



City of Fenton

301 South Leroy Street • Fenton, Michigan 48430-2196 • (810) 629-2261 • FAX (810) 629-2004

CITY OF FENTON COUNCIL AGENDA

Monday, January 28, 2013

City Hall Council Chambers

301 South LeRoy Street

7:30 PM

Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

COMMENTS & REPORTS

- City Manager's Report
- Council Member Comments
- Legal Counsel's Report
- Mayor's Comments

CITIZEN'S COMMENTS: IF YOU WISH TO ADDRESS ANY AGENDA ITEMS, PLEASE IDENTIFY YOURSELF AND YOU WILL BE CALLED ON WHEN THAT ITEM IS REACHED. COMMENTS ON ITEMS NOT ON THE AGENDA MAY BE MADE AT THE CALL TO THE AUDIENCE.

A. CONSENT AGENDA:

- Council authorize payment of invoices in the amount of \$284,632.64.
- Council approve and place on file the minutes of the December 18, 2012 Downtown Development Authority meeting.
- Place on file a public hearing notice on the proposed changes to the State Bureau of Construction Codes proposed fee schedule modifications, to be held on February 13, 2013.

B. RESOLUTION NO. 13-02

Administration recommends that the Fenton City Council approve Resolution No. 13-02, which authorizes individuals to request reimbursements from the Community Development Block Grant (CDBG) Program, on behalf of the City of Fenton.

C. COMMUNITY CENTER CONSTRUCTION DRAWINGS

Administration recommends that the Fenton City Council authorize Lindhout and Associates to draft construction drawings for the Fenton Community and Cultural Center for a cost not to exceed \$60,095.91.

D. FENTON FIRE HALL

Landscaping Easement – Administration recommends that the Fenton City Council enter into an easement agreement with Union Joints, as presented, to maintain landscaping at the future Fenton Fire Hall.

Refuse Easement – Administration recommends that the Fenton City Council enter into an easement agreement with Union Joints, as presented, to maintain a refuse station at the future Fenton Fire Hall.

E. “KEEP GENESEE COUNTY BEAUTIFUL” REQUEST

Administration recommends that the Fenton City Council consider the request of “Keep Genesee County Beautiful” for a contribution of \$1,250 to assist with hazardous waste collection in Genesee County.

CALL TO THE AUDIENCE

CLOSED SESSION

Administration recommends that the Fenton City Council enter into Closed Session to discuss the purchase of property.

RECONVENE TO OPEN SESSION

ADJOURNMENT

IF ACCOMMODATIONS ARE NEEDED DUE TO A DISABILITY, PLEASE CONTACT THE CITY CLERK’S OFFICE.

EXP CHECK RUN DATES 01/28/2013 - 01/28/2013

UNJOURNALIZED

OPEN

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-------------------------------------|-----------------------|--------------------------|---------------------------------------|----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 000 | | | | | |
| 101-000-111.300 | INVENTORY - SALT | DETROIT SALT COMPANY | ROCK SALT | 2,717.55 | |
| 101-000-111.300 | INVENTORY - SALT | DETROIT SALT COMPANY | ROCK SALT | 2,799.59 | |
| Total For Dept 000 | | | | 5,517.14 | |
| Dept 209 ASSESSOR | | | | | |
| 101-209-727.000 | SUPPLIES | GOIN' POSTAL | CITY HALL SUPPLIES | 54.74 | |
| 101-209-824.000 | COUNTY SERVICES | GENESEE COUNTY EQUALIZAT | 2013 PERSONAL PROPERTY STATEMENTS | 473.87 | |
| 101-209-970.000 | DESKTOP COMPUTER | DELL | OPTIPLEX 580 DESKTOP COMPUTER FOR DEP | 594.00 | |
| Total For Dept 209 ASSESSOR | | | | 1,122.61 | |
| Dept 211 LEGAL | | | | | |
| 101-211-826.000 | LEGAL FEES | FOSTER, SWIFT, COLLINS & | ASSESSOR | 1,035.55 | |
| Total For Dept 211 LEGAL | | | | 1,035.55 | |
| Dept 215 CLERK | | | | | |
| 101-215-864.000 | CONFERENCES & DUES | COMFORT INN | MAMC TRAINING HOTEL COSTS | 382.50 | |
| 101-215-864.000 | CONFERENCES & DUES | MAMC | MAMC TRAINING | 600.00 | |
| 101-215-956.100 | MISCELLANEOUS | ELITE BUSINESS PRODUCTS | TONER | 123.99 | |
| 101-215-956.100 | MISCELLANEOUS | ELITE BUSINESS PRODUCTS | OFFICE SUPPLIES | 2.29 | |
| 101-215-956.100 | MISCELLANEOUS | FRANKLIN COVEY | PLANNERS & CALANDERS | 39.12 | |
| Total For Dept 215 CLERK | | | | 1,147.90 | |
| Dept 234 GENERAL SERVICES | | | | | |
| 101-234-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | OFFICE FAX TONER | 129.98 | |
| 101-234-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | OFFICE SUPPLIES | 87.76 | |
| 101-234-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | 1099 MISC FORMS | 13.39 | |
| 101-234-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | OFFICE SUPPLIES | 49.95 | |
| 101-234-727.000 | SUPPLIES | GOIN' POSTAL | CITY HALL SUPPLIES | 410.08 | |
| 101-234-810.000 | PROFESSIONAL SERVICES | TRI-COUNTY WIRELESS, INC | EMAIL HOSTING & INTERNET SERVICE | 769.56 | |
| Total For Dept 234 GENERAL SERVICES | | | | 1,460.72 | |
| Dept 253 TREASURER | | | | | |
| 101-253-864.000 | CONFERENCES & DUES | MMTA | BASIC INSTITUTE - JILL BECKLEY | 550.00 | |
| Total For Dept 253 TREASURER | | | | 550.00 | |
| Dept 265 CITY HALL | | | | | |
| 101-265-740.000 | OPERATING SUPPLIES | FRANKLIN COVEY | PLANNERS & CALANDERS | 14.76 | |
| 101-265-851.000 | RADIO COMMUNICATIONS | BLUMERICH COMMUNICATIONS | CITY HALL | 56.70 | |
| 101-265-931.000 | BUILDING MAINTENANCE | GOYETTE MECHANICAL | REPLACED CIRUIT BOARD | 798.16 | |
| 101-265-931.000 | BUILDING MAINTENANCE | GOYETTE MECHANICAL | INSTALLED & TESTED OPERATION & GAS VA | 529.26 | |
| 101-265-931.000 | BUILDING MAINTENANCE | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 60.00 | |
| 101-265-931.000 | BUILDING MAINTENANCE | MILLS MECHANICAL LLC | REPAIR ROOF DRAIN @ CITY HALL | 850.00 | |
| Total For Dept 265 CITY HALL | | | | 2,308.88 | |
| Dept 301 POLICE GENERAL | | | | | |
| 101-301-740.000 | OPERATING SUPPLIES | FENTON KAR WASH | CAR WASH | 84.00 | |
| 101-301-740.000 | OPERATING SUPPLIES | GOIN' POSTAL | POLICE DEPT SUPPLIES | 886.16 | |
| 101-301-740.000 | OPERATING SUPPLIES | TOTAL DIAGNOSTIC SALES I | 8 PANEL DRUG TEST & MARIJUNA KITS | 99.00 | |
| 101-301-826.000 | LEGAL FEES | FOSTER, SWIFT, COLLINS & | PROSECUTIONS | 4,189.70 | |
| 101-301-970.000 | CAPITAL OUTLAY | DELL | NEW PC - ARO | 709.00 | |

General, Water, Sewer

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|------------------------------------|----------------------|--|---------------------------------------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 301 POLICE GENERAL | | | | | |
| | | Total For Dept 301 POLICE GENERAL | | 5,967.86 | |
| Dept 320 POLICE TRAINING | | | | | |
| 101-320-960.302 | ED & TRAIN 302 GRANT | PRIORITY DISPATCH | ADVANCED EMD CERTIFICATION | 640.00 | |
| | | Total For Dept 320 POLICE TRAINING | | 640.00 | |
| Dept 327 POLICE STATION & BUILDING | | | | | |
| 101-327-740.000 | OPERATING SUPPLIES | VOSS LIGHTING | LIGHT BULBS | 84.60 | |
| 101-327-854.000 | EQUIPMENT LEASING | PITNEY BOWES | POLICE DEPT RENTAL | 9.50 | |
| 101-327-931.000 | BUILDING MAINTENANCE | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 158.00 | |
| 101-327-931.000 | BUILDING MAINTENANCE | MICHIGAN COMPANY INC. | BLOWER WHEEL | 50.72 | |
| 101-327-931.000 | BUILDING MAINTENANCE | MICHIGAN COMPANY INC. | GOJO FASTWIPE | 31.50 | |
| 101-327-931.000 | BUILDING MAINTENANCE | MICHIGAN COMPANY INC. | POLICE SUPPLIES | 52.00 | |
| 101-327-931.000 | BUILDING MAINTENANCE | MICHIGAN COMPANY INC. | POLICE DEPT SUPPLIES | 122.18 | |
| 101-327-931.000 | BUILDING MAINTENANCE | SUBURBAN OFFICE SUPPLIES | POLICE DEPT SUPPLIES | 59.24 | |
| | | Total For Dept 327 POLICE STATION & BUILDING | | 567.74 | |
| Dept 336 FIRE ADMINISTRATIVE | | | | | |
| 101-336-740.000 | OPERATING SUPPLIES | GOIN' POSTAL | FIRE DEPT SUPPLIES | 276.58 | |
| 101-336-864.000 | CONFERENCES & DUES | MICHIGAN FIRE INSPECTORS | YEARLY DUES- B. CAIRNDUFF | 30.00 | |
| 101-336-960.000 | EDUCATION & TRAINING | KELLOGG HOTEL & CONFEREN | INSPECTORS CONFERENCE - ROBERT CAIRND | 110.00 | |
| | | Total For Dept 336 FIRE ADMINISTRATIVE | | 416.58 | |
| Dept 346 FIRE STATION | | | | | |
| 101-346-920.000 | UTILITIES | TRI-COUNTY WIRELESS, INC | EMAIL HOSTING & INTERNET SERVICE | 286.38 | |
| 101-346-931.000 | BUILDING MAINTENANCE | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 126.00 | |
| | | Total For Dept 346 FIRE STATION | | 412.38 | |
| Dept 371 INSPECTION | | | | | |
| 101-371-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | OFFICE SUPPLIES | 21.99 | |
| 101-371-727.000 | SUPPLIES | GOIN' POSTAL | CITY HALL SUPPLIES | 319.60 | |
| 101-371-818.000 | CONTRACTED SERVICES | JERRY WILLHELM | 48 RENTAL INSPECTIONS | 1,680.00 | |
| | | Total For Dept 371 INSPECTION | | 2,021.59 | |
| Dept 421 WEED CUTTING | | | | | |
| 101-421-818.000 | CONTRACTED SERVICES | TROVILLIONS BROTHERS | TRASH, JUNK, GARBAGE REMOVAL | 680.00 | |
| | | Total For Dept 421 WEED CUTTING | | 680.00 | |
| Dept 738 LIBRARY | | | | | |
| 101-738-931.000 | BUILDING MAINTENANCE | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 60.00 | |
| | | Total For Dept 738 LIBRARY | | 60.00 | |
| Dept 740 MUSEUM | | | | | |
| 101-740-931.000 | BUILDING MAINTENANCE | CRAFTSMAN ELECTRICAL SER | FENTON MUSEUM EXIT/EMERGENCY LIGHT | 382.70 | |
| 101-740-931.000 | BUILDING MAINTENANCE | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 60.00 | |
| | | Total For Dept 740 MUSEUM | | 442.70 | |
| | | Total For Fund 101 GENERAL FUND | | 24,351.65 | |
| Fund 202 MAJOR STREET FUND | | | | | |
| Dept 457 CAPITAL IMPROVEMENT | | | | | |

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| Fund 202 MAJOR STREET FUND | | | | | |
| Dept 457 CAPITAL IMPROVEMENT | | | | | |
| 202-457-860.000 | N. LEROY | MICH. DEPT. OF TRANSPORT | LOCAL PROGRESS BILLING -N. LEROY | 4,900.50 | |
| Total For Dept 457 CAPITAL IMPROVEMENT | | | | 4,900.50 | |
| Dept 463 MAINTENANCE | | | | | |
| 202-463-818.000 | STUMP GRINDING MAJOR STREETS | HERMAN FERGUSON | STUMP GRINDING | 623.00 | |
| Total For Dept 463 MAINTENANCE | | | | 623.00 | |
| Dept 474 TRAFFIC SERVICES | | | | | |
| 202-474-740.000 | OPERATING SUPPLIES | CHAPPLE ELECTRIC, LLC | LAMPS FOR CITY | 599.20 | |
| 202-474-818.000 | CONTRACTED SERVICES | MICH. DEPT. OF TRANSPORT | TRAFFIC SIGNAL ENERGY | 2,141.47 | |
| Total For Dept 474 TRAFFIC SERVICES | | | | 2,740.67 | |
| Dept 482 DPW DIRECTOR | | | | | |
| 202-482-742.000 | CLOTHING ALLOWANCE | John Harkness | CLOTHING ALLOWANCE | 8.58 | |
| 202-482-960.000 | EDUCATION & TRAINING | MIAPWA | BEST PRATICES SEMINAR - D. CZARNECKI | 85.00 | |
| Total For Dept 482 DPW DIRECTOR | | | | 93.58 | |
| Total For Fund 202 MAJOR STREET FUND | | | | 8,357.75 | |
| Fund 203 LOCAL STREET FUND | | | | | |
| Dept 463 MAINTENANCE | | | | | |
| 203-463-818.000 | STUMP GRINDING LOCAL STREETS | HERMAN FERGUSON | STUMP GRINDING | 267.00 | |
| Total For Dept 463 MAINTENANCE | | | | 267.00 | |
| Total For Fund 203 LOCAL STREET FUND | | | | 267.00 | |
| Fund 209 CEMETERY FUND | | | | | |
| Dept 277 CEMETERY OPERATING | | | | | |
| 209-277-801.000 | CEMETERY MAINTENANCE MONTHLY BI | TNT OUTDOOR SERVICES,LLC | CEMETERY MAINTENANCE | 2,550.00 | |
| 209-277-956.100 | STUMP GRINDING CEMETERY | HERMAN FERGUSON | STUMP GRINDING | 360.00 | |
| Total For Dept 277 CEMETERY OPERATING | | | | 2,910.00 | |
| Total For Fund 209 CEMETERY FUND | | | | 2,910.00 | |
| Fund 590 SEWER FUND | | | | | |
| Dept 548 SEWER | | | | | |
| 590-548-727.000 | SUPPLIES | DELL | PRINTER - CATHI | 211.24 | |
| 590-548-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | TONER | 154.86 | |
| 590-548-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | TONER | (77.44) | |
| 590-548-810.000 | YEARLY SCADIA MAINTENANCE | KENNEDY INDUSTRIES INC. | SCADIA PROGRAM YEARLY MAINTENANCE | 5,460.00 | |
| 590-548-960.000 | EDUCATION & TRAINING | CGS, INC. | CONFINED SPACE TRAINING | 492.50 | |
| 590-548-960.000 | EDUCATION & TRAINING | MIAPWA | UNDERGROUND EXCAVATION SAFETY KIRK & | 174.00 | |
| Total For Dept 548 SEWER | | | | 6,415.16 | |
| Dept 962 PLANT OPERATION | | | | | |
| 590-962-801.000 | PROFESSIONAL SERVICES | GENESEE CO. DRAIN COMMIS | QUARTERLY SEWER CHARGES | 206,885.43 | |
| 590-962-999.000 | PAYING AGENT FEES | GENESEE CO. DRAIN COMMIS | AGENT FEES | 126.85 | |
| Total For Dept 962 PLANT OPERATION | | | | 207,012.28 | |
| Total For Fund 590 SEWER FUND | | | | 213,427.44 | |

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| Fund 591 WATER FUND | | | | | |
| Dept 173 728 | | | | | |
| 591-173-727.000 | SUPPLIES | DELL | PRINTER - CATHI | 211.25 | |
| 591-173-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | TONER | 154.86 | |
| 591-173-727.000 | SUPPLIES | ELITE BUSINESS PRODUCTS | TONER | (77.43) | |
| 591-173-728.000 | POSTAGE | FEDERAL EXPRESS CORPORAT | SHIPPING | 31.89 | |
| 591-173-864.000 | CONFERENCES & DUES | AMERICAN WATER WORKS ASS | MEMBERSHIP RENEWAL - MCKEEN & FEIT | 140.00 | |
| Total For Dept 173 728 | | | | 460.57 | |
| Dept 266 WATER TREATMENT PLANT | | | | | |
| 591-266-740.000 | SODIUM HYDROXIDE BULK | ALEXANDER CHEMICAL CORPO | SODIUM HYDROXIDE | 6,873.90 | |
| 591-266-740.000 | OPERATING SUPPLIES | BRIGHTON ANALYTICAL LABS | LIQUID ANIONS AND DISSOLVED METALS | 60.00 | |
| 591-266-740.000 | HYDRATE (TONS) | CARMEUSE LIME AND STONE | HYDRATE CHEMICAL | 4,844.01 | |
| 591-266-740.000 | HYDRATE (TONS) | CARMEUSE LIME AND STONE | HYDRATE CHEMICAL | 4,930.26 | |
| 591-266-740.000 | OPERATING SUPPLIES | CENTURY TOOL AND GAGE CO | MACHINE CUSTOMERS PLATE | 250.00 | |
| 591-266-740.000 | OPERATING SUPPLIES | FRANKLIN COVEY | PLANNERS & CALANDERS | 36.36 | |
| 591-266-740.000 | OPERATING SUPPLIES | GREAT LAKES FIRE PROTECT | INSPECTION OF FIRE SPRINKLER SYSTEM | 195.00 | |
| 591-266-740.000 | OPERATING SUPPLIES | SCHLEEDE HAMPTON ASSOCIA | MATERIAL TESTING FOR LIME STORAGE LAG | 358.50 | |
| 591-266-740.000 | WSU 158 BULK PHOSPHATE | WATER SOLUTIONS UNLIMITE | PHOSPHATE | 6,190.94 | |
| 591-266-920.000 | UTILITIES | TRI-COUNTY WIRELESS, INC | EMAIL HOSTING & INTERNET SERVICE | 249.73 | |
| 591-266-931.000 | BUILDING MAINTENANCE | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 60.00 | |
| 591-266-956.100 | MISCELLANEOUS | CGS, INC. | CONFINED SPACE TRAINING | 281.43 | |
| Total For Dept 266 WATER TREATMENT PLANT | | | | 24,330.13 | |
| Dept 900 WATER OPERATING | | | | | |
| 591-900-740.000 | CURB BOX | SLC METER SERVICE INC. | WATER MAINTENANCE PARTS | 821.62 | |
| 591-900-742.000 | CLOTHING ALLOWANCE | TOM WRIGHT | CLOTHING ALLOWANCE | 78.02 | |
| 591-900-930.000 | LOWER STEM MUELLER PRIOR 1971 | ETNA SUPPLY | HYDRANT REPAIR PARTS | 612.77 | |
| 591-900-930.000 | REPAIRS | TRI-CITY AGGREGATES, INC | 2 CLASS II A | 324.79 | |
| 591-900-956.100 | MISCELLANEOUS | CGS, INC. | CONFINED SPACE TRAINING | 211.07 | |
| 591-900-971.300 | MONTHLY BILLING | HYDRO-DESIGNS, INC. | CROSS CONNECTION CONTROL PROGRAM | 1,265.00 | |
| Total For Dept 900 WATER OPERATING | | | | 3,313.27 | |
| Total For Fund 591 WATER FUND | | | | 28,103.97 | |
| Fund 640 DPW EQUIPMENT REVOLVING FUND | | | | | |
| Dept 932 EQUIPMENT | | | | | |
| 640-932-740.000 | OPERATING SUPPLIES | AIRGAS USA, LLC | CYLINDER RENTAL | 75.70 | |
| 640-932-740.000 | OPERATING SUPPLIES | CARQUEST AUTO PARTS STOR | HEATER HOSE & CLAMPS | 2.56 | |
| 640-932-740.000 | OPERATING SUPPLIES | CARQUEST AUTO PARTS STOR | WINTER BLADE EXCHANGE | (7.70) | |
| 640-932-740.000 | OPERATING SUPPLIES | DELL | MICROSOFT HOME & OFFICE - DPW | 164.49 | |
| 640-932-740.000 | OPERATING SUPPLIES | ELITE BUSINESS PRODUCTS | DPW SUPPLIES | 6.69 | |
| 640-932-740.000 | OPERATING SUPPLIES | KRAUS FIRE EQUIPMENT, IN | FIRE INSPECTIONS | 80.00 | |
| 640-932-740.000 | OPERATING SUPPLIES | MICHIGAN COMPANY INC. | CASTER 3.5 DIA | 89.50 | |
| 640-932-740.000 | OPERATING SUPPLIES | MICHIGAN COMPANY INC. | DPW SUPPLIES | 203.48 | |
| 640-932-740.000 | OPERATING SUPPLIES | VESCO OIL CORPORATION | SERVICE 16 GAL PW UNIT | 110.50 | |
| 640-932-740.000 | OPERATING SUPPLIES | VESCO OIL CORPORATION | 8 GALLONS PARTS CLEANER WASTE | 87.50 | |
| 640-932-751.000 | GAS & OIL DPW | EXIT 80 | GAS WHEN PUMP DOWN @ DPW | 367.27 | |
| 640-932-751.000 | GAS & OIL | MICHIGAN PETROLEUM TECHN | UNLEADED GAS | 1,315.94 | |
| 640-932-851.000 | RADIO COMMUNICATIONS | TRI-COUNTY WIRELESS, INC | EMAIL HOSTING & INTERNET SERVICE | 51.58 | |
| 640-932-933.000 | DPW EQUIP MAINT | CHRIS' AUTOMOTIVE REPAIR | CHECK CHARGING SYSTEM, REPLACE ALTENA | 282.47 | |

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Fund 640 DPW EQUIPMENT REVOLVING FUND
 Dept 932 EQUIPMENT

| | |
|------------------------------|----------|
| Total For Dept 932 EQUIPMENT | 2,829.98 |
|------------------------------|----------|

| | |
|---|-----------------|
| Total For Fund 640 DPW EQUIPMENT REVOLVING FUND | <u>2,829.98</u> |
|---|-----------------|

Fund Totals:

| | |
|------------------------|-----------------|
| Fund 101 GENERAL FUND | 24,351.65 |
| Fund 202 MAJOR STREET | 8,357.75 |
| Fund 203 LOCAL STREET | 267.00 |
| Fund 209 CEMETERY FUND | 2,910.00 |
| Fund 590 SEWER FUND | 213,427.44 |
| Fund 591 WATER FUND | 28,103.97 |
| Fund 640 DPW EQUIPMENT | <u>2,829.98</u> |

| | |
|----------------------|-------------------|
| Total For All Funds: | <u>280,247.79</u> |
|----------------------|-------------------|

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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------------------|-------------------------|---------------------------------|-----------------------------------|--------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 000 | | | | | |
| 101-000-220.239 | TRINITY LUTHERAN CHURCH | PROGRESSIVE | ONGOING TE DESIGN/ANALYSIS/REVIEW | 99.85 | |
| 101-000-220.358 | ACUMENT/ADT SECURITY | STRATA ENVIRONMENTAL SER | REVIEW DOCUMENTS & DRAWINGS | 585.00 | |
| | | Total For Dept 000 | | 684.85 | |
| | | Total For Fund 101 GENERAL FUND | | 684.85 | |
| | | Fund Totals: | | | |
| | | | Fund 101 GENERAL FUND | 684.85 | |
| | | | Total For All Funds: | 684.85 | |

ESCROW

EXP CHECK RUN DATES 01/30/2013 - 01/30/2013

UNJOURNALIZED

OPEN

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--------------------------------|-------------------|--|-------------------------|----------|---------|
| Fund 401 DDA CONSTRUCTION FUND | | | | | |
| Dept 851 DOWNTOWN DEVELOPMENT | | | | | |
| 401-851-818.400 | MARKETING | NEW MOON VISIONS | DECEMBER 2012 MARKETING | 3,700.00 | |
| | | Total For Dept 851 DOWNTOWN DEVELOPMENT | | 3,700.00 | |
| | | Total For Fund 401 DDA CONSTRUCTION FUND | | 3,700.00 | |
| | | Fund Totals: | | | |
| | | | Fund 401 DDA CONSTRUCT | 3,700.00 | |
| | | | Total For All Funds: | 3,700.00 | |



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday December 18, 2012

The meeting was called to order by Chairman Schmidt at 6:00pm.

ROLL CALL:

PRESENT: Bayer, Canever, Green, Henderson, James, Kasper, Osborn, Saule, Schmidt, Strayer, Sweetman, Wesch

ABSENT: Bertschy

OTHERS: Michael Burns DDA Director/Assistant City Manager,
Lynn Markland City Manager

EXECUTIVE DIRECTOR'S REPORT:

-CORNERSTONE: Still working with the State of Michigan and The Corlin Group on the MEDC project. We will have a meeting sometime in January.

-FIRE HALL: Permits have been pulled. Dumpsters are in place. There is work being done on the windows. Curt Catalo will be giving a presentation tonight.

-PERSONAL PROPERTY TAX: Changes take effect on 1/1/13. Michigan Municipal League has addressed their concerns to the State Government. The DDA's did not include the PPT in the 2 year forecast budget, so we will be prepared.

FINANCIAL REPORT:

-Saule asked about revenues and if there were any charge backs.

-Shane said that she was expecting \$525. There are no collections between September and December. There will be by 3/1/13.

CONSENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$26,299.39
- b) Minutes of the November 20th DDA Board Meeting

Motion made by Saule, supported by Kasper to approve the Consent Agenda as presented.

MOTION CARRIED, Roll Call Vote: Bayer-aye, Canever-aye, Green-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye.

CITIZENS COMMENTS:

Ben Smith, 200 Union St Fenton

Stewart Fletcher, 302 S Leroy St Fenton

CORNERSTONE :

Consultant, Jerry Mansour, has been assisting the City and DDA in addressing development issues for the Cornerstone Project for an 18 month period ending December 31, 2012.

Administration requests that the agreement with Mr. Mansour be extended from January 1, 2013 to March 31, 2013. The Administration also requests that the DDA Board give us the authority to extend the agreement an additional 30 days beyond March 31, 2013, if necessary. Either party will be granted the authority to terminate the agreement at any time during this period with a 15 day notice.

Motion made by Schmidt, supported by Sweetman that the Downtown Development Authority retain Jerry Mansour as a consultant for the development of the Cornerstone Project for the requested time allotted.

MOTION CARRIED, ALL AYES

FIRE HALL UPDATE:

Curt Catallo gave a presentation and update on the Fire Hall.

The Fenton Fire Hall had a Site Plan Review on November 29, 2012. During this phase of the project we learned they would like to make some additions to the building. These are outside the parcel that they retain the lease purchase option on with the Fenton Downtown Development Authority, and in fact, are owned by the City. The City and the DDA can agree to quit claim the property in question. The current agreement states that Union Joints shall be open for business by April 30, 2013. There will be additional construction due to the expansion of the building. Curt Catallo is requesting that the DDA extend the deadline to open the building to June 30, 2013.

There will be two separate motions.

Motion made by Schmidt, supported by Bayer that the Downtown Development Authority accept the quit claim deed from the City of Fenton for the two parcels of city property that are needed for construction of the extensions to the Fire Hall.

MOTION CARRIED, ALL AYES

Motion made by Schmidt, supported by Bayer that the Downtown Development Authority amend our current lease-purchase agreement with Union Joints to accept the parcels of property into the agreement, and to extend the deadline for the business to open by June 30, 2013.

MOTION CARRIED, ALL AYES

PUBLIC ART AGREEMENT:

At our January 2012 meeting the DDA Board agreed to submit a letter of interest for the Midwest Sculpture Initiative (MSI). We were initially looking to have six sculptures in the Downtown area from May 2013 to April 2014 at a cost of \$7,200, the cost has increased to \$9,054. The DDA tabled this request at the November meeting as there was some concern about this affecting the Streetscape Project that has now been delayed starting until 2014. There was also concern of the increase in cost and the possibility of not being considered for future exhibits if we opted out of the 2013 exhibit year.

Burns and Strayer met with Ken Thompson of MSI in December to discuss our options. After a tour of the city, Thompson felt that Downtown Fenton has the attributes needed for a successful exhibit even when the Streetscape begins. Discussion ensued among Board members.

Motion made by Osborn, supported by Kasper that the DDA approve the proposal submitted by the Midwest Sculpture Initiative for the 2013 sculpture rental.

MOTION CARRIED, ALL AYES

FENTON FILM SERIES:

The DDA has been sponsoring the Fenton Film Series since 2010. The number of attendees has been growing steadily each year. The Film Series receives in-kind donations from several local businesses for popcorn and pop.

This past year the DDA contributed \$2,658 for the event. They are asking for sponsorship from the DDA again this year and requesting only \$2,400. This is lesser amount due to the Film Series not holding events in June, July and August because of low attendance.

Motion made by Sweetman, supported by Osborn that the Downtown Development Authority continue sponsorship of the Fenton film Series at a cost not to exceed \$2,400.

MOTION CARRIED, ALL EYES

-Strayer said that the December film was "White Christmas". It was the most attended yet. They had everyone singing along. Lots of fun.

-Ben Smith said that he appreciates all of the work that the Film Series does. He also commented that everyone enjoyed the pre-movie entertainment provided by

"A Joyful Noise". He encouraged everyone to come to the Community Center on Wednesday nights.

-Schmidt agreed and added that the partnership works out for the betterment of the City. Great job!

CALL TO THE AUDIENCE:

-Stewart Fletcher of 302 S. Leroy St. has been frustrated and has a few questions about the city's Master Plan. He has purchased a few buildings in the city that he wants to restore to their original state. He said that he would like to work together with the city and the DDA to update the Master Plan.

-Schmidt stated that when the Master Plan was made the economy was very different than it is today. He felt that it was a good idea to revisit the Master Plan every few years. He asked that the Design Committee meet and review the Master Plan and suggested that Mr. Fletcher attend. The DDA has set up workshops for businesses, which is a good way to keep informed. He added that we are a volunteer board and are doing our best.

-Kasper felt that talking to the Administration about ideas may be helpful also.

-Bayer suggested that we schedule a date for the next Design Committee meeting.

Schmidt set the meeting for 1/8/13 at 10am and will update the website.

-Susan Olsen of 300 S. Leroy St. Voiced her displeasure that the DDA was spending money on sculptures and sidewalks rather than on the Façade Program.

Schmidt explained that the Façade Program had been in place for three years. During that time drawings by John Dziurman were in place. Unfortunately Mr. Dziurman did not complete his work and the agreement with him was terminated. We are looking seriously at bringing the Façade Program back in 2013 without some of the restrictions.

Bayer noted that the Design Committee did discuss redesigning the Façade Program at their last meeting.

Henderson added that the Façade Program targeted four historical blocks and nobody responded. Also, that the Master Plan did not include a Façade Program

-Kathy Thompson of 740 Eagle Dr. Expressed her opinion on the Cornerstone Project. She doesn't feel that apartments are a good idea at that location. She went on to say that people would not choose that location because it would be too noisy with the railroad tracks, Fire Hall and a church so close by.

Green said that he has lived in Downtown Fenton for years and has never had an issue with noise. He loves living downtown.

Schmidt advised that a lot of communities have apartments in areas such as ours and they are always occupied. Studies show that it works and the rent will be affordable. He added that the feedback he has heard from people has been very positive and are looking forward to moving in.

-Susan Olsen added that she felt people would rather pay that kind of money to live on Lake Fenton.

-Bayer commented on Jinglefest. He said he had never participated in years past and that was wrong. This year he did and it was awesome. He will talk to Pat Lockwood about how the DDA can help with advertising for next year.

-Sweetman praised Jinglefest. She said the merchant participation was great. The parade, fireworks, hot chocolate and tree lighting made a wonderful night. Looking forward to next year to make it even better than Howell.

-Schmidt added that next year with the Fire Hall open and the Cornerstone it will bring even more people Downtown.

-Osborn said that the kid's entertainment tent was much appreciated. Nice Job.

ADJOURNMENT:

The meeting adjourned at 7:35pm.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine McGreevy
Elaine McGreevy
Recording Secretary



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVE ARWOOD
ACTING DIRECTOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES

NOTICE OF PUBLIC HEARING
ON THE BUREAU OF CONSTRUCTION CODES'
PROPOSED FEE SCHEDULE MODIFICATIONS

The Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, will hold a public hearing on Wednesday, February 13, 2013, at 9:30 a.m. in Conference Room 3, 1st Floor, 2501 Woodlake Circle, Okemos, Michigan 48864.

The public hearing is being held to receive public comment on the proposed revisions to the electrical, mechanical, plumbing and building permits, plan review and premanufactured unit and miscellaneous fee schedules. The proposed effective date of the fee schedules is April 1, 2013.

Copies of the proposed electrical, mechanical, plumbing and building permits, plan review and premanufactured unit and miscellaneous fee schedules, as well as corresponding documents outlining the changes, may be obtained by visiting the bureau's web site under the "What's New" section at www.michigan.gov/bcc or you may obtain a copy by calling 517/241-9302.

Oral or written comments may be presented in person at the hearing on February 13, 2013, or submitted in writing via mail or facsimile no later than 5:00 p.m., February 6, 2013, to the address specified below.

Department of Licensing and Regulatory Affairs
Bureau of Construction Codes/Administration Division
P.O. Box 30254
Lansing, MI, 48909

The meeting site and parking is accessible. Individuals attending the hearing are requested to refrain from using heavily scented personal care products in order to enhance accessibility for everyone. People with disabilities requiring additional accommodations in order to participate in the hearing should contact Hillary Cushman at (517) 241-9302 (voice) at least 10 business days prior to the hearing. DLARA is an equal opportunity employer/program.

Providing for Michigan's Safety in the Built Environment

LARA is an equal opportunity employer
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
P.O. BOX 30254 • LANSING, MICHIGAN 48909
www.michigan.gov/bcc • Telephone (517) 241-9302 • Fax (517) 241-9570

CITY OF FENTON

Unit of Government

RESOLUTION NO. 13-02

WHEREAS, the City of Fenton participates in the Genesee County Community Development Program; and

WHEREAS, the Genesee County Community Development Program has requested that we update our authorized card;

NOW THEREFORE BE IT RESOLVED that the following individuals are authorized to request reimbursements from the Community Development Block Grant (CDBG) Program:

Lynn, Markland
Name

City Manager
Position

Cynthia Shane
Name

City Treasurer
Position

Michael Burns
Name

Assistant City Manager
Position

Name

Position

I, Jennifer Naismith the duly appointed ~~---elected---~~ Clerk of the City of Fenton, Genesee County, Michigan, hereby certify that the above resolution was passed at the regular meeting on January 28, 2013 by the Board/Council of the City of Fenton.

**FENTON CITY COUNCIL
MEMORANDUM**



DATE: January 25, 2013
TO: Lynn H. Markland, City Manager *[Signature]*
FROM: Michael T. Burns, Assistant City Manager *MB*
RE: Community Center Construction Drawings

In November, the Fire Department conducted an inspection of the Fenton Community and Cultural Center. They found a number of improvements that need to be addressed. These included issues pertaining to exit signs, fire extinguishers, upgrading evacuation plans and addressing many code issues. Since November, the roof has also begun leaking.

Everything that was mentioned in the inspection is something that was planned on being addressed when the restoration and expansion of the Community Center was to begin. After receiving word from the Fire Department of the needed improvements, the City Manager and I met with Vince Paris from Southern Lakes Parks and Recreation, Kevin Johnson from Rhodes and Johnson and Brad Alvord from Lindhout Associates to discuss how we can address these matters.

During our discussion, the concern that Alvord and Johnson had was duplicating work to address the need now and in the future when the construction upgrades take place. They didn't want us to have to pay for these modifications twice. They also didn't think it was in our best interest to address these matters in a "bandage-type" situation.

It was recommended to us by Kevin Johnson that we consider having the full construction drawings completed for the project. The plans will be able to specify what is needed for all of the necessary improvements and they will allow us to get more accurate costs for the project. Completing the construction plans is the next step to the project. Lindhout informed me that costs for the construction drawings would be \$60,095.91.

These concerns were brought to the attention of Community Center Restoration and Expansion Committee this morning. The Committee agreed that the completion of the construction drawings is the next step in the project. This would also begin addressing the items brought to our attention by the Fire Department. The Committee made the recommendation to request for the Downtown Development Authority and City to authorize that the construction drawings be drafted for the project at a cost not to exceed \$60,095.91. This request would need approval by both the DDA and City Council. The Downtown Development Authority approved this action at their January Board Meeting on January 15, 2013. The construction drawings will take approximately 60 days to complete. This would allow for a spring/summer construction of the project.

I am recommending that the City Council follow the recommendation of the Fenton Community Center Restoration and Expansion Committee and authorize for Lindhout Associates to draft construction drawings for the Fenton Community and Cultural Center at a cost not to exceed \$60,095.91.

**FENTON CITY COUNCIL
MEMORANDUM**



DATE: January 25, 2013

TO: Lynn H. Markland, City Manager *LM*

FROM: Michael T. Burns, Assistant City Manager *MB*

RE: Fenton Fire Hall

At the December 10, 2012 City Council meeting, the City Council was presented with a number of items regarding land usage actions that were necessary for the Old Fire Hall Project to move forward. At that meeting, the City Council approved a rezoning of the property along with a quit claim deed transfer of property from the City to the Downtown Development Authority that would allow Union Joints to make necessary expansion to the Old Fire Hall. However, the item regarding the City entering into easement arrangements for a landscaping easement and refuse easement were tabled due to concerns regarding the length of easements.

Abutting east of Old Fire Hall building is land owned by the City where there is landscaping and a lawn that meets the driveway to the parking lot south of the building. Union Joints would like to be able to maintain the landscaping and lawn in that area (this area is marked on the survey map as Yard Maintenance Easement). Currently the DDA pays for the sprinkler system, lawn and landscape maintenance of this site.

In addition, next to the driveway mentioned above is a parcel adjacent to the driveway is where Union Joints is requesting an easement for location of a refuse station.

As mentioned, the previous easement agreements had an easement that lasted for twenty years. However, the easement did not designate any additional terms. You had concern that this could cause similar easement issues we had for the Cornerstone Project.

After conferring with the Union Joints and you on this matter, City Administration is proposing that the easements for the landscaping and refuse station be assigned only for Union Joints. It is being proposed that as long as Union Joints, meaning Curt Catallo and/or his wife Anne Stevenson and Erich Lines leases or owns the real estate and building, the easement will continue. If Union Joints restructures or changes its name or only makes internal changes, but the property doesn't go to new owners, the easement will continue. If all of them are no longer involved with Union Joints or Union Joints sells its interests in the property and ownership of the property changes hands to a party that is different from Union Joints or a wholly owned subsidiary, then the easement expires and the new owners will need to come back to the City Council and make a request for the easements to be extended.

City Administration, Union Joints and legal counsel for both entities believe this is the best solution to remedy this concern.

I recommend that the City Council enter into agreements with Union Joints to allow them to maintain the landscaping east of the building and for refuse operations as presented.

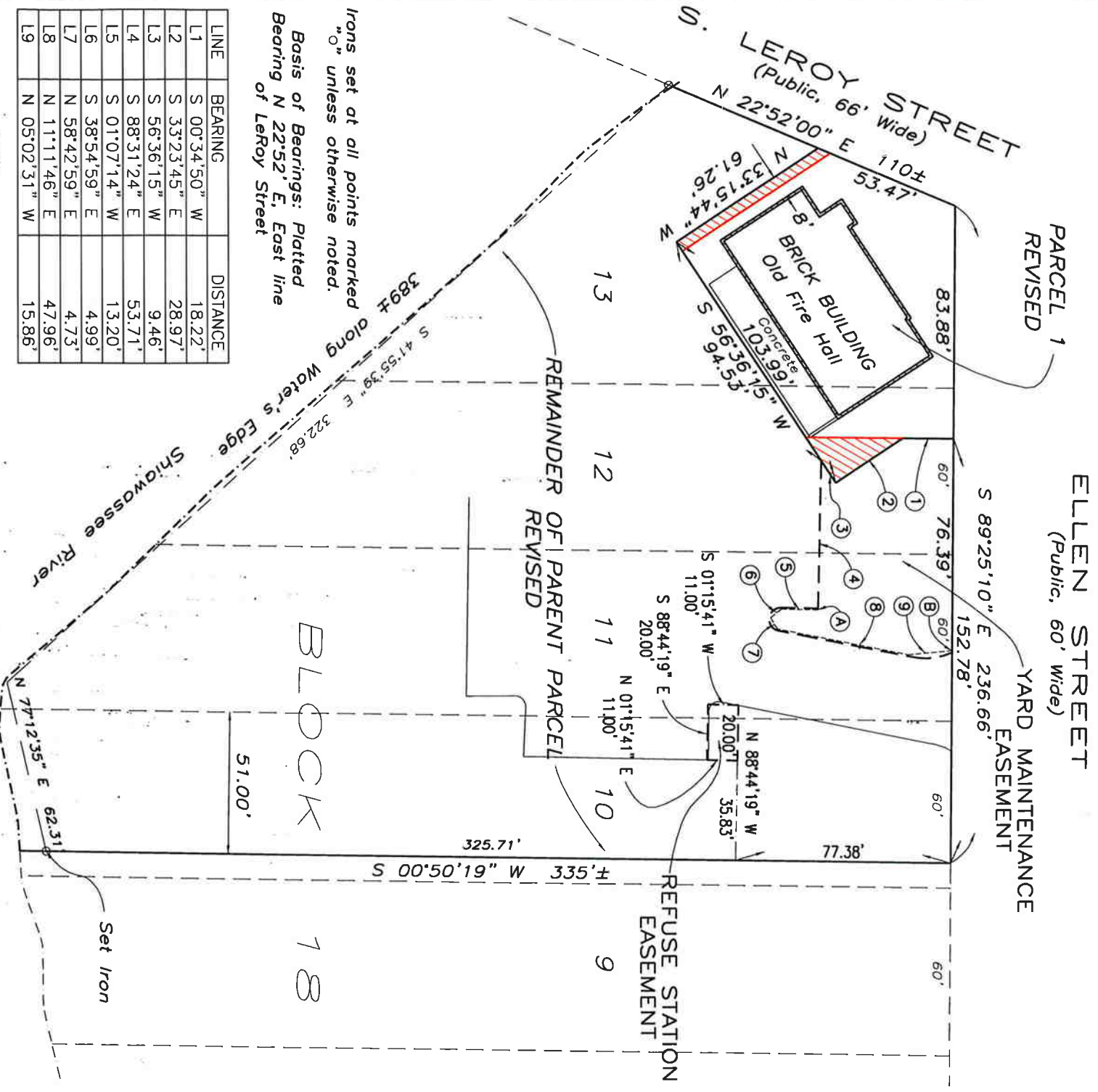
CERTIFICATE OF SURVEY

Certified to: City of Fenton Downtown Development Authority 301 S. LeRoy Street Fenton, MI 48430
 Parcel I.D. No 53-36-506-072

Parent Parcel Description as Transcribed from Lawyers Title Insurance Corporation,
 File No. 121006LTC-11690-02-78-78
 The West 51 feet of Lot 10, Block 18, and Lots 11 and 12, Block 18, and Lot 13, Block 18,
 except a parcel of land beginning S 22°52' West 305.20 feet from the Northwest corner of Lot 13,
 Block 18; thence S 68°11' E 74.80 feet; thence S 21°10' W 39 feet; thence N 68°11' W 76 feet;
 thence N 22°52' E 39 feet to the place of beginning.

SURVEYOR'S NOTE: The exception described above does not lie within Block 18.

SEE SHEET 2 FOR PARCEL DESCRIPTIONS



We hereby certify that a survey according to P.A. 132 of 1970, as amended, was performed upon the ground under the direct supervision and responsible charge of Gilbert C. VanPoperin, Professional Surveyor. The ratio of closure of the unadjusted field observation is 1/34,227



Gilbert C. VanPoperin, PS 38122

Scale: 1" = 50'

DATE 11-18-2012 SUPERVISOR GCV
 FIELD BDR DRAWN BY BRS
 FILE Eliandoufrehnoli SHEET 1 OF 2

Field To Finish, Inc.
 Land Surveying Civil Engineering Site Planning
 12258 Fenton Road Fenton, Michigan 48430
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 Fax 810 629 6563 or 810 632 9308
 www.FieldToFinish.com

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