

## COUNCIL AGENDA

For

January 8, 2006, 6:30 p.m., Council Chamber

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

*(A list will be provided on Monday after 1:30 p.m.)*

REMARKS OF COUNCIL:

PETITIONS:

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

APPOINTMENT OF BOARDS AND COMMISSIONS MEMBERS:

Consideration of reappointing Lori Brown, JoAnn Crary, Tom Darnell and Tom Miller to the Brownfield Redevelopment Authority with a term to expire 12/31/09.

REPORTS FROM MANAGER:

Management Update:

Recommended Actions

1. Recommending that payment be made to Pro-Tech Cabling Systems, Inc. in the amount of \$2,904.91 for emergency repairs to replace a damaged section of fiber optic communications line used by the Wastewater Treatment Plant. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Information Services General Repairs Account No. 658 1720 711 8040.
2. Recommending that the GIS Professional Services Agreement between the City of Saginaw and the City of Vassar be approved. The City will host on its Internet

server the current Internet mapping program developed by Vassar and will provide enhanced application design services. The City will receive yearly compensation in the amount of \$750.00 and will be compensated an hourly rate of \$62.00 for additional services rendered.

3. Recommending that the proposal and contract from Dixon Engineering, Inc. be accepted and that a purchase order be approved and issued to them in the amount of \$3,000.00 for professional services. The scope of work includes a maintenance inspection and detailed engineering report of findings and recommendations for the east-finished water storage reservoir at the Water Treatment Plant site. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water Treatment Engineering Services Account No. 591 4730 861 8002.
4. Recommending that the quote received from KAR Laboratories, Inc. be accepted and that the purchase order issued to them be increased by \$3,700.00 for the purchase of Heavy Metals Testing for the Wastewater Treatment Division, a requirement of the plant's National Pollutant Discharge Elimination System Permit. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Account No. 590 4830 861 8005.
5. Recommending that the agreement with Tetra Tech, Inc. be approved and that a purchase order be issued to them in the amount of \$39,400.00 to provide professional services for the development and distribution of a 2006 Regional Consumer Confidence Report for the Water Treatment Division. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water Operation and Maintenance Engineering Services Account No. 591 4730 861 8002.
6. Recommending acceptance of the low bid and that a contract be awarded to Sorensen Gross Construction, Inc. in the amount of \$1,662,000.00 for the Gratiot Road Booster Pump Station Upgrades 2006-2007. This project will upgrade the existing pump station as to controls, electrical and firm pumping capacity as mandated by the Department of Environmental Quality and outlined in the Water Distribution System Reliability Study. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water Surplus Repairs and Replacement Fund Account No. 577 4740 881 9720.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approving the application of the Saginaw County Youth Protection Council to MSHDA for an Emergency Shelter Grant.
2. Approving the application of the Underground Railroad, Inc. to MSHDA for a Homeless Grant.
3. Approving the application of Saginaw Habitat for Humanity to MSHDA for an Emergency Shelter Grant.
4. Approving the application of the City Rescue Mission of Saginaw, Inc. to MSHDA for a Homeless Grant.
5. Adopting the Michigan Emergency Management Assistance Compact.
6. Approving the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption Agreement and Administrative Services Agreement.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**Manager's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, the City of Saginaw has been asked by the Michigan State Housing Development Authority ("MSHDA") to approve grants from local non-profit applicants before MSHDA will process them; and

WHEREAS, the Underground Railroad, Inc. has sought this local approval so that it may submit a renewal application for a Homeless Grant; and

WHEREAS, the City recognizes the value of the services provided by the Underground Railroad, Inc. in its use of past grants; now

THEREFORE, BE IT RESOLVED, that the City of Saginaw approves the application of the Underground Railroad, Inc. to MSHDA for a Homeless Grant.

# COUNCIL COMMUNICATION

**Manager's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, the City of Saginaw has been asked by the Michigan State Housing Development Authority ("MSHDA") to approve grants from local non-profit applicants before MSHDA will process them; and

WHEREAS, Saginaw Habitat for Humanity has sought this local approval so that it may submit a renewal application for an Emergency Shelter Grant to MSHDA; and

WHEREAS, the City recognizes the value of the services provided by Saginaw Habitat for Humanity in its use of past grants; now

THEREFORE, BE IT RESOLVED, that the City of Saginaw approves the application of Saginaw Habitat for Humanity to MSHDA for an Emergency Shelter Grant.

# COUNCIL COMMUNICATION

**Manager's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, the City of Saginaw has been asked by the Michigan State Housing Development Authority ("MSHDA") to approve grants from local non-profit applicants before MSHDA will process them; and

WHEREAS, City Rescue Mission of Saginaw, Inc. has sought this local approval so that it may submit a renewal application for a Homeless Grant; and

WHEREAS, the City recognizes the value of the services provided by City Rescue Mission of Saginaw, Inc. in its use of past grants; now

THEREFORE, BE IT RESOLVED, that the City of Saginaw approves the application of City Rescue Mission of Saginaw, Inc. to MSHDA for a Homeless Grant.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** GIS Professional Services Agreement with the City of Vassar

**Manager's Recommendation:**

I recommend that the GIS Professional Services Agreement between the City of Saginaw ("City") and the City of Vassar ("Vassar") be approved. The Agreement has been approved by me as to substance and the City Attorney as to form.

**Justification:**

Vassar desires to enter into a Professional Services Agreement with the City. Specifically, Vassar wants the City to provide it with designated Geographic Information Systems services. City personnel have considerable GIS expertise and is considered a leader in this area.

The City will host on its Internet server the current Internet mapping program developed by Vassar and will provide enhanced application design services. The term of the Agreement is for three years and commences on February 1, 2007 and ends on January 31, 2010. The City will receive yearly compensation in the amount of Seven Hundred Fifty Dollars and 00/100 (\$750.00). In addition, the City will be compensated at an hourly rate of Sixty-Two Dollars and 00/100 (\$62.00) for additional services rendered.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Gratiot Road Booster Pump Station Upgrades 2006-07

**Manager's Recommendation:**

I recommend that the low bid from Sorensen Gross Construction, Inc. in the amount of \$1,662,000.00 be accepted and a contract awarded to them in that amount and that the contract documents forwarded herein (City Clerk's File \_\_\_\_\_), which have been signed by the contractor, be approved, and that the proper City officials be authorized and directed to execute the same on behalf of the City. The contract is subject to the approval of the City Manager as to substance and the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35 - 14.44, of the Saginaw Code of Ordinances.

Funds for these services are available in the Water Surplus Repairs and Replacement Fund Account No 577-4740-881-9720. (Project Number W06018)

**Justification:**

On December 5, 2006, the City received bids for the Gratiot Road Booster Pump Station Upgrades 2006-2007. This project will upgrade the existing pump station as to controls, electrical and firm pumping capacity as mandated by the Department of Environmental Quality and outlined in the Water Distribution System Reliability Study. This project will install the pump, generators and transfer switches that were approved by Council on December 18, 2006 to service the expansion of and increased water demand and reliability to Hemlock Semiconductor. Hemlock Semiconductor will be paying for seventy-five percent (75%) of the cost of this project.



# COUNCIL COMMUNICATION

Following is a tabulation of the bids received and reviewed by the Purchasing

Committee:

Sorensen Gross Construction Inc. Flint, MI	\$ 1,662,000.00
Irish Construction Howell, MI	\$ 1,784,000.00
Gerace Construction Inc. Midland, MI	\$ 1,847,000.00
Geiersbach Construction Freeland, MI	\$ 2,140,000.00

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City  
Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Pro-Tech Cabling Systems Emergency Repair

**Manager's Recommendation:**

I recommend that payment be made to Pro-Tech Cabling Systems, Inc., in the amount of \$2,904.91 for emergency repairs to replace a damaged section of fiber optic communications line. The bid process was not utilized because of the emergency nature of this repair.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the Information Services General Repairs Account No. 658-1720-711-8040.

**Justification:**

On December 15, 2006, the fiber optic communications line to the Wastewater Treatment Plant was accidentally damaged. This line carries phone and computer network service to the plant and it was important that these services be restored quickly. Repair of fiber optic cable is highly specialized work requiring special equipment and training. Pro-Tech Cabling Systems, Inc., performed the initial installation of the cable. They also performed a satisfactory fiber repair for the City on a prior occasion. Pro-Tech had technicians that could be sent immediately to make the repair.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Emergency Purchase of Heavy Metals Testing

**Manager's Recommendation:**

I recommend that the quote received from KAR Laboratories, Inc. be accepted and that the purchase order issued to them be increased by the amount of \$3,700.00.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the Sewer Operation and Maintenance Account No. 590-4830-861-8005.

**Justification:**

On July 19, 2005, the City received bids for the purchase of Heavy Metals Testing for the Wastewater Treatment Division (WWTD), a requirement of the plant's National Pollutant Discharge Elimination System (NPDES) Permit. A purchase order was issued to E-Lab for FY2005-2006. The request for bids included a second year extension of the contract at the same price. In July 2006, E-Lab declined to continue their contract at the same cost. At that time, a request for bids for Heavy Metals Testing was issued for fiscal years 2006-07 and 2007-08. During the interim, KAR Laboratories, Inc., which had the Purchase Order to perform other laboratory analyses for the WWTD, agreed to give the City a quote for temporary Heavy Metals testing until the request for bids could be issued and returned for FY 2007.

The cost of the temporary emergency testing was \$3,700.00.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Tetra Tech Inc. Consumer Confidence Report Agreement

**Manager's Recommendation:**

I recommend that the agreement with Tetra Tech Inc. ("Tetra Tech") be approved in the amount of \$39,400.00 to provide professional services for the development and distribution of a 2006 Regional Consumer Confidence Report ("CCR") for the Water Treatment Division. The agreement has been approved by me as to substance and by the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35 - §14.44, of the Saginaw Code of Ordinances.

Funds for this project are available in the Water Operation and Maintenance Engineering Services Account No. 591-4730-861-8002.

**Justification:**

On October 25, 2006, the City received an agreement from Tetra Tech to provide professional services for the development and distribution of a 2006 Regional Consumer Confidence Report ("CCR") for the Water Treatment Division. This report is a requirement of the 1996 Amendments to the Safe Drinking Water Act, which gives consumers more information about their drinking water and provides opportunities to get involved in protecting their source water. All community water systems are required to prepare and provide their customers with an annual water quality report or "CCR".

The agreement includes development, assembly, printing, mail house services, and postage for the 2006 report. The Michigan Department of Environmental Quality District Engineer recommended this method of providing information to the City's

# COUNCIL COMMUNICATION

customers. For the past three years, the City has successfully used this approach to distribute information to customers by distributing the Saginaw Regional Water Quality Report "CCR". The report will be developed and distributed to City customers and the majority of the communities served by our water system. The communities of Frankenmuth and Frankenmuth Township were the only wholesale customer communities that elected not to participate in the 2005 Regional CCR.

The Regional CCR has been shown to be in the best interest of all involved. This approach reduces the expense of production of the report, mailing costs, City staff time required, and waste created in multiple mailings. The City will coordinate the development of the report with Tetra Tech. The individual communities will sign participation agreements and reimburse the City for their share of the costs incurred. Tetra Tech has agreed to indemnify the City for all claims resulting from its negligence in performance of the contract up to \$2,000,000.00.

This is the ninth year that the City has worked with Tetra Tech. Due to Tetra Tech's highly professional approach, its creative, on-going efforts to reduce costs and great success in coordinating the Regional CCR, proposals were not sought from other firms. The quoted price represents a \$718.00 decrease in cost for the City compared to last year's estimated cost for the same services. The actual total cost for the 2005 CCR was \$38,345.41, considerably below the estimate of \$40,118.00.

## **Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** East Finished Water Reservoir Inspection

**Manager's Recommendation:**

I recommend that the proposal and contract from Dixon Engineering, Inc., be accepted and that a purchase order be approved and issued to them in the amount of \$3,000.00~~3,719.00~~. The proposal has been approved by me as to substance and by the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for these services are available in the Water Treatment Engineering Services Account No. 591-4730-861-8002.

**Justification:**

On October 25, 2006, the City received a proposal for professional services to be performed from Dixon Engineering, Inc. The scope of work includes a maintenance inspection and detailed engineering report of findings and recommendations for the east-finished water storage reservoir at the Water Treatment Plant site. The MDEQ requires periodic inspections of finished water storage reservoirs for ongoing analysis of condition and recommendations for repair or replacement if required. This will be a traditional drain and inspection on the reservoir. The MDEQ has agreed that we can alternate between ROV and traditional inspection.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**Manager's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, the State of Michigan Emergency Management Act, Act 390 of the Public Acts of 1976, as amended, MCL 30.401, et seq., authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Act 390 of the Public Acts of 1976, as amended, among political subdivisions within the State, now

THEREFORE, BE IT RESOLVED, that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Michigan Emergency Management Assistance Compact which is incorporated by reference.

# COUNCIL COMMUNICATION

**Manager's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, the City of Saginaw has been asked by the Michigan State Housing Development Authority ("MSHDA") to approve grants from local non-profit applicants before MSHDA will process them; and

WHEREAS, the Saginaw County Youth Protection Council has sought this local approval so that it may submit a renewal application for an Emergency Shelter Grant in the amount of \$60,014 to MSHDA; and

WHEREAS, the City recognizes the value of the services provided by the Saginaw County Youth Protection Council in its use of past grants; now

THEREFORE, BE IT RESOLVED, that the City of Saginaw approves the application of the Saginaw County Youth Protection Council to MSHDA for an Emergency Shelter Grant.



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption Agreement and Administrative Services Agreement

**Manager's Recommendation:**

I recommend approval of the attached resolution that approves the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption and Administrative Services agreements. The agreements have been approved by me as to substance and the City Attorney as to form.

**Justification:**

In January 1999, the City implemented a new retirement system for new employees. New employees hired on or after January 1, 1999, were no longer able to participate in the defined benefit pension program. New hires could participate in the defined contribution pension program. There have not been any new hires in the Police and Fire Departments since 1998. Currently, the police and fire departments are in the process of hiring new employees. These employees pension will be governed by the defined contribution system. Therefore, the City wants to contract with ICMA to act as the fiduciary agent with regard to the defined contribution pension system for police and fire fighters. ICMA requires the municipality's governing body to approve a resolution, the adoption agreement and administrative services agreement.

**Council Action:**

Council \_\_\_\_\_ moved that this communication be received and filed.

# COUNCIL COMMUNICATION

## RESOLUTION APPROVING A 401 MONEY PURCHASE PLAN FOR POLICE AND FIRE PENSION SYSTEM WITH THE ICMA RETIREMENT CORPORATION

**Manager's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved the adoption of the following resolution:

WHEREAS, the City of Saginaw (hereinafter "Employer") has employees rendering valuable services; and

WHEREAS, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

WHEREAS, the Employer desires that its money purchase retirement plan be administered by the ICMA Retirement Corporation and that the funds held under such plan be invested in the ICMA Retirement Trust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW, THEREFORE, BE IT RESOLVED, that the Employer hereby establishes or has established a money purchase retirement plan (the "Plan") in the form of:

The ICMA Retirement Corporation Governmental Money Purchase Plan and Trust, pursuant to the specific provisions of the Adoption Agreement. (executed copy attached hereto).

The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of the ICMA Retirement Trust, attached thereto, intending this

# COUNCIL COMMUNICATION

execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the ICMA Retirement Trust.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the ICMA Retirement trust; and

BE IT FURTHER RESOLVED that the Labor Relations Administrator shall be the coordinator for the Plan; shall receive reports, notices, etc., from the ICMA Retirement Corporation or the ICMA Retirement Trust; shall cast, on behalf of the Employer, any required votes under the ICMA Retirement Trust; may delegate any administrative duties relating to the Plan to appropriate departments; and is authorized to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.