

# Council Agenda

July 14, 2008, 6:30 p.m. Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

PUBLIC HEARINGS:

ANNOUNCEMENTS:

PERSONAL APPEARANCES:

- *(A list will be provided on Monday)*

REMARKS OF COUNCIL:

PETITIONS:

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES AND  
APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

REPORTS FROM MANAGER:

Management Update:

Recommended Actions:

1. Recommending that City Council deny Verna Howard's Freedom of Information Act appeal and not provide the requested document.
2. Recommending approval of the contracts between the City of Saginaw and Public Libraries of Saginaw, St. Stephen Parish, St. Joseph Parish, Saginaw Art Museum, YMCA of Saginaw, and New Mt. Calvary Missionary Baptist Church, for purposes of conducting General and Local Elections. The agreements have been approved by the City Manager as to substance and the City Attorney as to form.
3. Recommending acceptance of the low bid and issuance of a purchase order to Miller Consultation and Elections/Election Source in the amount of \$4,835.00 for the purchase of 29 voting booths to be used at the City's precincts. The City's current voting booths were purchased over 15 years ago and many are in disrepair and cannot be fixed. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Election Division Account No. 101 1731 701 9760.
4. Recommending acceptance of the low bid and issuance of a purchase order to American Made Election Equipment in the amount of \$4,901.00 for the purchase of 27 ballot

transport bags to be used to deliver and store ballots for the City's precincts and absent voters. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Election Division Account No. 101 1731 701 9760.

5. Recommending acceptance of the bid and issuance of a purchase order to Northeastern Paint in the amount of \$2,736.00 for fiscal year 2009 and in the amount of \$2,880.00 for fiscal year 2010 for the purchase of coal tar epoxy to be used by the Wastewater Treatment Plant. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Sewer Operation and Maintenance Parts and Supplies Fund Account No. 590 4830 861 7330 and will be budgeted for in the same account next year.
6. Recommending that a purchase order be issued to the following vendors for the purchase of Original Equipment Manufacturer vehicle parts and supplies for use by the City's Municipal Garage: AirGas - \$3,800.00, Alro Steel - \$4,400.00, Bader Bros., Inc. - \$2,400.00, Bushey's Radiator & Glass - \$2,000.00, Draper Chevrolet - \$4,500.00, Graff Truck Center - \$7,000.00, Martin Chevrolet - \$9,000.00, McDonald Pontiac/GMC - \$4,000.00, Mid State Bolt & Screw Company - \$2,900.00, Scientific Brake & Equipment Company - \$2,150.00, Vic Canever Chevrolet - \$3,000.00, and Weiland Truck Center - \$2,500.00. These vendors meet all requirements of the contract compliance provisions. Funds are budgeted in the Right of Way Division's Garage Account No. 661 4480 841 7312.
7. Recommending that a blanket purchase order be approved and issued to Amerigas in the amount of \$4,000.00 for the purchase of propane gas to be used by the Right of Way Division Compost Site Section. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Composting Operations Account No. 226 4587 841 7330.
8. Recommending that a purchase order be approved and issued to the following vendors for various repairs of fleet vehicles: Discount Transmissions - \$4,000.00, Mike's Wrecker - \$5,000.00, Draper Chevrolet - \$4,500.00, Martin Chevrolet - \$9,000.00, McDonald Pontiac/GMC - \$4,000.00, Diesel Truck Sales - \$5,000.00, Graff Truck Center - \$7,000.00, Bushey's Radiator & Glass - \$3,000.00, Tuffy Muffler - \$10,000.00, Michigan Truck Spring - \$7,000.00, Scott Tire Sales - \$35,000.00, Tri-City Suspension & Brake - \$8,000.00, and Vic Canever Chevrolet - \$3,000.00. These vendors meet all requirements of the contract compliance provision. Funds are budgeted in the Right of Way Division's Garage Account No. 661 4480 841 7312.
9. Recommending that a purchase order be approved and issued to the each local vendor for the purchase of Original Equipment Manufacturer vehicle parts and supplies to be used for the maintenance of the fleet vehicles: Spartan Distributors - \$4,000.00, Scientific Brake & Equipment - \$8,000.00, Diesel Truck Sales - \$5,000.00, AIS - \$10,000.00, Bridgeport Equipment - \$12,000.00, Flint New Holland - \$10,000.00, Fecon - \$40,000.00, Weller's Truck Parts - \$6,000.00, Bell Equipment - \$20,000.00, Larry's Auto - \$27,500.00, Scott Tire Sales - \$35,000.00, Consumers Auto Parts - \$6,000.00, and Bell Equipment - \$18,800.00. These vendors meet all requirements of the contract compliance provision. Funds are budgeted in the Right of Way Division's Garage Account No. 661 4480 841 7312.
10. Recommending acceptance of the low bid and issuance of purchase orders to Saginaw Rock Products Company in the amount of \$14,675.00 for fiscal year 2008-09 and

\$15,775.00 for fiscal year 2009-10 for an annual supply of mason sand and gravel to be used for water and sewer repairs throughout the city. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Water and Sewer Operation Account Nos. 591 4721 861 7330 and 590 4821 861 7330 and will be budgeted for in the same account for fiscal year 2010.

11. Recommending acceptance of the only bid and issuance of a purchase order to Acme Block and Supply in the amount of \$14,850.00 for the annual purchase of Portland cement, which will be used in the construction and repair of the water distribution/transmission and sewage collection systems. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water Parts Account No. 591 4721 861 7330 and Sewer Parts Account No. 590 4821 861 7330 and will be accounted for through the Water Inventory Account No. 591 0000 171 1130.
12. Recommending that Purchase Order No. 36224 issued to Snethkamp Dodge of Lansing for a 2008 Dodge Caravan per the State of Michigan contract pricing be increased from \$15,876.73 to \$19,262.50. This item was approved by Council on April 7, 2008, but the contract period for this vehicle expired due to a model change cut-off and thus an increase of \$3,385.77 was added to the current, new State contract. The Water Treatment Division is replacing a 1999 Jeep Cherokee that was recently involved in an accident. Funds are available in the 2008 fiscal year Water Maintenance and Operations Account No. 591 4730 861 9770. The budgeted funds combined with the insurance settlement are enough to purchase this vehicle.
13. Recommending acceptance of the low bid and issuance of a purchase order to Allied Waste Service in the amount of \$31,188.00 for fiscal year 2009 for hauling and disposing 1,200 tons of catch basin debris. Further recommend acceptance of the low bid and issuance of a purchase order to Billy's in the amount of \$32,400.00 for fiscal year 2010 for hauling and disposing 1,200 tons of catch basin debris. These vendors meet all requirements of the contract compliance provisions. Funds are budgeted in the Water and Sewer Section Account No. 590 4821 861 8005 for fiscal year 2009 and will be budgeted for in the same account in 2010.
14. Recommending acceptance of the low bid and issuance of a purchase order to Saginaw Rock Products Company in the amount of \$38,444.00 for fiscal year 2008-09 and \$41,144.00 for fiscal year 2009-10 for an annual supply of stone and stonecrete to be used by the Maintenance & Service Section for water and sewer repairs and maintenance. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water and Sewer Road Materials Account Nos. 591 4721 861 7340 and 590 4821 861 7340.
15. Recommending acceptance of the low bid and issuance of a purchase order to Kar Laboratories in the amount of \$69,715.00 for outside laboratory testing and analysis in the Wastewater Treatment Plant. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Sewer Operating Services Account No. 590 4830 861 8005.
16. Recommending acceptance of the low bid and issuance of a purchase order to Michigan Pipe & Valve in the amount of \$99,999.00 for the purchase of an annual supply of manhole and catch basin castings. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Sewer Parts Account No. 590 4821

861 7330 and will be accounted for in the Water Stores Asset Inventory Account No. 591 0000 171 1130.

17. Recommending acceptance of the bids and issuance of purchase orders as follows for the purchase of sand and topsoil: Doc Heinz - \$115,400.00 for fiscal year 2009, Bourdow Trucking - \$45,051.50 and \$46,182.50 for fiscal years 2009-10 respectively, and Billy's Contracting - \$125,400.00 for fiscal year 2010. These vendors meet all requirements of the contract compliance provisions. Funds are budgeted in the Maintenance and Service Section Account Nos. 590 4821 861 7330 and 591 4721 861 7330 for fiscal year 2009 and will be budgeted in the same accounts for fiscal year 2010.
18. Recommending that the three-year Agreement for biosolids land application services with Biotech Agronomics, Inc. be approved and that a purchase order be issued to them in an amount not to exceed \$602,700.00 for fiscal year 2009, not to exceed \$619,100.00 for fiscal year 2010, and not to exceed \$637,550.00 for fiscal year 2011. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Sewer Operation and Maintenance Account No. 590 4830 861 8005 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2011.

**INTRODUCTION OF ORDINANCES:**

**CONSIDERATION AND PASSING OF ORDINANCES:**

**RESOLUTIONS:**

1. Adopting the State of Michigan Retention Schedules.
2. Approving the City Manager or his designee to be the authorized agent for the donation of a used ambulance for the Saginaw Fire Department from Mobile Medical Response.

**UNFINISHED BUSINESS:**

**MOTIONS AND MISCELLANEOUS:**

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Propane Gas

**Manager's Recommendation:**

I recommend that a blanket purchase order be approved and issued to Amerigas for fiscal year 2009 in the amount of \$4,000.00 for the purchase of propane gas.

This vendor meets all the 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 Composting Operations Account 226-4587-841.73-30.

**Justification:**

The Right of Way Division, Compost Site Section, uses propane gas to heat its facility on Veterans Memorial Highway. Past usage of propane gas and price increases dictate the need to establish an annual purchase order to ensure an adequate supply for the year.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Original Equipment Manufacturer Vehicle Parts & Supplies

**Manager's Recommendation:**

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

These vendors meet 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 Right of Way Division's Garage 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, 2008 to June 30, 2009. 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:

AirGas Saginaw, MI	\$ 3,800.00
Alro Steel Bay City, MI	\$ 4,400.00
Bader Bros Inc. Birch Run, MI	\$ 2,400.00
Bushey's Radiator & Glass Saginaw, MI	\$ 2,000.00

# COUNCIL COMMUNICATION

Draper Chevrolet Saginaw, MI	\$ 4,500.00
Graff Truck Center Saginaw, MI	\$ 7,000.00
Martin Chevrolet Saginaw, MI	\$ 9,000.00
McDonald Pontiac/GMC Saginaw, MI	\$ 4,000.00
Mid State Bolt & Screw Company Saginaw, MI	\$ 2,900.00
Scientific Brake & Equipment Company Saginaw, MI	\$ 2,150.00
Vic Canever Chevrolet Flint, MI	\$ 3,000.00
Weiland Truck Center Saginaw, MI	\$ 2,500.00

Garage personnel will price quote each item and will use 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 various repairs of fleet vehicles.

These vendors meet 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 budgeted in the Right of Way Division's Garage Account No. 661-4480-841-7312.

**Justification:**

The City's Municipal Garage requires the services of local vendors for the various repairs of fleet vehicles from July 1, 2008 to June 30, 2009. 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 Transmissions Saginaw, MI	\$ 4,000.00
Mike's Wrecker Saginaw, MI	\$ 5,000.00
Draper Chevrolet Saginaw, MI	\$ 4,500.00
Martin Chevrolet Saginaw, MI	\$ 9,000.00



# COUNCIL COMMUNICATION

McDonald Pontiac/GMC Saginaw, MI	\$ 4,000.00
Diesel Truck Sales Saginaw, MI	\$ 5,000.00
Graff Truck Center Saginaw, MI	\$ 7,000.00
Bushey's Radiator & Glass Saginaw, MI	\$ 3,000.00
Tuffy Muffler Saginaw, MI	\$10,000.00
Michigan Truck Spring Saginaw, MI	\$ 7,000.00
Scott Tire Sales Saginaw, MI	\$35,000.00
Tri-City Suspension & Brake Saginaw, MI	\$ 8,000.00
Vic Canever Chevrolet Flint, MI	\$ 3,000.00

Garage personnel will price quote each repair and will use 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:** Original Equipment Manufacturer Vehicle Parts & Supplies

**Manager's Recommendation:**

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

These vendors meet all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35 – 14.44, of the Saginaw Code of Ordinances.

Funds for these purchases are budgeted in the Right of Way Division's Garage 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, 2008 to June 30, 2009. 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 & Equipment Saginaw, MI	\$ 8,000.00
Diesel Truck Sales Saginaw, MI	\$ 5,000.00
AIS Bridgeport, MI	\$10,000.00

# COUNCIL COMMUNICATION

Bridgeport Equipment Bridgeport, MI	\$12,000.00
Flint New Holland Burton, MI	\$10,000.00
Fecon Cincinnati, OH	\$40,000.00
Weller's Truck Parts Grand Rapids, MI	\$ 6,000.00
Bell Equipment Lake Orion, MI	\$20,000.00
Larry's Auto Saginaw, MI	\$27,500.00
Scott Tire Sales Saginaw, MI	\$35,000.00
Consumer Auto Parts Saginaw, MI	\$ 6,000.00
Bell Equipment Lake Orion, MI	\$18,800.00

Garage personnel will price quote each item and will use 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:** WWTP Laboratory Analysis

**Manager's Recommendation:**

I recommend that the low bid received from Kar Laboratories be accepted and a purchase order issued to them in the amount of \$69,715.00 for outside laboratory testing.

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 Sewer Operating Services Account No. 590-4830-861.80-05.

**Justification:**

On June 24, 2008, the City received bids for outside laboratory testing and analysis. Analysis of volatile organic compounds, metal, and other pollutants in the Wastewater Treatment Plant's effluent, and in the industrial wastewater discharged to the treatment plant are mandated by the City of Saginaw's Industrial Pretreatment Program and by the Wastewater Treatment Plant's National Pollutant Discharge Elimination System Permit. The bids received are as follows:

Kar Labs Inc. Kalamazoo, MI	\$69,715.00
ALS Lab Group Holland, MI	\$77,060.00
Merit Labs East Lansing, MI	\$78,260.00
Fibertech, Inc. Holt, MI	\$80,855.00

# COUNCIL COMMUNICATION

Test America Pontiac, MI	\$82,100.00
Paragon Labs Livonia, MI	\$85,991.50
RTI Labs Livonia, MI	\$94,962.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Wastewater Treatment – Coal Tar Epoxy

**Manager's Recommendation:**

I recommend that the bid received from Northeastern Paint be accepted and a purchase order be issued to them in the amount of \$2,736.00 for fiscal year 2009 and a second purchase order in the amount of \$2,880.00 for fiscal year 2010 for the purchase of coal tar epoxy.

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 Sewer Operation and Maintenance Parts and Supplies Fund Account No. 590-4830-861.73-30 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

On May 20, 2008, the City received bids for the purchase of coal tar epoxy, which is used as a protective coating on metal to prevent corrosion. There were three (3) bidders, two of which were disqualified for not meeting bid specifications. The bid specifications clearly stated, "two components mixed together to produce one gallon of product." The other two bidders quoted five-gallon containers. We know from experience that if purchased this way it will be wasted because it must be used immediately after mixing. The following is a tabulation of the bids received:

	FY2009	FY2010
Northeastern Paint Saginaw, MI	\$2,736.00	\$2,880.00
ICI Paint Saginaw, MI	Disqualified	Disqualified
Sherman Williams Saginaw, MI	Disqualified	Disqualified

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Adopting Records Retention Schedules

**Manager's Recommendation:**

I recommend Michigan Department of History, Arts and Libraries, Records Management Services General Schedule #1-Non-Record Materials, General Schedule #8-Municipalities, General Schedule #11-Local Law Enforcement Agencies, General Schedule #18-Local Fire/Ambulance Departments, and General Schedule #23-Election Records be approved and implemented for the retention and disposal of public records by the City of Saginaw departments, divisions and offices. I further recommend that any amendments to these Retention Schedules or any additional Retention Schedules pertinent to public records created and stored by the City of Saginaw become effective immediately for use by the City upon the approval of the Michigan Department of History, Arts and Libraries, Records Management Services.

**Justification:**

On January 17, 1984, the Michigan Department of State approved a General Record Retention and Disposal Schedule #8 for the disposition of public records by city and village offices. To date, the City of Saginaw has been utilizing this schedule for the disposal of its public records in all divisions and departments. In the past few years, the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives), has approved an updated General Record Retention and Disposal Schedule #8 prepared by the Michigan Municipal League and has further developed and approved several retention schedules which are agency specific, i.e. law enforcement, elections, etc.

The Michigan Department of History, Arts and Libraries, Records Management Services (State Archives) advises there are no legal obligations for cities and villages to formally adopt these schedules. Any retention schedules the State approves may be implemented immediately. The State of Michigan does, however, encourage cities to adopt the schedules so that all departments, divisions and offices are utilizing the same schedules for the disposition of its records.

**Council Action:**

This Council Communication is for explanation purposes only of the attached Resolution to be adopted.

# COUNCIL COMMUNICATION

## RESOLUTION ADOPTING STATE OF MICHIGAN RETENTION SCHEDULES

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

WHEREAS, in accordance with MCL 399.5 and MCL 750.491, public records can only be disposed of in accordance with the provisions of an approved Retention and Disposal Schedule; and

WHEREAS, the City of Saginaw has been disposing and archiving its records in accordance with a General Record Retention and Disposal Schedule #8 for Cities and Villages approved by the Michigan Department of State on January 17, 1984; and

WHEREAS, the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives); has updated and approved Schedule #8 and has further approved several other retention schedules to meet the administrative, legal, fiscal and archival requirements of the State of Michigan; and

WHEREAS, although there is no legal requirement to formally adopt the State of Michigan's approved Retention Schedules prior to implementing, it is highly recommended.

NOW THEREFORE, BE IT RESOLVED, the City of Saginaw does hereby adopt the following Retention Schedules approved by the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives):

- General Schedule #1-Non-Record Materials (Approved 11/16/04)
- General Schedule #8-Municipalities (Records Management Handbook by Michigan Municipal League);
- General Schedule #11-Local Law Enforcement Agencies (Approved 08/02/05);
- General Schedule #18-Local Fire/Ambulance Departments (Approved 03/06/07); and



# COUNCIL COMMUNICATION

- General Schedule #23-Election Records (Approved 10/16/07).

BE IT FURTHER RESOLVED, that any amendments to these Retention Schedules or any additional Retention Schedules approved by the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives) pertinent to public records created and stored by the City of Saginaw, are hereby incorporated herein and will need no separate approval prior to implementation.

BE IT FURTHER RESOLVED, that the City Clerk, as “official keeper of the records” shall

1. Ensure that all City departments have a copy of General Schedules #1 and #8 and copies of any agency-specific schedules for their use (i.e. law enforcement);
2. Ensure all employees have basic knowledge about Retention and Disposal Schedules; and
3. Ensure confidential records are destroyed properly.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Contract with Precincts for Conducting Elections

**Manager's Recommendation:**

I recommend approval of the contracts between the City of Saginaw and Public Libraries of Saginaw, St. Stephen Parish, St. Joseph Parish, Saginaw Art Museum, YMCA of Saginaw, and New Mt. Calvary Missionary Baptist Church, for purposes of conducting General and Local Elections in the City of Saginaw.

The agreements have been approved by the City Manager as to substance and the City Attorney as to form.

**Justification:**

Following the November 2004 General Election, the Precinct Consolidation Committee recommended the City enter into Contracts with all precincts so the obligations, responsibilities and understandings of the parties in conducting general and local elections were clearly defined. To date, the Public Libraries of Saginaw, St. Stephen Parish, St. Joseph Parish, Saginaw Art Museum, YMCA of Saginaw and New Mt. Calvary Missionary Baptist Church have all agreed to the terms the City proposed.

With regard to the use of the various buildings, the parties (hereinafter referred to as "City" and "Precinct") have agreed as follows:

(1) Precinct will attempt to provide a room or space of adequate size and accessibility and the parties will review the designated area prior to each election. Precinct will attempt to make the designated area as close as possible to the entrance of the polling location.

# COUNCIL COMMUNICATION

(2) Precinct will provide ample handicap and regular parking spaces, store election equipment and supplies, have the buildings accessible at 6:00 a.m. the morning of the election, heat the buildings and have tables and chairs for precinct workers available.

(3) Precinct agrees to remove the snow from parking lots and walkways. Since St. Joseph Parish does not have snow removal and salting performed on a daily basis, and if it is necessary for St. Joseph's crews to remove snow and salt for the sole purpose of serving as a polling location on Election Day, the City will reimburse St. Joseph for these costs. This clause only applies to the St. Joseph contract.

(4) Precinct will attempt to avoid scheduling major activities in the buildings, i.e., athletic activities, fund-raisers, social events, etc. on Election Days.

(5) The parties further agreed to coordinate efforts with regard to emergencies, signage, handicap accessibility and will discuss any concerns and issues subsequent to each election, if any.

(6) Precinct and City have agreed to each indemnify the other with regard to any possible claims.

(7) The terms of the contract will commence upon execution and will terminate on December 31, 2013, with an option to renew. The parties will review the terms and conditions six (6) months prior to the termination and make any necessary modifications, if needed, prior to renewal. In all other events, each party has agreed to give the other 12-months written notice to terminate the contract.

# COUNCIL COMMUNICATION

(8) City agrees to pay a rental fee of \$75.00 following each Election for use of the building. Funds for these rental fees are budgeted annually in the Election Division Account No. 101-1731-701-8062.

The City Clerk is also in the process of negotiating contracts with the Saginaw School District and Saginaw Housing Commission and will present these contracts for approval once the contracts have been approved by their respective boards.

Given the foregoing, I recommend approval of the contracts between the City of Saginaw and Public Libraries of Saginaw, St. Stephen Parish, St. Joseph Parish, Saginaw Art Museum, YMCA of Saginaw and New Mt. Calvary Missionary Baptist Church for purposes of conducting General and Local Elections in the City of Saginaw.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Ballot Transport Bags for Elections

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to American Made Election Equipment, in the amount of \$4,901.00 for the purchase of twenty-seven (27) ballot transport bags to be used to deliver and store ballots for the City's precincts and absent voters.

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 Election Division Account No. 101-1731-701-9760.

**Justification:**

In June 2008, the City Clerk received bids on twenty-seven (27) ballot transport bags to be utilized by the Election Division to transport ballots to and from the City's twenty-two (22) precincts, and to store the ballots subsequent to elections for the precincts and absent voter counting board(s). The City's current ballot boxes are metal and have a capacity to hold ballots 17" long. Due to the number of candidates and issues on the ballot, particularly during a November General Election, the ballots can be as long as 23". As such, it has been necessary for the Clerk to bend the ballots to fit them in the boxes, which sometimes causes problems with the ballots feeding in the tabulator. In addition, the metal containers are very heavy and cumbersome and difficult for some of the election workers to lift. The new bags are made of Denier nylon and come with attached wheels for easy transportation.

# COUNCIL COMMUNICATION

The company guarantees these bags for a period of five (5) years. The bids received for the bags on wheels are as follows:

<u>Company</u>	<u>Bag Type</u>	<u>Cost per unit</u>	<u>Shipping</u>	<u>Total Cost</u>
American Made Election Equipment Escondido, CA	BS-BG	\$159.00	\$290.00	\$4,611.00
MC&E Election Source Grand Rapids, MI	BA-EZPull	\$179.00	\$150.00	\$4,983.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Voting Booths for Elections

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Miller Consultation and Elections/Election Source in the amount of \$4,835.00 for the purchase of twenty-nine (29) voting booths to be used at the City's twenty-two (22) precincts.

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 Election Division Account No. 101-1731-701-9760.

**Justification:**

In June 2008, the City Clerk received bids on twenty-nine (29) voting booths to be utilized by the Election Division at the City's twenty-two (22) precincts. The City's current voting booths were purchased over 15 years ago and many are in disrepair and cannot be fixed. In addition, City Council recently approved to split two (2) of the City's twenty (20) precincts. Additional voting booths are needed for these additional precincts and to replace those that cannot be used. The bids received for the voting booths are as follows:

<b><u>Company</u></b>	<b><u>Booth Type</u></b>	<b><u>Cost per unit</u></b>	<b><u>Shipping</u></b>	<b><u>Total Cost</u></b>
MC&E Election Source Grand Rapids, MI	VB 101	\$165.00	\$50.00	\$4,835.00
American Made Election Equipment Escondido, CA	AV-300	\$160.00	\$290.00	\$4,930.00

Besides being lower in cost, the MC&E/Election Source booths also has a larger writing surface. Given the foregoing, I recommend the low bid from Miller Consultation & Elections/Election Source.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Biotech Agronomics, Inc. Agreement

**Manager's Recommendation:**

I recommend that the three (3) year Agreement for biosolids land application services with Biotech Agronomics, Inc. (Biotech), be approved and that a purchase order be issued to them in an amount not to exceed \$602,700.00 for fiscal year 2009, not to exceed \$619,100.00 for fiscal year 2010, and not to exceed \$637,550.00 for fiscal year 2011. The Agreement is approved by 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.

The funds are budgeted in the Sewer Operation and Maintenance Account No. 590-4830-861.80-05 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010 and fiscal year 2011 respectively.

**Justification:**

On June 10, 2008, the City received bids for the removal and land application of the Wastewater Treatment Plant's Biosolids for the next three years. Biotech Agronomics, Inc. submitted the lowest bid to provide all agronomic services and land application the biosolids generated by the Wastewater Treatment Plant.

Biosolids are the residual materials removed from the wastewater during the treatment process. This material, after treatment and stabilization, is recycled as farm fertilizer. It is estimated that the process of land application will recycle 20.5 million gallons of biosolids each year. Following is a tabulation of the bids received:



# COUNCIL COMMUNICATION

Biotech Agronomics, Inc.	FY2009	\$602,700.00 (\$0.0294/gallon)
	FY2010	\$619,100.00 (\$0.0302/gallon)
	FY2011	\$637,550.00 (\$0.0311/gallon)
Synagro Central, LLC	FY2009	\$637,550.00 (\$0.0311/gallon)
	FY2010	\$653,950.00 (\$0.0319/gallon)
	FY2011	\$670,350.00 (\$0.0327/gallon)

The FY 2009 bid represents a 2.2% increase over the FY 2008 annual cost. Increases in FY 2010 and FY 2011 are 2.7% and 3.0% respectively.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Annual Supply of Portland Cement

**Manager's Recommendation:**

I recommend acceptance of the only bid received and issuance of a purchase order to Acme Block & Supply in the amount of \$14,850.00 for fiscal year 2008-2009 for the annual purchase of Portland cement.

This vendor meets all the 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 Water Parts Account No. 591-4721-861-73-30 and Sewer Parts Account No. 590-4821-861-73-30 and will be accounted for through the Water Inventory Account No. 591-0000-171-11-30.

**Justification:**

On June 10, 2008, the Right of Way Department, Maintenance and Service Section, received one bid for an annual supply of Portland cement, which will be used in the construction and repair of the water distribution/transmission and sewage collection systems. A cost comparison shows an increase of 17% over the previous purchase due to the use of fossil fuels in the manufacturing process.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Annual Supply of Manhole and Catch Basin Castings

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Michigan Pipe & Valve in the amount of \$99,999.00 for the purchase of an annual supply of manhole and catch basin castings.

This vendor meets all the 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 Sewer Parts Account No. 590-4821-861.73-30 and will be accounted for in Water Stores Asset Inventory Account No. 591-0000-171.11-30.

**Justification:**

On June 10, 2008, Right of Way Department, Maintenance and Service Section, received bids for an annual supply of manhole and catch basin castings that will be used in the construction and repair of the sewage collection system. A cost comparison shows a 6% increase over the previous purchase. Following is tabulation of the bids received:

Michigan Pipe and Valve Saginaw, MI	\$99,999.00
East Jordan Iron Works Sunfield, MI	\$100,809.90

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Water Treatment Replacement Vehicles

**Manager's Recommendation:**

I recommend that purchase order number 36224 be increased from \$15,876.73 to \$19,262.50 and issued to Snethkamp Dodge of Lansing for a 2008 Dodge Caravan, per the State of Michigan contract pricing.

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 2008 fiscal year Water Maintenance and Operations Account No. 591-4730-861-9770.

**Justification:**

On April 7, 2008, Council approved the purchase of a 2008 Dodge Caravan from SnethKamp Dodge of Lansing per the State Contract pricing. By the time this item was approved by Council, the contract period for this vehicle expired due to a model change cut off and thus an increase of \$3,385.77 was added to the current, new state contract. The Water Treatment Division is replacing a 1999 Jeep Cherokee that was recently involved in an accident. Our maintenance staff utilizes this vehicle to perform maintenance checks at the water booster and pumping stations, light duty repairs and to transport employees to required training and seminars. The budgeted funds combined with the insurance settlement are enough to purchase this vehicle.

**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 the adoption of the following resolution:

WHEREAS, the Saginaw Fire Department is an active member of the Fire Investigative Services Team (F.I.S.T.), the arson task force that consists of the Saginaw Fire and Police Departments, the Michigan State Police Fire Marshal's Office and the ATF; and

WHEREAS, this team has been highly effective in apprehending and convicting arsonists in our area; and

WHEREAS, this team works closely together and currently carry various tools and equipment in the trunks of their respective vehicles, and unless each team member is on the scene of an incident, all of the tools and equipment needed to conduct an investigation of an arson may not be readily available; and

WHEREAS, seeing our need for consolidation, Mobile Medical Response has agreed to donate a used ambulance to the F.I.S.T. team effort that will eliminate the need for multiple vehicles to respond to an incident, thus allowing the more effective use of manpower; and

WHEREAS, thus far, this donor has been dealing with the Fire Chief of the Saginaw Fire Department; now

THEREFORE, BE IT RESOLVED, that the City Manager is authorized to assign Fire Chief E. Dean Holland to be the authorized agent for acceptance of this donation to the Saginaw Fire Department.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** 6AA Stone and Stonecrete

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Saginaw Rock Products Co. in the amount of \$38,444.00 for fiscal year 2008-09 and \$41,144.00 for fiscal year 2009-10 for an annual supply of 6AA Stone and Stonecrete.

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 Water and Sewer Road Materials Account Nos. 591-4721-861-73-40 and 590-4821-861-73-40.

**Justification:**

On June 10, 2008, the Right of Way Division, Maintenance & Service Section, received bids from three (3) vendors for a two-year supply of 6AA Stone and Stonecrete that will be used for water and sewer repairs and maintenance. A cost comparison shows a 28% increase of over the previous purchase. Following is a tabulation of the bids received:

Saginaw Rock Products Co. Saginaw, MI	\$79,588.00	2 Year Bid
Wirt Stone Dock Saginaw, MI	\$39,390.00	1 Year Bid
Champagne & Marx Saginaw, MI.	\$113,350.00	2 Year Bid

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Annual Supply of Mason Sand and 60/40 Gravel

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of purchase orders to Saginaw Rock Products Co. in the amount of \$14,675.00 for fiscal year 2008-09 and \$15,775.00 for fiscal year 2009-10.

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

Funds for this purchase are budgeted in the Water and Sewer Operation Account Nos. 591-4721-861.73-30 and 590-4821-861.73-30 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

On June 10, 2008, the Right Of Way Division, Maintenance and Service Section, received bids for a two-year supply of Mason Sand and 60/40 Gravel to be used for water and sewer repairs throughout the city. A cost comparison shows a 23% decrease from the previous bid. Following is a tabulation of the bids submitted.

<u>Two-Year Bid</u>	
Saginaw Rock Products Co.	\$14,675.00 First Year
Saginaw, MI	<u>\$15,775.00</u> Second Year
Total	\$30,450.00
 <u>One-Year Bid</u>	
Doc Heinz Contracting Inc.	\$17,367.00
Saginaw, MI	
 <u>One-Year Bid</u>	
Wirt Saginaw Stone Dock	20,095.00
Saginaw, MI	

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Sand and Topsoil

**Manager's Recommendation:**

I recommend that the following bids be accepted and purchase orders issued as follows: Doc Heinz for sand in the amount of \$115,400.00 for fiscal year 2009, Bourdow Trucking for topsoil in the amount of \$45,051.50 and \$46,182.50 for fiscal year 2009 and fiscal year 2010 respectively, Billy's Contracting for sand in the amount of \$125,400.00 for fiscal year 2010.

These vendors meet all requirements of the Contract Compliance Provisions Title 1, Chapter 14 §14.35 – 14.44 of the Saginaw Code of Ordinances.

Funds for these purchases are budgeted in the Right of Way Division's Maintenance & Service Section Account Nos. 590-4821-861.73-30 and 591-4721-861.73-30 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

On June 10, 2008, the Right of Way Division, Maintenance and Service Section, received bids for annual supplies of sand and topsoil used in the backfilling and restoration of excavated areas for water and sewer system maintenance. Following is tabulation of the bids received:

<b><u>Vendor</u></b>	<b><u>Material</u></b>	<b><u>2008/2009</u></b>	<b><u>2009/2010</u></b>	<b><u>Total</u></b>
Doc Heinz Saginaw, MI	Sand	\$115,400.00	No Bid	\$115,400.00
Bourdow Saginaw, MI	Topsoil	\$45,051.50	\$46,182.50	\$91,234.00
	Sand	\$139,000.00	\$145,000.00	\$284,000.00



# COUNCIL COMMUNICATION

Billy's	Topsoil	\$54,288.00	\$54,288.00	\$108,576.00
Saginaw, MI	Sand	\$125,400.00	\$125,400.00	\$250,800.00
Champagne	Topsoil	\$48,067.50	\$51,837.50	\$99,904.00
Saginaw, MI	Sand	\$165,000.00	\$185,000.00	\$350,000.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Debris Hauling

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order in the amount of \$31,188.00 to Allied Waste Service for fiscal year 2009 and recommend acceptance of the low bid and issuance of a purchase order to Billy's in the amount of \$32,400.00 for fiscal year 2010 for hauling and disposing of catch basin debris.

These vendors meet 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 Right of Way Division's Water and Sewer Section Account No. 590-4821-861.80-05 for FY2009 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

On June 10, 2008, bids were taken for hauling and the disposing of 1,200 tons of catch basin debris annually. Following is a tabulation of the bids received:

<b><u>Vendor</u></b>	<b><u>2008/2009</u></b>	<b><u>2009/2010</u></b>	<b><u>Total</u></b>
Allied Waste Detroit, MI	\$25.99/Ton	\$27.41/Ton	\$128,160.00
Billy's Carrollton, MI	\$27.00/Ton	\$27.00/Ton	\$129,560.00
RWS Montrose, MI	\$39.75/Ton	\$41.25/Ton	\$192,000.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Verna Howard Freedom of Information Act Appeal

**Manager's Recommendation:**

It is recommended that City Council deny Verna Howard's Freedom of Information Act ("FOIA") appeal and not provide the requested document.

**Justification:**

On June 11, 2008, the Saginaw Police Department ("SPD") received a Freedom of Information Act ("FOIA") request from Verna Howard requesting a copy of the entire file, excluding pictures, related to her son's homicide. On June 26, 2008, the SPD sent Ms. Howard a letter denying her request pursuant to MCL 15.243(1)(b)(i). That section states that information is exempt from disclosure if it would interfere with law enforcement proceedings. On July 2, 2008, the City received an appeal from Ms. Howard. Her appeal only requests a copy of the police incident report related to her son's homicide.

Currently, the SPD is in the process of investigating this matter. A team of detectives is actively investigating the death of Ms. Howard's son. Disclosure of the requested information would interfere with law enforcement proceedings pursuant to MCL 15.243(1)(b)(i). Specifically, disclosure of the information could scare potential witnesses into not providing information for fear of retaliation. In addition, suspects listed in the report could disappear and avoid prosecution. As a result, it is recommended that the FOIA appeal submitted by Ms. Howard be denied.

**Council Action:**

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

7-14-21