

**ROADS AND DRAINAGE MEETING MINUTES
FRIDAY, DECEMBER 2, 2022 @ 4:00pm**

R&D Members

Alex Scanlon (Co-Chair)
Thomas Haaland (Co-Chair)
Richard Sowrey (Secretary)
Tony Peterson (Member) (Absent)
Vacant (Member Needed)

Council / City of CLS

Randy Chronister (Council Liaison)
Building Official (Not represented)
City Administrator (Not represented)

Guests

Arron Mcchesney (Norex)

The Roads and Drainage meeting was called to order at 4:04 PM on 12/2/2022

City Administrator and Building Inspector.

Full time City Administrator and Building Official positions have not been filled.
Temporary CA should be on board early in this week.
A third-party temporary building official from Safebuilt will be available within the week.

Status of RFPs

**Ditch maintenance and north-south culverts for Narcissus Road.
(FDR) for Narcissus'**

Ditches

R&D agreed that the full length of ditches on Narcissus will be included in the RFP.
The ditches will be sculptured and adjusted to the flow line set by the outlet of the upstream culvert and the flow line of the downstream culvert inlet.
After the identified culverts are reset, the elevations of the as built will be reshot.
Need to res-sculpture approximately every 10 years.

Culverts

Only about 8 culverts along Narcissus will adjusted to eliminate major blockages.
R&D agreed that in some cases, the homeowner will be contacted to discuss the proposed changes.

Cross-culvert details on Narcissus and Ivy RFP.

R&D approved the Narcissus /Ivy cross culvert RFP as modified.

Southern Cross Culverts

The cross culverts on Narcissus in the section from South Shore to Forest were reviewed and found to be adequate with no need to modify other than to be sure any debris or sediment are removed.

Clear Lake Road Bridge Evaluation, Repair and Maintenance Recommendations.

AS has completed the RFP.
AS noted that there may be grant funding available to help pay for the evaluation and the status of the grant may delay release of the RFP
R&D agreed to the RFP as written and to move forward with releasing it.

Clear Lake Road Bridge approaches, both sides.

AS is near completion of the RFP.
Most likely there will be a need to get engineering details on some of the content.
The bridge abutments require more detail.

Sidewalk for east side of Clear Lake Road from bridge to Birch Road and from bridge to Aspen Road.

AS is near completion of the RFP.

AS advised that we will need to have an engineer review the RFP before releasing.

Check valves on outflow culverts.

AS noted that the cross culvert at Ivy and North Shore is too small in diameter (18 inch) to handle all the storm water accumulating on the south side of Ivy.

Arron and AS estimated the size needed to be 36 inch in diameter.

TP agreed to modify his RFP to include changing the cross culvert to 36 inch and modifying the replacement check valve to fit the new outfall culvert.

The modification will require replacing the existing culvert under North Shore Drive. If the cost of installing it and using asphalt for the road cut is reasonable it will be used. If not, we will explore substituting concrete for the intersection surface.

RFP for 304 Oak

R&D agreed to include the 304 RFP in the latest round of proposals.

The RFP will be modified to not include the culvert modification at house # 218.

RFP for 1026

R&D agreed to include the 1026 RFP in the latest round of proposals.

The metal grating and inlet modifications were approved.

AS noted that the approved RFP should be handled by the city staff for execution.

Need an RFP for resetting culvert on East Narcissus near house #1118 Ivy.

AS identified a short ditch violation that should be revised.

After discussion, R&D agreed to check with the resident regarding replacing the 18-inch culvert. If the culvert could be removed and a ditch could be put in its place, then the cost would be minimal.

Otherwise, a Type A inlet will be placed at the outlet of the driveway culvert at #319 and a new 18-inch culvert installed.

Need an RFP for resetting culvert on East Narcissus near house #515.

The problem area may be corrected by sculpturing the ditch near #515.

The location is north of Forest on the east side of Narcissus

Need for an RFP for resetting culverts on East Narcissus between Ivy and Juniper.

The problem area is at the circular drive at house #303 and area near #225.

This RFP will be used to get an estimate of the cost to improve the drainage on the east side of Narcissus. The cost will be used to assess the cost-benefit of carrying out the effort.

Also need RFP for resetting culverts on West Narcissus between Ivy and Juniper.

The problem area is at house #226 and #222.

This RFP will be used to get an estimate of the cost to improve the drainage on the east side of Narcissus. The cost will be used to assess the cost-benefit of carrying out the effort.

Any other business.

AS said that one of the roles of the CA needs to be to manage projects.

For engineering projects, review of the work product.

For construction projects, oversight of the execution of the project.

This would be for major projects as well as new construction.

High Tide must be called out to update the flow lines on their CAD drawings whenever a new culvert is installed or modified. This is required to maintain the Master Drainage Plan for the city.

R&D discussed how to ensure new culverts and ditches are set. We agreed that R&D should be contacted to review the drainage plan and sign off on storm water drainage modifications.

Type A inlets should have the bottom of the box filled with concrete grout up to the height of the lowest culvert.

R&D recommends that the Building Official be called in to correct the drainage inlets on the new construction at #830 and #834 on Birch.

RS noted that there is constant standing water in the ditch on East Shore Drive adjacent to the mailbox #418. This should be put on our problem list for future correction.

The meeting was adjourned at 6 08PM.