

CITY OF FENTON COUNCIL WORK SESSION PROCEEDINGS
Monday, February 5, 2018
City Hall Conference Room
301 South LeRoy Street
7:30 PM

Mayor ProTem Lockwood called the meeting to order at 7:32 PM.

ROLL CALL

Present: Bottecelli, Draves, Grossmeyer, Lockwood, McDermott, Osborn (via telephone) Smith
Absent: None.
Others Present: Lynn Markland, City Manager; Michael Hart, Assistant City Manager; Cindy Shane, Treasurer; Daniel Czarnecki, DPW Director; Mike Reilly, Building/Zoning Administrator; Robert Cairnduff, Fire Chief and Stephen Guy, Water Plant Supervisor

CITIZENS COMMENTS – Mike Cunningham regarding Tyrone Township Fire Services Contract.

NORTH ROAD AT TORREY ROAD INTERSECTION TRAFFIC STUDY

Czarnecki stated in the fall 2017, the City asked Pete LaMourie from Progressive Engineering to review the traffic operations at the intersection of North and Torrey Roads, and make improvement suggestions.

LaMourie stated there have been increasing concerns regarding the current operation of the North Road/Torrey Road intersection, a key entry/gateway point into the City of Fenton. It is their understanding the increase in traffic volumes at this location, with its proximity to both US-23 ramps, has resulted in significant congestion and queues, particularly during the two peak-hour periods on weekdays. LaMourie reviewed the existing conditions, data collection information, capacity calculations and crash data. Based upon those findings, it is fairly clear that the city should consider installation of a traffic signal at this intersection. This signal will need to be coordinated with the existing signal at the North Road/Poplar Street intersection. LaMourie stated there is at least one other significant improvement that will be needed to make signalization a viable improvement, which is to revise the existing site access design to the two commercial businesses on the south side of the intersection. As a part of this overall effort to make the North Road/Torrey Road intersection function in a safer and more efficient manner, it is imperative that the two existing driveways be combined into a single driveway that aligns directly with Torrey Road. This combined driveway will need to have a one inbound lane and two outbound lanes, the latter with a left-turn lane and a separate through/right-turn lane. LaMourie outlined the recommendations based upon their analyses and findings.

Osborn asked who would be responsible financially for the signal and combining of the parking lot entrances. Markland replied the cost would be part of the road reconstruction and project cost.

Lockwood inquired as to what the impact would be on The Barn Restaurant and the off ramp. LaMourie stated, The Barn would not have to do anything, however, part of the

recommendation would be for them to combine their driveways as well. He stated the impact on the off ramp will be that it will flow more efficiently with a signal at Torrey Road.

Grossmeyer asked if the sign for the convenience store would have to be moved. Markland stated the project would typically cover the cost unless they wanted to have a new sign, the store would have to incur the cost of the new sign.

Lockwood inquired as to the cost. LaMourie stated the cost of a signal could be \$100K-150K. Markland advised the city would apply for safety funds.

Grossmeyer inquired as to signal sensors when traffic volume is low. LaMourie stated the lights could be coordinated with the Poplar signal.

Czarnecki will be looking at this proposal during the 2019 road project planning.

SILVER LAKE ROAD CORRIDOR TRAFFIC STUDY

Czarnecki stated during the January work session, Progressive AE was requested to come back in February to discuss the proposal in more detail. LaMourie stated the question came up as to whether the study should be extended to Adelaide and S. Leroy. At this time, the only areas analyzed were the five intersections from Silver Parkway to Poplar Street. Lockwood stated this area has many traffic issues. LaMourie advised there could be a possible re-aligning of Fenway to Poplar and removal of the light.

After discussion, Lockwood asked for a consensus from Council on how to proceed. Unanimous consensus was to move forward with having Progressive AE revise the Silver Lake Road Corridor Study to include Adelaide and S. Leroy Streets and bring the revised proposal back to Council for approval at the next meeting.

AUDIT REVIEW

Alan Panter from Yeo & Yeo CPAs & Business Consultants presented the 2017 audit report. He stated the audit went well and the City was well prepared. He first reviewed the Independent Auditor's Report.

Panter next reviewed the Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance. The unassigned general fund balance is \$3,627,539 which is the amount available for future expenditures and needed to provide adequate cash flow and reserves. Fund balance is at about 66% of annual expenditures which is up from about 45% last year. The revenues increase was mostly due to proceeds from the sale of land. He then reviewed charts that show revenue and expenditure detail in the general fund. Expenditures were up about 8%. Some of the increase is growth related and expenditures for sale of land. The net change in fund balance is \$1,244,072. Panter then reviewed charts that showed the General Fund Total Revenues, Expenditures, and Fund Balance along with the General Fund Revenues and Expenditures Detail. Markland stated over the last 15-20 years, State Revenue sharing was a larger percentage of the general fund budget than it is today. Panter stated 911 and dispatch is not included in the General fund Expenditures Detail under Public Safety, it is in the 8% Transfers Out.

Panter explained the graphs for Sewer and Water Fund Total Revenues, Expenses, and Net Position stating these funds look good financially. The City's investments in the sewer system is at least meeting our depreciation.

Panter advised there will be a change to post-employment benefits in June of 2018 and there will be a clarification of the council's position from the City Attorney coming forth.

Markland and Council thanked Panter and the City Treasurer for their work on the audit along with their work throughout the year.

2017 EMS ANNUAL REPORT

Chief Cairnduff introduced Joe Karlichek, Chief Operating Officer of STAT-EMS. Karlichek advised there has been a 16% increase in calls in the City. The response time holds steady at a contractual agreement of 8 minutes 59 seconds, 90% of the time. There are three skilled nursing facilities within the city equaling approximately 300 bed, which is approximately the size of McLaren Hospital. This poses a unique challenge to STAT-EMS responses.

Karlichek gave an overview of the community programs and educational events in the City they are involved in as they believe in giving back to the community.

Cairnduff stated we have unique challenges that the contract covers such as; when a rig goes out, one is coming into the City. There is always a rig available, with few issues or exceptions. STAT-EMS is exploring a base within the community as this helps improve employee wellness as they have a resting area when not on a call. Osborn thanked STAT-EMS and believes the idea of a base is an excellent idea.

McDermott stated they have been involved in two lifesaving awards this past year and he always sees STAT-EMS represented at events throughout the City.

Smith stated the STAT-EMS team is great and only hears good things reference their services and response times.

Markland thanked STAT-EMS and Karlichek for being our partner as they work very well with the Fire Department and our community.

TYRONE TOWNSHIP FIRE SERVICES CONTRACT

Chief Cairnduff stated the current contract with Tyrone Township for fire services is set to expire on March 31, 2019. Tyrone Township has asked for discussion and input from the City on the new contract that will be needed in 2019. Tyrone Township is looking for some guidance to be prepared for the next contract to insure they will have the appropriate amounts budgeted for the next contract. Mike Cunningham, Tyrone Township Supervisor stated the voters turned down a public safety renewal. The Township had to implement an assessment for public safety. Cunningham is asking the Council be onboard with the proposed numbers.

Cairnduff feels our current and past contracts have worked well for both the City and Tyrone Township. Cairnduff recommends the City agree to enter into a new five year contract with the proposed rates: year one \$1,419; year two \$1,433; year three \$1,447; year four \$1,461; and the final year \$1,475. The first year would be the same as the current rate and then 1% increases each year after.

Draves inquired to the mini-pumper truck that was purchased to help cover Tyrone Township, if we lost the contract would the City be out anything. Cairnduff stated the mini-pumper is used for other services within the City.

Osborn stated we have a good working agreement between the two municipalities.

Consensus of Council was to continue with contracted service with Tyrone Township, negotiate the contract and to take the recommendation of Chief Cairnduff when the contract is brought back for approval in 2019.

RIVER WALK TRAIL IMPROVEMENTS MDNR GRANT APPLICATION

Czarnecki stated shortly after the completion of the downtown Streetscape project, the Parks Board looked into a small project to make improvements to the Riverwalk Trail and Mill Pond Park. At a previous work session, Council gave direction to go with a larger improvement

project. The Parks Board has completed a new Parks Master Plan that incorporates in to it, the improvements to this area. Most of the direction given by City Council has been included in the project plan. The Parks Board would like to discuss the funding of this project utilizing Michigan Department of Natural Resources grants. The grants have a maximum request of \$300,000 and they require community matching funds to go towards the project. The application indicates the match must be a minimum of 25%. Last year projects that were awarded grants had an average community match of 40%. There are different ways the match can be made besides in actual dollars given to the project. They can also include in-kind work and/or services towards the project and donation of property. A review of our current Parks budget shows the Parks Department is on pace to have about \$29,000 in their fund balance at the end of the current fiscal year. The grant applications are due no later than April 1, 2018. The funding awards are made after October. At the time of application the City must indicate they have committed the matching funds to go towards the project.

Czarnecki introduced Sean Sage, Parks Board Chairperson to provide further information on the proposed project, discuss the different amenities included in the proposed project, explain why some items may need to be excluded at this time, and help answer questions on the project. Sage stated the scope of this project will focus on the trail systems downtown. The Shiawassee River Heritage Water Trail will be highlighted with kayak launches, lockers, signage; the Riverwalk Trail itself will be improved with concrete repairs as well as exercise stations placed along the trail in order to create a ½ mile exercise route; and extension of the Riverwalk Trail would connect it to the proposed LAFF Pathway Non-Motorized Trail and complete the first step in extending the trail to Bush Park and eventually to the north side of the City. These items were chosen specifically due to their impact on making Fenton a destination for prospective residence and businesses, their potential for events and activities, as well as general community health and wellness improvement. Sage reviewed the OHM Preliminary Engineer's Opinion of Cost in the amount of \$562,318.19. Sage stated some of the items can be removed on the list to bring the costs down. Bathrooms at Mill Pond Park were one of the big ticket items that could be taken away from the project, along with the Mill Pond Park improvements.

Czarnecki stated that if the direction of Council is to do the complete project, he can move forward and fine tune the items and come back between now and the end of March with the grant application options for the Council to act on.

After discussion regarding keeping the bathrooms and playground in Mill Pond Park along with finding opportunities for cost sharing for matching funds, consensus was to bring back options for Council to make a determination on how to move forward.

111 S. LEROY PLACE DEVELOPMENT AGREEMENT

Hart reviewed his memo stating he recommends the City Council approve the City enter into a Development Agreement including a 20 year land lease (subject to minor modifications) and other documents as necessary for the 111 S. Leroy Place Development Project with Corlin Builders, Inc. And, for City Manager Lynn Markland to sign the Development Agreement and other documents as necessary (including, but not limited to the 20 year land lease) on behalf of the City.

Markland advised when the Cornerstone Building was done, the MEDC did not require authorization until after they were finished. They have changed their process where now the MEDC is requiring authorization prior to making their decision.

After discussion, consensus was to add this item to the next Council agenda for action.

WHISPERING PINES DEVELOPMENT PUD REVISION

Reilly stated at the January 25, 2018 City Planning Commission meeting, the Commission voted unanimously to recommend the revised site plan for City Council's consideration and approval. As outlined in the attached CIB Planning letter there were several items to be reviewed by the City Attorney, which have been completed. Additionally, City staff has presented the applicant with a cash deposit/letter of credit amount sufficient to insure the roadway completion.

It is Reilly's recommendation for Council's consideration and approval of the revised site plan for Whispering Pines Phase I.

This item will be added to the next Council agenda for action.

PURCHASE OF WATER TESTING EQUIPMENT

Stephen Guy reviewed his memo stating this new technology also identifies enzymes produced by a specific bacteria. The enzymes identified by this new method are the same enzymes that the current method used by the lab identifies. What is detected is not where the technology lies, but rather the speed at which the detection takes place, how it analyses, records and delivers the results of the sample which are advanced. Detection of positive and negative samples is faster. Current methods is a color comparator and are analyzed by a technician for a color change. The TECTA- B16 analyses the sample with ultra-violet light. The records the machine produce are permanent and tamper resistant. The delivery of the result is done in a couple of different ways. First if the lab is staffed, the operator can look at the machine for the result then empty it. The machine can also deliver a result immediately upon completion to a smart phone or computer via e-mail. The technology of the TECTA-B16 can be beneficial to the city by saving time especially while during construction projects. Typically all tests at the Fenton lab, using current technology, run for 24 hours regardless of the result. During trials of the TECTA-B16, which were performed at the lab, one of the known positives samples tested, produced a result in only two hours. Construction samples that produce a positive result due to insufficient chlorination can present a result the same work day instead of an entire day later. Quicker detection would speed up the prep in at the end of the day. Samples planted at 5:00 PM with the TECTA-EC/TC method will produce the results by 11:00 AM the next day instead of 5:00 PM with the current technology, and the project can be continued that afternoon instead of the next day.

The TECTA-B16 machine can also detect a count of the bacteria that are in the water which is something that the current method that is used at the lab cannot do. Enumeration is not required by drinking water detection methods but is used in waste water and beach water testing and analysis. Currently the City of Fenton takes beach samples to the County for E-coli bacteria testing and analysis. If a count of 300 is detected, it is recommended to close the beach. Performance testing confirms that the machine works for this application. The approximate cost of the machine is \$13,500. The City of Fenton is the first lab to be approved to use this technology.

Draves inquired if this purchase was in the budget. Czarnecki stated it was not, however, the funds should be available at the end of the fiscal year.

Lockwood stated this information should be put on the website so the public is aware of what we are doing.

Consensus was to add this item to the next Council agenda for action.

SOUTHERN LAKES PARKS & RECREATION – LOOSE FINANCIAL/COOPERATIVE AGREEMENT

Markland stated Loose has requested the City withdraw from the Inter-local agreement. Lockwood advised the attorneys stated the agreement is null and void since other municipalities have pulled from the agreement. Lockwood recommend dissolving the agreement, however, to wait one month in order to keep our seat on the Board.

This item will be brought to a future meeting for action.

CALL TO THE AUDIENCE - None

Meeting adjourned at 10:15 PM.

Mayor Pro Tem Patricia Lockwood

City Interim Clerk, Sue Walsh

Date Approved: February 26, 2018