CCMG Deadline
- (l) Construction (Current Year Road Projects)
 - (i) *Town Council Infrastructure Member Motions to Approve Change Management Process*
 - 1) Design Configuration Changes
 - a) Engineering Firm is Authorized to Make Detail Changes Within the Approved Project Design Approach
 - b) Engineering Firm will Gain Pre-Approval per Section 11.1.4 for any Change Deviating from the Overall Approach Approved in Section 9 to Drainage, Road Dimensions, Safety or Compliance to Governing Requirements
 - 2) Contract Value Changes



- a) Engineering Firm is Authorized to Make Changes as Necessary if those Changes do not Increase the Overall Value of the Contract
- b) Engineering Firm will Gain Pre-Approval per Section 11.1.4 for any Change Resulting in an Increase to the Overall Value of the Contract
- 3) Contract Period of Performance Changes
 - a) Engineering Firm is Authorized to Make Period of Performance Changes as Necessary if those Changes Result in a Completion Date < 45 days of the Schedule Presented in Section 11.2.3 and no contractual change is required.
 - b) Engineering Firm will Gain Pre-Approval per Section 11.1.4 for any Change Resulting in an Increase to the Overall Period of Performance Resulting in a Completion Date in the Following Year or a contractual change is required.
- 4) Changes Requiring Town Approval
 - a) Town Council Infrastructure Member Will Motion Town Council to Approve in Advance of Construction the Approval of Changes Process Described in 11.1.4.2 through 11.1.4.5 or similar at a Regular or Special Session.
 - b) Design Configuration Changes
 - i) *Detail Changes Within the Approved Design Approach – No Approval Required*
 - ii) *Changes Deviating from the Overall Approach Approved in Section 9 to Drainage, Road Dimensions, Safety or Compliance to Governing Requirements Requires One Town Council Infrastructure Member, Town Council President & Street Superintendent Approval*
 - c) Contract Value Increasing Overall Contract Value
 - i) *\$0 No Approval Required*
 - ii) *≤ \$3000 Requires One Town Council Infrastructure Member Approval*
 - iii) *> \$3000 ≤ \$5000 Requires One Town Council Infrastructure Member & Town Council President Approval*
 - iv) *> \$5000 Requires Town Council Approval at a Regular or Special Session*
 - d) Contract Period of Performance
 - i) *< 45 Days No Approval Required if no contractual change is required.*
 - ii) *Period of Performance Changes > 45 Days and/or a contract change is required: One Town Council Infrastructure Member & Town Council President Approval*
 - e) Notification of Change



- i) All Changes not Requiring Town Council Approval will be Conveyed by the Town Council Infrastructure Member to all Town Council Members and Town Staff via Email or Similar Within one Week of its Occurrence.*
- (ii) Engineering Firm, as Approved by Town Council, will act as the Town's Representative during Construction Operations*
 - 1) Develop Road Project Level Schedule with Successful Road Construction Contractor
 - 2) Coordinate & Lead a Preconstruction Meeting with Road Construction Contractor & Town Street Superintendent & Town Council Infrastructure Member
 - 3) Engineering Firm, Road Construction Contractor, Street Superintendent Present Construction Schedule to Town Council & Community at a Special Session
 - 4) Provide Construction Schedule Meeting Minutes to Billing Clerk for Publication on TOCL Web Page
 - 5) Engineering Firm, Road Construction Contractor & Street Superintendent to Discuss Daily any Special Considerations (Resident Ingress/Egress, etc.)
 - 6) Engineering Firm to Provide Billing Clerk Daily Status Updates for Posting on TOCL Web Page and REACH ALERT
- (iii) Engineering Firm will Perform In-Process Compliance Inspections & Report Any Issues and Corrective Actions to Road Construction Contractor, Street Superintendent & Town Council Infrastructure Member*
- (iv) Engineering Firm will Obtain Advance Approval for any Change which Result in an Increase in Contract Value per Section 11.1.4.*
- (m) Post Construction Review (Current Year Road Projects)*
 - (i) Engineering Firm & Street Superintendent provide billing clerk construction feedback form (similar to BZA & PC feedback forms) 60 days prior to Post Construction Review for posting on the TOCL web page and notification to community on REACH ALERT*
 - (ii) Engineering Firm will Coordinate a Public Meeting Post Construction Review*
 - 1.1.1. Collect Town Council, Town Staff & Community Feedback
 - 1.1.2. Develop Lessons Learned for Current Year Projects
 - 1.1.3. Engineering Firm will Publish Minutes, Action Items, & Responses & Provide to Billing Clerk for Publication on TOCL Web Page
- (n) Repeat Annually*



Responsible, Accountable, Consulted & Informed (RACI) Diagram

Responsibility Assignment Matrix											
Road Project Annual Process Task Name	Stakeholder Name										
	Engineering Firm	Road Construction Contractor	Town Council (All)	Town Council President	Town Council Infrastructure Member	Community	Street Superintendent	Clerk Treasurer	Billing Clerk	Zoning Administrator	Marshall
1.0 Prioritization Tool Updates	R	-	-	-	I	R	R/A	-	-	R	R
2.0 Update Prioritization Tool	R/A	-	-	-	-	-	R	-	-	-	-
3.0 Publish Road Project Forecast	R	-	R	I	R	I	R/A	I	R	I	I
4.0 Finalize & Publish Road Project Forecast	R	-	-	-	-	I	A	-	R	-	-
5.0 Identification of Project Constraints & Design Concepts	R/A	-	-	-	C/I	-	R	-	-	-	-
6.0 Present Project Design Concepts & Budget Estimates	R/A	-	C	C	C	C	R	C	-	I	I
7.0 Preliminary Design	R/A	-	R	I	R	I	C/I	I	R	I	I
8.0 Intermediate Design	R/A	-	R	I	R	I	C/I	I	R	I	I
9.0 Final Design	R/A	-	R	I	R	I	C/I	I	R	I	I
10.0 Project Bids	R	I	R	R	R	I	I	A	I	I	I
11.0 Project Construction	R	A	I	R	R/I	I	C/I	I	I	I	I
12.0 Post Construction Lessons Learned	R/A	C	C	C	C	C	C	I	R	I	C

R- Responsible A-Accountable C-Consulted I-Informed

	Responsible: person who performs an activity or does the work
	Accountable: person who is ultimately accountable and has Yes/No/Veto
	Consulted: person that needs to feedback and contribute to the activity.
	Informed: person that needs to know of the decision or action.

Process Timeline

January	February	March	April	May	June	July	August	September	October	November	December
9. Develop Final Design per Roadway Design Standards Document	1. Gather Prioritization Tool updates (except 1.2) 10. Bidding per Roadway Design Standards Document	1.2. Perform Annual PASER Assessment 2. Update Prioritization Tool per Update Instructions (see instruction Tab in spreadsheet) 3. Publish Road Project Forecast	4. Update Prioritization Tool Following Town Council Meeting if Necessary 5. Identify Constraints and Recommended Approach (TOCL Input to Road Engineering Firm for projects approved in 3.3)	6. Provide next (current year +1 year's) Road Budget Estimates to Town Council & Zoning Administrator	7. Develop Preliminary Design per Roadway Design Standards Document	7.3 Council Approval to Proceed with CCMG Application	11. Construction (Previous Years CCMG projects)	11. Construction (Previous Years CCMG projects)	5.2. Engineering Firm Assesses Road Segment Projects Compliance to Governing Requirements	8. Develop Intermediate Design per Roadway Design Standards Document 12. Post Construction Review	



Section 4.02 Reporting Process for Road Concerns

- (a) Description: Notifying the Street superintendent of Road hazards or concerns is an important component of ensuring the community's safety while using its roads.
- (b) How to report a road concern to the Street Superintendent
 - (i) Call the Town Hall office at (260) 495-9158 and speak with the Street Superintendent
 - (ii) Email the Street Superintendent at superintendent@townofclearlake.org
 - (iii) Write a letter and mail to Town of Clear Lake 111 Gecowets Dr, Fremont, Indiana 46737 attention: Street Superintendent

Section 4.03 Road Prioritization Tool

- (a) Description: The road prioritization tool is an analytic model used to determine the order of road projects based on a common set of criteria
- (b) Accountable Stakeholder: The Street Superintendent shall maintain, update, and use the prioritization tool when planning and communicating the annual street projects.
- (c) Annual Update: The prioritization tool (excel file entitled Road Decision Matrix) will be updated at a minimum annually per section 4.01 (b) in the following manner.
 - (i) Road Asset List & Map
 - 1) Review Road Asset List annually and update as necessary (i.e., two or more segments were combined into one)
 - 2) Update Map accordingly
 - (ii) Road Asset Priority Assessment
 - 1) Update Road Description with Latest Road Asset List (if applicable)
 - 2) Prioritization Criteria (Update all three (3) Criteria listed below for each Road Segment Description Item)
 - a) "YEAR" PASER Score:
 - (i) Find the Rating Criteria column (I-L) Row (2) containing the range with the most recent PASER Score
 - (ii) Enter the corresponding Rating Criteria number (1-5) in the Rating Column (D) Row (Misc)
 - b) PASER Score 5-yr Trend.
 - (i) Check if spreadsheet contains the YEAR corresponding to the most recent PASER score and if not add a new column and copy the 1-Yr and 5-Yr trending functions into corresponding Rows
 - (ii) Enter the most recent PASER Score into the Score cell of the corresponding year.



- iii) *Review the resulting 1-Yr and 5-Yr trend calculations for accuracy.*
- iv) *Find the Rating Criteria column (I-L) Row (2) containing the range with the most recent 5-Yr trend.*
- v) *Enter the corresponding Rating Criteria number (1-5) in the Rating Column (D) Row (Misc)*
- c) *Unique Consideration*
 - i) *Review problem reports associated with road segment.*
 - ii) *Find the Rating Criteria column (I-L) Row (2) containing the range that best matches any reported problems.*
 - iii) *Enter the corresponding Rating Criteria number (1-5) in the Rating Column (D) Row (Misc)*
 - iv) *Review any notes update by deleting any past problems and adding new problem/s being represented by rating in Prioritization Criteria Column "Unique Consideration" cell.*
- (iii) *Tie Breaker Criteria*
 - 1) *# of Vehicles*
 - a) *Review each Radar signs traffic count for peak number of vehicles in any month.*
 - b) *Find the Rating Criteria column (V-AA) Row (3) containing the range with the peak number of Vehicles registered by the radar sign.*
 - c) *Enter the corresponding Rating Criteria number (1-5) in the Rating Column (H) Row (Misc)*
 - d) *Update the Map with any changes in radar sign locations and their respective peak number of Vehicles registered.*
- (iv) *Prioritized Road Asset Inv*
 - 1) *Note: The Ref #, Priority, and # of Vehicle columns (C, D, & E) are updated automatically when updates are made within the Road Prioritization Assessment Tab*
 - 2) *After completing the updates to the Road Prioritization Assessment Tab re-sort the data contained in columns A thru U using Column by Priority (Column D) then by # of Vehicles (Column E)*
 - 3) *Modify 5-Yr, 10-Yr, and 15-Yr plans by grouping by cell color the road segments which total less than or equal to the maximum miles listed in column Y & Z for the corresponding number of plan years.*
- (v) *Annual Process Timeline*



- 1) Review the annual process timeline and implement any applicable updates from lessons learned.

(vi) Idea White Board

- 1) No updates required.

(vii) Road Asset List & Map 5-yr

- 1) Review Road Asset List annually and update as necessary (i.e., two or more segments were combined into one)
- 2) Update Map accordingly with revised 5-yr plan.

Section 4.04 Stormwater Drainage System Connection Request Process

- (a) Description: Lots with an established undue drainage hardship and near to an established Town drainage system can apply to Town Council for a connection permit
- (b) Accountable Stakeholder: The Street Superintendent shall ensure this process is executed for all non-town connections and reviewed annually for updates.
- (c) Annual Update: The connection request process and application will be reviewed at least once annually and updated as necessary.
- (d) How to apply for a stormwater drainage system connection
 - (i) The owner of the property requesting to be connected, or the Owner's Registered Contractor acting as agent, shall request an Application for New Stormwater Management System Connection from the Street Superintendent (Street Superintendent will assign an application number for tracking purposes)*
 - (ii) The applicant will complete the Applicant Information, Property Information and Qualifying Statement of Lots' Undue Hardship and convene a meeting with the Street Superintendent, Zoning Administrator and Town Council Infrastructure Member*
 - (iii) If Qualifying Statement of Lots' Undue Hardship is approved by Street Superintendent, Zoning Administrator and Town Council Infrastructure Member then applicant will complete the Connection Information section of application and pay the application fee*
 - (iv) The applicant will convene a meeting with the Street Superintendent to review the Connection Information for completeness and compliance to the requirements (Attachments to be included: The applicant shall attach the following supplemental information to the application):*
 - 1) Copy of property Deed verifying ownership.
 - 2) Statement of Lot's Undue Hardship with Town's Superintendent and Zoning Administrator Approval (Note this shall be used as the qualifying basis for hearing the application and requires the Town's Zoning Administrator and Superintendent approval)



- 3) Detailed Plot Plan depicting the residence/building with a detailed layout of major design elements (stormwater flow, layout of major design elements (stormwater flow, swales, catch basins, underground pipe, location of proposed connection to TOCL Stormwater Management System, pipe type, pipe diameters, % grades, cleanouts, erosion control measures, location of stormwater BMPs used, etc.) of proposed stormwater management system, all other structures (existing or proposed), utility services and any existing easements.
 - (v) *Street Superintendent will present application to Town Council for final approval*
 - (vi) *If application is approved by Town Council the applicant will pay all applicable fees (i.e., inspection and tap fees) prior to being issued a stormwater drainage system connection permit*

Article V. _____ Enforcement Official

Section 5.01 The Town Street Superintendent shall have the primary responsibility for the administration and enforcement of this TOCL Road Policy within the Town’s planning jurisdiction. The enforcement official may also include the Town Council.

Article VI. _____ Definitions

Section 6.01 Lifespan: the duration in which the road segment has a PASER rating between 10 & 3.

Article VII. _____ Appendix

Section 7.01 Road Vision and Mission Statements

- (a) Vision Statement: Establish and maintain a network of roads which enhance community lifestyle and safety at targeted cost.
- (b) 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.