



City of Michigan City, Indiana  
Quality of Life Plan

July 31, 2007  
Version 2

City of Michigan City, Indiana  
QUALITY OF LIFE PLAN  
Indiana **CLEAN** Community Challenge

July 2007





## City of Michigan City, Indiana QUALITY OF LIFE PLAN

**Primary Contact: Charles Oberlie, Mayor**

100 East 2<sup>nd</sup> Street  
Michigan City, IN 46360  
(291) 872-1400  
mayorchucko@emichigancity.com

**Secondary Contact: Charlie Cate, Stakeholder Committee Leader**

(219) 833-7591  
ccate@emichigancity.com

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## I. City of Michigan City, Indiana Mission Statement

The City of Michigan City and its citizens are committed to enhancing the quality of life for all by providing for a clean and healthy environment through thoughtful environmental planning and compliance to regulatory and voluntary commitments to preserve our precious environment. Project classifications will focus on five broad areas, each having its unique environmental impacts.

**Water Quality:** By examining all existing practices and incorporating impacts in new projects, the City will focus on enhancing the water quality of Michigan City available to all of its citizens and to the prevalent ecosystems that share its use with us.

**Greenways, Trails, and Habitat Restoration:** Through education and coordination with private and public entities, land use and restoration projects will be planned and coordinated to insure best use and availability to the citizens while providing for environmentally friendly and supportive execution of future developments.

**Emission Reductions:** The City of Michigan City will take the lead in implementing cost conscious reductions in emissions to its existing fleet of vehicles and by ensuring future purchases are consistent with this commitment. Through education and partnerships with other organizations for example fleet managers for Michigan City Area Schools, larger private fleets such as Brown Bulk, South Shore Clean Cities and their membership, the City's examples should focus others abilities to achieve similar reductions.

**Alternative Fuels:** The City of Michigan City is committed to converting its fleet of vehicles to environmentally friendly fuels. All alternative fuels will be investigated to reduce the amount of petroleum based fuels and products we are currently using.



**Recycling and Landfill Reduction:** The City of Michigan City will work with those entities such as LaPorte County Solid Waste District, Michigan City Area Schools and our neighboring towns within LaPorte County to promote recycling as well as education in other ways to reduce products sent to our landfills. Less use, reuse, and converting to products and processes that impact landfill waste must be given full consideration in all projects.

In order to fulfill this policy commitment, the City of Michigan City, Indiana will:

Establish annual environmental objectives, benchmarks and targets for continual improvement of pollution prevention and energy savings measures.

Maintain a group of stakeholders who are committed to developing and implementing a Quality of Life Plan.

Foster environmental leadership, awareness, education and cooperation among its employees, residents, business entities, as well as neighboring communities and industries, by sharing its environmental decisions and performance information.

A copy of Mayor Charles Oberlie's executive order adopting this mission statement is attached.

## **II. Responsibilities Defined.**

### **Stakeholder Committee:**

The City of Michigan City, Indiana stakeholder committee is responsible for completing the requirements of the Indiana CLEAN Community Challenge and for implementing Michigan City's Quality of Life Plan. Each person on the stakeholder committee has a critical role in coordinating with the various boards, committees, and commissions in the City.

The stakeholder committee is ultimately responsible for the preparation of the Quality of Life Plan in accordance with the Indiana CLEAN Community Challenge program, submitting the Quality of Life Plan for IDEM approval, and implementing Quality of Life goals. The roles and responsibilities of the stakeholder committee members are designed to be specific to the Quality of Life Plan development and implementation.

The stakeholder committee is comprised of various key City representatives:



**Mayor:**

As the City of Michigan City's chief executive, the Mayor is responsible for inviting department representatives to participate on the stakeholder committee, and implementing the Quality of Life Plan. The Mayor is also responsible for adopting a mission statement through Executive Order.

**Stakeholder Committee Leader:**

The Stakeholder Committee Leader (SCL) has the authority and responsibility to ensure that the Quality of Life Plan is established, implemented, and maintained in accordance with the requirements of the Indiana CLEAN Community Challenge program. The SCL has the ability to revise and update the Quality of Life Plan documents and is responsible for coordinating the stakeholder committee, reporting to the Mayor on the performance of the Quality of Life Plan, and coordinating internal audits. The SCL will be responsible for managing the Quality of Life Plan documents electronically.

**Local Government Coordinators**

Local Government Coordinators (LGC) are department superintendents, directors, managers, or Chiefs. LGCs are responsible for all CLEAN communications between the stakeholder committee and each respective government operation identified in the Quality of Life Plan. The City operations included in Michigan City's Quality of Life Plan are:

Sanitary District of Michigan City,  
Michigan City Parks & Recreation Department,  
Michigan City's Central Service Departments –  
Municipal Coach, Vector Control, and Forester,  
Central Maintenance,  
Emergency Management, and  
City Hall.

Within their respective departments, each LGC is responsible for:

- Identifying and documenting the aspects and impacts associated with City operations. Initial assistance was given by IDEM and CMTI to facilitate the definitions of these items as related to environmental terminologies.
- Ensuring compliance with all applicable environmental laws, regulations, and permits within respective departments.
- Communicating objectives and targets created by the stakeholder committee to employees.
- Ensuring employees' environmental awareness and competence.
- Implementing, monitoring, and maintaining Michigan City's Quality of Life Plan procedures and targets.
- Reporting all progress to the stakeholder committee.



**Local Business Coordinator**

The Local Business Coordinator (LBC) is responsible for identifying potential public/private partnership opportunities to promote environmental awareness and outreach activities to the business sector. The LBC coordinates local business and industry interests through entities such as the Chamber of Commerce and privately owned businesses.

**Public Outreach Coordinator**

The Public Outreach Coordinator (POC) is responsible for communicating the environmental stewardship to the greater Michigan City community. The POC is critical to communicating outreach activities to the community at large and facilitating environmental issues to third party interests.

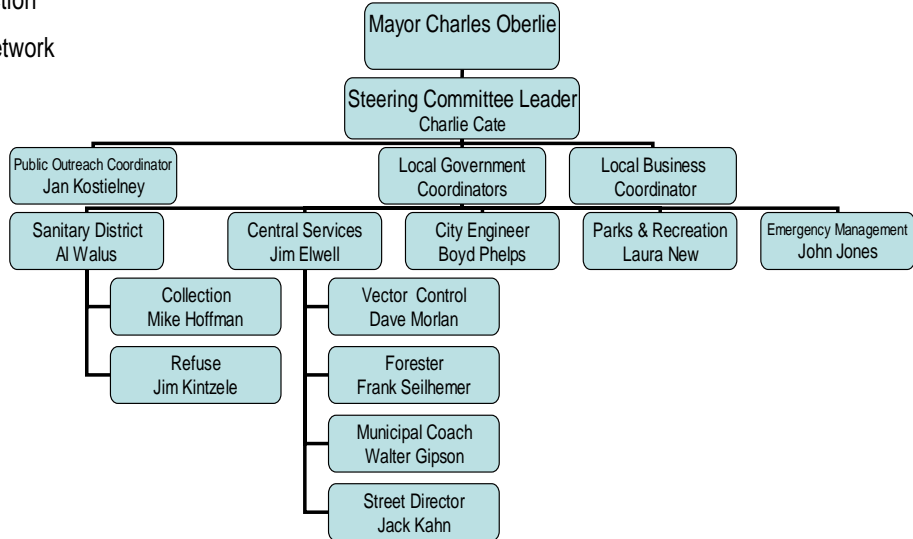
**Audit Team**

City Employees will conduct yearly audits by reviewing the Quality of Life Plan and verifying that projects and processes are documented and adequate measurements are in place towards the attainment of goals. An annual performance review will be prepared for the Mayor and for submission to IDEM's CLEAN Community Challenge office.



### City of Michigan City, Indiana **CLEAN** Community Challenge

**C**omprehensive  
**L**ocal  
**E**nvironmental  
**A**ction  
**N**etwork







### **III. Environmental Goals**

#### **Operation Activities Defined**

The Local Government Coordinators (LGC) reviewed current identified projects and assigned them to the five defined aspects of which all future projects will also be assigned. Those projects that cross these environmental boundaries will be included in each of the areas so that goals and measurements can be included in reporting requirements.

Each project then had an Impact Aspect assigned that best described the result to be achieved. An aspect evaluation criterion was selected to cross over all projects and consisted of:

- Potential reduction in waste and emissions
- Public Perception
- Pollution prevention opportunity
- Potential impact on human health
- Early success probability
- Activity is legally regulated

The evaluation criterion was then rated and assigned a point value based upon:

- Meets Requirements: 1 point
- Exceeds Requirement: 2 points
- Far Exceeds Requirements or In Violation: 3 points

A priority was assigned to each project that included evaluation of ratings, whether or not project funding had been approved and internal LGC requirements.

A summary of the projects are included in Attachment II.

#### **Identifying Objectives and Targets**

Using the prioritized list of aspects and impacts, the stakeholder group selected five aspects to address and established objectives and targets to minimize the impact of these five aspects. Action plans were created, identifying how each objective and target will be attained; who is responsible for each step of implementation; and how progress will be measured. The five aspects addressed in the City of Michigan City Quality of Life Plan and associated objectives, targets, and action plans are:

#### **Recycling and Landfill Reduction**

##### **1. Tire Retread Program**

- Aspect: Retread tires
- Impact: Reduce waste sent to landfill and extend landfill life
- Objective: Increase the use of retread tires



**Target:** All City Department vehicles maintained by Central Maintenance will participate in tire retread program by November 2007. Implement a tire replacement program that would allow all City Heavy Vehicle and Bus Drive tires to be re-capped a minimum of three times prior to disposal of the tire cores.

**Legal Requirement:** Tires must be disposed of properly through a licensed company.

**Project Responsibility:** Charlie Cate, Superintendent, Central Maintenance

**Action Plan:**

- Central Maintenance will work closely with our tire vendor GVW to specify the requirements of tracking our cores of tires through the recap process. All cores are x-rayed to insure belts are intact and that a minimum of 3/32nds remains on the core prior to recap.  
Central Maintenance: Charlie Cate, Mark Harville, Refuse: Jim Kintzele, Terry Vedren, GVW: Dick Shepard
- Steer tire cores will be used to provide recap cores for new drive tires. Vehicles are prohibited from running recaps on steer axles.
- A pilot program will be initiated to track the success and failure rate on Municipal Coach Bus and Refuse trucks. Completed-October 2006.
- Once the pilot test is deemed successful, all heavy duty truck tires will be changed as needed to recapped drive tires. Completed-February 2007.
- As an adjunct to this program all split-ring rims will be replaced with the safer one piece Dayton rims or equivalent.

**Measurement:**

- Tire usage will be accumulated from the shop work orders that will indicate the vehicles affected and the mileage at installation.
- A summary report will be produced showing the number of recaps used, the impact on tire disposal fees, and cost savings of recap purchases.

## **Water Quality**

### **2. Salt Treatment and Salt Spreader Controls**

**Aspect:** Salt and non-brine solution applied to roads

**Impact:** Contaminated runoff and salt use

**Objective:** Install salt controls on our salt spreaders that will control the amount of salt distributed per lane mile during treatment operation. Together with the treatment of salt with a solution of DE-Ice we will further control that the salt will be applied only to the road, not shoulders or parkways, and that the salt will start to melt immediately and extend to a temperature of -20 degrees.

**Target:** Reduce road salt usage in snow and ice treatment of roads and corresponding release of salt and salt brine flows to our storm sewers by winter 2008. All nine of our major route trucks in the Street department



will have controls installed, calibrated, and tested to insure proper operation.

Budget: Phased in from 2006-2007.

Legal Requirement: All City departments must be cognizant of what they apply to the streets that affect ground water and our waste treatment facility.

Project Responsibility: Charlie Cate, Superintendent Central Maintenance,  
Jack Kahn, Director Street Department.  
Certified Power, Controller Manufacture

Action Plan:

- Central Maintenance coordinates with Lindco of Merrillville, IN to procure proper controller configuration from Certified Power. Completed June 2005, Budget approved for 2006.
- Six controllers purchased and installed: August 2006.
- Training for controller software and settings completed September, 2006.
- Certified Power on site calibration performed October, 2006.
- Central Maintenance complete calibration of six vehicles October, 2006.
- Driver operations training completed November, 2006 with live salt loads.
- Calibration adjustments and manual adjustments monitored through 2006-2007 snow events.
- Software downloads of data for season events for analysis done March 2007.
- August 2007: Complete review of 2006-2007 winter events with Certified Power and Lindco.
- September 2007 – complete installation of next five trucks – Lindco, Central Maintenance, and Certified Power.
- October-November 2007: Complete calibration of all vehicles.
- Conduct training for all Street Department Operators: November 2007.
- Monitor and report by snow event through winter 2007-2008 and verify software reports and calibration. Central Maintenance, Certified Power, Street Dept., and Lindco.
- Establish Post Event reporting requirement for all to review and establish SOP for continuation of program and measurement guidelines.

Measurements:

- Establish reporting process according to SOP to track salt usage by Street Salt Route and Snow Event. Central Maintenance, Street Department, Road Solutions, INC., Certified Power. Central Maintenance, Street Dept. ongoing during 2007-2008 Winter Season.
- Establish representative baseline to provide comparison to previous practices: Salt/Sand Mix -1 to 3; Straight Salt Mix; Treated Salt w/Controls. Available to present to Steering Committee and IDEM CLEAN Community Challenge by May 2008. Charlie Cate, Supt. Central Maintenance.



### **3. Salt Storage Facility**

Aspect: Stored salt

Impact: Contaminated runoff from stored salt, contaminated surface and groundwater

Objective: Expand the existing Salt Storage location at the Central Services Garage facility to a free standing storage and treatment facility capable of a 700 ton capacity adjacent to the Central Maintenance facility. The facility will allow for adequate salt treatment within or on asphalt apron of the facility. All loading and unloading of spreaders and delivery will be on a controlled asphalt pad.

Target: Budget approved for 2007 with construction to be completed prior to the delivery of salt for the 2007-2008 winter season.

Legal Requirement: All City departments must be cognizant of rules that apply to the storage of materials as they relate to MSDS and Federal, State and Local rules especially those that effect, air, ground water and our waste treatment facility.

Project Responsibility: Charlie Cate, Superintendent Central Maintenance,  
Boyd Phelps P.E., City Engineer,  
Tim Haas, Haas Engineering, Consulting Engineer and  
Project Manager.

#### Action Plan:

- Establish general program parameters for project:  
Building Structure, Capacity, Site-Location, and Budget: All – Completed April 2007.
- Meet with representative building providers and perform site analysis and soil borings for adequate site prep and construction requirements. All – Completed May 2007.
- Prepare detailed engineering drawings and prepare vendor bid package. Boyd Phelps, Haas Engineering May 30, 2007.
- Received Board of Works approval of project, publish and issue bid package for vendors. June 18 – July 11, 2007: Tim Haas, Haas Engineering.
- Conduct Pre-Bid meetings and prepare addendums to Bid Package. June 18 – July 11, 2007 Tim Haas, Haas Engineering.
- Receive Bids, analyze bids and evaluate versus budget. All – July 18, 2007
- Decide if project can proceed based upon bids received and budget. Boyd Phelps, Tim Haas, Charlie Cate, Mayor Oberlie, John Schaefer – Controller.
- Award Bid; Boyd Phelps, Board of Public Works & Safety.
- Construction Phase Management: Tim Haas, Haas Engineering, City Inspection Dept., and Boyd Phelps.



- Insure that construction is done to project specifications and approved budget.  
Boyd Phelps, Tim Haas
- Move all Salt from previous storage to new facility.  
Jack Kahn, Street Department
- Write SOP for Salt Facility management, use and operation.  
Charlie Cate, Jack Kahn, with Operator/Mechanics Input.
- Establish delivery, treatment and loading/unloading procedures.  
Charlie Cate, Jack Kahn, with Operator/Mechanics Input.

Measurements:

- Track number of instances or amount of salt stored outside before new building versus number of instances or amount of salt stored outside after new building
- Prepare post implementation and use report for Mayor, Stakeholder Committee and IDEM CLEAN Community Challenge.  
Boyd Phelps, Tim Haas, Charlie Cate, Jack Kahn.

**4. Storm/Waste Drain ID Markings**

Aspect: Contaminants

Impact: Contaminated storm water

Objective: Public education and awareness of where the outflow of storm drains discharge into the City's watershed and how they can help to reduce or eliminate pollution through best practices.

Target: Place colorful, descriptive markings on all storm drains serving as a constant reminder to our citizens that what goes into the drain comes out to our watershed, in this case Trail Creek and Lake Michigan by November 2007.

Legal Requirement: This program would be an extension to the Sanitary District's requirements under the MS4 program.

Project Responsibility: Sanitary District: Al Walus, Mike Hoffman.  
MS4 Consultant, City Hall: Public Outreach Coordinator.

Action Plan

- Identify storm water drains
- Working with the Sanitary District and the District's MS4 Consultant, produce an action plan that would best educate the public to the flow of our storm water drains and the impact of what is introduced to that flow has on our watershed. Resp: Mike Hoffman, MS4 Consultant
- Implement the action plan and educate public on flow of storm water drains
- Print colorful, descriptive markings for drains
- Working with the City's Public Outreach Coordinator, develop a public notification plan (press release, photo-op) of the decals to be used and their



meaning. Reach out to those organizations (MC area schools) that could best add interest and awareness to the project. Resp: Al Walus, Mike Hoffman, POC

- Place colorful, descriptive markings on all storm drains
- Establish an SOP that would document the process of identifying, marking, and repairing the decals on an ongoing basis.

Measurements:

- Track number of storm drains with markings (compare to total number of drains)
- Track outreach efforts to public, schools, businesses, environmental groups
- Prepare a post implementation report for the Sanitary District as well as for the IDEM CLEAN Community Challenge.

## Greenways, Trails, and Habitat Restoration

### 5. Trails and Greenways System – Singing Sands Lighthouse Trail

**Aspect:** Recreational Development and Pedestrian trail

**Impact:** Reduce air emissions; reduce fuel use

**Objective:** Adapt existing space for new alternative transportation usage and build a non-motorized Pedestrian Trail with a Transportation Enhancement Grant. This will have visual improvement, economic development, alternative transportation use, health benefits, environmental and education, which will appeal to the widest possible range of participants.

**Target:** Develop trail approximately 2.9 miles in length that will begin at the Porter/LaPorte County line, west of Michigan City, at the existing Calumet Trailhead and end at Washington Park by August 2008.

**Legal Requirements:** A variety of State and Municipal requirements dictate many of the procedures to be followed in the planning, funding, execution and post-implementation of the project. Laura New has identified the INDOT requirements that were followed in the grant process to secure funding. The number and review of project benchmarks required are numerous and are to be submitted for review of various agencies before submittal. The Singing Sands Lighthouse Trail is but one of five phases detailed in the Michigan City Trail and Greenways Master Plan.

**Action Plan:**

- **The site was thoroughly researched.** This site selection was based on processes that consisted of site inventory, site analysis, design synthesis, cost analysis, and design standards.



Responsible Parties: Butler Fairman & Seufert, a full service civil engineering firm. Trail/greenway planning and design has become a specialty for BF&S. In addition to planning and designing of new trail projects, BF&S offers assistance with improvement of existing trail segments, trailheads, and bridges.

BF&S worked closely with Laura New, MC Parks, in identifying the various phases required and the responsible parties to be included.

When: January 2003 – February 2005

Status: complete

- **Secure community input through public hearings.** Several meetings were held with interested citizens, public officials, Utility and Railroad Staff, and special interest groups throughout the planning stages. Documentation was prepared as a result and incorporated into the plan.

Responsible Parties: Michigan City Parks & Recreation, Butler Fairman & Seufert, Michigan City Park Board & Michigan City Common Council.

When: January 2003 – February 2005

Status: on-going

- **Secure funding with INDOT Transportation Enhancement Grant:** Laura New prepared grant to the specification required by INDOT, and the Northern Indiana Regional Planning Commission (NIRPC).

Responsible Parties: INDOT/NIRPC, Laura New – MC Parks

When: December 2003

Status: Funding Approved.

- **Architectural and Engineering plans**

Responsible Parties: Butler Fairman & Seufert as MC Parks Consultants.

When: July 2003 – to date

Status: in progress

- **Enforce clean up of privately owned unsightly areas:**

One great example of “good people—getting good things done” is the story of U.S. Hwy. 12 and Willard Avenue. For the past several years, we have emphasized the need for our many City Departments to continue to work together and seek innovative solutions to long-standing problems. We applied this philosophy to its fullest at the intersection of Hwy. 12 and Willard Avenue and achieved great success.

Back in early 2004, anyone entering Michigan City on Hwy. 12 from the west would be greeted by a terrible sight at a gateway entrance to our city. In order to solve this problem, Michigan City’s traditional “Target Team” was expanded





across governmental boundaries to include County representatives. In all, twelve different City and County entities formed the U.S. Hwy. 12 Junkyard “Target Team.”

Once all junk cars, abandoned tires, miscellaneous debris and the demolished house were removed, the Target Team was not finished. Working with the Sanitary District, clean fill from the Striebel Pond construction site was transported to Hwy. 12 to level off the grade for this 2 acre site. District staff seeded the area with a temporary ground cover.

City Arborist Frank Seilheimer has successfully applied for a Lake Michigan Coastal Zone Management Grant to reforest this area. The objective of the Pullman Forest Project is to return this 2-acre field back into a white pine/red oak/red maple forest. We will be planting 140 trees and 5,000 tree seedlings, along with shrubs and vines as part of this reforestation project.

In 2005, the Indiana Association of Cities and Towns recognized the outstanding work performed by the city during the cleanup and removal of the U.S. Hwy. 12 junkyard and presented Michigan City with the IACT 2005 Local Government Cooperation Award.

Responsible Parties: City of Michigan City, LaPorte County Highway Dept., in all twelve different City and County entities. Michigan City Refuse Department: Superintendent Jim Kintzele.  
When: Spring 2004  
Status: complete

- **Survey – Topographic and Boundary survey**

Responsible Parties: Butler Fairman & Seufert, City Engineer  
When: June 2004 – March 2006  
Status: complete

- **Property Research**

Responsible Parties: Butler Fairman & Seufert  
When: Fall 2005 – December 2006  
Status: complete

- **Meet with representatives and perform site analysis and soil borings for adequate site prep and construction requirements.**

Responsible Parties: Butler Fairman & Seufert  
When: Fall 2005





Status: complete

- **Environmental – Early Coordination for Categorical Exclusion.**

Responsible Parties: Butler Fairman & Seufert

When: January 2005

Status: complete

- **Designs – Preliminary Plans**

Responsible Parties: Butler Fairman & Seufert

When: August 2006

Status: 55% complete

- **Initial Field Check March 2007**

Responsible Parties: Butler Fairman & Seufert and INDOT

When: January 2006 - March 2007

Status: complete

- **Environmental – Hearing Plans & Public Hearing**

Responsible Parties: Butler Fairman & Seufert

When: April 2007 – September 2007

Status: in progress

- **Final Design Plans**

Responsible Parties: Butler Fairman & Seufert

When: August 2007 – March 2008

Status: in progress

- **INDOT Review**

Responsible Parties: INDOT, NIRPC, Laura New – MC Parks

Reviews by INDOT and submission of status reports are an ongoing requirement and act as an essential control for this project.

When: on going

Status: on going

- **Right-of-Way Engineering**

Responsible Parties: Butler Fairman & Seufert

When: July 2007 – November 2007

Status: in progress

- **Management and Acquisition**



Responsible Parties: Butler Fairman & Seufert, City of Michigan City, Property owners  
When: September 2007 – August 2008  
Status: scheduled

- **Design – Final Tracing**

Responsible Parties: Butler Fairman & Seufert  
When: April 2008 – August 2008  
Status: scheduled

- **Contract Documents**

Responsible Parties: Butler Fairman & Seufert, City of Michigan City, General Contractor  
When: April 2008 – August 2008  
Status: scheduled

- **Bidding (INDOT Specified and Letting Date)**

Responsible Parties: INDOT, City of Michigan City  
When: August 2008 – December 2008  
Status: scheduled.

- **Bid Review and Contract**

Who: City of Michigan City, INDOT, Butler Fairman & Seufert  
When: January 2009 – August 2009  
Status: scheduled

- **Construction Schedule**

Who: City of Michigan City, INDOT, Butler Fairman & Seufert  
When: January 2008 – August 2008  
Status: scheduled

**Responsible Stakeholders:**

Mayor Charles Oberlie, Park Trails & Greenways Director Laura New  
City Engineer Bill Phelps

**Measurements:**

- Insure that construction is completed to project specifications and approved budget and to grant specifications.
- Monthly Project Status Report using recorded measurements of project completion.



- Ongoing measurements – To determine trail usage and maintenance requirements the number of trail users will be monitored through observation and with periodic installation of traffic monitoring devices.?

## **6. Forestry Management Program**

Aspect: Trees

Impact: Improve air quality. Michigan City as a Tree City USA is dedicated to becoming a carbon neutral city through the comprehensive program of tree planting, replacement, and care throughout the city. The systematic planting and replacement of our trees will replace the oxygen and air that is displaced by the many sources of emissions within the city.

Objective: Plant new or replacement trees of an Indiana indigenous species in a number up to 250 trees annually. Add the position of Forester to the City to plan, coordinate, execute, and monitor this program. Maintain the comprehensive tree inventory and coordinate activities, grants and programs with the Michigan City Tree Board.

Target: Budget approved for a full time Forester effective June 1, 2007. Grants and funding submitted for approval for tree purchases for 2007-2008 periods. With this position approved, the goal is to have a program in place by July 9, 2007, to meet the objectives stated.

Legal Requirement: Insure program is implemented following all local codes and Tree Board guidelines for urban forestry projects. This also insures that only City Licensed private contractors are hired by the City and Citizens to maintain our tree population.

Project Responsibility: Frank Seilheimer, City Forester,  
Dave Morlan, Vector Control  
Michigan City Tree Board  
Central Services and Street Employees as required.

Action Plan:

- Establish general program parameters for project:  
Approval of 2007 for position funding: Mayor, Common Council  
Completed May 2007.
- Advertise and hire for position of City Forester.  
City Human Resource Director, Central Services Supt., Mayor  
Completed: June 9, 2007 - Frank Seilheimer, City Forester
- Expand existing part time program to a full position robust program and communicate inter-departmental requirements to City departments for success. August 2007
- Secure continued funding through the budgetary process or grants. Ongoing



- Train operators and street personnel in the proper techniques of tree planting, removal, trimming, and watering. Spring 2008.
- Maintain the City storage and nursery facility for City Trees.

Measurements:

- Number of trees planted annually (goal is 250) and calculate associated air quality improvement
- Establish reporting requirements to meet the needs of the City, Tree Board and IDEM CLEAN Community Challenge.

## **IV. Implementation and Operation Procedures**

### **Document Control**

All Quality of Life Plan documents and associated material will be controlled, filed in hard copy or maintained electronically.

### **Document Management**

The City of Michigan City will electronically document and maintain all Quality of Life Plan documents and records on the City's Central Server at City Hall. Procedures, location, naming conventions and templates will be developed by the Stakeholder Committee Leader and the City Assistant Controller. Current folders for original paper documents are controlled and stored at City Hall. Department heads will have access to review and update Quality of Life Plans. However, all updates will be approved by the Stakeholder Committee, and the SCL who will maintain the Quality of Life Plan electronically. All other employees will be provided with 'read-only' access. Printed copies are available upon request; however, printed copies are not controlled or updated. Revised documents will not be distributed, but can be viewed on the City's server. Masters and copies of obsolete documents that are retained for preservation of knowledge or legal reasons are moved to a separate electronic folder within the City's server and will be so labeled and identified and are kept separate from active documents. Hard copies will remain on file with the Local Government Coordinator responsible for the project.

### **Legal and Regulatory Requirements**

In order to analyze, document, and update the relevant legal requirements associated with the City of Michigan City's environmental impacts and to comply with all legal requirements, all of the legal requirements associated with the City's operations are identified through training and seminar opportunities. The task of analyzing, documenting, and updating legal requirements is the responsibility of each department head. As such, each department head identifies legal requirements and



sends notice to City of Michigan City's Corporation Counsel. The City of Michigan City Corporation Counsel reviews permits and legal requirements and returns documents to the respective department. Each department head retains and stores permits and legal documentation. As part of this plan those legal requirements documented in the various departments' SOP's will be posted on the City's server linked to the QLP to facilitate distribution of this information.

### **Emergency Preparedness and Response Plans**

The City's Public Safety Committee conducts monthly meetings to review and enhance the City's efforts to provide public safety through mitigation planning, emergency management preparedness planning, response reviews, and after action recovery debriefings. The City's Emergency Management Agency works closely with local department heads, emergency response professionals, and regional planners to coordinate emergency plan development and maintenance.

### **Emergency Preparedness and Response**

A Comprehensive Emergency Management Plan (CEMP) is established and maintained to mitigate against, plan for, respond to, and recover from incidents which potentially threaten the quality of life enjoyed by the citizens of Michigan City. State reporting criteria is adopted for the reporting, as appropriate, of accidents, malfunctions, spills, upsets, and other emergency situations, and to mitigate any associated environmental impacts and provide for a review of the procedures after the occurrence of an accident or emergency.

The Emergency Management Agency, headed by the Director, establishes and maintains emergency response plans as needed for the City of Michigan City. The City of Michigan City has adopted, by promulgation, the use of the National Incident Management System (NIMS) to manage emergencies within the jurisdiction. The City's various municipal agencies and emergency response teams are trained and exercised in the NIMS standards for operational management of emergencies. City departments conduct department training and exercises on a local and regional level and participate in state and federal training and exercises annually. The city maintains its own emergency response equipment and calls on district, state and federal resources as necessary. The Emergency Management Director holds monthly AIM-HIGH Public Safety Team meetings where each department has at least one representative present. The Michigan City Emergency Management Director, Fire Chief, and Police Chief join a comprehensive committee of jurisdictional public safety experts in meetings quarterly to discuss and develop regional emergency response plans (The La Porte County Government Emergency Planning Alliance). The City's Administrators are also active in the planning processes taking place in the Indiana Department of Homeland Security's District one (D1) Planning Council. The



IDHS District one is comprised of a five (5) county region in Northwest Indiana. The Michigan City Emergency Management Director is a member of the District One Task Force for Indiana. Employees are trained on emergency response plans upon hiring and are provided additional training as needed.

### **Employee Training**

Employee training is conducted upon hiring of employees and continuing education is completed as needed. Each department head develops and implements environmental awareness and training, and is responsible for providing, tracking, and recording appropriate employee training. Employee training encompasses various environmental topics as provided by City of Michigan City's insurance provider along with OSHA training and includes training on pollution prevention and best management practices. Employees are encouraged to participate in City of Michigan City's environmental improvement initiatives and are provided environmental data according to the Internal Communication procedure, making them aware of the impacts of their activities. The City's Emergency Management team is currently reviewing and assisting all departments in reviewing their SOP's with regard to training and identification of potential hazards and the notification and response procedures required. Continuity of Operations and of Government Plans are also being developed by each department with their assistance to further document and train employees in critical areas of responsibility.

Employee training records include environmental responsibilities, Standard Operating Procedures, and training certificates or licenses. Potential hazards and significant aspects that would require emergency response in the event of an accident, malfunction, spill, or other situation are reviewed during employee training and are practiced where practicable, so all employees are competent in emergency preparedness and response procedures. As such, employees are aware of the potential environmental impacts from their daily activities.

### **Communication**

The purpose of this procedure is to establish general requirements for the work process of conducting internal and external communications for City of Michigan City's Quality of Life Plan.

### **Internal Communication**

Internal communication presents an overview of Quality of Life Plan procedures to employees of the City, contractors involved with City operation(s), and all individuals that may affect objectives and targets, compliance, or environmental performance. Internal communication is conducted to assist with the implementation and operation



of the Quality of Life Plan. Internal communication occurs through monthly Mayor staff meetings with department heads and, in turn, department head meetings with employees. This forum permits an even exchange of information between all levels of city personnel. Additionally, monthly meetings of the Mayor's AIM High groups will be made aware of all Quality of Life Plan documentation and are directed to incorporate the QLP in their projects and improvement recommendations.

### **External Communication**

External communication ensures the viability and integrity of the Quality of Life Plan. External communication may be conducted as outreach or in response to an inquiry or complaint. City of Michigan City receives communication from external parties through the City's Web site and inquiries placed with the Office of the Mayor. City of Michigan City communicates with external parties through the City's Web site, recycling committee mailers, recycling calendars, and press releases. The Mayor's weekly one hour live AIM High television show will also be used as a communication medium on the CLEAN Community Challenge as well as individual projects.

## **V. Monitoring and Progress Review**

### **Internal Audit**

The Stakeholder Committee will review the Quality of Life Plan annually in September and use the internal audit checklist as a guideline for maintaining the Quality of Life Plan and determining whether modifications are necessary to improve the environmental goals and identify weak areas.

### **Corrective Actions**

Periodic audits, incident reviews, changes in legal requirements or city activities, and annual reviews of the quality of life plan may indicate that procedures are not being followed, are ineffective or are no longer appropriate. When this occurs, a root-cause analysis will be conducted to determine the appropriate corrective action(s). Corrective actions will be communicated, training will be provided and documents will be changed as needed. The corrective actions will be evaluated for effectiveness and changed again if necessary. Records will be kept of the analysis, the changes, and the results of the evaluation. A form template will be provided on the City's server to document and track these actions in a concise and uniform manner.



### **New or Changed Services or Processes**

When services or processes are modified or when new services or processes are developed, environmental impacts and pollution prevention will be included in the planning process. This will be done by including these items on meeting agendas.

### **Management Review**

City of Michigan City ensures management review of Quality of Life Plan goals through quarterly meetings with stakeholders. During these quarterly meetings, stakeholders review the objectives set forth in the Quality of Life Plan and make adjustments to action plans as needed. Stakeholders use these meetings to determine the steps in need of completion during the following quarter and the individual responsible for completing each step according to the measurement parameters defined in each environmental goal.

### **Community and Business Outreach**

Community and Business Outreach procedures ensure City of Michigan City residents are informed of important issues related to City of Michigan City's environmental performance, and that progress toward achieving objectives and targets is shared with the community. This is coordinated by the Mayor's office and the Public Outreach Coordinator.

### **Environmental Performance**

The City of Michigan City informs the community and business members of information regarding City of Michigan City's environmental performance through homeowner association meetings, Chamber of Commerce newsletters, and by speaking at monthly business meetings as invited. This is coordinated by the Mayor's office and the Public Outreach Coordinator.

### **Objective and Target Progress**

The City of Michigan City informs the community and business members of information regarding City of Michigan City's Quality of Life Plan progress through homeowner association meetings, Chamber of Commerce newsletters, and by speaking at monthly business meetings as invited. This is coordinated by the Mayor's office and the Public Outreach Coordinator.





## **VI. Quality of Life Plan Attachments**

### **Attachment 1: Executive Order**



Office of the Mayor  
City of Michigan City  
Charles E. Oberlie, Mayor

#### **Executive Order: 01-07**

**An Executive Order enhancing the commitment to the citizens of the City of Michigan City to insure that all City projects include in all plans possible, improvements to the environment, and take into account the stewardship of that environment for future generations.**

**WHEREAS**, by examining all existing practices and incorporating impacts in new projects, the City of Michigan City will focus on enhancing the water quality of Michigan City available to all of its citizens and to the prevalent ecosystems that share its use with us; and

**WHEREAS**, through education and coordination with private and public entities, land use and restoration projects will be planned and coordinated to insure best use and availability to the citizens while providing for environmental friendly and supportive execution of future developments; and

**WHEREAS**, the City of Michigan City will take the lead in implementing cost conscious reductions in emissions to its existing fleet of vehicles and by insuring future purchases are consistent with this commitment Through education and partnerships with other organizations, Michigan City's examples should focus others abilities to achieve similar reductions; and

**WHEREAS**, the City of Michigan City is committed to converting its fleet of vehicles to environmental, friendly fuels. All alternative fuels will be investigated to reduce the amount of petroleum based fuels and products we are currently using; and

**WHEREAS**, the City of Michigan City will work with those entities within La Porte County to promote recycling as well as provide education in other ways to reduce products sent to our landfills. Less use, reuse, and converting to products and processes that impact landfill waste must be given full consideration in all projects.



**NOW, THEREFORE,** I, Charles E. Oberlie, Mayor of the City of Michigan City, Indiana, do hereby set forth and commit the City of Michigan City, Indiana, to these policies and to:

- (1) Establish annual environmental objectives, benchmarks and targets for continual improvement of pollution prevention and energy savings measures.
- (2) Commit to compliance with requirements and voluntary commitments.
- (3) Maintain a group of stakeholders who are committed to developing and implementation a Quality of Life Plan.
- (4) Foster environmental leadership, awareness, education and cooperation among its employees, residents, business entities, as well as neighboring communities and industries, by sharing its environmental decisions and performance information.

**DATED THIS 10th DAY OF JULY, 2007**

**SIGNED BY:**

A handwritten signature in cursive script, appearing to read "Charles E. Oberlie", written over a horizontal line.

Charles E. Oberlie,  
Mayor City of  
Michigan City



## INDIANA CLEAN Community Challenge

Project	Impact Aspect	Responsible Department - User	Funding	PRIORITY	Rating
<b>Water Quality</b>					
Storm/Waste Drain ID Markings	Public education	Sanitary District <b>Mike Hoffman</b>	2007 Funded	3	0
Salt Treatment & Salt Controls	Reduce usage and waste treatment	Central Maint - <b>Cate/Jack Kahn</b>	2006-2007 Budget approved	4	0
Salt Building & Storage	Environmental protection	Central Maintenance - <b>Cate &amp; Engineer - Phelps</b>	2007 Budget Approved	7	0
Carroll Avenue Flood Plain	Flood Plain Wetland Restoration	Sanitary District <b>Al Walus</b>	Grant Submitted 2008-2009	14	11
Trail Creek Watershed Plan	Environmental protection	Sanitary District <b>Al Walus</b>	Plan Submitted for Approval	13	13
<b>Greenways, Trails, Habitat Restoration</b>					
Pullman Woods Tree Planting	Habitat Restoration	Vector- <b>Frank Seilheimer</b> (Forester)	Grant Approved	1	0
Trail & Greenway System Karwick Woods	Greenway & Trail system	Parks - <b>Laura New</b>	Grant Approved City Forester Position - Tree City	2	0
Forestry Management Program	Tree Planting -Carbon Neutral	Vector- <b>Frank Seilheimer</b> (Forester)		9	0
<b>Emission Reductions</b>					
Diesel Retrofits - Municipal Coach	Emission reduction	Central Maintenance - <b>Cate</b> - Municipal Coach	2007-2008 Project CMAQ Grant	11	0
<b>Alternative Fuels</b>					
Michigan City Green Fleet - E85	Reduce Oil Use / Emission Reduction	Mayor - Central Maintenance - Fleet Purchases	Ongoing 2006-2007-2008	10	0
LP Tractor/Mowers City Fire Stations	Emission reduction	Central Maintenance - <b>Cate</b> MCFD <b>Chief Greis</b>	2008 Project	12	0



## INDIANA **CLEAN** Community Challenge

Project	Impact Aspect	Responsible Department - User	Funding	PRIORITY	Rating
<b>Recycling and Landfill Reduction</b>					
Tire Retread Program	Reduce tire waste	Central Maintenance - <b>Cate</b>	2006 Pilot - 2007 Budget approved	5	0
US Communities Environmental Purchasing	Purchase recycle/green products	Central Maintenance - <b>Cate &amp; Dept. outreach</b>	2007 Announcement	6	0
Oil Filter Disposal	Environmental protection/recycle	Central Maintenance - <b>Cate</b>	2007 Expense	8	0



	<b>Meets requirements 1 point</b>	<b>Exceeds requirements 2 points</b>	<b>Far exceeds or in violation 3 points</b>
<b>Aspect evaluation criteria</b>			
Potential reduction in waste and emissions			
Public perception			
Pollution prevention opportunity			
Potential impact on human health			
Early success probability			
Activity is legally regulated			
<b>Water Quality</b>			
<b>Storm/Waste Drain ID Markings</b>			
Potential reduction in waste and emissions	1		
Public perception			2
Pollution prevention opportunity			2
Potential impact on human health	1		
Early success probability			2
Activity is legally regulated			2
10	2	8	0
<b>Salt Treatment &amp; Salt Controls</b>			
Potential reduction in waste and emissions			2
Public perception	1		
Pollution prevention opportunity			2
Potential impact on human health	1		
Early success probability			2
Activity is legally regulated			2



	<b>Meets requirements 1 point</b>	<b>Exceeds requirements 2 points</b>	<b>Far exceeds or in violation 3 points</b>
<b>10</b>	<b>2</b>	<b>8</b>	<b>0</b>
<b>Salt Building &amp; Storage</b>			
Potential reduction in waste and emissions	0	2	
Public perception	1		
Pollution prevention opportunity			3
Potential impact on human health	1		
Early success probability	1		
Activity is legally regulated			3
<b>11</b>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Carroll Avenue Flood Plain</b>			
Potential reduction in waste and emissions		2	
Public perception			3
Pollution prevention opportunity		2	
Potential impact on human health	1		
Early success probability	1		
Activity is legally regulated		2	
<b>11</b>	<b>2</b>	<b>6</b>	<b>3</b>
<b>Trail Creek Watershed Plan</b>			
Potential reduction in waste and emissions		2	
Public perception			3
Pollution prevention opportunity		2	
Potential impact on human health		2	
Early success probability	1		
Activity is legally regulated			3
<b>13</b>	<b>1</b>	<b>6</b>	<b>6</b>



	Meets requirements 1 point	Exceeds requirements 2 points	Far exceeds or in violation 3 points
<b>Trail &amp; Greenway System Karwick Woods</b>			
Potential reduction in waste and emissions	1		
Public perception			3
Pollution prevention opportunity		2	
Potential impact on human health		2	
Early success probability		2	
Activity is legally regulated	1		
	11	2	6
			3
<b>Forestry Management Program</b>			
Potential reduction in waste and emissions		2	
Public perception		2	
Pollution prevention opportunity		2	
Potential impact on human health		2	
Early success probability		2	
Activity is legally regulated	1		
	11	1	10
			0
<b>Emission Reductions</b>			
<b>Diesel Retrofits - Municipal Coach</b>			
Potential reduction in waste and emissions		2	
Public perception	1		
Pollution prevention opportunity		2	
Potential impact on human health		2	
Early success probability		2	
Activity is legally regulated		2	



	<b>Meets requirements 1 point</b>	<b>Exceeds requirements 2 points</b>	<b>Far exceeds or in violation 3 points</b>	
	11	1	10	0

### Alternative Fuels

#### Michigan City Green Fleet - E85

Potential reduction in waste and emissions			2	
Public perception			2	
Pollution prevention opportunity			2	
Potential impact on human health			2	
Early success probability		1		
Activity is legally regulated		1		
	10	2	8	0

#### LP Tractor/Mowers City Fire Stations

Potential reduction in waste and emissions			2	
Public perception		1		
Pollution prevention opportunity			2	
Potential impact on human health			2	
Early success probability			2	
Activity is legally regulated		1		
	10	2	8	0

### Recycling and Landfill Reduction

#### Tire Retread Program

Potential reduction in waste and emissions			2	
Public perception		1		





	<b>Meets requirements 1 point</b>	<b>Exceeds requirements 2 points</b>	<b>Far exceeds or in violation 3 points</b>
Pollution prevention opportunity	1		
Potential impact on human health	1		
Early success probability			2
Activity is legally regulated	1		
	8	4	4
			0
<b>US Communities Environmental Purchasing</b>			
Potential reduction in waste and emissions	1		
Public perception	1		
Pollution prevention opportunity	1		
Potential impact on human health	1		
Early success probability			2
Activity is legally regulated	1		
	7	5	2
			0
<b>Oil Filter Disposal</b>			
Potential reduction in waste and emissions			2
Public perception	1		
Pollution prevention opportunity			2
Potential impact on human health			2
Early success probability			2
Activity is legally regulated			3
	12	1	8
			3