

CITY OF FENTON COUNCIL WORK SESSION PROCEEDINGS

**Monday, March 3, 2014
City Hall Conference Room
301 South LeRoy Street
7:30 PM**

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

Present: Bland, Grossmeyer, Jacob, King, Lockwood, McDermott, Osborn.
Absent: None.
Others Present: Lynn Markland, City Manager; Mike Burns, Assistant City Manager, Daniel Czarnecki, Director of Public Works and Steve Guy, Water Plant Supervisor

CITIZENS COMMENTS None.

Burns stated wood chipping will start a month earlier than normal. The public will be notified that debris on private property is the resident's responsibility, if it is in the right-of way, it's the City's responsibility. Czarnecki stated the D.P.W. will tackle it as soon as they can get to it, but right now, the debris is frozen under snow. If it's started now, equipment will get damaged.

Lockwood asked if there are more creative ways to address this as she knows the D.P.W. has been overworked with all the winter storms. She suggested contacting the waste hauler to come up with a solution. Czarnecki stated there is time to look into the best way to address this issue.

WELLHEAD PROTECTION PLAN UPDATE

Guy stated in 2005 the City completed the creation of a wellhead protection plan (WHPP) for its source water which was approved by the State of Michigan. The WHPP requires periodic updates and it is time for an update. He stated the City will be working with AMEC who have been doing the hydro geological work for the groundwater system discharge program and are very familiar with the conditions within the City that are relevant to this study. He stated AMEC has completely developed, or totally revamped, the WHPP in four communities as well as aided in the revision of many other community programs.

Guy further stated the original WHPP has a \$5,000 line item in the budget each year. In addition to the budgeted funds, there are matching grant funds available, up to 50%. Czarnecki stated the \$5000 budgeted this year will probably not be used and will be added to next year's budget for a total line item of \$10,000 which, coupled with the 50% matching grant funds, would total \$15,000 which should cover most of the cost.

Guy stated the grant is awarded in October. Part of the grant requirements is to get a team together that meets quarterly. He will be contacting individuals to serve as part of the team.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TAX INCREMENT FINANCING (TIF) PLAN EXPANSION

Burns stated the TIF plan currently expires in 2030. Over the past few years, the DDA has completed several projects in the plan but there are several projects remaining that need to be

completed. Due to the current and upcoming debt service, along with the many investments that have been made in the past few years, these projects will not be completed when the DDA is scheduled to expire. Since the DDA has completed several of these projects, revenues and expenditures have allowed for the prescribed plan to be followed but in the next few years, there will not be the fund balance as in years past as several investments have been made downtown and it will take longer to complete the plan. The proposal is to extend the plan from 2030 to 2040 to address the changes (increase) in project costs and due to current limitations on the funding capacity related to the projects and financing plan.

Burns stated if this moves forward, there are several steps to complete including notifying the tax jurisdictions and that this will not trigger the potential for opt-outs from the tax jurisdictions.

Lockwood asked for an explanation of what the TIF plan is. Burns responded that every project completed downtown has to be in that plan (i.e. Cornerstone); the DDA's job is to carry out projects in that plan.

Lockwood asked if the plan currently expires in 2030 does everything listed in the plan have to be fully paid. Markland responded the way the DDA is set up is there has to be a TIF plan that lists the types of projects that will be completed with the revenue that is captured. In order to be able to complete the majority of the projects in the plan, administration would like to see the DDA and City Council consider expanding the life of the plan until 2040. Not every project in the plan needs to be completed, but only projects in the plan can be paid for.

Lockwood asked what impact would this have on the taxing jurisdictions. Burns responded the jurisdictions will have to be notified that the plan would be extended and they can ask to opt out but the Council does not have to require them to opt out.

Lockwood asked if the plan can be extended beyond ten years. Markland responded yes but that a reasonable date needs to be decided on.

McDermott asked if the plan is extended twenty years instead of ten, would that limit what can be put into the DDA or is there a process to add projects to the DDA. Markland stated the plan can be amended and has been amended in the past but noted that there is talk about changing legislation that may change how the whole plan is put together.

Jacob asked if extending the TIF Plan also extends the DDA. Markland responded yes.

Administration will look into the possibility of extending the plan beyond 2040, what the pros and cons would be, and report back to Council.

LIBRARY EXPANSION

Burns stated Administration is in the process of planning for upgrades to the Jack Winegarden Library and there have been discussions regarding the possibility of alleviating some floor space within the library along with improving handicapped accessibility. The proposed upgrades include upgrading the handicap accessible elevator and restrooms to meet current ADA or Michigan barrier free requirements; the idea was to do something similar to what was done at the Fenton Fire Hall with the expansion they created to address these items.

Burns further stated Administration met with George Ananich of H2A Architects to discuss building code issues and potential electrical upgrades. Mr. Ananich completed the feasibility study for the building in 2012 when he worked for THA Architects. Mr. Ananich also advised that the open stair between the first floor and basement is not allowed in the current building code (the library was grandfathered). An expansion would alleviate this and improve handicap accessibility along with freeing up needed space in the building.

Burns indicated he asked Mr. Ananich to submit a proposal for a conceptual design of the expansion which would include architectural floor plans, elevations, an exterior rendering and cost estimate. The cost of the proposal is \$2000 and he is looking for input from City Council before moving forward.

Jacob asked what side of the building would be expanded. Burns responded that is being discussed and options include expanding towards the rear of the building where the pad is or move towards the house.

Jacob asked what the status of the house next to the library is. Lockwood responded it's tied up in bankruptcy proceedings but the County Treasurer knows the City is interested.

Bland commented the upgrade will create costs associated with bringing the building up to code and he would like to know what those costs would be. He asked where the \$2000 for the conceptual design would be paid from. Burns responded that would be paid by the DDA.

King asked if there are any grant funds that could help with the costs of getting the building ADA compliant. Markland stated he can look into that, but the cost of the project needs to be known first, so this proposal is the first step.

Burns stated they've also looked at getting funds from either the Fenton Community Fund or Community Development Block Grant (CDBG) funds. Osborn commented there might be extra CDBG funds available because a lot of times funds are turned backed in because municipalities don't have matching funds to complete a project.

Osborn stated she received an email from David Conklin, the Genesee District Library Director. She had requested numbers from him regarding library usage. 45,974 users are from the City of Fenton, 36,772 are from Fenton Township and 17,730 are from Tyrone Township. She doesn't feel City residents should continually pay all operating costs for the building.

King suggested contacting the other communities for help with this as their residents get a lot of use out of the library. Lockwood stated it would be nice to see some sort of yearly contribution.

Jacob stated if cost sharing would count toward EVIP that could be an incentive for the other communities to help in the cost of operations

Lockwood asked for an update on the library upgrades. Burns responded some of the flooding issues and exterior painting have been addressed and they are working with an interior designer regarding the revised layout which would include interior painting, carpeting, re-doing the floor plan, etc. Electrical upgrades are also being looked at.

Osborn stated she will schedule a meeting with David Conklin. She doesn't feel the City should bear the entire cost of operations when the library is heavily utilized by surrounding municipalities.

Grossmeyer asked if the City does get funding from Tyrone and Fenton Townships, if it was ever looked at to relocate the Library, would the City be beholden to look at locations outside the City. Osborn responded that is something the Council could ask the Attorney. Lockwood stated the City has an agreement with the Genesee District Library to provide the building and they provide the books and staff.

Additional information will be gathered and this item will come back to Council for discussion at a later date.

AGREEMENT FOR ELECTION SERVICES WITH OAKLAND COUNTY

City Clerk Renee Wilson explained this agreement is for ballot layout and programming and is necessary due to the land that was annexed from Holly Township. Voters in this area are

eligible to vote for City Council and City proposals but the rest of their voting districts are within Oakland County. This agreement only applies to even year primary and general elections as that is the only time Oakland County would have to do ballot layout and programming. The cost is \$300 per election.

Consensus was to bring this forward to the next City Council meeting for action.

COUNCIL MEMBER COMMENTS

Osborn thanked Burns and Lockwood for their work on the Expo. She commented Board of Review is this week.

Grossmeyer commented the Expo was well done and thanked Burns and Lockwood for their work.

McDermott commented the Expo went well. He had a few questions from residents on where they can get information on the Cornerstone and Streetscape projects. He also commented regarding the solid waste survey stating the results were 50/50 and having the separate recycle bin at the Expo was a good idea and people really seemed to like it.

King commented the Solid Waste Committee has been working and hopes to report something soon. She stated the D.P.W. has done a fine job plowing after the recent snowfall. She commented regarding the Shiawassee River clean-up. Jacob responded the clean-up was heavily advertised at the Friends of the Shiawassee River expo booth and that the river maps are being redone and the clean-ups will be listed on the maps.

Lockwood commented the Expo went well. The solid waste survey will be left at City Hall for the next month for residents to complete. She thanked Image Projections for the flags and poles they provided for the Expo. She thanked the D.P.W. for setting up and tearing down the Expo booth. She stated the Freedom Festival Committee met and that Pastor Swihart and Father Harvey will be this year's Parade Grand Marshals.

Jacob commented the Expo was great and the comments from residents were positive. He stated there was some concern with Streetscape project and how that would affect the Freedom Festival and car shows and he assured people those events would still take place.

CALL TO THE AUDIENCE - John Strayer, 813 S. Adelaide, spoke regarding the cement pedestal that sits between the Police Station and City Hall by the Mill Pond and suggested it be refurbished and used to display art.

Meeting was adjourned at 8:45 P.M.

Mayor Sue Osborn

City Clerk, Renee Wilson

Date approved: April 14, 2014