

# Council Agenda

September 8, 2008 6:30 p.m. Council Chamber

**There will be a Committee of the Whole meeting today beginning at 5:00 p.m. in the Council Chamber. Tom Fancher, City Attorney, will review the existing authority and role of the City Planning Commission in land use decisions.**

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

PUBLIC HEARINGS:

- Request from Prints Plus, Inc. for an Industrial Facilities Exemption Certificate at 2301 N. Michigan Avenue.

ANNOUNCEMENTS:

PERSONAL APPEARANCES:

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

REMARKS OF COUNCIL:

PETITIONS:

- 08-27 - from Mistequay Group LTD, 1212 N. Niagara Street, requesting a 50%, 12-year personal property tax abatement.
- 08-30 - from Lynn Tattershall, 12001 Tech Center Drive, Livonia, MI, requesting transfers of the Exemption of New Personal Property and Industrial Facilities Tax Exemption Certificate #97-386 from Delphi Automotive, LLC to TRW Integrated Chassis Systems, LLC.
- 08-31 - from Hank Harvey, CFO, The CMI-Schneible Group, 2220 Veterans Memorial Highway, requesting a 50% 12-year personal property tax abatement.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES AND

APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

1. Consideration of appointing Peter Ewend to the Saginaw Riverfront Development Commission to fill a vacancy with a term to expire 4/1/10.
2. Consideration of appointing Leola Wilson to fill a vacancy on the Human Planning Commission with a term to expire September 8, 2010.

3. Consideration of reappointing Les Tincknell to the Saginaw Riverfront Development with a term to expire April 1, 2013.
4. Consideration of appointing Robert M. Coates to the Housing Board of Appeals with a term to expire September 8, 2010.

REPORTS FROM MANAGER:

Management Update:

Recommended Actions:

1. Recommending approval of the Claims Service Contract with Alternative Service Concepts (ASC) as the City's third party administrator for insurance claims for the period of July 1, 2008 through June 30, 2009. ASC reviews all claims and loss reports arising under the City's insurance policy. ASC requests a minimum claim fee of \$41,000, plus Administrative Fees of \$3,000 and System Fees of \$2,500, for a grand total of \$46,500. This vendor meets all requirements of the contract compliance provisions. This contract has been approved by the City Manager as to substance and the City Attorney as to form. Funds are available in the Self-Insurance Fund, Insurance Expense Account No. 677 1762 711 8006.
2. Recommending that a purchase order be approved and issued to Scott Tire Company, the State bid supplier, in the amount of \$8,500.00 for the purchase of tires for the Saginaw Fire Department fleet of apparatus for fiscal year 2009. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Saginaw Fire Department Motor Vehicle Supplies Account No. 101 3754 751 7312.
3. Recommending the approval to purchase three fully equipped 2009 Chevy Impala police patrol vehicles from Berger Chevrolet of Grand Rapids, MI in conjunction with the State Bid process. The three new vehicles will be purchased outright at the cost of \$23,502.51 per vehicle for a total cost of \$70,507.53. This amount includes outfitting, delivery, documentation fees and titles. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Motor Pool Operations/Capital Outlay/Vehicles Account No. 661 4480 841 9770.
4. Recommending acceptance of the low bid and issuance of a purchase order to FBH Architectural Building Products, in the amount of \$4,690.00 for replacing exterior steel doors and frames at the Traffic Engineering facility. This vendor meets all requirements of the contract compliance provisions. Funds are available in the General Fund Street Lighting Repairs and Replacements Account No. 101 4620 791 9720.
5. Recommending that a blanket purchase order be issued to Larry's Auto Supply in the amount of \$5,000.00 for the purchase of small engine and automotive parts to be used by the Right of Way Division, Maintenance and Service. This vendor meets all requirements of the contract compliance provisions. Funds are available in the water Parts Account No. 591 4721 861 7330 (\$2,500.00) and in the Sewer Parts Account No. 590 4821 861 7330 (\$2,500.00).
6. Recommending that a purchase order be approved and issued to Bentley Systems, Inc. in the amount of \$5,460.00 for the GIS Software Maintenance Fee annual renewal. An annual renewal maintenance fee is required to receive all new upgrades for the software licenses. This vendor meets all requirements of the contract compliance provisions. Funds are available in the GIS Operating Services Account No. 650 1738 781 8005.

7. Recommending that the low bid from First Class Tire Shredders be accepted and purchase orders be issued to them in the amount of \$10,800.00 for fiscal year 2009 and \$10,800.00 for fiscal year 2010 for a tire recycling trailer to be used by the Right of Way Division, Environmental Section, in order to dispose of tires improperly set out for pickup, dumped in empty lots and picked up in backyard cleanups. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Rubbish Collection Fund Operating Services Account No. 226 4584 841 8005 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.
8. Recommending that the low quote from PVS-Nolwood Chemicals be accepted and a purchase order be issued to them in the amount of \$19,500.00 for fiscal year 2009, and a second purchase order in the amount of \$19,500.00 for fiscal year 2010 for the purchase of hydrogen peroxide. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Fund Supplies/Chemicals Account No. 590 4835 861 7302 for fiscal year 2009 and will be budgeted for in the same account in fiscal year 2010.
9. Recommending acceptance of the low bid from Energy Shield Inc., and a contract be awarded to them in the amount of \$24,395.00 for the repair of the roof at the Traffic Engineering Division. This project includes the installation of a spray-foam roofing system on a portion of an existing standing seam metal roof that is deteriorating and leaking water into the Traffic Engineering facility. The contract is subject to approval by the City Manager as to substance and the City Attorney as to form. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Major Streets Repairs and Replacements Fund Account No. 202 4621 791 9720 (\$13,000), Traffic Engineering Repairs and Replacements Fund Account No. 101 4621 791 9720 (\$8,000), and Street Lighting Repairs and Replacements Fund Account No. 101 4620 791 9720.
10. Recommending acceptance of the low bid and issuance of purchase orders to Waste Management in the amount of \$27,000.00 for fiscal year 2009 and \$28,340.00 for fiscal year 2010 for the hauling of catch basin debris. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Street Sweeping Catch Basin Account No. 590 4822 861 8005 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.
11. Recommending acceptance of the low bid and issuance of a purchase order to Warminster Fiberglass Company in the amount of \$42,200.00 for the replacement of weirs and scum baffles on the Wastewater Treatment Plant's clarifiers. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Repairs and Maintenance Fund Account No. 576 4840 881 9720.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS:

- Appointing an Official Voting Delegate and one Official Alternate Voting Delegate to represent the City at the Annual Business Meeting of the Michigan Municipal League scheduled for Thursday, October 2, 2008 at 11:00 a.m.

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Weirs and Scum Baffle Replacement

**Manager's Recommendation:**

I recommend that the low bid from Warminster Fiberglass Company be accepted and a purchase order be issued to them in the amount of \$42,200.00 for the replacement of weirs and scum baffles.

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 Repairs and Maintenance Fund Account No. 576-4840-881.97-20.

**Justification:**

The weirs and baffles on the Wastewater Treatment Plants' clarifiers were originally constructed of mild steel. The steel has rusted away and needs to be replaced. Over the next three years, we plan to replace the weirs and baffles on all ten (10) of our clarifiers. The bids received are for the material needed to replace the mild steel weirs and baffles on three clarifiers with fiberglass. Plant personnel will complete the installation. The following is a tabulation of the bids received:

Warminster Fiberglass Co. South Hampton, PA	\$42,200.00
MFG Water Treatment Products Co. Union City, PA	\$42,600.00
NEFCO Inc. Palm Beach Gardens, FL	\$56,640.00
Glass- Steel Inc Woodlands, TX	\$57,317.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Hydrogen Peroxide

**Manager's Recommendation:**

I recommend that the low quote from PVS-Nolwood Chemicals be accepted and a purchase order be issued to them in the amount of \$19,500.00 for the purchase of hydrogen peroxide for fiscal year 2009, and a second purchase order be issued to them in the amount of \$19,500.00 for fiscal year 2010.

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 Fund Supplies/Chemicals Account No. 590-4835-861.73-02 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

Hydrogen Peroxide is injected at the Northwest Utilities flow metering station to prevent the formation of hydrogen sulfide gas. Northwest Utilities is charged on a yearly basis for this chemical. Due to the volatile nature of processing and transportation costs, no vendors were willing to commit to a long-term firm cost. The following is a tabulation of the quotes received:

PVS-Nolwood Chemicals Detroit, MI	\$19,500.00	price good for 2 yrs. with quarterly reviews
Brenntag Chemical Grand Rapids, MI	\$20,625.00 (+ \$90/load fuel)	price good for 2 mos.
Alexander Chemical Corp. Downers Grove, IL	\$26,250.00 (+\$62.50/load fuel)	price good for 2 mos.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Claims Service Contract with Alternative Service Concepts

**Manager's Recommendation:**

I recommend approval of the Claims Service Contract with Alternative Service Concepts as the City's third party administrator for insurance claims for the period July 1, 2008 through June 30, 2009.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances. This contract is approved by me as to substance and by the City Attorney as to form.

Funds are available in the Self-Insurance Fund, Insurance Expense Account No. 677-1762-711-8006.

**Justification:**

Alternative Services Concepts, LLC (ASC) has been the City's third party administrator since the City first switched insurance carriers in 1995. The third party administrator reviews all claims and loss reports arising under the City's insurance policy and investigates, adjusts, settles, or resists all losses and/or claims with specific prior approval of the City. The contract is for one year from July 1, 2008 to June 30, 2009. In the prior two (2) years, ASC charged a flat fee of \$54,570.00. This year ASC requests a minimum claim fee of \$41,000, plus Administrative Fees of \$3,000 and System Fees of \$2,500, for a grand total of \$46,500. In addition, at the end of the contract year, ASC will multiply the actual number of claims by the fee per claimant (approximately \$500) and if the actual number of claims is more than \$41,000, ASC will invoice the City for the difference between the actual fee and \$41,000. In fiscal year

# COUNCIL COMMUNICATION

2007-2008, ASC handled 70 claims on behalf of the City. As such, if the City had approximately the same amount of claims this fiscal year, (70 x \$500 = \$35,000) the minimum claim fee of \$41,000 would apply. The overall contract price would ultimately reflect a savings of \$8,070 from last year's contract price.

ASC will continue to indemnify and hold the City harmless for any claims asserted as a result of any errors, omissions, torts, intentional torts or other negligence on the part of ASC or its employees, unless the complained of actions of ASC were taken at the specific direction of the City.

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Bentley Water GEMS Annual GIS Software Maintenance Fee

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Bentley Systems, Inc. in the amount of \$5,460.00 for the annual renewal maintenance fee.

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 GIS Operating Services Account No. 650-1738-781.80-05.

**Justification:**

Water GEMS software will provide capabilities ranging from analysis and design to management function such as fire flow assessment, pump scheduling, water quality improvement, emergency planning, leakage reduction and security enhancement. In addition to purchasing the software, an annual renewal maintenance fee is required to receive all new upgrades for the software licenses and the right to call the Bentley help desk for all software related questions and/or problems.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Energy Shield Contract (C-1577)

**Manager's Recommendation:**

I recommend acceptance of the low bid from Energy Shield Inc., and that a contract be awarded to them in the amount of \$24,395.00 for the repair of the roof at the Traffic Engineering building. Contract documents forwarded herein (City Clerk's File \_\_\_\_\_), have been signed by the contractor. The contract is subject to approval by me 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 this Contract are available in the fiscal year 2009 Major Streets Repairs and Replacements Fund Account No. 202-4621-791-9720 (\$13,000), Traffic Engineering Repairs and Replacements Fund Account No. 101-4621-791-9720 (\$8,000) and Street Lighting Repairs and Replacements Fund Account No. 101-4620-791-9720 (\$3,395).

**Justification:**

On July 22, 2008, the City received bids for the Traffic Engineering Roof Repair. This project is for the installation of a spray-foam roofing system on a portion of an existing standing seam metal roof that is deteriorating and leaking water into the Traffic Engineering facility. This project will also include the removal and infill of deteriorated skylight panels, mechanical vents and stacks.

Following is a tabulation of the bids, including alternates, received and reviewed by the Purchasing Committee:

# COUNCIL COMMUNICATION

Energy Shield \$24,395.00  
Pontiac, MI

Metal Roof Specialist \$37,488.00 \*  
Williamston, MI

\* This is an alternate bid – no bid on original specifications.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Replacement of the exterior doors at Traffic Engineering

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to FBH Architectural Building Products, in the amount of \$4,690.00 for replacing exterior steel doors and frames at the Traffic Engineering facility.

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 equipment are budgeted in the General Fund Street Lighting Repairs and Replacements Account No. 101-4620-791-9720.

**Justification:**

On March 11, 2008, the City received bids for replacement of the 4 exterior doors in the Traffic Engineering building. These doors need to be replaced due to the age and condition of the existing doors. The bids received are as follows:

FBH Architectural. Flint, MI	\$4,690.00
Allied Building Products. Detroit, MI	\$4,975.00
Boil Constructors Bay City, MI	\$5,868.00
Wobig Construction Saginaw, MI	\$6,356.00
Gerald Bergman Saginaw, MI	\$7,725.00
Eurich Home Improvement Saginaw, MI	\$7,785.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Police Patrol Vehicles

**Manager's Recommendation:**

I recommend the approval to purchase three (3) fully equipped 2009 Chevy Impala police patrol vehicles, from Berger Chevrolet of Grand Rapids, MI in conjunction with the State Bid process for the Saginaw Police Department. The three (3) new vehicles will be purchased outright at the cost of \$23,502.51 per vehicle. The total cost to purchase the vehicles will be \$70,507.53. This amount includes outfitting, delivery, documentation fees and titles.

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 Motor Pool Operations/Capital Outlay/Vehicles Account No. 661-4480-841.97-70.

**Justification:**

The Saginaw Police Department will need to replace several of its patrol fleet vehicles during the fiscal year 2009 budget year due to age, high mileage, safety concerns and the cost of maintaining vehicles.

Berger Chevrolet was awarded a State Bid and will contract with Alert Emergency Group, Inc. of Portland, MI to completely outfit three (3) vehicles with the necessary emergency equipment.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Small Engine and Automotive Parts Purchase Order

**Manager's Recommendation:**

I recommended that a blanket purchase order be issued to Larry's Auto Supply in the amount of \$5,000.00 for fiscal year 2009 for the purchase of small engine and automotive parts.

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 Parts Account No. 591-4721-861.73-30 (\$2,500.00) and in the Sewer Parts Account No. 590-4821-861.73-30 (\$2,500.00).

**Justification:**

The Right of Way Division, Maintenance and Service Section, utilizes a variety of small engine and automotive parts for use in various pieces of equipment needed to maintain water and sewer service. We are unable to accurately predict what parts and how many we would need in a given year, therefore it is cost effective to establish an annual purchase order, obtain quotes for the necessary parts and acquire those parts based on cost and availability.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Tires for Saginaw Fire Department Apparatus

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Scott Tire Company, the State bid supplier, in the amount of \$8,500.00 for the purchase of tires for the Saginaw Fire Department fleet of apparatus for fiscal year 2009.

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 and available in the Saginaw Fire Department Motor Vehicle Supplies Account No. 101-3754-751.73-12.

**Justification:**

Maintaining proper care of tires on the Fire Department's fleet of apparatus is necessary and critical for the safety of the department's personnel and the residents of the City of Saginaw.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Catch Basin Debris Hauling

**Manager's Recommendation:**

I recommend that the low bid from Waste Management be accepted and purchase orders be issued to them in the amount of \$27,000.00 for fiscal year 2009 and \$28,340.00 for fiscal year 2010 for catch basin debris hauling.

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 Street Sweeping Catch Basin Account No. 590-4822-861-80-05 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

Bids were received from two vendors for containerized hauling of materials. Waste Management submitted alternate bids as well that enabled us to save money over the conventional containerized hauling of materials. The following is a tabulation of the bids received:

	<u>2008/2009</u>	<u>2009/2010</u>
Waste Management Saginaw, MI (Haul by Truck cubic yards)	\$27,000.00	\$28,340.00
Billy's Contracting Carrolton, MI (20 yd. container)	\$32,400.00	\$32,400.00
Waste Management Saginaw, MI (20 yd. Container)	\$38,400.00	\$39,936.00
Waste Management Saginaw, MI (Haul by the ton, City does not have the truck scales to weigh the trucks and materials)	N/A	N/A

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Tire Recycling

**Manager's Recommendation:**

I recommend that the low bid from First Class Tire Shredders be accepted and purchase orders issued to them in the amount of \$10,800.00 for fiscal year 2009 and \$10,800.00 for fiscal year 2010 for tire recycling.

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 Rubbish Collection Fund Operating Services Account No. 226-4584-841.80-05 for fiscal year 2009 and will be budgeted in the same account for fiscal year 2010.

**Justification:**

The City received bids for a Tire Recycling Trailer for the Right of Way Division, Environmental Section, in order to dispose of tires improperly set out for pickup, dumped in empty lots and picked up in back yard cleanups. The following is a tabulation of the bids received:

	<u>2008/2009</u>	<u>2009/2010</u>
First Class Tire Shredders Clio, MI	\$10,800.00	\$10,800.00
Waddles Tire Service Brownstown, MI	\$15,600.00	\$16,500.00

**Council Action:**

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