



# City of Fenton

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

## **CITY OF FENTON COUNCIL AGENDA**

**Monday, August 8, 2011**

**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:**

- Approve the minutes of the June 13, 2011 regular meeting.
- Council Authorize payment of invoices in the amount of \$145,029.13.
- Approve and place on file the minutes of the May 12, 2011 Oakwood Cemetery Board meeting, the June 21, 2011 Zoning Board of Appeals meeting, the June 23, 2011 Planning Commission meeting, and a public hearing notice for the electric and natural gas customers of Consumers Energy for August 10, 2011.

#### **B. RESOLUTION NO. 11-15**

Administration recommends that the Fenton City Council approve Resolution No. 11-15, which prescribes the manner in which the City will provide healthcare to its retirees.

#### **C. POLICE DEPARTMENT CONSULTATION SERVICES**

Administration recommends that the Fenton City Council authorize the services of Municipal Services Consulting to examine our current 911 equipment and assist in drafting an RFP for the Dispatch Equipment Upgrade at a cost not to exceed \$18,000.00.

## **D. SET PUBLIC HEARINGS**

**Ordinance No. 659** – Administration recommends that the Fenton City Council introduce Ordinance No. 659 and set a public hearing for September 12, 2011 to accept comments on proposed Ordinance No. 659, which amends Chapter 36-23.05 of the City of Fenton Code of Ordinances, regarding lighting standards in relation to LED lighting.

**Ordinance No. 660** – Administration recommends that the Fenton City Council introduce Ordinance No. 660 and set a public hearing for September 12, 2011 to accept public comment on proposed Ordinance No. 660, which amends Chapter 36-2.30 of the City of Fenton Code of Ordinances, regarding the storage and repair of vehicles.

**Ordinance No. 661** – Administration recommends that the Fenton City Council introduce Ordinance No. 661 and set a public hearing for September 12, 2011 to accept public comment on proposed Ordinance No. 661, which amends Section 28.10, definitions Q-R and Section 36-14.08 of the City of Fenton Code of Ordinances, regarding land uses with specific requirements – sale of adult novelty items.

## **CALL TO THE AUDIENCE**

## **ADJOURNMENT**

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

## **CITY OF FENTON COUNCIL PROCEEDINGS**

**Monday, June 13, 2011  
City Hall Council Chambers  
301 South Leroy Street**

Mayor Sue Osborn called the meeting to order at 7:30 PM.

The invocation for the evening was the Lord's Prayer and was followed by the Pledge of Allegiance.

Present: Faricy, Jacob, King, North, Osborn, Rauch, Smith.  
Absent: None.  
Others Present: Stephen Schultz, Legal Counsel; Lynn Markland, City Manager; Michael Burns, Assistant City Manager; Daniel Czarniecki, Director of Public Works; Bob Cairnduff, Fire Chief; Rick Aro, Police Chief.

### **CITY MANAGER'S REPORT**

Markland reported that although the water main break last week caused the City to lose approximately 370,000 gallons of water, that main will be replaced during the Adelaide Street/ North Road project.

Markland reported that the City staff would be changing to bi-weekly payroll as of July 1, 2011 and would also be required to use direct deposit as well as receive their pay stubs electronically. The Treasurer's office has been working on implementing online bill payment methods for the City and has converted to some other electronic methods to deposit checks and pay invoices. All of these efforts will result in a savings for the City as well as increased efficiency.

Markland stated that he and the City Clerk have been working on retiree health care changes and are hoping to bring the item to the Council at the July work session. Markland added that Genesee County will be hosting the annual Michigan Transportation Planning Association Conference and intends to make the City of Fenton a stop on their tour in order to highlight some of the many projects that the City has in planning stages.

Markland stated that the City has filed for 312 arbitration with the Police Officers Union.

### **COUNCIL MEMBER COMMENTS**

King announced the passing of Marjory Hodges, Director of the Loose Senior Center and expressed her condolences to her family. King also complimented CycleFit for agreeing to pay for the overtime for the Police Department for the road race.

### **LEGAL COUNSEL COMMENTS**

Schultz stated that the preliminary hearing with the Police under Act 312 arbitration will happen in the next 7-10 days and a further hearing will be held in the fall. Osborn confirmed that the arbitrator will be paid for by the State of Michigan.

Schultz stated that he has been working on some leases and has been addressing some labor matters as well. Schultz proceeded to update the Council on pending legislation that would impact public employees and how they pay for health care, as well as other factors in the bargaining process. Schultz also explained the difference between mediation and arbitration.

### **MAYOR'S COMMENTS**

Mayor Osborn offered her condolences to the Hodges Family for their loss.

**CITIZENS COMMENTS** – None.

## **CONSENT AGENDA**

Osborn reviewed all items that were on the Consent Agenda. North asked if Keith Wardlow would like to say anything regarding the Eagle Scout Project to install benches at the new kayak/canoe launches. Wardlow was present and described the details of how the project was to proceed. Czarnecki added that the Park Board had already approved the project. A motion was made by Rauch and seconded by King to approve the consent agenda containing the following items:

- Council Authorize payment of invoices in the amount of \$164,947.35.
- Approve and place on file the minutes of the April 28, 2011 Planning Commission meeting and a public hearing notice for the electric and natural gas customers of Consumers Energy for June 14, 2011.
- Approve the request of the Flint Area Visitors & Convention Bureau and Cyclefit Sports Club to conduct the Maillot Jaune Road Race on Saturday, July 23, 2011.
- Approve the request of Keith Wardlow to complete the installation of a bench at Bush Park for the new kayak launches, as an Eagle Scout project.

YEAS: Faricy, Jacob, King, North, Osborn, Rauch, Smith.

NAYS: None.

ABSENT: None. Motion carried by roll call vote.

## **RESOLUTION NO. 11-10**

Aro reported that a liquor license transfer has been requested by the new owners of Beale Street, which is located at 2461 North Road, Fenton, Michigan. Aro further reported that the new owners intend to keep the restaurant in line with a family atmosphere, but would like to provide blues music for their customers as well.

A motion was made by Faricy and seconded by North to approve Resolution No. 11-10, which authorizes the transfer of a 2011 Class C and SDM Liquor License to Listephi, Inc.

YEAS: Jacob, King, North, Osborn, Rauch, Smith, Faricy.

NAYS: None.

ABSENT: None. RESOLUTION DECLARED ADOPTED.

## **RESOLUTION NO. 11-11**

Aro introduced Bobby Mason, owner of Michigan Brewing Company, who will be renovating the Old Fire Hall to open as a restaurant and microbrewery. Aro explained that the type of license they are requesting would allow for microbrewing, small wine making, and small distillery. Mason explained that the majority of brewing would take place at their Webberville location; however, the company would be creating a trademark Fenton recipe. Mason explained the intentions for the business and added that they may want to add outdoor service at a later time.

A motion was made by Smith and seconded by King to approve Resolution No. 11-11, which issues a Micro Brewer, Small Wine Maker, and Small Distiller License to Michigan Brewing Company.

YEAS: King, North, Osborn, Rauch, Smith, Faricy, Jacob.

NAYS: None.

ABSENT: None. RESOLUTION DECLARED ADOPTED.

## **RESOLUTION NO. 11-12**

A motion was made by Rauch and seconded by North to approve Resolution No. 11-12, which amends the previous resolution No. 11-03, authorizes the City to negotiate the sale of the 2011 General Obligation Limited Tax Development Refunding Bonds and authorizes the Mayor, City Manager, City Treasurer, and City Clerk to execute the necessary documents.

YEAS: North, Osborn, Rauch, Smith, Faricy, Jacob, King.  
NAYS: None.  
ABSENT: None. RESOLUTION DECLARED ADOPTED.

#### **FIRE DEPARTMENT VEHICLE REPLACEMENT**

Cairnduff reported that most of the equipment off of the Impala would be able to be transferred to the new Tahoe but it would cost approximately \$2300 to transfer the equipment over. Faricy expressed that it may be a better option to repair the Impala right now rather than purchase the new vehicle to save costs. A discussion ensued concerning the state of the City's budget and a brief update was given by Markland as to different measures the Department Heads have taken to reduce expenditures.

A motion was made by Rauch and seconded by Jacob to approve the purchase of a 2011 Chevrolet Tahoe from Shaheen Chevrolet at a cost not to exceed \$28,666.05 and also authorize the use of \$2300 to outfit the vehicle with the necessary equipment. Motion carried by voice vote.

#### **GRANT EQUIPMENT PURCHASE**

A motion was made by North and seconded by Jacob to approve the expenditure of \$1695 in matching grant funds for the purchase of various types of equipment for the Fire Department. Motion carried by voice vote.

#### **MILL POND AQUATIC CONTROL**

Czarnecki reviewed the process choices that the City could choose from in order to alleviate the weed growth in the Mill Pond and recommended that the City go with an outlined plan for chemical treatment. Markland added that the City has the proper permits through the State of Michigan in order to apply this type of chemical treatment.

A motion was made by North and seconded by Rauch to approve the agreement with Aquatic Nuisance Plant Control to treat the mill pond at a cost not to exceed \$8050, with the option to contract an additional late season algae treatment for a cost of \$1675 if necessary. Motion carried by voice vote.

#### **COMMUNITY CENTER ARCHITECTURAL SERVICES**

Burns reviewed information on the request of the DDA to contract out for architectural services for the expansion and new service core for the Fenton Community and Cultural Center. Burns introduced Piet Lindhout of Lindhout and Associates, the DDA's recommended choice, to enter into contract with. Lindhout stated that the firm is very excited at the prospect of taking on this project. Markland stated that the architectural services need to get started because of the use of grant funding for this project. Rauch stated that the Community Center needs to be handicapped accessible. Lindhout went on to give a brief overview of the firm's intention for the project, which included aspects of the elevator, storage, restrooms, and lobby.

A motion was made by Jacob and seconded by North to accept the recommendation of the Fenton Community Center Restoration Committee to contract with Lindhout and Associates to develop architectural renderings for the addition of a service core and additional expansion, requested by the Fenton Community Center Board of Governors, for a cost not to exceed \$43,360. Motion carried by voice vote.

#### **COMMUNITY DEVELOPMENT BLOCK GRANT COOPERATIVE AGREEMENT**

A motion was made by Osborn and seconded by North to renew the City's participation in the Genesee County Community Development Block Grant Program from Fiscal Year 2012 through Fiscal Year 2014 and authorize the City Clerk to execute the necessary documentation. Motion carried by voice vote.

#### **SHIAWASSEE RIVER CLEAN UP**

King reviewed the requested items that would be needed from the Committee to conduct the river clean-up. King further went on to thank the Beautification Commission for all of their assistance over the years and encouraged the Council to support the request of the Shiawassee River Clean-up Committee.

A motion was made by Osborn and seconded by North to approve the Shiawassee River Clean Up and the request for provisions from the Committee. Motion carried by voice vote. Osborn additionally thanked the Beautification Commission and added that the City looks great.

**CALL TO THE AUDIENCE**

Deb McCarty thanked the Council for their support of the Shiawassee River Clean-up and added that the new kayak launches are complete and look great. McCarty also confirmed the City's intent for weed removal in the Mill Pond.

**CLOSED SESSION**

A motion was made by Osborn and seconded by North to enter into closed session for the purpose of discussing a purchase of property, ongoing labor negotiations, and a communication from the attorney.

YEAS: Osborn, Rauch, Smith, Faricy, Jacob, King, North.

NAYS: None.

ABSENT: None. Motion carried by roll call vote.

Council recessed to closed session at 9:03 PM.

Council reconvened to open session at 10:15 PM.

Meeting adjourned at 10:16 PM.

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Mayor Sue Osborn

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City Clerk, Jennifer Naismith

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 08/08/2011 - 08/08/2011

UNJOURNALIZED

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
73405	FENTON KAR WASH	07/06/2011	07/25/2011	80.00	80.00	O	N
73527	TAYLOR HARDWARE, INC	06/30/2011	08/08/2011	417.77	417.77	O	N
73528	TAYLOR HARDWARE, INC	06/30/2011	08/08/2011	132.09	132.09	O	N
73529	IKON OFFICE SOLUTIONS	07/19/2011	08/08/2011	711.00	711.00	O	N
73531	UNI FIRST	07/19/2011	08/08/2011	93.10	93.10	O	N
73532	FOSTER, SWIFT, COLLINS & SMITH	07/12/2011	08/08/2011	9,555.52	9,555.52	O	N
73533	DEWEY'S AUTO CENTER, INC.	06/30/2011	08/08/2011	2,007.70	2,007.70	O	N
73534	DEWEY'S AUTO CENTER, INC.	07/01/2011	08/08/2011	1,680.05	1,680.05	O	N
73535	DEWEY'S AUTO CENTER, INC.	07/01/2011	08/08/2011	539.80	539.80	O	N
73585	TRACTOR SUPPLY CREDIT PLAN	07/21/2011	08/15/2011	77.97	77.97	O	N
73586	TRACTOR SUPPLY CREDIT PLAN	07/21/2011	08/15/2011	160.98	160.98	O	N
73640	SLOAN'S SALES & SERVICE, LLC	04/14/2011	08/08/2011	36.99	36.99	O	N
73641	MICHIGAN COMPANY INC.	05/23/2011	08/08/2011	50.48	50.48	O	N
73642	RUNCI'S AUTOMOTIVE REPAIR	07/22/2011	08/08/2011	97.50	97.50	O	N
73643	CINTAS	07/26/2011	08/08/2011	37.10	37.10	O	N
73644	CJ CALLAGHAN & SONS	07/22/2011	08/08/2011	500.00	500.00	O	N
73645	OHM ENGINEERING ADVISORS	07/25/2011	08/08/2011	27,009.75	27,009.75	O	N
73646	CINTAS	07/26/2011	08/08/2011	39.07	39.07	O	N
73647	NCL OF WISCONSI	07/13/2011	08/08/2011	329.86	329.86	O	N
73648	VWR INTERNATIONAL	07/19/2011	08/08/2011	226.87	226.87	O	N
73649	HACH CHEMICAL CO.	07/11/2011	08/08/2011	191.50	191.50	O	N
73650	MICHIGAN DEPT/TRANSPORTATION	07/19/2011	08/08/2011	1,093.20	1,093.20	O	N
73651	ETNA SUPPLY	07/19/2011	08/08/2011	513.62	513.62	O	N
73652	WIRELESS TOYZ	07/27/2011	08/08/2011	19.99	19.99	O	N
73653	BATTERIES PLUS	08/01/2011	08/08/2011	120.00	120.00	O	N
73654	MICHIGAN COMPANY INC.	07/26/2011	08/08/2011	63.02	63.02	O	N
73655	VESCO OIL CORPORATION	07/19/2011	08/08/2011	58.75	58.75	O	N
73656	PONTEM SOFTWARE BY RIA	05/31/2011	08/08/2011	3,114.00	3,114.00	O	N
73657	MORBARK, INC.	07/22/2011	08/08/2011	716.33	716.33	O	N
73659	LSL PLANNING, INC	06/30/2011	08/08/2011	2,146.56	2,146.56	O	N
73660	LSL PLANNING, INC	06/30/2011	08/08/2011	522.50	522.50	O	N
73661	3SIXTY INTERACTIVE	07/25/2011	08/24/2011	383.34	383.34	O	N
73664	IKON OFFICE SOLUTIONS	07/22/2011	08/24/2011	156.00	156.00	O	N
73665	MICHIGAN CAT	07/19/2011	08/08/2011	2,228.39	2,228.39	O	N
73666	ALLIED WASTE SERVICES #237	07/25/2011	08/08/2011	105.60	105.60	O	N
73667	ALLIED WASTE SERVICES #237	07/25/2011	08/08/2011	146.00	146.00	O	N
73668	ALLIED WASTE SERVICES #237	07/25/2011	08/08/2011	180.62	180.62	O	N
73669	REPUBLIC SERVICES #237	07/25/2011	08/08/2011	32,828.25	32,828.25	O	N
73670	MGFOA	08/01/2011	08/08/2011	75.00	75.00	O	N
73671	HERMAN ROBSON	07/28/2011	08/08/2011	142.56	142.56	O	N
73672	COMPLETE BATTERY SOURCE	05/13/2011	08/08/2011	7.15	7.15	O	N
73673	BATTERIES PLUS	07/01/2011	08/08/2011	89.70	89.70	O	N
73674	OAKLAND COUNTY TREASURER	06/30/2011	08/08/2011	66.30	66.30	O	N
73675	BLUE BOOK	07/22/2011	08/08/2011	38.95	38.95	O	N
73676	AL'S TRUCKING & BLDG MATERIALS	08/01/2011	08/08/2011	19.20	19.20	O	N

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 08/08/2011 - 08/08/2011

UNJOURNALIZED

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
73677	ROY BAIRD	08/01/2011	08/08/2011	70.00	70.00	O	N
73679	MICHIGAN PETROLEUM TECHNOLOGIE	07/06/2011	08/08/2011	1,890.08	1,890.08	O	N
73680	MICHIGAN PETROLEUM TECHNOLOGIE	07/20/2011	08/08/2011	1,200.39	1,200.39	O	N
73681	MICHIGAN PETROLEUM TECHNOLOGIE	07/26/2011	08/08/2011	1,606.42	1,606.42	O	N
73682	MICHIGAN PETROLEUM TECHNOLOGIE	07/20/2011	08/08/2011	781.20	781.20	O	N
73683	SUNSET MAINTENANCE	08/01/2011	08/31/2011	2,279.68	2,279.68	O	N
73684	SUNSET MAINTENANCE	08/01/2011	08/31/2011	286.32	286.32	O	N
73685	GOIN' POSTAL	07/30/2011	08/08/2011	378.07	378.07	O	N
73686	GOIN' POSTAL	07/30/2011	08/08/2011	17.98	17.98	O	N
73687	GOIN' POSTAL	07/30/2011	08/08/2011	528.00	528.00	O	N
73692	YARD 'N GARDEN	07/28/2011	08/08/2011	51.96	51.96	O	N
73693	SCHINDLER ELEVATOR CORPORATION	07/21/2011	08/08/2011	1,233.00	1,233.00	O	N
73694	SPRAY MASTER IRRIGATION	08/01/2011	08/08/2011	86.00	86.00	O	N
73695	SPRAY MASTER IRRIGATION	08/01/2011	08/08/2011	45.00	45.00	O	N
73698	CJ CALLAGHAN & SONS	07/31/2011	08/08/2011	6,080.00	6,080.00	O	N
73699	CJ CALLAGHAN & SONS	07/31/2011	08/08/2011	780.00	780.00	O	N
73700	CJ CALLAGHAN & SONS	07/22/2011	08/08/2011	952.50	952.50	O	N
73703	CJ CALLAGHAN & SONS	07/31/2011	08/08/2011	1,034.14	1,034.14	O	N
73704	CJ CALLAGHAN & SONS	07/31/2011	08/08/2011	856.20	856.20	O	N
73706	CAFE AROMA	08/01/2011	08/08/2011	9.85	9.85	O	N
73748	ENVIRONMENTAL CONSULTING & TEC	07/26/2011	08/08/2011	87.00	87.00	O	N
73749	AMERICAN ARBITRATION ASSOCIATI	07/22/2011	08/08/2011	75.00	75.00	O	N
73750	GOYETTE MECHANICAL	07/26/2011	08/08/2011	349.50	349.50	O	N
73751	HENNEKE, MCKONE, FRAIM & DAWES, P	07/29/2011	08/08/2011	4,292.50	4,292.50	O	N
73752	APM MOSQUITO CONTROL CO.	07/26/2011	08/08/2011	13,518.68	13,518.68	O	N
# of Invoices: 70 # Due: 70				Totals:	127,299.60	127,299.60	
# of Credit Memos: 0 # Due: 0				Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					127,299.60	127,299.60	



User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 08/08/2011 - 08/08/2011

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BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			34,385.10	34,385.10		
	202 - MAJOR STREET FUND			28,517.66	28,517.66		
	208 - PARK/RECREATION FUND			7,633.11	7,633.11		
	209 - CEMETERY FUND			3,865.60	3,865.60		
	226 - GARBAGE AND RUBBISH COLLECT			32,828.25	32,828.25		
	590 - SEWER FUND			4,625.88	4,625.88		
	591 - WATER FUND			2,919.73	2,919.73		
	640 - DPW EQUIPMENT REVOLVING FUN			12,524.27	12,524.27		
--- TOTALS BY DEPT/ACTIVITY ---							
	172 - CITY MANAGER			258.00	258.00		
	210 - ATTORNEY			75.00	75.00		
	211 - LEGAL			9,642.52	9,642.52		
	215 - CLERK			19.25	19.25		
	234 - GENERAL SERVICES			1,209.32	1,209.32		
	253 - TREASURER			75.00	75.00		
	265 - CITY HALL			1,562.64	1,562.64		
	266 - WATER TREATMENT PLANT			1,746.04	1,746.04		
	277 - CEMETERY OPERATING			3,865.60	3,865.60		
	301 - POLICE GENERAL			141.05	141.05		
	327 - POLICE STATION & BUILDING			667.23	667.23		
	336 - FIRE ADMINISTRATIVE			316.98	316.98		
	346 - FIRE STATION			500.73	500.73		
	371 - INSPECTION			273.06	273.06		
	438 - MOSQUITO CONTROL			13,518.68	13,518.68		
	457 - CAPITAL IMPROVEMENT			27,009.75	27,009.75		
	463 - MAINTENANCE			375.64	375.64		
	474 - TRAFFIC SERVICES			1,093.20	1,093.20		
	482 - DPW DIRECTOR			39.07	39.07		
	528 - SANITATION			32,828.25	32,828.25		
	548 - SEWER			4,625.88	4,625.88		
	691 - RECREATION & PARKS			7,633.11	7,633.11		
	738 - LIBRARY			2,625.73	2,625.73		
	740 - MUSEUM			385.70	385.70		
	746 - COMMUNITY NEEDS			383.34	383.34		
	805 - PLANNING			2,669.06	2,669.06		
	892 - BEAUTIFICATION			61.81	61.81		
	900 - WATER OPERATING			1,173.69	1,173.69		
	932 - EQUIPMENT			12,524.27	12,524.27		

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 08/09/2011 - 08/09/2011

UNJOURNALIZED

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
73530	HUBBELL, ROTH & CLARK	07/07/2011	08/09/2011	97.36	97.36	0	N
73658	LSL PLANNING, INC	06/30/2011	08/08/2011	4,683.75	4,683.75	0	N
73678	OHM ENGINEERING ADVISORS	07/25/2011	08/08/2011	2,341.75	2,341.75	0	N
73697	OHM ENGINEERING ADVISORS	07/25/2011	08/09/2011	1,300.00	1,300.00	0	N
73745	PROGRESSIVE	07/14/2011	08/09/2011	32.00	32.00	0	N
# of Invoices:	5	# Due:	5	Totals:	8,454.86	8,454.86	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					8,454.86	8,454.86	

--- TOTALS BY FUND ---

101 - GENERAL FUND	7,154.86	7,154.86
401 - DDA CONSTRUCTION FUND	1,300.00	1,300.00

--- TOTALS BY DEPT/ACTIVITY ---

000 -	7,154.86	7,154.86
851 - DOWNTOWN DEVELOPMENT	1,300.00	1,300.00

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 08/10/2011 - 08/10/2011

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
73662	3SIXTY INTERACTIVE	07/25/2011	08/24/2011	383.33	383.33	O	N
73691	IMAGE PROJECTIONS	07/01/2011	08/10/2011	780.00	780.00	O	N
73696	SPRAY MASTER IRRIGATION	08/01/2011	08/10/2011	95.00	95.00	O	N
73701	CJ CALLAGHAN & SONS	07/22/2011	08/10/2011	3,501.64	3,501.64	O	N
73702	CJ CALLAGHAN & SONS	07/22/2011	08/10/2011	660.00	660.00	O	N
73705	E & R INDUSTRIAL SALES, INC.	07/26/2011	08/25/2011	3,109.55	3,109.55	O	N
73746	PROGRESSIVE	07/14/2011	08/10/2011	64.32	64.32	O	N
73747	WEAVER DESIGN	06/22/2011	08/10/2011	297.50	297.50	O	N

# of Invoices:	8	# Due:	8	Totals:	8,891.34	8,891.34
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:				<u>8,891.34</u>	<u>8,891.34</u>
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--- TOTALS BY FUND ---

401 - DDA CONSTRUCTION FUND	8,891.34	8,891.34
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--- TOTALS BY DEPT/ACTIVITY ---

851 - DOWNTOWN DEVELOPMENT	8,891.34	8,891.34
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08/05/2011 03:38 PM  
User: JDEHMEL  
DB: Fenton

INVOICE REGISTER REPORT FOR CITY OF FENTON

Page: 1/1

EXP CHECK RUN DATES 08/07/2011 - 08/07/2011  
UNJOURNALIZED  
BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
73663	3SIXTY INTERACTIVE	07/25/2011	08/24/2011	383.33	383.33	0	N
# of Invoices:	1	# Due:	1	Totals:	383.33	383.33	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				383.33	383.33		
--- TOTALS BY FUND ---							
495 - LDFA CONSTRUCTION FUND				383.33	383.33		
--- TOTALS BY DEPT/ACTIVITY ---							
852 - LOCAL DEVELOPMENT FINANCE				383.33	383.33		

# OAKWOOD CEMETERY BOARD MINUTES

Thursday, May 12, 2011

6:30 p.m.

**City Hall Conference Room**  
**301 South Leroy Street**

## **CALL TO ORDER:**

Tebo called the meeting to order at 6:30 p.m.

## **ROLL CALL:**

Present: Burt, Leppert, Peters, Rauch (came at 7:03 p.m.), Tebo

Absent: None

Others Present: Dan Czarnecki, DPW Director

## **MINUTES:**

Moved by Burt, second by Peters to approve the minutes of the special meeting of April 14, 2011, as written. Motion carried by voice vote.

## **CITIZENS COMMENTS:**

IF YOU WISH TO ADDRESS ANY AGENDA ITEM, 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.

## **OLD BUSINESS:**

- 1.) **New Board Member** – Vera Hogan was sworn in as a new Oakwood Cemetery Board member. Tebo thanked Ray Leppert, outgoing board member, for all his years of service and extended our hope that he will continue to participate and work with the cemetery board. Tebo then welcomed Hogan to the board.
- 2.) **Fencing Around the Dumpster** – Tebo asked Dan Czarnecki for an update. Czarnecki reported that posts would be put in and fencing on three sides, will take place within the next 2 or 3 days. Tebo stated that we are glad this will be done before the Memorial Day holiday.
- 3.) **Cleaning Along the Fenceline** – Tebo updated the board on what is happening with this issue. After several attempts to contact the Freedom Center youth pastor, about getting the youth group to help out with the clean-up, and no response, he is assuming they are no longer interested. Tebo has started to clean out in section H and will continue on to the south end. Tebo asked the board for any suggestions on getting some help and suggested putting together a “work bee” of 5 or 6 people to get the job done. We just need to be careful in the West side, because of the poison ivy. Les Bland suggested that we call Jim Weigant, who is the primary pastor at the Freedom Center, to get a group out to help. Tebo will follow up. Tebo explained that the reason we need to clean out on the West side

is because of the possibility of platting that area. We could plat 500 graves at \$450.00 each, for a total of \$225,000.00 possible income. Hogan suggested the international baccalaureate program requires community service for students, so we could possibly contact them to help out. Les Bland suggested contacting Judge McCabe for possible workers. Tebo told the board about the Horizons Rehabilitation Service that has some graduated students that are somewhat challenged, and they are doing some post graduate work with these students where they evaluate them doing various jobs to see what they are capable of in the work force. We required them to sign waivers before doing some raking work in the cemetery. This is also a possibility for assistance in the clean-up.

- 4.) **Tree Evaluation & Trimming-** Tebo reported that he and Harry Bidelman have “pink tagged” some trees that need trimming and will tag a few more, after which he and Czarnecki will contact some of the larger trimming companies that have bucket trucks, to get quotes. They will then bring these quotes back to the board for review. If we can do 8 to 10 trees per year, that will clean out the cemetery nicely, said Tebo. Bland suggested calling Herm Ferguson, for the cheapest price.
- 5.) **Tree Restoration Committee** – Tebo updated Hogan on what has been discussed regarding this topic. The committee members are Bidelman, Bisbee, Dave Petts, and Peters. They will be deciding where and what to plant, in the cemetery, for the best color and to fill in areas. A long range plan will also be put in place by this committee, for planting.

## **NEW BUSINESS:**

- 1.) **Memorial Day Preparation** – Tebo said that things are going well with Covenant, in regards to cleaning up after Winter and bases put in and head stones placed. The water department is working on our water lines in the cemetery, replacing some and putting a loop in the area of Section D, that has a leak. Czarnecki commented that the lines are in poor condition. Tebo said that the water department replaced a lot of lines last year and are doing a great job up there. Shelly Tebo, of the Friends of the Cemetery, will be doing the large urns in the front, in memory of her friend who donated the urns. She and Tebo also evaluated what would be needed in the way of flowers. Tebo said that they could use the help of any interested, this weekend to plant flowers. Bland asked if the VFW ever picked up the flags? Czarnecki said he didn't know if they had, but they were told where they were and that they could pick them up. Hogan asked if they still put the flags out on the Sunday, prior to Memorial Day? Tebo answered, yes the Fire Department and the Ladies Auxiliary will be up there prior to Memorial Day. Shelly Tebo asked if the old excess flagholders were going to be pulled? Tebo said he will try to get it done, time permitting. Tebo also announced that we are still in need of, and looking for, trash barrels for the cemetery. Bland said that Technichem used to give them to us at no cost. Czarnecki said that he would look into this. Discussion followed.
- 2.) **Computer Program** –Czarnecki reported that a computer program had been discussed at budget time, to document files and burial records. Eventually with this program, we could purchase a program to add on this information to the

city's website and GIS system. The data will be available internally at first, and then eventually to the public. Czarnecki said that \$3,500.00 of the \$10,000.00 allotted in the budget for capital outlay to the cemetery fund will be going for this program. Tebo said that Jenny Naismith, City Clerk, told him that this computer program will be a tremendous asset to her department. Burt stated that there is a website by Carl Davis, that has pictures of the various gravesites and headstones at many of the local cemeteries, including Oakwood.

Matt Adair also has a lot of cemetery data logged into his computer that is current up through a year ago. Shelly Tebo asked if the inputting of this information into the new program will be an internship? Czarnecki responded, probably not but he will look into.

- 3.) **Front Gate Repainting** – Tebo reported that he and Czarnecki have discussed the repainting of the front gate, as to whether to sandblast or scrape prior to the repainting. Bland said they have always scraped it previously and it got repainted every 2 years. Tebo said that his concern is for the urns out front not getting harmed.
- 4.) **Flagholders** – Tebo updated Hogan on what has been done and why. The city council has approved the new policy, and we will be carrying it out effective immediately.

#### **CALL TO THE AUDIENCE:**

Nothing

#### **BOARD MEMBER ITEMS:**

**Burt** – Nothing

**Peters** - Nothing

**Hogan** – Vera Hogan thanked the board for her appointment to the cemetery board.

**Rauch** – Welcomed Hogan to the cemetery board.

**Tebo** – Tebo informed the board that Barb Bisbee, of the Fenton Cemetery Service, had come to him with an incident that had recently happened. She had 2 people, husband and wife, both cremated, buried together in the same plot but a local funeral home had only charged the family for 1 and ½ openings instead of 2 at \$125.00 each. Bisbee suggested that in order to keep the cemetery solvent and make an income, each burial should be charged separately. Rauch asked, Isn't that in the rules & regulations now? Tebo answered no, it has been Bisbees' policy. Bland stated that the cemetery board sets the rates and no one should be able to change them. Bland suggested sending the funeral home a letter stating that this is what the rate is and that they still owe \$75.00 (the difference). Everyone agreed to this. He also suggested sending a letter to all local funeral homes, clarifying the rates, to prevent this from happening in the future. Tebo said that he will notify Bisbee that she has the full support of the board to charge separately for these burials and we will create a letter, if this will help.

#### **ADMINISTRATIVE ITEMS:**

- 1.) **DPW Update** – Czarnecki will have a copy of the new budget for all at the next

meeting, as well as a copy of the previous years budget. Czarnecki reported that the DPW has filled in the washed out area by the storage shed, with stone. Bidelman commented that they did a nice job, too. Bland said the standing water in the south end, can be eliminated by cleaning out the leaching basin. Discussion followed.

### **CONTRACTOR ITEMS:**

- 1.) **Cemetery Service Statement** – Tebo went over the statement from the Cemetery Service for March 2011. Rauch asked, “How much is in our perpetual care fund?” Bland said, “Not very much, not enough to carry us more than two years.” Tebo reported that no work was done in March, however, TNT has been doing a lot of good work recently.
- 2.) **History Walk** – Plans for the “History Walk” are coming along well, said Tebo. It will be taking place on the second Saturday in September. Tebo filled Hogan in on our plans for this event.
- 3.) **Fee Schedule** – Tebo had the cemetery fee schedule printed out and passed out to the board members, in light of the recent under charging of a burial fee.

### **FRIENDS OF THE CEMETERY:**

Bidelman asked if Tebo had heard from Covenant on getting the dressing off the graves and if they would be making a better effort to get things done? Tebo said that everything got done today, leveling off the graves and adding black dirt and seed.

### **ADJOURNMENT:**

Meeting was adjourned by Tebo at 7:30 p.m.

**Barbara Ryan, Recording Secretary**



**FENTON ZONING BOARD OF APPEALS MINUTES**  
**City Hall Council Chambers**  
**301 S. Leroy Street**  
**June 21, 2011**

Chairman Hammond called the meeting to order at 7:30pm.

Present: Grossmeyer, Hammond, Lenhart, North, Phillips, Walker  
Absent: Faricy, Webb  
Others Present: Brad Hissong, Building/Zoning Administrator; Sharrin Hood, LSL  
Planning

**MINUTES**

Motion by Walker, support by Phillips to approve the minutes of the October 26, 2010 meeting, as written.

MOTION CARRIED, ALL AYES

**NEW BUSINESS**

**PUBLIC HEARING: VARIANCE REQUESTS TO ALLOW EXPANSION OF EXISTING PARKING LOT FOR DOUGLAS WATER CONDITIONING LOCATED AT 914 NORTH LEROY STREET**

Hammond explained to the petitioner that a 2/3-majority vote would be required to grant the variance requests. Hissong stated that the variance requests are to allow for an expansion of the existing parking lot at 914 N. Leroy St and are requested as a result of zoning ordinance changes after the owners purchased the property. Hood stated that a paved parking lot would be an improvement to the site and if the current zoning ordinance were enforced it would not allow for a proper parking lot. There was discussion regarding the City's Master Plan and the current City standards. Hood explained that the applicant is requesting a variance for parking lot curbs, parking setbacks, parking coverage, and parking lot landscaping. Hood discussed the standards for each variance and would recommend approval of the request to vary the requirements as noted in her report subject to the applicant acting on any approved variances within one year of approval and the result of the variances being granted are illustrated on a site plan submitted by the applicant, dated November 26, 2010.

Hammond opened the public hearing. Marcia Lee who resides at 912 N. Leroy St stated that the parking lot area is currently a mess and she would view the paved parking lot as an improvement. Hammond closed the public hearing.

Hammond stated that the planning commission might require that the property with the building be combined with the parking lot. There was discussion regarding how the site plan would move forward if the variances were approved. Hood stated that the Zoning Board of Appeals has the authority to approve the variances with conditions that are reasonable. Grossmeyer added that granting of variances to a property is forever and the properties should be combined if the variances are granted.

Motion by Grossmeyer, support by Lenhart to waive the parking lot setback requirements if the property is combined as one tax parcel prior to applying for a zoning permit, if the project is not completed the variance is revoked.

MOTION CARRIED (4-2) - North- nay, Walker-nay, Lenhart-aye, Hammond-aye, Grossmeyer-aye, Phillips-aye

Motion by Grossmeyer, support by Lenhart to waive the curbing requirement if the property is combined as one tax parcel prior to applying for a zoning permit, if the project is not completed the variance is revoked.

MOTION CARRIED (4-2) - Walker-nay, Lenhart-aye, Hammond-aye, Grossmeyer-aye, Phillips-aye, North- nay

Motion by Lenhart, support by Hammond to waive the maximum parking and loading coverage requirements if the property is combined as one tax parcel prior to applying for a zoning permit, if the project is not completed the variance is revoked.

MOTION CARRIED (4-2) - Lenhart-aye, Hammond-aye, Grossmeyer-aye, Phillips-aye, North- nay, Walker-nay

Motion by Lenhart, support by Phillips to waive the parking lot landscaping requirement if the property is combined as one tax parcel prior to applying for a zoning permit, if the project is not completed the variance is revoked.

MOTION CARRIED (4-2) - Hammond-aye, Grossmeyer-aye, Phillips-aye, North- nay, Walker-nay, Lenhart-aye

#### **ADMINISTRATIVE ITEMS**

Hissong discussed the zoning ordinance changes that have occurred over the last few years.

#### **LSL ITEMS**

None

#### **BOARD COMMISSION MEMBER ITEMS**

Hammond stated the zoning board would need one member to become an alternate.

The meeting was adjourned at 8:50pm

Submitted by,

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Charlie Decator, Recording Secretary

**FENTON PLANNING COMMISSION MINUTES**  
**City Hall Council Chambers**  
**301 S. Leroy Street**  
**June 23, 2011**

Chairman Parker called the meeting to order at 7:02pm.

**ROLL CALL**

Present: Farella, Kasper, Morey, Orzol, Parker, Smith, Sprague, Steffey  
Absent: Lenhart  
Others Present: Brad Hissong, Building/Zoning Administrator; Carmine Avantini, LSL Planning

**MINUTES**

Moved by Kasper, support by Sprague to approve the minutes of the May 26, 2011 meeting.

MOTION CARRIED, ALL AYES

**NEW BUSINESS**

**PUBLIC HEARING – SPECIAL LAND USE APPLICATION TO EXPAND EXISTING FACILITY FOR RANDY WISE BUICK GMC AT 2530 OWEN ROAD**

Parker recused himself from taking any action on this issue. Commissioner Morey took over the role of chairman for this agenda item. Christopher Enright, architect for Randy Wise GMC, stated that this project is a GM mandated upgrade to the existing facility and consists of a building addition along with a façade improvement to the building. Avantini stated that the application meets all of the requirements and recommends the commission approve the application.

Morey opened the public hearing. Morey closed public hearing after no comments.

Moved by Kasper, support by Orzol to approve the Special Land Use Application for an addition and façade improvement at the Randy Wise GMC facility with condition that flags, banners, and streamers shall not be permitted and also subject to site plan approval.

MOTION CARRIED (7-0) – Kasper-aye, Morey-aye, Orzol-aye, Smith-aye, Sprague-aye, Steffey-aye, Farella-aye

**SITE PLAN REVIEW – RANDY WISE BUICK GMC LOCATED AT 2530 OWEN ROAD**

Avantini reviewed the site plan with the commission and stated that overall it is a good plan. Avantini stated that the car care addition would be constructed of concrete block and painted to match the existing side and rear building walls. Avantini suggested that the applicant consider other surfaces or a higher-quality material be used on the front of the building and would like feedback from the commission. Avantini stated that the proposed signs meet the requirements with the approved variances. Hissong stated that the signs are subject to an administrative review and the applicant will need to apply for sign

permits. Enright, architect for Randy Wise, stated that the addition will use a fluted block which is more decorative than concrete block and the block wall will be 4' in height. There was discussion regarding the possibility of using a different type of material for aesthetics and/or improving the façade of the entire building. Steffey suggested that continuing the black band façade across the entire front of the building would be an improvement even if it were not the same metal material.

Moved by Kasper, support by Smith to approve the proposed site plan to allow construction of a building addition and façade improvements to the Randy Wise Dealership at 2530 Owen Road contingent to the recommendations in the LSL Planning letter dated May 31, 2011 and allowing for an administrative review to revisions that are made.

MOTION CARRIED (7-0) - Morey-aye, Orzol-aye, Smith-aye, Sprague-aye, Steffey-aye, Farella-aye, Kasper-aye

Parker returned to the role of chairman.

#### **ADMINISTRATIVE ITEMS**

Hissong reported that he has received an application from Culvers to locate at the northwest corner of Alloy Drive and Owen Road, a request for rezoning from Lasco Ford, and a parking lot expansion for Douglas Water. Hissong stated that these will be upcoming items on next months agenda.

#### **CALL TO THE PUBLIC**

No answer

#### **LSL ITEMS**

Avantini reported that there are some minor changes to the US-23 and Owen Road plan, which will be coming to the planning commission for review soon.

#### **COMMISSIONER MEMBER ITEMS**

Orzol stated that during the repaving of North Leroy Street in 2012 it would be a good time to improve the approaches to various businesses in that district. Orzol explained that he was disappointed that the City Council extended the moratorium regarding the Medical Marihuana because the planning commission spent a lot of time researching the issue to make their recommendation.

#### **ADJOURNMENT**

The meeting was adjourned at 8:07pm.

Respectfully submitted by,

*Charles Decator*

Charles Decator