



City of Fenton

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

COUNCIL WORK SESSION AGENDA
Monday, February 4, 2013
City Hall Conference Room
301 South Leroy Street
7:30 PM

1. Call to Order.
2. Roll Call.
3. Citizen Comments: Request by citizens to speak on specific agenda items.
4. Request to the Council concerning a pavilion rental at Silver Lake Park.
5. Presentation on the findings of the Library Feasibility Study.
6. Council Member Comments.
7. Call to the Audience.
8. Adjournment.

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

Memorandum



THE CITY OF
FENTON

PUBLIC WORKS

DATE: February 1, 2013

TO: Lynn Markland, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: Silver Lake Park Alcohol Request

I was contacted by Miss Laura Walker who is planning her wedding reception to be at the west pavilion (Pavilion #1) in Silver Lake Park on July 13, 2013. She is requesting permission to serve alcohol to her adult guests (see attached). The City ordinance (22-55) states: "No person shall have in his possession any alcoholic beverage in any park unless duly authorized by the city council."

Miss Walker would like to attend the City Council work session on February 4th to discuss her request for permission to allow her to have alcohol at her reception. I received this request on Friday, February 1st. In order to speed up the decision making process this request has not been brought before the Parks Board.

31JAN13

I am respectfully requesting your permission and consideration regarding serving alcohol at our wedding reception located at Silverlake Park Pavilion (#1 near the woods), on Saturday, July 13th, 2013 from around 4:00 to 8:30 p.m.

I originally thought I needed to get a permit to serve alcohol so I had called the Michigan Department of Licensing and Regulatory Affairs and spoke with a woman named Lynn. She informed me that I would not need a permit because I'm not an organization, nor am I selling the alcohol. I informed her that our wedding reception is at a park that prohibits alcohol. She said that as long as I notified the Fenton Police Department and the sheriff, of when and where it would be taking place, that it should be okay. Anyway, sorry for the story, but just recently I found out that I needed to go this route, instead.

This is a family-oriented event where all of the kids in our families are welcome--rather than the common "adult-only reception". We would like to be able to serve alcohol not only for our wedding toast, but also to those who plan on drinking responsibly and have a designated driver. Our reception will be supervised by countless parents to ensure that no minors are sneaking anything; however we don't anticipate the need for the supervision, but we are still using precaution.

Being that the pavilion we are utilizing is more secluded from the rest of the majority of park users, we don't think that anyone else will even be aware of our alcohol. If approved, we plan on instructing our guests that the drinks are only allowed to be consumed in the pavilion and are not to be walked-around with or even brought down to the beach area. If approved, we would still be notifying the Fenton Police Department and the Sheriff, Chief Rick Aro, as previously planned.

We hope that these precautions meet with your approval. We look forward to hearing your decision on this matter. Thank you so very much for your time and consideration.

Very Respectfully,



Laura Walker

3902 Suffolk Ct.
Flushing, MI 48433
(810)965-5136
Lauramwalker22@yahoo.com

- (2) Swim, bathe or wade, except at such times and places as may be provided or designated for such purposes;
- (3) Carry or consume any food or beverage of any kind, nor have in his or her possession any glass or metal container, on any beach or in the water adjacent thereto.

(Code 1967, § 2-1611)

Sec. 22-50. - Boat launching, etc.

- (a) *Silver Lake Park.* It is expressly forbidden to launch, dock, anchor, beach, or stop any boat in Silver Lake Park, except a boat under the jurisdiction and control of park safety personnel or law enforcement officers.
- (b) *Watercraft in other areas.* All watercraft in other park areas shall comply with the laws prescribed by the state, and shall be operated at times and places designated by duly authorized authority.

(Code 1967, § 2-1612)

Sec. 22-51. - Peddling and soliciting.

It shall be unlawful for any person to peddle or solicit business of any nature whatever, or to distribute handbills or other advertising matter, to post unauthorized signs in any park; except that the park and recreation board may provide for food services and other conveniences within the confines of a park and the city council may authorize community service projects which might otherwise be in violation.

(Code 1967, § 2-1613)

Cross reference— Peddlers and solicitors generally, Ch. 23.

Sec. 22-52. - Unlawful obstruction.

No person shall, by force, threat, intimidation, unlawful fencing, enclosing or by other means, prevent or unlawfully obstruct any person from entering, leaving or making full use of any park.

(Code 1967, § 2-1614)

Sec. 22-53. - Hindering employees.

No person shall interfere with, or in any manner hinder, any designated park employee in the performance of official duties.

(Code 1967, § 2-1615)

Sec. 22-54. - Impersonation of park employees.

No person shall impersonate a park employee.

(Code 1967, § 2-1616)

Sec. 22-55. - Alcoholic beverages.

No person shall have in his possession any alcoholic beverage in any park unless duly authorized by the city council.

**FENTON CITY COUNCIL
MEMORANDUM**



THE CITY OF
FENTON

DATE: January 28, 2013

TO: Lynn H. Markland, City Manager

FROM: Michael T. Burns, Assistant City Manager

RE: Library Feasibility Presentation

George Ananich from THA Architects and Engineers will be making a presentation of his finding from the recently completed feasibility study for the Jack Winegarden Library.

Attached is a copy of the report that was completed for this study.

City of Fenton

JACK WINEGARDEN LIBRARY

Assessment



THE CITY OF
FENTON



ARCHITECTS
ENGINEERS

Executive Summary

The Jack Winegarden Public Library is located at 200 E. Caroline St. in Fenton, MI. The library is a member of the Genesee District Library which provides staffing, materials, and technical support. The facility is located in the former Fenton Post Office building which was originally constructed in 1940. The building was remodeled in 1986 to house the public library.

THA Architects Engineers has been commissioned by the City of Fenton to provide an assessment of the Jack Winegarden Public Library to accomplish a number of goals:

- 1) Assess the current physical condition of the building and project corrective costs.
- 2) Review the flow and functionality.
- 3) Assess the potential for renovations and additions.
- 4) Compare the existing facility to the requirements of a newly designed facility.

The field assessment took place on October 24, 2012.

In 2008, THA was commissioned by the Genesee District Library to provide an ADA/Michigan Barrier Free assessment of the facility. That assessment has been included as part of this report as it appears the same conditions exist.

Generally, the existing building is sound but the windows and roof are in need of replacement. There are several barrier-free issues that should be addressed including general accessibility and toilet room clearances. An open internal stairway connecting the two levels should be enclosed per code. The mechanical systems are near or at life expectancies and the electrical system and lighting needs upgrading.

The library's general functionality needs to be improved due to lack of adequate book storage, meeting and study rooms, and public computer workstations. Additionally, the two separate floor levels create manageability and accessibility issues within the library and the inadequate parking affects the external ease of access by library patrons.

While an addition and improvements will alleviate some the inadequacies, it still would not meet design standards and do little to help the ideal accessibility of a library. Also, costs for the improvements could amount to \$250,000 and additions could run as much as \$1,500,000. It is well worth considering whether the investment to be made is appropriate for this particular building.

A new building based on current design standards with adequate parking for the community that this facility serves could cost up to \$5.25M, depending on the ultimate design size. This is of course, a major investment but will address all of the current buildings shortcomings and create a flexible, state of the art facility, which will be expandable to meet the needs of a growing community.

Physical Building Assessment

Scope of Inspection

This report is intended to represent the conditions of the project during the date of inspection with regard to building design and general condition. The opinions expressed in this report are based upon professional experience with similar projects. No testing involving special tools or equipment was performed, and no discovery requiring destruction or disassembly of permanent structure was involved. Inspection was performed during business hours, and during daylight operations. No determination or testing for asbestos containing materials was made for this report.

Projection of probable budget costs reflect the best professional judgment of THA Architects Engineers, and no warranty of any future or hidden existing conditions is intended or implied. Budget projections may vary based on quantities, schedule and other work/bid environment conditions.

Report Format

Building components are reviewed as Good, Fair, or Poor. Definitions of these values are as follows:

- **Good** Material or condition is wearing well, contributes to the overall attractiveness or suitability of the facility, and should have a useful life span commensurate with its quality, with no special maintenance or repair.
- **Fair** Material or condition neither benefits nor detracts from the appearance or suitability of the facility, but it is at or near the end of its useful life span. Component shows wear and damage from use. Condition could also require improvements due to code.
- **Poor** Material or condition is usually deteriorated or detrimental to the appearance or suitability of the facility. Repair is required or advisable, and budget prices are projected which assume that work is to proceed as soon as possible.

Any component given a Fair or Poor conditions is considered a **deficiency**. Deficiencies are further categorized by a deficiency code from the following table:

M	Maintenance or Aesthetic
E	Energy
C	Building or Construction Code
F	Functionality
S	Safety

Priorities are ranked by the following codes:

1	Immediate
2	Work with 2-5 years
3	Work within 6-10 years

Architectural

The building is a two level, 3200 sf per floor, masonry building. The main level is approximately 4'-6" above the surrounding street level grade. It is accessible by stairs off Caroline Street and stairs and an elevator located off Walnut Street. The elevator acts as the barrier-free access to move from street level to the library's two levels. The lower level is accessed by an internal stair and the elevator. There are also two stairways for emergency egress leading from the lower level directly to the outside.

It appears that the windows are the original painted wood windows with separate storm windows. They are in poor condition with paint chipping and peeling and are not thermally efficient. The roof is a single membrane ballasted roof which appears to be in fair condition. The original stone copings are also still in place and in fair condition. Roof leaks have been reported and there is evidence in that by damaged ceiling areas. The leaks appear to be from open joints on the existing stone roof edge coping. These copings have been covered by a roofing membrane in some areas to help prevent this leaking. The brick masonry is good condition, only showing need for pointing in a few locations. The concrete basement window openings are in poor condition as several appear to be spalling. The limestone wall panels are also chipped and damaged. The exterior landscaping is in fair condition. It is slightly overgrown and should be trimmed back or replanted. The parking area is in fair to poor condition and does not adequately address barrier-free requirements.

Finishes are old and worn; carpet is in fair to poor condition. Toilet rooms do not meet barrier-free requirements. Structurally the building appears to be stable with no noticeable cracking in the walls. The terrazzo floors are in good condition. Book shelves are in fair to good condition.

The building has several barrier-free issues including improper parking, inadequately sized elevator, improper drinking fountain heights, improperly sized barrier free toilet rooms, inadequate aisle width in library stacks and no accessible checkout counter.

It was reported that, occasionally, in large storm events the city storm water system has backed up into the lower level of library. The cause of this needs to be further investigated to provide an appropriate repair solution.

Summary

Recommendations for immediate repairs include enclosing the internal stair, replacing the existing roof, replacing exterior windows, correcting barrier-free issues, investigate and correct city storm water backup problem. Other deficiencies are maintenance issues that can be corrected or updated with a regularly scheduled maintenance program.

Mechanical

First floor areas are served by one 7 1/2 ton rooftop unit for air conditioning. The unit is over 25 years old and has reached its expected service life. The unit is located on the lower roof area at the south end of building, with the ductwork entering through the side wall of the main building and running the length of the building with supply air grilles on each side of the duct enclosure. The exterior ductwork's insulation is missing and collects water at the top of the exterior ductwork. This ponding water can leak into the ductwork and cause mold buildup on the inside of ductwork.

The first floor area is heated with cast iron radiators which are supplied with low pressure steam from a steam boiler located in the lower level. Condensate is returned to the boiler via gravity flow from the first floor cast iron radiators.

The first floor toilet rooms are served with a single tank type water closet and a single lavatory. The fixtures are not at a height accessible by the physically handicapped and would not meet current codes. The sidewall exhaust fans are not operational.

The ventilation rates are not being met per the Michigan Mechanical Code which requires 5 cfm per person of outside air.

The lower level mechanical system consists of hot water finned tube radiation in each occupied space. The radiation is fed by a hot water boiler. Each boiler (hot water and low pressure steam) is reaching the end of their expected life of 20-25 years. The steam boiler has an inspection certificate which notes "2011 Pending CSD-1". This is the current safety requirement of the Michigan Boiler Code and it is not known if this boiler has been updated with these safety devices.

The hot water boiler has four zones for control of the finned tube radiation. The existing steam and condensate piping which runs along the ceiling of the lower level is exposed in areas and looks as if the insulation on the fittings may be asbestos. The insulation is painted which would help to contain any friable asbestos in this system.

The lower level is air conditioned by two ceiling-mounted air conditioners which are served by a refrigeration condenser located on the grade outside. This equipment is labeled 1994 which would put it at the end of its life expectancy. Outdoor ventilation is not provided in the lower level area and therefore, does not meet current Michigan Mechanical Code for ventilation. A 50 gallon hot water heater is located in the lower level Boiler Room and was built in 2008.

Annual energy costs were \$8,222.05 for 2012.

Summary

Existing mechanical systems are in fair condition and have met or are close to the end of their life expectancy. The existing units do not provide the proper mechanical ventilation required by the Michigan Mechanical Code. The exterior ductwork serving the first floor area needs repair and insulation to provide protection against moisture migration into interior systems and the potential of

mold build-up. The plumbing fixtures for restrooms do not meet the current codes for handicapped accessibility. The replacement costs to replace the existing equipment with new, would be approximately \$60,000.00. This would not address the lack of mechanical ventilation needed to meet Michigan Mechanical Code requirements.

Electrical

We have observed that the buildings electrical service is from a local utility by means of two overhead service drops. One drop supplies 480V 3 Φ 3 wire service to a meter located at the south side of the building. A 60 amp fusible disconnect located at the meter supplies power to a roof top unit located above the south entrance. This is the 480V services only function.

The second overhead drop supplies 120/240V 1 Φ 3 wire 200 ampere service to a meter also located at the south side of the building. The service feeder then follows the exterior wall and terminates inside at a 200 ampere breaker and enclosure. See riser for complete detail of building electrical services and panel.

It would appear that the two existing electrical panels containing fuses were part of the original electrical installation years ago. Small sub-panels have been added to accommodate the new branch circuiting that has been added. These sub-panels have been fed by tapping the bus of the existing fused panels.

Lower Level

The light fixtures in the lower level are combination of the following:

1. 2' x 4' fluorescent 4-lamp ceiling lay-in.
2. 4' fluorescent fixtures with ceiling grid brackets and an acrylic lens in the 2' x 4' ceiling opening.
3. 2' x 2' fluorescent fixtures.

Note: All of the above mentioned fixtures are of the T-12 style lamps and ballasts.

Emergency Lighting Consists of:

1. Non-working exit/emergency fixtures.
2. Non battery back-up exit lights.
3. "Eyeball" style emergency lights.

First Floor

The lighting fixtures on the first floor are a combination of the following:

1. Stem mounted glass globe fixtures with incandescent lamps.
2. Stem mounted metal shielded fixtures with 300 Watt incandescent lamps.
3. 1' x 4' fluorescent surface mounted plastic lens fixtures.
4. Chain supported incandescent single lamp holder.
5. 2-lamp 4' fluorescent fixtures supported by chain for bookshelf isle lighting.

6. 2-lamp 4' fluorescent strip lighting mounted in ceiling soffit area.

Exterior Lighting

The exterior lighting consists of two types. The first appears to be 70 Watt high pressure sodium lighting and the second a 175 Watt mercury vapor lighting controlled by time clock and/or photo cells.

Summary and Recommendations

1. The existing 120/240V 1 Φ service is marginally adequate for the existing building needs and will not be able to accommodate any new significant load. Upgrading the existing 480V 3 Φ service to 200 Amperes feeding transformers to get 120/200V 1 Φ is recommended.
2. The existing fluorescent lighting, as mentioned, is of the T-12 lamp and ballast type. These fixtures should be retro-fitted with T-8 lamps and electronic ballasts.
3. The existing globe style fixtures located on the first floor should have the existing incandescent lamps replaced with compact fluorescent lamps which have a longer life span and energy saving capabilities.
4. There are several light fixtures in the building that are surface mounted or chain suspended single incandescent lamp types. These fixtures should be replaced.
5. The existing exit lighting either has a battery back-up that does not operate, or is not of the battery back-up type. These fixtures should be replaced with new battery back-up fixtures.
6. The existing emergency lighting is operational at this time however light levels should be brought up to today's requirements. This could be achieved by adding fixtures.
7. The existing exterior fixtures will be upgraded with new exterior building mounted fixtures that are more energy efficient and aesthetically pleasing. Additional fixtures will be added as required to supplement for inadequate building perimeter illumination.

Jack Winegarden Public Library

Deficiency Improvement Costs

Item	Description	Type	Quantity	Unit	Unit Cost	Cost	Priority
Mechanical							
33	Replace Roof Top Unit	M,E	1	ea	\$12,000.00	\$12,000	1
34	Replace Hot Water Boiler	M,E	1	ea	\$6,000.00	\$6,000	1
35	Replace Steam Boiler	M,E	1	ea	\$18,000.00	\$18,000	1
36	Replace Wall Exhaust System	M,E	4	ea	\$400.00	\$1,600	2
37	Replace Toilet Room Fixtures	M	9	ea	\$800.00	\$7,200	1
38	Replace Mini-Split AC Units	M,E	2	ea	\$8,000.00	\$16,000	3
Electrical							
39	Remove existing Electrical Service and add 480v 3 Phase service	E	1	allow		\$13,250	1
40	Retro-fit fixture with new ballasts and T-8 lamps	E	96	ea	\$105.00	\$10,080	1
41	Install compact Fluorescent lamps in globe fixtures	E	24	ea	\$75.00	\$1,800	1
42	Replace chain mounted fixtures	E	4	ea	\$165.00	\$660	1
43	Replace existing Exit Sign Lighting	C	8	ea	\$190.00	\$1,520	1
44	Supplement existing Emergency Lighting	C	6	ea	\$24.00	\$144	1
45	Replace and Add Exterior Lighting	S,M	6	ea	\$780.00	\$4,680	2
	Priority 1 repairs					\$204,664	

Jack Winegarden Public Library**Deficiency Improvement Costs**

Item	Description	Type	Quantity	Unit	Unit Cost	Cost	Priority
Site and Building Exterior							
1	Repair, prep, and paint exterior windows and trim	M	18	allow	\$600.00	\$10,800	2
2	Refinish Front Door	M	1	ea	\$300.00	\$300	2
3	Paint Handrails	M	90	lf	\$5.00	\$450	2
4	Rework front steps for equal riser	M	1	allow	\$8,000.00	\$8,000	3
5	Rebuild curb and sidewalk for trip	M	320	sf	\$5.00	\$1,600	1
6	Point and clean stone	M	500	sf	\$23.00	\$11,500	3
7	Point masonry	M	500	sf	\$14.00	\$7,000	3
8	Repaint flagpole	M	1	ea	\$100.00	\$100	3
9	Remove existing caulk and reinstall	M	600	lf	\$1.50	\$900	2
10	Replace exterior windows, if not repaired	E	950	sf	\$60.00	\$57,000	1
11	Fix spalling concrete	M	10	sf	\$37.00	\$370	1
12	Replace Guardrail	M	25	lf	\$165.00	\$4,125	2
13	Repair pit drainage	M	1	allow	\$300.00	\$300	2
14	Replace pit window with louver	M	1	ea	\$3,000.00	\$3,000	2
15	Repair limestone	M	10	lf	\$50.00	\$500	2
16	Rework parking lot	M	5000	sf	\$6.00	\$30,000	2
17	Paint handrails	M	40	lf	\$5.00	\$200	3
18	Replace Door hardware	M	22	ea	\$450.00	\$9,900	3
19	Investigate and repair city storm back up into building	M	1	allow	\$20,000.00	\$20,000	2
20	Fix trip from basement stair	S,C	10	sf	\$6.00	\$60	3
21	Provide roof hatch safety rails	C	1	ea	\$1,500.00	\$1,500	
22	Replace roof and coping	M	3600	sf	\$7.00	\$25,200	3
Interior							
23	Repair ceiling from roof leak	M	12	sf	\$25.00	\$300	2
24	Rework aisle spacing	C,F	1	allow	\$800.00	\$800	1
25	Replace Carpet	M	4000	sf	\$6.00	\$24,000	1
26	Provide Barrier Free elevator	C	1	ea	\$40,000.00	\$40,000	3
27	General paint for interior	M	6800	sf	\$1.50	\$10,200	2
28	Provide Barrier Free toilets on main level	C	2	ea	\$15,000.00	\$30,000	1
29	Enclose stairway	C	1	allow	\$4,500.00	\$4,500	3
30	Provide dual height drinking fountain	C	1	ea	\$1,500.00	\$1,500	1

Deficiency Photos





