

**WORK SESSION AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS**

Monday, January 9, 2012, 7:00 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Clean Water Plant Facility Plan Update**
- 5) Dissolution of Veterans Memorial Garden Committee**
- 6) Revocation of South Kent Recreation Association Recreation Facilities Agreement**
- 7) Any Other Matters**
- 8) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

MEMORANDUM

TO: Curtis Holt, City Manager

FROM: Craig Smith, Clean Water Plant Superintendent

DATE: December 21, 2011

SUBJECT: Clean Water Plant Facility Plan Update

A Facility Plan for the Clean Water Plant was done in 1995 to identify and plan for the treatment plant processes that would need future replacement or expansion. While following that document during the planning phase of the Stage 2 expansion project, we decided to have Black & Veatch update this document after completion of the upgrade. I am pleased to report that the update is now complete and I have attached an executive summary for your review.

On the last page of this summary is a table showing the recommended capital improvements. This table shows the description of the process, the estimated cost and the priority that the CWP staff have assigned to that process. Please note that the costs shown for these improvements are the cost if the entire process were to be done all at once. A phased approach can be used in some of these upgrades and where recommended we explain in the notes section.

I believe it would be very beneficial to update the City Council on this plan document. With your permission, Dave Koch, the Black & Veatch Project Engineer and I would be happy to give the Council a brief explanation of this at the January 9, 2012 Work Session.

FINAL

FACILITIES PLAN UPDATE

Wyoming Clean Water Plant

B&V PROJECT NO. 141986



PREPARED FOR

City of Wyoming, Michigan

19 December 2011



I. EXECUTIVE SUMMARY

The City of Wyoming (City) owns and operates the Clean Water Plant (CWP) located at 2350 Ivanrest SW which provides treatment for wastewater generated in the City and customer communities. The original CWP was constructed in 1964 to treat up to 8.5 million gallons per day (MGD). In 1973, the facility was expanded to treat up to 19 MGD. A major expansion, the Stage 2 Improvements in 2008, expanded the plant to treat up to 24 MGD maximum month flow. The CWP provides preliminary, primary and secondary treatment and disinfection of wastewater before discharging it to the Grand River.

The Facilities Plan Update has been conducted to provide a comprehensive update of the remaining issues of the original Facilities Plan (c. 1995) to guide the CWP into the next stage of capital improvement planning.

The following issues were revisited from the original Facilities Plan:

- Regulatory Review/Future Compliance.
- Flows and Loadings Review.
- Process treatment alternatives were developed by updating and calibrating the process model for the following secondary treatment options:
 - Aeration basin 1 and 2 improvements.
 - Final clarifier 3 through 6 improvements.
 - Primary sludge fermentation to support the bio-P process.
 - Nitrogen removal modifications.
- Effluent Disinfection.
- Effluent pumping and reaeration.
- Biosolids Management alternatives were developed as follows:
 - WAS Thickening Capacity Evaluation

- Biosolids Truck Load Out Facilities – Relocation of the existing truck loading facility was evaluated to determine equipment requirements, cost information, and preliminary siting.
- A plant equipment and facilities condition assessment was performed to document and prioritize major repair and replacement needs of major equipment, process units and support facilities due to age and condition, so they can be scheduled in an overall Capital Improvements Plan for the facility.
- Facilities planning for building and site utilization was performed focused upon the current space needs of operations, laboratory, administrative, and maintenance staffing. Proposed remodeling plans of existing facilities and potential new facilities were developed. Since the time of this evaluation the City has decided to move the meter shop facilities to a separate location offsite at the Department of Public Works, and the concept of a separate Vehicle Storage/Maintenance Building is no longer considered feasible. Current thinking is that the likely future improvements will consist of an Administration Building upgrade only, with building space needs being evaluated at time of design.

In general, the CWP is well situated for the near term, recognizing available capacity and treatment capability given recent reductions in flows and loadings characteristic of the recent economic downturn, and the lack of impending significant regulatory changes affecting treatment needs at the facility. Therefore, facility capital planning improvements are generally related to one of the following:

- Equipment replacement/facility rehabilitation based on condition or age. Timing of required improvements are typically dictated by the anticipated life of the equipment/facility or the current state of the equipment/facility.
- Facility improvements to enhance operations and maintenance of the overall facility. Timing of capital investment for these improvements will depend on the wastewater utility's financial planning to minimize rate impacts.
- Process improvements evaluated on the basis of potential longer-term regulatory changes. The need for these improvements will be driven by future regulatory changes, and as defined herein, serve as a starting point for final evaluation at that time.

Recommendations were developed based on the age, usage and condition of major equipment, process units and support facilities, existing process unit performance, plant capacity, future

flows and loadings, and future regulatory treatment requirements. **Table ES-1** includes a list of the improvement and their implementation schedule.

**Table ES-1
Recommended Capital Improvements for CWP**

Description	Estimated Project Cost	Priority Level
Aeration Basin Nos. 1 and 2 Improvements	\$11,050,000	3
Final Clarifier Nos. 3 through 6 Improvements	\$2,080,000	1 / 3 ⁴
1974 Aeration Pipe Gallery Improvements	TBD	1 / 3 ⁴
Primary Sludge Fermentation to Support the Bio-P Process ¹	\$4,020,000	3
Nitrogen Removal Modifications	\$4,195,000	3
Effluent Disinfection	\$3,400,000	1
Effluent Pumping and Reaeration ²	TBD	1
WAS Centrifuge Improvements	\$2,820,000	1 / 2 ⁵
Biosolids Truck Load Out Facilities (range of conceptual cost dependent upon building construction materials)	\$4,000,000 \$8,000,000	3
Administrative, Operations, Laboratory, and Maintenance facility rehabilitation/new building Improvements ³	TBD	1 / 2 ⁶
SCADA System replacement	\$825,000	1 ⁷
SUBTOTAL COST (of projects with known costs only)	\$32,390,000 - \$36,390,000	

Notes:

1. Chemical polishing is a second acceptable option to fermentation, and a decision on which process to proceed with will be determined once the improvements are required.
2. Effluent pumping and reaeration alternatives are evaluated and documented herein; however, final determination of need and facility scope will be dependent upon additional evaluation as needs are more clearly defined.
3. Building space needs have been developed, however, additional options, including potential purchase of the nearby Wolverine Glass Building, are also being considered, so a final design and cost are not yet developed.
4. Final Clarifiers 5 and 6 will be staged for improvements ASAP. Final Clarifiers 3 and 4 will be improved in the future when flows/loadings increase and Aeration Basins 1 and 2 are rehabilitated/modified. "1974 Aeration Pipe Gallery Improvements" includes needs for pipes and pumping for Final Clarifiers and will be addressed in conjunction with Final Clarifier improvements.
5. A third Centrifuge is required in the short term for redundant capacity; replacement of existing units to address condition/age issues would follow in later scheduling.
6. Immediate need is focused planning for building needs given latest developments and changes, with design of the building renovation. The second stage would be focused on implementation of Laboratory and HVAC improvements coordinated with future overall building improvements.
7. Refer to the TetraTech SCADA Planning & Recommendations document.

RESOLUTION NO. _____

RESOLUTION TO DISSOLVE THE
VETERANS MEMORIAL GARDEN COMMITTEE

WHEREAS:

1. The Veterans Memorial Garden Committee was established by Resolution No. 18303 on October 20, 1997 to assist, recommend and advise the City in the operation, care and maintenance of the Veterans Memorial Garden.
2. Jeff Anderson, Parks and Facilities Supervisor, who serves as the staff liaison to the Committee, reports that cultivating and sustaining membership in the Committee with representatives of the various veterans' organizations and community members has become difficult, to the point that the Committee frequently does not have enough members to constitute a quorum.
3. The Parks and Facilities Supervisor recommends that the two annual ceremonies observing Memorial Day and Veterans Day be continued.
4. The Director of Community Services shall assign the two annual ceremonies to Recreation programming staff as special event activities, and maintenance and other necessary support shall continue to be provided by Parks and Facility maintenance staff.

NOW, THEREFORE, BE IT RESOLVED:

1. The Veterans Memorial Garden Committee is hereby dissolved.
2. The ongoing maintenance of the Veterans Memorial Garden will continue to be provided by City facilities and park maintenance personnel, with memorial ceremonies conducted with the assistance of the Parks and Recreation Department.
3. The funds in the credit union account of the Veterans Memorial Garden Committee will be transferred to the appropriate City fund and administered by the City.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Memorandum

RESOLUTION NO. _____

MEMORANDUM

To: Curtis Holt, City Manager

From: Jeffrey Anderson, Parks & Facilities Supervisor

Cc: Rebecca Rynbrandt, Director of Community Services

Re: Veterans Memorial Garden Committee

Date: December 21, 2011

On October 20, 1997, the Veterans Memorial Garden Committee was established to oversee the development of the memorial garden. The Veterans Memorial Garden has been developed into one of the best Veteran Memorials in Michigan through dedicated members and donations from various veterans organizations.

The committee membership and the various veteran organizations' involvement have been increasingly difficult to cultivate ongoing support and participation. The lack of committee members and interest has caused the committee to move towards dissolution according to the By-laws in accordance with Resolution No. 18303. The continuous lack of attendance at monthly meetings resulted in the committee holding meetings without a quorum so no official transactions of business could be taken.

As the Secretary and City liaison, it is my recommendation to continue the two annual ceremonies of Memorial Day and Veterans Day. With the support of the Parks and Recreation Department to provide assistance with the ceremonies, we can continue the annual ceremonies and honor our Veterans. The Parks and Facility service areas will continue to maintain the grounds with the same level of excellence that have been in place.

The Veterans Memorial Garden Committee currently has a fund balance of \$487.26. The remaining fund balance shall be transferred from the Credit Union account to the City's Veterans Memorial Park account 101-267-26700-956014 and shall be administered by the City.

In conclusion, I recommend that we move forward with the resolution to dissolve the Veterans Memorial Garden Committee subject to your support.

This recommendation has been reviewed and is supported by Rebecca Rynbrandt.

RESOLUTION NO. _____

RESOLUTION TO REVOKE THE RECREATIONAL
FACILITIES AGREEMENT AND LICENSE AGREEMENT
WITH SOUTH KENT RECREATION ASSOCIATION FOR
GEZON PARK/GEZON PUMPING STATION

WHEREAS:

1. The City entered into a Recreational Facilities Agreement with South Kent Recreation Association (SKRA) for use of a portion of the Gezon Pumping Station/Gezon Park property owned by the City of Wyoming on November 20, 2000 which provided for a nonexclusive revocable License Agreement for the use of the city property.
2. The agreement provided for payment to the City by SKRA in the amount of \$12,000 per year in monthly payments of \$1,000 commencing January 1, 2001.
3. SKRA is currently in arrears to the City through December 31, 2011 in the amount of \$11,450 with an additional \$1,000 due January 1, 2012.
4. SKRA has been informed that the outstanding balance had to be paid in full by December 31, 2011.

NOW, THEREFORE, BE IT RESOLVED:

1. The Recreational Facilities Agreement and License Agreement with the South Kent Recreation Association dated November 20, 2000, are hereby revoked effective immediately.
2. The Parks and Recreation Department shall take all necessary steps to preserve and protect both City property and SKRA property and to provide for proper disposition of the appropriate property in accordance with the terms of the Recreational Facilities Agreement.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

TO: CURTIS HOLT, CITY MANAGER
FROM: REBECCA RYNBRANDT, DIRECTOR OF COMMUNITY SERVICES
SUBJECT: REVOCATION OF SKRA RECREATION FACILITIES USE AGREEMENT
DATE: JANUARY 3, 2012
CC: BARB VANDUREN, DEPUTY CITY MANAGER, FRANK SHERROD, SKRA PRESIDENT

Recommendation: Due to continual inability of the South Kent Recreation Association (SKRA) to meet payment obligations to the Special Assessment Fund, their inability to establish and communicate a plan of action to resolve said obligations, and the question of the long term financial solvency of the non-profit organization itself, it is recommended that their Recreation and Facilities Use Agreement for use of Gezon Park be revoked.

Current Balance Owed: As of December 31, 2011, SKRA is in arrears to the City of Wyoming in the amount of \$12,450 with the last payment received (\$1,100) on August 17, 2011. The total balance owed to the Special Assessment Fund is \$154,930.

SKRA Solvency Questioned: Since November 2009, SKRA has been challenged to make their \$1,000 monthly payments on time or at all. Communication from SKRA regarding their inability to make payments has been spotty at best; rather the City of Wyoming has had to regularly attempt collections. Staff has attempted to work with the organization by deferring payments and developing payment plans as a means to continue SKRA's use of the facilities and delivery of programs for the community. These initiatives have been met with limited success, finally defaulting to no payments whatsoever.

On Monday, August 29, Frank Sherrod, President of SKRA, and Brian Ruhl, its Treasurer, met with me, our Finance Director Tim Smith, and Eric Tomkins, our Recreation Supervisor, in reviewing SKRA's programmatic and financial situation. The conversation was a blessing in its openness, frankness, and honest assessment of the SKRA's financial situation.

The documents SKRA shared indicate that they expected annual revenue for CY 2011 of \$41,070, and expenses of \$42,160, **not including the monthly \$1,000 payment due the City of Wyoming Special Assessment Fund Loan**. When adding the required loan payments, their annual budget reflects \$41,070 of income verses a \$54,160 in expenses, a planned net deficit of \$13,090. SKRA's current debt load as of August 29, 2011 was \$29,700 plus the outstanding balance due at the time of \$8,450 to the Special Assessment Fund for a total of \$38,150. Their total debt load, at that time, including the entire Special Assessment Loan balance of \$155,390 was \$185,090.

These figures are staggering. As we discussed at the meeting, the solvency of SKRA is in question. SKRA has indicated that current economy and growth in casinos has negatively affected SKRA's bingo income. As Brian so astutely said, this situation is not expected to change, particularly as SKRA has now shuttered one of their two bingos.

Presented with no new information, it is my belief that SKRA is either at or near bankruptcy and their ability to survive these economic challenges, including declining enrollment in their programs is of grave concern. It was the consensus from our August meeting that either SKRA will need to significantly increase income immediately through fundraising or drastically cut its expenses to eliminate its deficit, or it will need to consider disillusion.

Lack of Payment, Communication Force Response: Following our late August meeting there has been no contact from SKRA regarding its plans to resolve these matters. They were notified on Thursday, September 8, that the Special Assessment Fund needed to be made whole on current payments due no later than December 31, 2011; that at that time the City of Wyoming would undertake the steps necessary to revoke their Recreation and Facilities Use Agreement and negotiate a settlement of the Special Assessment Loan if payments were not made.

My office reached out to SKRA on December 5, 2012 requesting an update on their situation and intent to comply with payments. No response was returned.

Use by Other Groups: The current agreement provides for SKRA's priority of use for the facilities. Due to SKRA scheduling submittals, the facilities have been unable to be rented by other organizations nor used for Parks and Recreation Department programming. Revocation of the SKRA agreement is expected to provide for expanded community use.

History: A partnership between the City of Wyoming and SKRA was affirmed and expanded in 1997 and again in 2000 to provide for the relocation of SKRA to new facilities, and maintenance there of, developed and located within Gezon Park, immediately adjacent to the Gezon Pumping Station and Water Tower. This was due to the revocation of SKRA's use agreement for city owned land converted to the Gezon Fire Station. Funding for improvements at the park, such as the construction of a restroom/concession/storage building, access roads, parking improvements, storm sewer collection system, etc. was collaborative in nature, specifically funded approximately 1/3rd from the Utilities Fund (attributed to access improvements to the water tower and pumping station, security features, etc), 1/3rd from the Parks and Recreation Fund, and 1/3rd from SKRA. As SKRA did not have cash on hand, the City of Wyoming extended them a 0% loan from the Special Assessment fund which was to be paid back through a \$1,000 per month payment for 25 years.

In addition, the current agreement provides for the division of landscape maintenance, on going repairs, between SKRA and the City. For example, the City mows all property, including athletic fields, maintains the restrooms Monday through Friday, and lines and drags the fields during season play Monday through Friday all at no cost to SKRA. No funding from SKRA is returned to the Parks and Recreation Fund, again, the \$1,000 monthly payment reimburses the Special Assessment Fund.