



BPW Meeting

Board of Public Works

DATE: March 26, 2020

TIME: 6:00 pm

Zoom Meeting information
on Page 2

AGENDA ITEMS

Topic	Voting?	Presenter(s)	Time Allowed
1. Call to Order/Agenda Review	No	Mayor Myrick	
2. Mayor's Communications	No	Mayor Myrick	
3. Communications and Hearings from Persons Before the Board	No	Public	5 min.
4. Response to the Public	No	Commissioners	
5. Reports	No	Various	15 min.
A. Special Committees of the Board			
B. Council Liaison			
C. Board Liaisons			
D. Superintendent and Staff			
6. Administration & Communications			
A. Approval of Minutes	Yes	Mayor Myrick	5 min.
1) September 2019			
2) December 2019			
7. Buildings, Properties, Refuse & Transit			
A. Surplus Determination - East Section of Green Street Parking Garage - Resolution	Yes	Supt. Thorne	5 min.
<i>In order for the Green Street Garage Project to move forward with the conveyance of the property to the developer, the Board of Public Works must make a declaration that the garage is on surplus property.</i>			
B. Approval of Specified Temporary Objects for Mural and Street Art Program – Resolution	Yes	Supt. Thorne	5 min.
<i>The Public Arts Commission is requesting approval of identified locations for the Mural and Street Art Program.</i>			
C. Proposed Resolution – Release of Sewer Easement and Amendment of Outfall Line Easement	Yes	Asst. Supt. Whitney	5 min.
<i>A proposed resolution has been provided for the Board's consideration, per the previous conversation regarding the easement.</i>			
8. Highways, Streets & Sidewalks			
A. Appeals of Sidewalk Snow Removal Bills	No	Acting Asst. Supt. Verbanic	10 min.
• 213 Willow Avenue			
• 905-906 North Cayuga Street			
• 406 Hancock Street			
• 105 First Street			
• 202 Elmwood Avenue			
<i>Please review the enclosed appeals and backup documentation.</i>			

If you have a disability that will require special arrangements to be made in order for you to fully participate in the meeting, please contact the City Clerk at 607-274-6570 at least 48 hours before the meeting.

The Board of Public Works meets on the second and fourth Mondays at 4:45 p.m. All meetings are voting meetings, opening with a public comment period. Meeting agendas are created from prior public input, Department operating, planning issues, and requests made to the Superintendent. The Board reserves the right to limit verbal comments to three minutes and to request written comments on lengthy or complex issues. This information may then be used to create committee agendas, with the speaker or author invited to attend.

Topic	Voting?	Presenter(s)	Time Allowed
9. Parking & Traffic			
A. Residential Parking Permit System Hardship Request for 605 Mitchell Street <i>The resident of 605 Mitchell Street is requesting a Residential Parking Permit for an adjacent street because on-street parking is not available on Mitchell Street. Transportation Engineer Eric Hathaway is recommending the approval of the request.</i>	No	Dir. of Eng. Logue	10 min.
10. Creeks, Bridges & Parks			
A. Donation and Memorial Policy for City of Ithaca Parks and Natural Areas <i>The Parks, Recreation, and Natural Resources Commission has reviewed the draft policy and made additional modifications to make the policy clearer. The Commission is requesting the Board's review and approval.</i>	No	Supt. Thorne	10 min.
B. South Cayuga Street Bridge Project - DESIGN ALTERNATIVES – Resolution <i>Bridge Systems Engineer Addisu Gebre has provided information about the proposed reconstruction of South Cayuga Street Bridge over Six Mile Creek, and would like input from the Board regarding the proposed alternatives.</i>	Yes	Dir. of Eng. Logue	10 min.
C. Resolution to Recommend Entering into an Agreement with New York State for the Black Diamond Trail trailhead in Cass Park <i>Please see the memo and other information from Dir. of Engineering Tim Logue.</i>	Yes	Dir. of Eng. Logue	5 min.
11. Water & Sewer			
A. Appeal of Water Bill for 307 Eastwood Avenue <i>The property owner is appealing the high cost of his water bill, stating he only uses 2-3 units of water but his last bill was 53 units. No leaks or meter malfunctions were found.</i>	No	Asst. Supt. Whitney	10 min.
12. New Business	No		
13. Adjournment	Yes		

Date Created: March 24, 2020

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7A. Surplus Determination - East Section of Green Street Parking Garage - Resolution

WHEREAS, Ithaca Properties, LLC proposes to purchase an approximately 192' x 119' property at the eastern section of the Green Street parking garage site located at 120 East Green Street, Ithaca, NY (Premises) to undertake an urban renewal project, subject to Common Council approval, and

WHEREAS, the Premises consists of air rights above a privately-owned ground floor commercial use and contains two elevated public parking decks constructed in 1974, and

WHEREAS, Ithaca Properties, LLC is the owner of a commercial building located at 215 East State Street that extends immediately under and is thereby connected to the Premises, and

WHEREAS, on June 27, 2019, the Ithaca Urban Renewal Agency (IURA) designated Ithaca Properties, LLC as a "qualified and eligible sponsor" to potentially acquire the Premises to undertake an urban renewal project, and

WHEREAS, on December 23, 2019, the IURA endorsed a proposed urban renewal project at the Premises that includes reconstruction of two parking decks to be leased back to the City of Ithaca for operation as public parking, and

WHEREAS, the purchase agreement is contingent on City of Ithaca Common Council approval of an IURA-proposed disposition and development agreement with Ithaca Properties, LLC to implement an urban renewal project, and

WHEREAS, on February 18, 2020, the Board of Public Works considered whether retention of ownership of the Premises is necessary for municipal purposes; now, therefore, be it

RESOLVED, That the Board of Public Works determines that the conveyance of the east section of the Green Street parking garage to facilitate an urban renewal project, to include reconstruction of two existing parking decks for leaseback to the city to operate as public parking, does not adversely impact City of Ithaca public works, and be it further

RESOLVED, That the Board finds that continued ownership of the approximately 22,800 square foot air rights property located at the eastern section of the Green Street parking garage site (part of tax parcel #70.-4-5.2) is surplus for municipal purposes.

7B. Approval of Specified Temporary Objects for Mural and Street Art Program – Resolution

WHEREAS, Plan Ithaca established a goal toward cultural resources of providing and funding City-sponsored events, programs, and other resources such as public art—and recommended the City continue to dedicate City resources to arts, culture, and historic resources, and

WHEREAS, in 2010, the City of Ithaca Public Art Commission (PAC) created a mural and street art program to beautify blank walls within the city while providing local artists from all sections of the community an opportunity to showcase their work, and

WHEREAS, the Board of Public Works approved several City-owned sites for inclusion on the list of potential sites in the Mural and Street Art Program by resolution on May 19, 2010 and has approved additional sites for inclusion in the program since that time, and

WHEREAS, as a result of this approval, more than 50 artists have installed murals on City-owned property throughout the city, and the response to the new murals has been overwhelmingly positive, and

WHEREAS, the Community Life Commission created a Mural sub-committee to assess, evaluate and recommend mural proposals to the Community Life Commission as part of the Mural and Street Art Program, and

WHEREAS, Staff has asked the Board of Public Works to consider several temporary objects, jersey barriers and plywood boxes, in Green Street Garage, S Titus Ave and Cascadilla Ave to be listed as potential sites to be included in the Mural and Street Art Program, now, therefore, be it

RESOLVED, That the Board of Public Works approves the temporary objects at Green Street Garage, S Titus Ave and Cascadilla Ave for inclusion on the list of potential sites for the Mural and Street Art Program.

7C. Proposed Resolution – Release of Sewer Easement and Amendment of Outfall Line Easement

WHEREAS, presently before the Board of Public Works is a proposal requesting that the City 1) release its rights to a 10 foot wide sewer easement (“Sewer Easement”) beginning at the northerly shore of Cascadilla Creek running westerly through the parcels located on Pier Road, known as tax map no. 17.-1-1.2 and 17.-1-1.3, recorded with the Tompkins County Clerk as Bk. 243, Pg. 89; and 2) to amend an existing easement for the waste water treatment facility’s effluent outfall pipe (“Outfall Easement”) to authorize construction above the easement area, which begins at the north shore of Cascadilla creek and runs north through the parcel known as Tax map 17.-1-1.3, recorded with the Tompkins County Clerk as Bk. 595, Pg. 509; and

WHEREAS, City Harbor, LLC, the property owner of 101 Pier Road, tax map parcel 17.-1-1.3, has requested that the City release its rights to the Sewer Easement and amend its rights under the Outfall Easement; and

WHEREAS, the City is no longer in need of the Sewer Easement and can continue to service the existing effluent outfall with restrictions on overhead construction, and City staff are supportive of releasing the Sewer Easement and amending the Outfall Easement to allow construction above under certain conditions to which City Harbor, LLC has agreed; and

WHEREAS, in consideration for the City’s release and amendment of its rights to these easements, which are of limited value to the City, City Harbor, LLC has agreed to pay \$2,500; and now, therefore, be it

RESOLVED, That the Board finds that the above-described City Sewer Easement is surplus for municipal purposes, and be it further

RESOLVED, That the Board recommends that Common Council authorize the Mayor to complete the Sewer Easement release and amend the Outfall Easement to reflect the agreed to conditions on obstruction of the easement area.

10A. Donation and Memorial Policy for City of Ithaca Parks and Natural Areas

A. Summary. This policy establishes the mechanisms by which monetary gifts to City of Ithaca parks and natural areas, shall be accepted by the City. Donations covered by this policy encompass the installation and maintenance of structures, amenities, plants, and other features as deemed necessary for enhancing City parks, natural areas, and the City Cemetery.

B. Purpose. In accordance with New York State General City Law § 20(3) and the existing City of Ithaca Solicitation and Gifting Policy, the City is prohibited from soliciting donations but may choose to accept donations. With this policy, the City will accept donations for parks, natural areas, and the cemetery subject to the guidelines outlined below. This policy is intended to:

- 1) Provide a standardized process for members of the community who wish to make a donation or establish a memorial.
- 2) Ensure donations, especially for new memorials, structures, amenities, plants or other features, will benefit City parks and natural areas.

City parks, natural areas, and the cemetery are managed by the Parks and Forestry Division of the Department of Public Works (DPW) except for Cass Park which is managed by the Ithaca Youth Bureau (IYB). Policies and procedures for City parks and natural areas are established and overseen by the Board of Public Works, subject to Common Council Review. The Parks, Recreation and Natural Resources Commission (PRNR) provides advice and public input to the Board of Public Works and the City on matters pertaining to parks and open spaces and their access and use by the public.

C. Establishment of a Dedicated Account for City Parks, Natural Areas, and Cemeteries.

In order to ensure that unrestricted and memorial donations made under this policy are used solely for the benefit and improvement of City parks, natural areas, and the cemetery, a dedicated account will be created where all unrestricted and memorial donations will be directed, and used as deemed appropriate by the City DPW/IYB staff for the installation and maintenance of new memorial structures, amenities, and plants and for the general maintenance and improvement existing infrastructure and amenities in City parks, natural areas, and the cemetery.

D. Donation Guidelines.

I. General Donations: The City of Ithaca accepts unrestricted gifts of \$100 and greater to be used for the general purpose of improving and maintaining City parks, natural areas, and the cemetery. Unrestricted donations are used at the discretion of City DPW/IYB staff overseeing parks, natural areas and the cemetery, and are directed to areas of greatest need.

II. Memorials: Memorial gifts will be accepted for specific items and amenities pursuant to their necessity and suitability. Requests for memorial installations shall be selected from the on-line registry listing of items needed in each park or natural area as determined by DPW/IYB staff. The registry of items with prices can be found on the City website or provided to donors by staff upon request. Memorial donations cover the cost of materials, installation and maintenance for a period of 10 years, at which time a memorial may be renewed.

- a. **Memorial Tree Donation:** The establishment of a memorial with a new or existing tree in a City park, natural area, or cemetery will be created with a donation for a new tree or for existing tree. The memorial tree will be maintained for ten years. After 10 years, the memorial may be renewed with an additional donation and be maintained for an additional 10 years. Should the tree perish within the ten-year period, the tree will be replaced no more than once. Donors may request the tree's location from the registry list on the City website, but the City staff retains final

discretion over the specific location of memorial tree and may propose an alternative location based on where a tree is most needed. A plaque or tag will be placed on or near the memorial tree.

- b. **Memorial Bench Donation:** The establishment of a memorial with a new or existing bench and plaque in a City park, natural area, or cemetery will be created with a donation for a new bench with plaque or for an existing bench with plaque. The bench and plaque will be actively maintained for ten years. After 10 years, the memorial may be renewed with an additional donation and be maintained for an additional 10-year period. Donors may request the bench location from the registry of sites on the City website, but the City retains final discretion over the specific location of memorial bench and may propose an alternative location based on need.

E. Donation Procedure. An application form found on the City website or requested from staff, must be submitted for all donations. Donors will specify donation type: unrestricted donation or memorial donation for a tree or bench, location preference (based on the registry listing of sites), and plaque wording. Forms must be received by September 1st for consideration and approval. Submitted forms will be reviewed by the PRNR Commission at its October or November meeting and make a recommendation for approval in consultation with DPW/IYB staff. Proposed donations will be presented to BPW for their review in November or December. The City retains final discretion to deny requests that are deemed unsuitable. Pending approval, donors will be notified and project details discussed with City staff in January. Project installation will be scheduled by staff, generally in the Spring after the application approval depending on the workload.

Once applications are approved and donors are notified, donation payment to the City must be received within 60 days of approval or no later than January 31 in order for a project to proceed in late winter/spring.

F. Policy Approval. This policy was prepared by the Parks, Recreation and Natural Resources Commission in consultation with staff from the Department of Public Works and Ithaca Youth Bureau. This policy was approved by the Board of Public Works on Month, Day, Year.

Authorization of Donation and Memorial Policy for City of Ithaca Parks and Natural Areas – Resolution

Whereas, the City of Ithaca Parks, Natural Areas, and the City Cemetery are significant environmental and natural resource assets contributing to City of Ithaca residents' quality of life; and

Whereas, trees, open green spaces, parks, recreational fields, and natural areas offer places for respite, playing, walking, exercise, nature exploration and enjoyment, and provide wildlife habitat and ecological services, all of which are known to be essential benefits for human, animal and plant life; and

Whereas, the 2018 Parks and Recreation Master Plan identified that the City owns and maintains 380 acres of parks and natural areas on a lower than average budget compared to other NY communities of comparable size; and

Whereas, it is not uncommon to receive requests annually by citizens who want to make a memorial donation to the City for park benches, trees or other such infrastructure; and

Whereas, there is no current City policy or procedure that establishes a process for accepting unrestricted or specified memorial donations for improvements and amenities in parks, natural areas, and the City cemetery; and

Whereas, the Parks, Recreation, and Natural Resources Commission has undertaken the process of developing and recommending such a policy for accepting both unrestricted and specified memorial donations;

NOW THEREFORE BE IT RESOLVED, that the Board of Public Works hereby accepts and approves the proposed policy for donations for parks, natural areas and the City cemetery, and further authorizes the City Staff to implement said policy to go into effect April 1, 2020.

10B. South Cayuga Street Bridge Project - DESIGN ALTERNATIVES – Resolution

WHEREAS, the existing South Cayuga Street Bridge (“the Bridge”) is a single span, two-lane multiple steel girder bridge carrying South Cayuga Street over the Six Mile Creek, and

WHEREAS, currently, the City of Ithaca and project consultant (Delta Engineers, Architects, & Land Surveyors, P.C.) are working on South Cayuga Street Bridge Project, and

WHEREAS, three possible alternatives for this bridge are being considered: Bridge Alternative #1, which includes bridge rehabilitation (13 ft. lanes/5-5” sidewalks), Bridge Alternative #2, which includes bridge rehabilitation (13 ft. lanes/ 8ft. sidewalks) including widening the substructure, and Bridge Alternative #3, which includes full bridge replacement (13 ft. lanes/8ft. sidewalks), and

WHEREAS, the current and proposed project costs are outlined as follows:

Design Alternative	Estimated Total Project	City of Ithaca Share	Federal Highway Administration Share	NYS DOT CHIPS Fund
#1	\$2,070,000	\$434,000	\$1,636,000	\$0
#2	\$2,564,000	\$794,000	\$1,570,000	\$200,000
#3	\$3,840,000	\$2,026,000	\$1,614,000	\$200,000

WHEREAS, the Board of Public Works has reviewed the 3 alternatives as presented on February 18, 2020, and therefore be it further

RESOLVED, That the Board of Public Works hereby recommends Alternative #__ as the alternative contingent upon funding by Common Council.

10C. Resolution to Recommend Entering into an Agreement with New York State for the Black Diamond Trail trailhead in Cass Park

WHEREAS, in 2008, the New York State Department of Parks, Recreation and Historic Preservation (State Parks) adopted a Master Plan for the Black Diamond Trail, including environmental review in accordance with the State Environmental Quality Review act;

WHEREAS, State Parks has submitted a plan for a trailhead in Cass Park for the Black Diamond Trail;

WHEREAS, City Code Chapter 170 "Use of City Real Property" vests in the Common Council sole authority to grant approval of any agreement to make nontransitory use of City parkland, now therefore be it

RESOLVED, that the Board finds that State Parks's proposal to construct and maintain the Black Diamond Trail trailhead supports the broader public recreational activities in Cass Park and for the State's Black Diamond trail; and be it further

RESOLVED, that the Board recommends that Common Council approve an agreement with State Parks to this end and authorize the Mayor to execute such an agreement after further review by city staff.