

COUNCIL AGENDA

For

July 10, 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:

06-19 from Sylvester Payne, General Manager of STARS, requesting that the property abutting Weadock Street bounded by Fitzhugh and Johnson Streets be vacated.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

APPOINTMENT OF BOARDS AND COMMISSIONS MEMBERS:

REPORTS FROM MANAGER:

A. **Management Update**

B. **Recommended Actions**

1. Recommending that Marsha Ostler be appointed as officer delegate, and Grace Deleon be appointed as alternate officer delegate, and Lori Brown, as employee

- delegate and Evelyn Culberson as alternate employee delegate, to attend the Municipal Employees Retirement System's 60th Annual Meeting to be held September 19 – 21, 2006 in Grand Rapids, MI.
2. Recommending that Saginaw High School, 3100 Webber, be utilized as a polling location for Precinct #6 (Audra Francis Center) and Arthur Hill School, 3115 Mackinaw, be utilized as a polling location for Precinct #11 (Handley School), for all elections until further notice.
 3. Recommending approval of the Agreement on Use of a General Motor's vehicle by the police department, and to authorize the City Manager or his designee to execute the associated documents. The City agrees to insurance coverage and indemnifies General Motors against any claim against it.
 4. Recommending approval of the Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") Memorandum of Agreement and that the Police Chief be authorized to sign the agreement.
 5. Recommending approval of the Amendment to the Development Agreement with SSP Associates, Inc. with regard to the property at 314-406 North Hamilton, and that the City Manager or his designee be authorized to execute all related documents.
 6. Recommending approval of the Memorandum of Understanding between the Saginaw Arts and Enrichment Commission and the City of Saginaw, and that the City Manager be authorized to sign the agreement.
 7. Recommending approval of the renewal of an agreement between Nancy Koepke and the Saginaw Arts and Enrichment Commission (SAEC) to fill the position of Director of the SAEC from July 1, 2006 through June 30, 2007 at an hourly salary of \$22.00. The agreement shall not exceed \$24,100.00. Funds for this contract will be paid entirely by the SAEC Account No. 236 7532 801. Further recommend approval of the Personal Services Agreement between Nancy Koepke and the City of Saginaw. The City will pay Mrs. Koepke a monthly fee in the amount of \$300.00 and will not exceed \$3,600.00. Funds will be paid from the City's Andersen Enrichment Account No. 236 7540 811.
 8. Recommending that a purchase order be approved and issued to Front Line Services in the amount of \$6,000.00 for preventative maintenance and emergency repairs on Fire Department apparatus. Funds are available in the Fire Department Motor Vehicle Repairs Account No. 101 3754 751 8042.
 9. Recommending that Council consider a request by Tammy Johnson, Executive Director of Homes from Heaven, to permit sound amplifying equipment for a

block party planned for July 29, 2006 on Youmans Street between Bundy and Grant Streets.

10. Recommending that an exception to Water Series Bulletin 3-16 be approved to allow an alternate site for the water meter at the new Jessie Loomis School, which is not currently allowed in the bulletin approved by Council on May 10, 2005.
11. Recommending that account numbers and dollar amounts to pay for the City's share of the Hoyt Avenue construction project be modified as follows: FY 2007 Community Development Block Grant Street Resurfacing Fund Account No. 275 6511 761 8046/07 H085 (\$120,000.00), FY 2005 Community Development Block Grant Resurfacing Fund Account No. 275 6511 761 8046/05 H085 (\$70,000.00), Sewer Surplus Fund Account No. 576 4840 881 9720 (\$158,322.00) and Water Surplus Fund Account No. 577 4740 881 9720 (\$790,700.00).
12. Recommending that an annual purchase order be issued for fiscal year 2006-07 in the amount of \$3,000.00 for miscellaneous auto parts to be used by the Maintenance and Service Division for water and sewer repairs. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted 50% in Water Parts Account No. 591 4721 861 7330 and 50% in Sewer Parts Account No. 590 4821 861 7330.
13. Recommending that a purchase order be approved and issued to the vendors listed for various repairs of fleet vehicles: Discount Transmission, \$4,000.00; Mike's Wrecker, \$5,000.00; Draper Chevrolet, \$6,000.00; Martin Chevrolet, \$10,000.00; McDonald Pontiac/GMC, \$5,000.00; Diesel Truck Sales, \$5,000.00; Graff Truck Center, \$6,000.00; Bushey's Radiator and Glass, \$5,000.00; Tuffy Muffler, \$10,000.00; Michigan Truck Spring, \$7,000.00; Scott Tire Sales, \$30,000.00; Tri-City Suspension & Brake, \$8,000.00 and Vic Canever Chevrolet, \$4,000.00. Garage personnel will price quote each repair and award the lowest and best vendor for each item. These vendors meet all requirements of the contract compliance provisions. Funds are budgeted in the Motor Pool Operations Fund Account No. 661 4480 841 8042.
14. Recommending that a purchase order be issued to the vendors listed for OEM vehicle parts and supplies: Spartan Distributors, \$4,000.00; Scientific Brake and Equipment, \$6,000.00; Diesel Truck Sales, \$5,000.00; AIS, \$10,000.00; Bridgeport Equipment, \$12,000.00; Flint New Holland, \$10,000.00; Fecon, \$12,000.00; Weller's Truck Parts, \$8,000.00; Bell Equipment, \$20,000.00; Larry's Auto, \$25,000.00; Scott Tire Sales, \$30,000.00 and Consumer Auto Parts, \$6,000.00. Garage personnel will price quote each item and will award the lowest and best vendor. These vendors meet all requirements of the contract compliance provisions. Funds are budgeted in the Motor Pool Operations Fund Account No. 661 4480 841 7312.

15. Recommending that an annual purchase order be approved and issued to Grainger, Inc. in the amount of \$7,000.00 for miscellaneous tools and materials to be used by the Maintenance and Service Division. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted 50% in Water Parts Operation Account No. 591 4721 861 7330 and 50% in Sewer Parts Account No. 590 4821 861 7330.
16. Recommending that an annual purchase order be issued to Bader Brothers, Inc. in the amount of \$7,500.00 for miscellaneous John Deere lawn equipment parts and supplies to be used by the Parks Grounds & Facilities Maintenance Division. This vendor meets all requirements of the contract compliance provisions. Funds are available in Parks Grounds & Facilities Maintenance Parts and Supplies Account No. 101 7575 821 7330.
17. Recommending that a purchase order be approved and issued to Wohlfeil Hardware & Tools, Inc. in the amount of \$8,000.00 for the purchase of a used mower to be used by the Water Treatment Division. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water Operations and Maintenance Account No. 591 4730 861 9741.
18. Recommending acceptance of the low bid and issuance of a purchase order to Polydyne, Inc. in the amount of \$34,400.00 for the supply and delivery of liquid polymer to be used by the Water Treatment Division. Funds are budgeted in the Water Treatment Operations Account No. 591 4730 861 7302.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

1. An Ordinance to amend the zoning classification of certain properties described as lots 1, 2,3,4,5 and nw'ly 20 ft of lot 6, blk 100, H L Miller's 3rd addition, lots 1,2,3,4 & nw'ly 35 ft of lot 5, blk 107, H L miller's 3rd addition, lots 1,2,3,4, blk 108 Adeline Miller's addition, Blk A, and adjacent vacated Adeline St, Adeline Miller's 2nd addition, frl lot 5 s of rr, frl lot 6 s of rr, blk 2, Harry Miller's addition, also a parcel of land in ne1/4 of ne 1/4 of sec 34, t12n, r4e, viz; comg at intersection of nw'ly ln of Michigan Ave with s'ly line of Vermont St, rung th nw'ly alg s'ly ln Vermont st 162.7 ft, th sw'ly parl with S. Michigan Ave 239 ft, th nw parl with Vermont St 12.3', th sw'ly parl with S Michigan Ave to the ctr ln of Stewart St as extended, th se'ly alg ctr line extended Stewart St to nw'ly li of S Michigan Ave, th ne'ly alg nw'ly ln S Michigan Ave to pob. from RO-1 restricted office to B-1 local business.

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: OEM vehicle parts and supplies

Manager's Recommendation:

I recommend that a purchase order be issued to each local vendor listed below for the purchase of OEM vehicle parts and supplies.

These vendors meet all the requirements of the Contract Compliance Provisions, Title1, Chapter 14 §14.35-14.44, of the Saginaw Code of Ordinances.

Funds are budgeted in the Motor Pool Operations Fund Account No. 661-4480-841-7312.

Justification:

The City's Municipal Garage requires the purchase of a vast array of OEM vehicle parts and supplies for the maintenance of the fleet vehicles from July 1, 2006 to June 30, 2007. A yearly contract proposal is not feasible because there is no easy way to determine the quantities and parts that will be required in any given time period. Issuing individual purchase orders is costly and administratively time consuming; therefore, as in past years, we are requesting authorization to issue blanket purchase orders as follows:

Spartan Distributors Detroit, MI	\$ 4,000.00
Scientific Brake and Equipment Saginaw (in-city)	\$ 6,000.00
Diesel Truck Sales Saginaw (in-city)	\$ 5,000.00
AIS Bridgeport, Mi	\$10,000.00

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Bridgeport Equip. Bridgeport, MI	\$12,000.00
Flint New Holland Burton, MI	\$10,000.00
Fecon Cincinnati, OH	\$12,000.00
Weller's Truck Parts Grand Rapids, MI	\$ 8,000.00
Bell Equip. Lake Orion, MI	\$20,000.00
Larry's Auto Saginaw, (in-city)	\$25,000.00
Scott Tire Sales Saginaw (in-city)	\$30,000.00
Consumer Auto Parts Saginaw (in-city)	\$6,000.00

Garage personnel will price quote each item and are aware of the lowest and best vendor for each item. The purchases will then be ordered and billed to each individual purchase order.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Services of Local Vendors

Manager's Recommendation:

I recommend that a purchase order be issued to each local vendor listed below for the various repairs of fleet vehicles.

These vendors meet all the requirements of the Contract Compliance Provisions, Title1, Chapter 14 §14.35-14.44, of the Saginaw Code of Ordinances.

Funds are budgeted in the Motor Pool Operations Fund Account No. 661-4480-841-8042.

Justification:

The City's Municipal Garage requires the services of local vendors for the various repairs of fleet vehicles from July 1, 2006 to June 30, 2007. A yearly contract proposal is not feasible because there is no easy way to determine the quantities and types of repairs that will be required in any given time period. Issuing individual purchase orders is costly and administratively time consuming; therefore, as in past years, we are requesting authorization to issue blanket purchase orders as follows:

Discount Transmission Saginaw (in-city)	\$ 4,000.00
Mike's Wrecker Saginaw (in-city)	\$ 5,000.00
Draper Chevrolet Saginaw (out-city)	\$ 6,000.00
Martin Chevrolet Saginaw (out-city)	\$10,000.00

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McDonald Pontiac/GMC Saginaw (out-city)	\$ 5,000.00
Diesel Truck Sales Saginaw (in-city)	\$ 5,000.00
Graff Truck Center Saginaw (out-city)	\$ 6,000.00
Bushey's Radiator and Glass Saginaw (in-city)	\$ 5,000.00
Tuffy Muffler Saginaw (in-city)	\$10,000.00
Michigan Truck Spring Saginaw (out-city)	\$7,000.00
Scott Tire Sales Saginaw (in-city)	\$30,000.00
Tri-City Suspension & Brake Saginaw (out-city)	\$8,000.00
Vic Canever Chevrolet Flint, MI	\$4,000.00

Garage personnel will price quote each repair and are aware of the lowest and best vendor for each item. The repair will then be ordered and billed to each individual purchase order.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Municipal Employees Retirement 60th Annual Meeting

Manager's Recommendation:

I recommend Marsha Ostler be appointed as officer delegate, and Grace Deleon be appointed as alternate officer delegate, and Lori Brown, as employee delegate, and Evelyn Culberson as alternate employee delegate, to attend the Municipal Employees Retirement System's 60th Annual Meeting to be held September 19-21, 2006, in Grand Rapids, Michigan.

Justification:

The Municipal Employees Retirement Act provides that an annual meeting shall be held for representatives of participating municipalities for the purpose of selecting nominees for membership on the retirement board and to transact such business as may be required for the proper operation of the retirement system. The annual meeting for 2006 has been scheduled for September 19-21, 2006 in Grand Rapids, Michigan.

The officer delegate and alternate officer delegate are recommended based on appointing criteria. The employee delegate and employee alternate delegate are elected in accordance with the Act that requires the City Clerk to hold a secret ballot election for all eligible MERS members. Such an election was held. Upon conclusion, votes were counted and tallied resulting in Lori Brown receiving the highest number of votes and Evelyn Culberson the second highest.

Council Action:

Council _____ moved that the recommendation from the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Relocating Polling Place for Audra Francis Center (Precinct #6) and Handley School (Precinct #11).

Manager's Recommendation:

I recommend that Saginaw High School, 3100 Webber, be utilized as a polling location for Precinct #6 and Arthur Hill School, 3115 Mackinaw, be utilized as a polling location for Precinct #11, for all elections until further notice.

Justification:

On Saturday, September 24, 2005, Audra Francis Center, 2717 Webber, was severely damaged from fire. The Audra Francis Center building is owned by the City and has been established as Precinct #6 for elections. Due to the extent of the damage, and the cost to restore the building, the City is considering whether it would be feasible to restore the facility or demolish it. The facility in the past years has only been used as the precinct and as a Senior Center, and the County has relocated the Senior Center to the Merrill Park Recreation Center. Until such time a decision is made with regard to the building or an alternate site has been established, it is recommended the polling location be changed to Saginaw High School, 3100 Webber. Saginaw High School is currently the City's Precinct #8 polling location and the Board of Education has again granted the City permission to use the gymnasium for elections. The gymnasium will be divided in half with the two (2) precincts/polling locations clearly marked to direct voters. There is ample space in the gymnasium to accommodate both precincts.

In addition to the above, the City Clerk has been notified by the Board of Education that the polling location for Precinct #11, Handley School, 3021 Court Street, will be under construction for some time. The Board of Education has offered Arthur Hill High School, 3115 Mackinaw, as an alternate sight for this polling location.

In both cases, the close proximity of the two locations will provide for voters to be easily rerouted.

As required by the election law, a notice will be mailed to all registered voters in Precinct #6 and Precinct #11 to advise them of the change. The notice will advise

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voters that the change will continue “until further notice” to save mailing costs in sending notices for each election.

Council Action:

Council_____ moved that the recommendation from the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Revision to account numbers to be used to pay for construction project on Hoyt Avenue

Manager's Recommendation:

I recommend that the account numbers and dollar amounts to pay for the City's share of the Hoyt Avenue construction project be modified as shown within the justification portion of this Council Communication.

Justification:

On March 6, 2006, City Council approved a Cost Agreement (No. 05-5528) with the Michigan Department of Transportation (MDOT) for the rights and obligations of the parties agreeing to the reconstruction work along Hoyt Avenue from Washington Avenue to Genesee Avenue. The total project is estimated to cost \$1,873,000.00 of which Federal funds will pay \$733,978.00 and the City's estimated share is \$1,139,022.00. The City of Saginaw is responsible for any cost overruns in excess of \$1,873,000.00.

Funds for the City's share were originally set up as follows: Sewer Surplus Fund Account No. 576-4840-881-9720 (\$200,000.00), Water Surplus Fund Account No. 577-4740-881-9720 (\$870,000.00) and Major Streets Construction Projects Account No. 202-4614-781-8047 (\$69,022.00). The Project No. is ST 0680

Engineering has since determined that they have been approved for funding from FY-2007 Community Development Block Grant Street Resurfacing. We have also determined that there are some prior year block grant funds available for use on this project. Therefore, I recommend that the funds for the City's share of the project be modified and approved as follows: FY 2007 Community Development Block Grant Street

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Resurfacing Fund Account No. 275-6511-761-8046/07H085 (\$120,000.00), FY 2005
Community Development Block Grant Street Resurfacing Fund Account No. 275-6511-
761-8046/05H085 (\$70,000.00), Sewer Surplus Fund Account No. 576-4840-881-9720
(\$158,322.00) and Water Surplus Fund Account No. 577-4740-881-9720 (\$790,700.00).

The Project No. is ST 0680.

Council Action:

Council _____ moved that the recommendation of the
City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Miscellaneous Lawn Equipment Supplies Purchases Order

Manager's Recommendation:

I recommend that an annual purchase order in the amount of \$7,500.00 be issued to Bader Brothers Inc. for miscellaneous John Deere lawn equipment parts and supplies to be used by the Parks Grounds & Facilities Maintenance Division, of Public Services Department.

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 account 101-7575-821-7330, Parts and supplies.

Justification:

The unusual high rainfall for the months of May and June has caused dramatic increase in grass growth, which increased cutting demands from the very start of the cutting season. With our aging John Deere riding mowers, this will result in more frequent breakdowns. Parks and Weed Abatement Division will need to maintain a reliable source for replacement parts and supplies to keep our equipment operational.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Variance to Water Series Bulletin 3-16

Manager's Recommendation:

I recommend that an exception to Water Series Bulletin 3-16 be approved by City Council. The exception is to allow an alternative site for the water meter at the new Jessie Loomis School, which is not currently allowed in the bulletin approved by Council on May 10, 2005.

Justification:

The Saginaw Board of Education has asked the City Department of Public Services for an exception to the current rules for locating water meters. The rules approved by Council require water meters to be located where the water service first enters the building. Because of the configuration of the building, the Board of Education has requested that the meter be located in the boiler room of the school. The service line will be under the floor slab leading to the boiler room. City staff has reviewed the request and visited the site and recommends that the exception be approved.

Council Action:

Council _____ moved the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Plant Liquid Polymer Purchase

Manager's Recommendation:

I recommend that the low bid from Polydyne, Inc. be accepted and that a purchase order be approved and issued to them in the amount of \$34,400.00 for Fiscal Year 2006-2007 for the supply and delivery of liquid polymer.

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 budgeted in the Water Treatment Operations Account No. 591-4730-861-7302.

Justification:

On March 21, 2006, the City received two bids for the supply and delivery of 80,000 pounds (178 fifty-five gallon drums) Liquid Polymer from July 1, 2006 through June 30, 2007. Liquid Polymer is used as a coagulant aid to improve settling and filter efficiency for removal of particulate matter in the water treatment process. The low bid price of \$0.430 per lb. is a decrease of 0.02% below the price paid for an equivalent chemical during fiscal year 2005-06. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Per Lb.</u>	<u>Quantity</u>	<u>Total Bid</u>
Polydyne, Inc. Riceboro, GA	\$0.430	80,000 lbs	\$34,400.00
Nalco Company Naperville, IL	\$0.580	80,000 lbs	\$46,400.00

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Miscellaneous Auto Parts Purchase Order

Manager's Recommendation:

I recommend that an annual purchase order be issued to Larry's Auto for Fiscal year 2006-2007 in the amount of \$3,000.00 for the purchase of miscellaneous auto parts to be used by the Maintenance and Service Division.

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 budgeted 50% in Water Parts Account No. 591-4721-861-73-30 and 50% in Sewer Parts Account No. 590-4821-861-73-30.

Justification:

The Public Services Department, Maintenance and Service Division requires a variety of miscellaneous automotive parts for use in the many different pieces of equipment used to make water and sewer repairs. A yearly contract proposal is not feasible because there is no easy way to determine the quantities and parts that will be required in any given time period. Issuing individual purchase orders is costly and administratively time consuming. Following the City of Saginaw purchasing Ordinance comparisons as to cost, availability and quality will be made with vendors with established purchase orders prior to purchasing the various items.

Council Action:

Council _____ moved that the recommendation of the City Manager be accepted.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Miscellaneous Tools and Materials Purchase Order

Manager's Recommendation:

I recommend that an annual purchase order be issued for Fiscal year 2006-2007 in the amount of \$7,000.00 for miscellaneous tools and materials to be used by the Maintenance and Service Division.

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 budgeted 50% in Water Parts Operation Account Number 591-4721-861-73-30 and 50% in Sewer Parts Account Number 590-4821-861-73-30.

Justification:

The Maintenance and Service Division, Public Services Department establishes an annual purchase order for miscellaneous tools and materials with Grainger, Inc. A yearly contract proposal is not feasible because there is no easy way to determine the quantities and parts that will be required in any given time period. Issuing individual purchase orders is costly and administratively time consuming. Therefore, we are requesting authorization to issue a blanket purchase order for a variety of items, some of which are listed below. In following the City of Saginaw's Purchasing Ordinance, comparisons as to cost, availability and quality will be made with vendors with established blanket purchase orders prior to purchasing the various items:

1. Hand Tools
2. Power Tools
3. Lighting Repair Parts and Fixtures

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4. Lamps
5. Hydraulic Hoses and Repair Parts
6. Safety Equipment
7. Cleaning Supplies and Equipment
8. Metalworking and Welding Equipment and Supplies
9. Painting Supplies
10. Locks and Security Equipment

Council Action:

Council _____ moved that the recommendation
of the City Manager be accepted.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives Memorandum of Agreement

Manager's Recommendation:

I recommend that the Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") Memorandum of Agreement be approved. In addition, it is recommended that City Council authorize the Police Chief to sign the agreement. The agreement has been approved by me as to substance and the City Attorney as to form.

Justification:

The ATF and City have agreed to enter into an agreement for the purpose of reimbursement of overtime salary costs and other costs incurred by the Saginaw Police Department ("SPD") in providing resources to assist ATF. The SPD will assign an officer to assist ATF with federal, state and local investigations. Pursuant to the terms of the agreement, the SPD can request reimbursement from ATF for the payment of overtime expenses and other costs, including but not limited to, travel, fuel, training and equipment, directly related to work performed by its officer. The agreement is for a term of three years and will expire on September 30, 2009.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Renewal of Personal Services Agreements with Nancy Koepke

Manager's Recommendation:

This Council Communication transmits two items for approval by the City Council.

- (1) Transmitted herewith is renewal of an agreement between Nancy Koepke and the Saginaw Arts and Enrichment Commission ("SAEC") to fill the position of Director of the SAEC from July 1, 2006 through June 30, 2007 (City Clerk's file no. _____). The SAEC's finance committee unanimously approved an hourly salary rate of Twenty-Two Dollars and 00/100 (\$22.00), based upon her outstanding performance as Director. The agreement price shall not exceed Twenty-Four Thousand One Hundred Dollars (\$24,100.00). Ms. Koepke will receive twenty-six (26) equal payments in the amount of Nine Hundred Twenty-Six Dollars and 92/100 (\$926.92).

I recommend the agreement be approved and accepted and that the proper officials be authorized to execute the same on behalf of the City. Funds for this contract will be paid entirely by the Saginaw Arts & Enrichment Commission, Account No. 236-7532-801.

- (2) I recommend the approval of the Personal Services Agreement between Nancy Koepke and the City of Saginaw. Pursuant to the terms of the agreement, Ms. Koepke will serve as Director of the Andersen Enrichment Center. The City will pay Contractor a fee not to exceed Three Thousand Six Hundred Dollars and 00/100. Contractor will receive a monthly fee in the amount of Three Hundred

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Dollars and 00/100 (\$300.00). Funds for this account will be paid from City's AEC budget, Account No. 236-7540-811.

Both agreements have been approved by me as to substance and by the City Attorney as to form.

Justification:

The SAEC employs a Director for the purpose of administering the work of the Commission. In addition to public relations duties, the Director is also responsible for organizing and implementing all projects, writing grants, and fundraising. This position is part-time and an independent contractor has traditionally performed the work. Funding is entirely provided by revenues generated by the SAEC.

For the past seven years, Nancy Koepke has been the Director of the Andersen Enrichment Center (AEC), with duties that include supervision of the building manager, hiring and firing of personnel, approval of all expenditures and purchases, marketing, etc. In addition to the compensation received from the SAEC, Nancy Koepke will also receive compensation from the City.

Council Action:

Council _____ moved that the recommendations of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Memorandum of Understanding between the Saginaw Arts and Enrichment Commission and the City of Saginaw

Manager's Recommendation:

I recommend that the Memorandum of Understanding between the Saginaw Arts and Enrichment Commission ("Commission") and the City of Saginaw ("City") be approved. In addition, it is recommended that City Council authorize the City Manager to sign the agreement. The agreement has been approved by me as to substance and the City Attorney as to form.

Justification:

The City and the Commission annually enter into an agreement regarding the operation of the Andersen Enrichment Center ("AEC"). The agreement sets forth the responsibilities of each party. Specifically, all activities held at the AEC must be in compliance with all applicable State laws and City ordinances. In addition, all funds received and disbursed in connection with the building must be handled in accordance to City policies and procedures.

All funds must be deposited in City accounts. Funds for the AEC will continue to be earmarked and maintained separately in two separate accounts. The agreement is for a period of one year.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Replacement Mower Purchase

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Wohlfeil Hardware & Tools Inc. in the amount of \$8,000.00 for the purchase of used mower.

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 items are available in the Water Operations and Maintenance Account No. 591-4730-861.97-41 for the year 2007.

Justification:

The Maintenance Foreman for the Water Treatment Plant, found a used mower available through Wohlfeils Hardware. The mower is a gas powered 1993 345 model Toro with 320 hours of use and is in excellent shape. This mower will be used to replace an existing Toro 345 mower due for replacement. This mower is the same model as others we currently have at the Water Treatment Plant, which will allow stock parts to be used on the replacement mower. The mower was personal property, not used in commercial or industrial settings, has been well maintained and has very low hours. The mower appears to be of better construction quality than the new equipment being offered today. This equipment is used in the grounds maintenance of the City's Water Treatment Plant and Remote Pump Stations. Most recently a new 2001 Toro 345 model mower was purchased in May of 2003 and the State Bid cost for the base mower was \$11,954.78. The Toro model 345 has since been discontinued. The closest comparable mower, to our knowledge, is a Toro model 328 D. The D is for diesel and the base price new is ~ \$15,000.00.

Council Action:

Council_____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Amplifying Equipment at Block Party

Manager's Recommendation:

I recommend that Council consider a request by Tammy Johnson, Executive Director of Homes From Heaven, to permit sound amplifying equipment for a block party planned for July 29, 2006 on Youmans Street between Bundy and Grant Streets.

Justification:

On June 14, 2006, Homes from Heaven turned in an Application For Block Party Permit to hold a block party on July 29, 2006 from 12:00 to 8:00 p.m. The party will close Youmans Street, between Bundy and Grant Streets, for children's games, music, food and fellowship and is open to the public. Per the application, there are no houses or businesses on this block. A petition granting permission for closure of the street has been signed by The New Christ Community Church at 3302 Grant St., Jacob's Ladder Church at 3303 Bundy St. and Rev. E. W. Bothuel at 3309 Bundy St.

The Administrative Guidelines for a Block Party on Saginaw City Streets, Item 16, states, "No sound amplifying equipment is permitted without specific prior approval of the City Council."

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Fire Apparatus Maintenance

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Front Line Services in the amount of \$6,000.00 for preventative maintenance and emergency repairs on Fire Department apparatus.

Funds are available in the Fire Department Motor Vehicle Repairs Account No. 101-3754-751.80-42.

Justification:

The last week of June 2006, pump testing was scheduled for the Fire Department apparatus. This is a normal maintenance procedure that is done by Front Line Services. Funds remaining on a blanket purchase order issued at the beginning of the fiscal year are insufficient to pay the cost of the required pump testing. Since the pump testing was done the last week of June, funds will come out of those remaining in the fiscal year 2006 budget.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Amendment of Purchase and Development Agreement for North Hamilton

Manager's Recommendation:

I recommend approval of the Amendment to the Development Agreement with SSP Associates, Inc. with regard to the property at 314-406 North Hamilton, and that the City Manager or his designee be authorized to execute all related documents. This Agreement has been approved by the City Manager as to substance and the City Attorney as to form.

Justification:

On October 11, 2004, the Saginaw City Council entered into a Purchase and Development Agreement with SSP Associates, for the sale and development of two parcels of property commonly known as 314-406 North Hamilton.

The agreement states that SSP Associates, Inc. agrees to obtain certificates of occupancy for the minimum 10 residential units and a certificate of occupancy for the 3,000 square feet of commercial space by December 31, 2006. Many activities supporting the project have occurred since signing the agreement which have delayed commencement of construction. Saginaw Future, Inc. has written and secured grant funds to acquire the adjacent property and to fund infrastructure improvements. Once the funds were secured, meetings were held with Consumers Energy to relocate obstructing utility lines. These were removed earlier in the year.

The City of Saginaw is now prepared to transfer the property to SSP Associates, Inc. and a closing has been scheduled for mid-July. Because of these

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circumstances, SSP Associates, Inc. has requested an Amendment to the Purchase and Development Agreement to extend the timeframe from 12/31/06 to 12/31/08 to complete construction of both the residential and commercial space and to obtain occupancy permits.

Council Action:

Council _____ moved that the recommendation from the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Agreement for Use of GM vehicle

Manager's Recommendation:

I recommend approval of the Agreement on Use of a General Motor's vehicle by the police department, and to authorize the City Manager or his designee to execute the associated documents. This Agreement has been approved by the City Manager as to substance and the City Attorney as to form.

Justification:

General Motors has offered the City of Saginaw the use of a 2003 Chevrolet Suburban for law enforcement purposes. The City agrees to insurance coverage and indemnify General Motors against any claim against it. The City's insurance provides adequate insurance and coverage of the indemnity obligation.

Council Action:

Council _____ moved that the recommendation from the City Manager be approved.