

Council Agenda

November 19, 2012 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. George Krappmann, Agent in Charge of the Flint Alcohol, Tobacco, and Firearms Office to present special award to Officer Charles Coleman, Saginaw Police Department.

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

(A list will be provided on Monday after 1:00 p.m.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. 2012 Election Update, Janet Santos, City Clerk.
2. Update on Water Service and P.A. 425 Agreements, Andre Borrello, City Attorney.

CONSENT AGENDA:

1. Approve the minutes for October 29, 2012 regular council meeting and closed session.
2. Approve the Water Service Agreement between the City of Saginaw and Buena Vista Charter Township for a period of thirty years with renewal provisions.
3. Approve and issue a purchase order to Computer Management Technologies in the amount of \$11,316 for the renewal of IBM hardware maintenance and software license fees for the City of Saginaw's AS400 system and backup device.
4. Approve and issue a purchase order to Innovative Software Services, Inc. in the amount of \$7,813 for the renewal of annual Income Tax software maintenance/support to be used by the Fiscal Services Department, Income Tax Division.

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5. Approve and issue a purchase order in the amount of \$6,200 to Environmental Systems Research Institute (ESRI) for renewal of annual software maintenance and support.
6. Approve the 2013 budget adjustment for Community Public Safety – Police Drug Forfeiture Fund's Use of Fund Equity Account for the purchase of a new SUV supervisor vehicle.
7. Approve and issue a purchase order to Sage Control Ordnance, Inc. in the amount of \$5,052 for the purchase of three 37mm, multi-role, two-shot over/under projectile launchers to be used by the Police Department.
8. Approve and issue a purchase order to Signature Ford Lincoln Mercury at the State bid price of \$38,270 for the purchase of one fully equipped 2013 Ford Utility Police Interceptor vehicle.
9. Approve and issue a purchase order to Etna Supply in the amount of \$32,500 for fiscal year 2013 to purchase 500 replacement Cold Water Displacement Meters to be used in the Maintenance and Service Division.
10. Approve the payment to Karbowski Oil Company in the amount of \$2,842.40 for an emergency purchase order to refill the bulk motor oil container used by the Fleet Division.
11. Approve and issue separate blanket purchase orders to Interstate Batteries, Jerry's Tires, and Northwest Tire and Service for a total amount of \$38,000 for various vehicle parts and supplies to be used in the Motorpool Operation Garage Division for fiscal year 2013.
12. Approve and issue a purchase order to Allmac Signs in the amount of \$4,503 for the purchase of 1,950 aluminum sign blanks of various sizes to be used by the Traffic Maintenance Section of the Right of Way Division.
13. Approve and issue a purchase order to Marshall Campbell in the amount of \$11,694.10 for the purchase of various street lights, bulbs and repair parts to be used by the Traffic Maintenance Section of the Right of Way Division.
14. Approve and issue a purchase order to Gerace Construction in the amount of \$149,000 for the rebuild of one 130' diameter final clarifier to be used in the Wastewater Treatment Plant.
15. Approve and issue a purchase order to Great Lakes Power Services in the amount of \$23,560 for the purchase of a transformer to be used in the Wastewater Treatment Plant.

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16. Approve and issue a purchase order to Delta Controls, Corp., a sole source provider, in the amount of \$2,610 for the purchase of two level probes to be used in the Wastewater Treatment Division.
17. Approve payment to Tri City Industrial Power in the amount of \$8,903 for an emergency purchase order for the purchase of a DC battery bank replacement used for the Water Treatment Plant's electrical system.
18. Approve and issue a purchase order to Raley Brothers, Inc. in the amount of \$2,885 for fiscal year 2013 for the purchase and delivery of a portable dehumidifier to be used in the Water Treatment Plant.
19. Approve and issue a purchase order to Tri-Chlor, Inc. in the amount of \$2,250 for the repair of a fiberglass storage tank used in the Water Treatment Plant.

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

1. Consideration of appointing Robert J. Hanley to fill a vacancy on the City Planning Commission with a term to expire December 31, 2012.
2. Consideration of appointing Robert J. Hanley to the City Planning Commission with a term from January 1, 2013 to December 31, 2015.
3. Consideration of appointing James R. Nightingale to the City Planning Commission with a term to expire November 19, 2015.

INTRODUCTION OF ORDINANCES:

1. An Ordinance to amend the official City map to vacate Dearborn Street between the eastern line of King Street and the western line of Queen Street and to retain therein an easement for public utilities, cable TV and telecommunications.
2. An Ordinance to amend the official City map to vacate Salt Street between the northern line of Fraser Street and the southwestern line of Queen Street and to retain therein an easement for public utilities, cable TV and telecommunications.

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Adopt the Resolution for the City of Saginaw apportionment of \$5,125 for the Saginaw Area Storm Water Authority Annual Budget.

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UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley
City Manager

REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, OCTOBER 29, 2012, AT 6:30 P.M. IN THE COUNCIL CHAMBER OF CITY HALL.

PRAYER AND PLEDGE OF ALLEGIANCE

Councilman Fitzpatrick offered a prayer and led the pledge of allegiance.

ROLL CALL

Mayor Branch called the meeting to order. Council members present: Floyd Kloc, Amos O'Neal, Annie Boensch, Norman Braddock, Dennis Browning, Daniel Fitzpatrick, Larry Coulouris, and Mayor Branch. Council members absent: Andrew Wendt.

ANNOUNCEMENTS

City Clerk Janet Santos announced information regarding the process for leaf collection services effective this fall and reminded residents of the absentee voter application deadline for the November 6, 2012 election.

PUBLIC HEARINGS

City Clerk Janet Santos announced the public hearing on the request from James Bricault for an Obsolete Property Rehabilitation Certificate at 126 N. Franklin Street. Mayor Branch called for comments. Steve Jonas of Saginaw Future and Alisa Zarazua spoke in favor of the certificate. Mayor Branch called for comments 2 more times.

Moved by Councilman Fitzpatrick, seconded by Councilman Kloc to close the public hearing. 8 ayes, 0 nays, 1 absent. Motion carried.

PERSONAL APPEARANCES

The following persons addressed the Council: Errol Burton, Saleem Mannan and Verna Howard.

Councilman Wendt entered at 6:50 p.m.

REMARKS OF COUNCIL

Remarks were heard from the following Council members: Kloc, O'Neal, Fitzpatrick, Coulouris, Browning, Wendt, Braddock and Mayor Branch.

REPORTS FROM CITY MANAGER

Management Update

City Manager Darnell Earley introduced Jeff Klopcic, Director of Technical Services. Mr. Klopcic presented the history of the Saginaw Government Television (SGTV) and its inception in January 1988 and the need to replace the aging equipment with funds from royalty fees that are designated for this purpose. Mr. Klopcic presented an update on the City website redesign project.

City Manager Darnell Earley introduced Phil Karwat, Director of Public Services. Mr. Karwat presented an update on the solar energy project with a history summary and

highlights of the various entities in participation.

Consent Agenda

Mayor Branch announced that Consent Agenda Item # 9 was removed prior to the meeting for further review.

1. Approve the minutes for October 15, 2012 regular council meeting.
2. Receive and file the Release Agreement in the matter of Stephanale Adams v. City of Saginaw et al., and issue payment in accordance with the Release Agreement.
3. Approve and issue a purchase order to TBF Graphics, in the amount of \$3,507.60 for the printing of the Notices of Assessment for fiscal year 2013 and 2014.
4. Approve the amendments to the 2012/2013 Approved Budget to recognize the carry forward of the 2012 annual purchase orders into the 2013 Approved Budget as well as to recognize any errors, omissions, or changes that have occurred during the 1st quarter.
5. Approve the five year lease agreement with Telecom Technicians, Inc. and Key Government Finance, Inc. on behalf of Cisco Systems Capital, Corp. for the provision and installation of network switch upgrades. Annual lease payments will be \$27,354.05 for a total of \$136,770.25.
6. Approve the Consumers Energy Interconnection and Parallel Operating Agreement and Exhibit A, Non-Residential Customer Affidavit, and authorize the City Manager or his designee to execute said Agreement and Affidavit.
7. Approve the Release of Easement to Saginaw County for the General Easement and Right of Way Grant for Landscape Improvements, Construction and Maintenance for 310 Johnson Street and authorize the City Manager or his designee to execute said Release.
8. Approve the quote from 3M, St. Paul, MN, at the State bid price, and approve and issue a purchase order to them in the amount of \$19,911.30 for the purchase of vinyl sheeting and sign faces to be used by the Traffic Maintenance Section of the Right of Way Division.
9. REMOVED PRIOR TO MEETING: *Approve the proposal from Anderson Radio at the State bid price, and approve and issue a purchase order to them in the amount of \$453,653 for the replacement of the Department of Public Services radio system.*

10. Approve and issue a purchase order in the amount of \$2,800, at the State bid price, to AirGas, Inc. for payment of tank rental charges to be used in the City's Municipal Garage.
11. Approve and issue a purchase order in the amount of \$25,000 to Tri City Contracting for snow plowing services for the removal of snow and ice from the City's surface lots and parking ramp for fiscal year 2013 and 2014.
12. Approve the payment of an additional \$1,800 on blanket purchase order #46578 to Super Flite Oil for the purchase of Black Beauty Coal Slag to be used in the Wastewater Treatment Plant throughout fiscal year 2013.

Council Action:

Moved by Councilman Browning, seconded by Councilwoman Coulouris to approve consent agenda items 1 through 8 and 10 through 12 as presented. 9 ayes, 0 nays, 0 absent. Motion carried.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES AND
APPOINTMENT OF BOARDS AND COMMISSIONS MEMBERS

Councilman Coulouris presented a report from the Planning Commission.

RESOLUTIONS

Moved by Councilman Coulouris, seconded by Councilman Browning to adopt resolution #2012-062 authorizing an Obsolete Property Rehabilitation Certificate for James Bricault at 126 N. Franklin Street. 9 ayes, 0 nays, 0 absent. Motion carried.

MOTIONS AND MISCELLANEOUS BUSINESS

Moved by Councilman Browning, seconded by Councilman Coulouris to uphold the Freedom of Information Act denial.

Moved by Mayor Branch, seconded by Councilman Browning to amend the main motion to include "and to issue a response letter." 9 ayes, 0 nays, 0 absent. Motion carried.

Mayor Branch called for the vote on the main motion. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Councilman Browning, seconded by Councilman Kloc to enter a closed session to discuss pending litigation in conjuncture with condemnation claim, per MCL 15.268 Section 8.

Roll Call Vote:

Yeas: Wendt, Braddock, Fitzpatrick, Boensch, Coulouris, Kloc, O'Neal, Browning and Mayor Branch

Nays: None

Absent: None

Motion carried.

Council entered close session at 7:57 p.m.

Moved by Councilman Coulouris, seconded by Councilman Wendt to return to regular session at 8:20 p.m. 9 ayes, 0 nays, 0 absent. Motion Carried.

Moved by Councilman Kloc, seconded by Councilman Fitzpatrick to approve legal counsel recommendation as discussed in closed session. 9 ayes, 0 nays, 0 absent. Motion Carried.

ADJOURNMENT

Moved by Councilman Coulouris, seconded by Councilman O'Neal, to adjourn the meeting at 8:21 p.m. 9 ayes, 0 nays, 0 absent. Motion carried.

Janet Santos, CMC/MMC
City Clerk

From: Darnell Earley, City Manager
Subject: Water Service Agreement with Buena Vista Charter Township
Prepared by: Andre R. Borrello, City Attorney

Manager's Recommendation:

I recommend approval of the Water Service Agreement between the City of Saginaw and Buena Vista Charter Township. This Agreement has been approved by the City Manager as to substance and the City Attorney as to form.

Justification:

The Water Service Agreement continues the City's policy of securing new long term water agreements with wholesale customers within the context of revenue sharing. This Agreement conditions the sale of water on securing revenue sharing agreements whereby the City will receive development fees and/or share City income tax for new residential and non-residential developments requiring new water mains in the Township as described herein. The term of the Agreement is for thirty (30) years, with renewal provisions.

In accordance with the Water Contract Policy as enacted by City Council, residential and commercial areas within the Township's Census Designated Places (CDPs) are exempt from revenue sharing requirements. New residential developments requiring new water mains outside the CDP will be subject to development fees starting at \$2000 and increasing to \$4713 by the end of the initial term. New commercial developments requiring new water mains outside the CDP will be subject to development fees starting at \$5000 and increasing to \$94,263 by the end of the initial term, depending on the size of the service connection. These developments (with 10 or more full time equivalent employees) are also subject to Act 425 conditional land transfer agreements which will result in a 90%-10% sharing of personal and corporate income tax imposed by the City. New industrial and manufacturing developments requiring new water mains, whether inside or outside the CDP, will be subject to development fees starting at \$5000 and increasing to just over \$94,000 by the end of the initial term, depending on the size of the service connection. These developments (with 10 or more full time equivalent employees) are also subject to Act 425 conditional land transfer agreements which will result in a 90%-10% sharing of personal and corporate income tax imposed by the City. Buena Vista Charter Township approved the Water Service Agreement on September 24, 2012.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: IBM Software/Hardware Maintenance Agreement Annual Renewal Payment
Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Computer Management Technologies, our designated IBM reseller, in the amount of \$11,316 for the renewal of IBM hardware maintenance and software license fees for the City of Saginaw's AS400 system and backup device. The cost for renewal of the software and hardware maintenance coverage and license fees was approved as part of the FY 2012-2013 budget process.

Justification:

This renewal covers annual software and hardware maintenance for the IBM AS400 computer operating system software, license programs, licensing, support and upgrades as well as hardware repairs.

Model 520 AS400 Hardware Maintenance	\$ 6,860
Model 520 AS400 Software Maintenance	\$ 3,658
TS3100 Tape unit	\$ 798
<u>Total</u>	<u>\$11,316</u>

This is an on-going agreement with IBM, renewable each fiscal year after annual payment is budgeted in the appropriate account. This will be the last year of payment for this equipment due to the BS&A Enterprise software migration.

This vendor meets all requirements of §14.23, " Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted and available in the Technical Services- IS Operating Services Account No. 658-1720-711.80-05 for this purchase.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Annual Innovative Software Services, Inc. Renewal Payment
Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Innovative Software Services, Inc. in the amount of \$7,813 for the renewal of annual software maintenance and support. The maintenance covers the Income Tax software used by the Fiscal Services Department, Income Tax Division, and includes all support and updates to the software for one year.

Justification:

The City annually renews our maintenance and license fees for City Tax Software. Innovative Software Services, Inc. is the proprietary owner of the City Tax income tax software. This annual renewal of maintenance and license fees is for a 12-month period and did not increase from last year.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for these payments are budgeted and are available in the Technical Services Operating Services Account No. 658-1720-711.80-05.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Environmental Systems Research Institute Annual GIS Software Maintenance Fee
Prepared by: Jeff Klopcic, Technical Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Environmental Systems Research Institute (ESRI) in the amount of \$6,200 for renewal of annual software maintenance and support. ESRI is the provider of software for the City of Saginaw's GIS Division.

Justification:

Personnel from GIS, Engineering, Inspections, Public Services, Assessing, Police and Fire utilize GIS software on a daily basis. Software utilization includes the Weed Abatement program, Saginaw Fire View, Police Crime View, and Public Utilities viewer. In addition to purchasing the software, an additional annual renewal maintenance fee is required to receive all new upgrades for the software licenses and phone support. The maintenance fee was also \$6,200 in fiscal year 2012, there has been no increase for fiscal year 2013.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted and available in the Technical Services, GIS Operating Services, Account No. 650-1738-781.80-05.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Budget Adjustment – SUV Supervisor Vehicle/JAG allocation
Prepared by: Sienna Rendon, Community Public Safety – Police

Manager’s Recommendation:

It is recommended that a budget adjustment be completed to increase the 2013 Drug Forfeiture Fund’s Use of Fund Equity Account No. 264-0000-680.00-00 from \$231,667 to \$245,667 which equates to a \$14,000 increase. This increase in revenues will be offset by an increase to the Drug Forfeiture Fund’s Vehicle Account No. 264-3040-731.97-70 by the same amount.

Justification:

There is a \$25,000 JAG allocation for the purchase of a new SUV supervisor vehicle. Supervisors are responsible for carrying several pieces of equipment requiring additional space. This budget adjustment is necessary to make up the difference in cost.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: 37mm Less-Lethal Projectile Launchers
Prepared by: Sienna Rendon, Community Public Safety - Police

Manager’s Recommendation:

I recommend that a purchase order be issued and approved to Sage Control Ordnance, Inc. of Oscoda, MI, in the amount of \$5,052 for the purchase of three 37mm, multi-role, two-shot over/under projectile launchers.

Justification:

These projectile launchers are being purchased in an effort to provide more “less-lethal” options for Saginaw police officers. They are 37mm, multi-role, two-shot over/under projectile launchers with a rifled barrel. The purchase also includes a cleaning brush, operator’s manual, Sage sight rail kit, Magpul MOA stock and 75 free impact munitions. Sage is a sole source provider.

This vendor meets all requirements of §14.23, “Vendors”, of “Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing, of “Title 1, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Community Public Safety – Police Drug Forfeiture Parts & Supplies Account No. 264-3040-731.73-30.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Purchase of Replacement Police Patrol Vehicle
Prepared by: Al Orr, Department of Public Services

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Signature Ford Lincoln Mercury, Owosso, at the State bid price of \$38,270 for the purchase of one fully equipped 2013 Ford Utility Police Interceptor vehicle.

Justification:

On June 14, 2012, a 2011 Saginaw Police Department patrol vehicle was damaged beyond repair in an accident. Due to the diminished value of the vehicle, there was no residual value left on the vehicle. Consequently, there was no reimbursement from the insurance company. The replacement vehicle will be purchased from Signature Ford outright, and they will contract with Kay Communication, LLC of Saginaw, to completely outfit the vehicle with the necessary emergency equipment. Signature Ford was awarded the State bid to provide these types of vehicles for all police agencies in the State of Michigan.

Signature Ford Lincoln Mercury meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the DOJ – JAG Grant Fund, JAG 2012 Division's Vehicles Account No. 263-3331-741.97-70 (\$25,000), and the Drug Forfeiture Fund's Vehicles Account No. 264-3040-731.97-70 (\$13,270).

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Replacement Water Meters
Prepared by: John Premo, Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Etna Supply, Grand Rapids, be accepted and a purchase order be approved and issued to them in the amount of \$32,500 for fiscal year 2013 for the purchase of 500 replacement Cold Water Displacement Meters to be used in the Maintenance and Service Division.

Justification:

On October 23, 2012, bids were received for 500 replacement 5/8” by 3/4“ Cold Water Displacement Meters. These meters are used for existing water meter replacements due to wear, damage, and theft. This is the most common size water meter for households throughout the water distribution area for delivering an adequate supply of water to City customers. A cost comparison shows a 32% reduction in price from 2010 bids. Bids were received from two vendors for a Neptune and Sensus water meter, and each meter manufacturer employs the same reading technology used by the City. The following is a tabulation of the bids received:

Etna Supply (Sensus Meters) Grand Rapids, MI	\$65.00 (each)	\$32,500
Michigan Meter (Neptune Meters) Madison Heights, MI	\$69.49 (each)	\$34,745

Etna Supply meets all requirements of §14.23, “Vendors”, of Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing”, of Title 1, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Water Operation and Maintenance Fund – Meter Maintenance and Service Division’s Repairs and Replacements Account No. 591-4720-861.97-20 (\$16,250), and in Sewer Operation and Maintenance Fund – Meter Maintenance and Service Division’s Repairs and Replacements Account No. 590-4820-861.97-20 (\$16,250).

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Emergency Purchase of Motor Oil – Fleet Division
Prepared by: Al Orr, Public Services Department

Manager’s Recommendation:

I recommend that a payment be made to Karbowski Oil Company, Bay City, in the amount of \$2,842.40 for the cost of an emergency purchase order issued on October 29, 2012 to refill the Fleet Division’s bulk motor oil container.

Justification:

The City’s Municipal Motor Pool Operation requires a high quality 15w40 engine lubricant to continue its preventative maintenance program on the City’s fleet of over 300 various vehicles, trucks, and heavy-duty specialty equipment. During the requisition and bidding process for the annual supply of motor vehicle bulk fluids, which had not been completed, the engine lubricant reserve became exhausted and refilling was required. Karbowski Oil Company was the low bidder for 15w40 engine lubricant in fiscal year 2012. Emergency purchase order #47334 has been issued to Karbowski Oil Company in the amount of \$2,842.40 for 374 gallons at a rate of \$7.60 per gallon unit cost. The City annually bids out 2,500 gallons of motor oil.

Karbowski Oil Company meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the Motor Pool Operation Fund – Garage Division's Motor Vehicle Supplies Account No. 661-4480-841.73-12, and will be accounted for in the Motor Pool Operation Fund – Inventory, Garage Parts Account No. 661-0000-171.11-23.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Blanket Purchase Orders for Inventory Vehicle Parts & Supplies
Prepared by: Al Orr, Public Services Department

Manager's Recommendation:

I recommend that separate blanket purchase orders be approved and issued to each vendor listed below for a total amount of \$38,000 for various vehicle parts and supplies for fiscal year 2013.

Justification:

The City's Municipal Garage requires many frequently used parts to be kept in inventory to ensure an efficient and continual operation. This requires the purchase of a vast array of original equipment manufacturer/distributor vehicle parts and supplies for the maintenance of the fleet vehicles for fiscal year 2013. There are no feasible means to predetermine quantities and type of parts that will be needed in any given time period because these are random repairs. Issuing individual purchase orders for many items purchased is costly and administratively time consuming. An efficient way of purchasing these items is to establish a blanket purchase order. The Municipal Garage personnel will request price quote items and award purchases to the lowest and best vendor for each item. It is in the best interest of the City to continue this procedure. The following is a tabulation of the requested blanket purchase orders to include the vendor and amounts as follows:

Interstate Batteries Bay City, MI	\$ 3,000
Jerry's Tires Buena Vista, MI	\$20,000
Northwest Tire & Service Saginaw, MI	\$15,000

These vendors meet all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for these purchases are budgeted in the Motor Pool Operation Fund – Garage Division's Motor Vehicle Supplies Account No. 661-4480-841.73-12, and will be accounted for in the Motor Pool Operation Fund – Inventory, Garage Parts Account No. 661-0000-171.11-23.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Purchase of Aluminum Sign Blanks – ROW Division
Prepared by: Beth D. London, Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Allmac Signs, Harwich, MA, be accepted and a purchase order be approved and issued to them in the amount of \$4,503 for the purchase of 1,950 aluminum sign blanks of various sizes.

Justification:

On November 6, 2012, the City received seven bids for 1,950 aluminum sign blanks of various sizes for the repair or replacement of street signs. The Traffic Maintenance Section of the Right of Way Division is required to maintain and replace (as necessary) approximately 25,000 streets signs within the City of Saginaw. The following is a tabulation of the bids received:

Allmac Signs Harwich, MA	\$4,503.00
Osburn Assoc. Logan, OH	\$6,393.00
Vulcan Aluminum Foley, AL	\$6,502.50
US Standard Sign Franklin Park, IL	\$6,632.50
Rathco Safety Supply Portage, MI	\$7,155.50
Dornbos Signs Charlotte, MI	\$7,175.50
Comade, Inc. Santa Ana, CA	\$8,029.00

Allmac Signs meets all requirements of §14.23, “Vendors”, Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing”, of Title 1, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Major Streets Fund Traffic Engineering Division's Sign Supplies Account No. 202-4621-791.73-50.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Purchase of Street Lights, Bulbs and Repair Parts – ROW Division
Prepared by: Beth D. London, Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Marshall Campbell of Saginaw be accepted and a purchase order be approved and issued to them in the amount of \$11,694.10 for the purchase of various street lights, bulbs and repair parts.

Justification:

On October 30, 2012, the City received five bids for 936 bulbs and 120 parts for the repair of various street lights. The Traffic Maintenance Section of the Right of Way Division is required to maintain and replace (as necessary) approximately 7,000 street lights within the City of Saginaw. The following is a tabulation of the bids received:

Marshall Campbell Saginaw, MI	\$11,694.10
Kendall Electric Saginaw, MI	\$14,087.36
Standard Electric Saginaw, MI	\$14,802.98
Graybar Belleville, MI	\$14,960.70
Wholesale Electric Bay City, MI	\$15,607.00

Marshall Campbell meets all requirements of §14.23, “Vendors”, Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing”, of Title 1, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the General Fund – Street Lighting Division’s Parts and Supplies Account No. 101-4620-791.73-30.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Clarifier Rebuild
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from Gerace Construction of Midland, MI be accepted and that a purchase order be issued to them in the amount of \$149,000 for the rebuild of one 130' diameter final clarifier.

Justification:

On October 9, 2012, the City received bids for the fabrication and installation of a replacement sludge collector mechanism for one final clarifier. The Wastewater Treatment Plant has six 130' diameter final clarifiers, which were built in 1972. The collection mechanisms on these clarifiers are built out of mild steel and coated with coal tar epoxy. The mechanisms are routinely sand blasted and recoated. Maintenance discovered that the metal on these mechanisms has deteriorated to the extent that sand blasting is no longer possible. Staff contacted the manufacturer for prices on replacement mechanisms and found that having the mechanisms fabricated locally and hot dip galvanized is far more cost effective than purchasing replacements from the manufacturer. One clarifier was refurbished in 2008. Two clarifiers were refurbished in 2009. This bid is for the fourth. The plan is to rebuild all six of the clarifiers. Unfortunately, we recently had one of the clarifiers scheduled for reconstruction fail before we could have it refurbished. A piece of the structural steel broke and allowed the collector mechanism to drop down onto the floor of the tank while the drive motor was still turning. This caused the entire collector mechanism to jam and twist the steel structure. The tank is now out of service until the rebuild is accomplished. The following is a tabulation of the bids received:

Gerace Construction Co. Midland, MI	\$149,000
Monroe Environmental Corp. Monroe, MI	\$155,140

This vendor meets all requirements of §14.23, "Vendors", Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase were budgeted in the Sewer Operations and Maintenance Fund, Surplus Division's Repairs and Replacements Account No. 590-4840-881.97-20.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Replacement Transformer
Prepared by: Brian Baldwin, Water and Wastewater

Manager’s Recommendation:

I recommend that the low bid from Great Lakes Power Services of Linwood, MI be approved and that a purchase order be issued to them in the amount of \$23,560 for the purchase of a replacement transformer at the effluent pumping station.

Justification:

On October 23, 2012, the City received four bids for a replacement transformer. The Wastewater Treatment Plant has two transformers at the effluent pumping station. One of the transformers needs to be replaced. These transformers power chlorination / de-chlorination equipment and four effluent pumps. When flows are normal, the effluent leaves the plant by gravity and the effluent pumps are not needed. During these times only one transformer is needed. When wet weather conditions exist or when the river level is high, the effluent must be pumped out of the plant. During these times one transformer is pushed to its limit supplying the power needed. The following is a tabulation of the bids received:

Great Lakes Power Services Linwood, MI	\$23,560
Michigan State Electric Charlotte, MI	\$27,720
Wesco Saginaw, MI	\$43,000
J. Ranck Electric Mount Pleasant, MI	\$47,580

This vendor meets all requirements of §14.23, “Vendors”, Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing”, of Title 1, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Sewer Operation and Maintenance Fund, Surplus Division’s Repairs and Replacements Account No. 590-4840-881.97-20.

Council Action:

Council Member _____ moved, seconded by Council Member _____
that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Delta Level Probes
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend that the quote from Delta Controls, Corp. of Shreveport, LA, a sole source provider, be accepted and a purchase order be issued to them in the amount of \$2,610 for the purchase of two level probes.

Justification:

The Wastewater Treatment Plant has many Delta level probes and transmitters throughout the sewer system to monitor levels, make us aware that a wet weather event is imminent, and automatically start the sampling and chlorination of equipment. Two level probes in the Webber Street trunk sewer have failed and need to be replaced. Delta Controls, Corp. LLC is the manufacturer of the level probes and the sole source for spare parts.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the Sewer Operations and Maintenance Fund, Remote Facilities Division's Parts and Supplies Account No. 590-4835-861.73-30.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: 12V DC Battery Bank Replacement
Prepared by: Paul Reinsch, Water and Wastewater

Manager's Recommendation:

I recommend that a payment be made to Tri City Industrial Power of Miamisburg, OH, in the amount of \$8,903 for the cost of emergency purchase order #47332, issued to them on October 29, 2012, for the purchase of a DC battery bank replacement.

Justification:

Quotes were received for replacement batteries for a battery bank that provides backup DC power to the Water Treatment Plant (WTP) electrical system. The DC power system provides power to emergency lighting and electrical switches. This battery backup system is critical to the WTP operation. The quote dated October 17, 2012 in the amount of \$8,903 from Tri City Industrial Power was selected. It was the only bid that met our specifications.

The DC system powers electrical switches associated with our diesel generators. The generators will not function without DC power supply. Our diesel generators are critically important to maintain proper pressure in the pipelines. There are also synchronous motors that will not run without DC power. The batteries were scheduled for replacement this fiscal year. We were preparing specifications when we had a failure of two batteries in the bank. Due to the critical nature of this equipment and only one supplier meeting specifications, the batteries were ordered as an emergency purchase.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the Water Operation and Maintenance Fund, Treatment and Pumping Division's Repairs and Replacement Account Number 591-4730-861.97-20.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Dehumidifier Purchase
Prepared by: Paul Reinsch, Water and Wastewater

Manager's Recommendation:

I recommend the low bid be accepted and a purchase order be issued to Raley Brothers, Inc., Grand Rapids, in the amount of \$2,885 for fiscal year 2013 for the purchase and delivery of a portable dehumidifier to be used in the Water Treatment Plant.

Justification:

On October 23, 2012, the City received bids for the purchase and delivery of one HI-E Dry Model 195 Portable Dehumidifier. Portable dehumidifiers are used to dry the air in critical areas of the Water Treatment Plant and Booster Stations, which helps control corrosion and reduce equipment failure in these areas. A similar model was purchased in 2010 and the price reflects a 16.8% increase since that purchase. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
Raley Brothers, Inc. Grand Rapids, MI	\$ 2,885.00
Skip The Warehouse Downington, PA	\$ 3,207.77
Apex Pinnacle, Corp. Port Crane, NY	\$ 3,247.12
Therma Stor, LLC Madison, WI	\$ 3,400.00
Motion Industries Saginaw, MI	\$ 3,488.31
MSC Livonia, MI	\$ 5,039.06

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this item are available in the Water Operations and Maintenance Fund, Treatment and Pumping Division's Capital Outlay Less than \$5,000 Account No. 591-4730-861.97-05.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Fluoride Bulk Storage Tank Repair
Prepared by: Paul Reinsch, Water and Wastewater

Manager's Recommendation:

I recommend that the low quote from Tri-Chlor, Inc. of Hastings, MI be approved and that a purchase order be issued to them in the amount of \$2,250 for the repair of a fiberglass storage tank used in the Water Treatment Plant.

Justification:

Quotes were received between October 17, and 31, 2012 from three firms known to be reputable in fiberglass storage tank repair. A 2,000 gallon bulk storage tank used to store hydrofluosilicic acid (fluoride) in the Water Treatment Plant has developed a leak due to a crack in one of the flanges. Hydrofluosilicic acid is used to add fluoride ion to the drinking water for the prevention of tooth decay. Quotes were sought to expedite repairs to the fluoride feed system. The following is a tabulation of the quotes received:

	<u>Total Bid</u>
Tri-Chlor, Inc. Hastings, MI	\$ 2,250
Ultimate Corrosion Control Clarkston, MI	\$ 3,148
Belding Tank Technologies Belding, MI	\$ 3,800

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this service are available in the Water Operation and Maintenance Fund-Treatment and Pumping Division's General Repairs Account No. 591-4730-861.80-40.

Council Action:

Council Member _____ moved, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager

Subject: Amend the City Map by vacating Dearborn Street between King and Queen Streets and vacating Salt Street between Fraser and Queen Streets

Prepared by: City Planning Commission

Manager’s Recommendation:

We recommend that the official City map be amended by vacating Dearborn Street between King and Queen Streets, and Salt Street between Fraser and Queen Streets, subject to any standard easements required for public utilities, cable television, and telecommunications.

Justification:

Fullerton Tool Company requested that Dearborn Street between King and Queen Streets, and Salt Street between Fraser and Queen Streets be vacated to allow for future expansion of Fullerton Tool Company. The vacation of the two streets would allow employees of Fullerton Tool Company safe access from the parking lots to the business, located at 121 Perry.

The petitions signed by all property owners abutting the streets to be vacated were referred to the City Planning Commission (“Commission”) for investigation and a report with recommendations. The Commission held a public hearing on October 23, 2012, and all interested parties persons were heard. The Commission found in favor of the petition to vacate the Dearborn Street from King to Queen Streets, and Salt Street from Fraser to Queen Streets. However, to accommodate the vacation of the two streets, utility easements will be required to allow the City of Saginaw access to the public utilities located under the two streets.

Council Action:

This communication is for explanation purpose only of the ordinances to be introduced.

Council Member _____ moved, seconded by Council Member _____ that an ordinance introduced on November 19, 2012, be taken up and enacted, entitled and reading as follows:

O-_____

AN ORDINANCE TO AMEND THE OFFICIAL CITY MAP TO VACATE DEARBORN STREET BETWEEN THE EASTERN LINE OF KING STREET AND THE WESTERN LINE OF QUEEN STREET LOCATED BETWEEN LOTS 4 AND 5 OF BLOCK 91, HL MILLER'S ADDITION AND LOTS 1 AND 8 OF BLOCK 96, HL MILLER'S 2ND ADDITION AND LOT 1 OF BLOCK 95 HL MILLER'S ADDITION AND THE WESTERN LINE OF QUEEN STREET IN THE CITY OF SAGINAW AND TO RETAIN THEREIN AN EASEMENT FOR PUBLIC UTILITIES, CABLE TV AND TELECOMMUNICATIONS.

The City of Saginaw Ordains:

Section 1. That the portion of Dearborn Street between the eastern line of King Street and the western line of Queen Street abutting Lots 4 and 5 of Block 91, HL Miller's Addition and abutting Lots 1 and 8 of Block 96, HL Miller's Second Addition and also abutting Lot 1 of Block 95 of HL Miller's Addition and the western line of Queen Street in the City of Saginaw, Michigan be and the same is hereby vacated.

Section 2. That there is hereby reserved in the street vacated hereby an easement for public utilities, cable TV, and telecommunications to the same extent as though said street had not been vacated and no structure shall hereafter be erected thereon without the prior written consent of the City of Saginaw.

Section 3. That the official map of the City of Saginaw is hereby amended accordingly.

This ordinance shall become effective December 6, 2012.

Enacted: November 26, 2012.

Yeas:

Nays:

Absent:

Abstain:

Motion Carried.

Gregory L. Branch
Mayor

Janet Santos, CMC/MMC
City Clerk

ORDINANCE DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on November 26, 2012; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, CMC/MMC
City Clerk

Council Member _____ moved, seconded by Council Member _____ that an ordinance introduced on November 19, 2012, be taken up and enacted, entitled and reading as follows:

O-_____

AN ORDINANCE TO AMEND THE OFFICIAL CITY MAP TO VACATE SALT STREET BETWEEN THE NORTHERN LINE OF FRASER STREET AND THE SOUTHWESTERN LINE OF QUEEN STREET LOCATED BETWEEN LOTS 5 AND 6 OF BLOCK 91, HL MILLER'S ADDITION AND THE SOUTHWESTERN LINE OF QUEEN STREET AND LOTS 5, 6, 7 AND 8 OF BLOCK 96, HL MILLER'S 2ND ADDITION AND LOTS 1, 2, 3, 4 AND 5 OF BLOCK 95 HL MILLER'S ADDITION IN THE CITY OF SAGINAW AND TO RETAIN THEREIN AN EASEMENT FOR PUBLIC UTILITIES, CABLE TV AND TELECOMMUNICATIONS.

The City of Saginaw Ordains:

Section 1. That the portion of Salt Street between the northern line of Fraser Street and the southwestern line of Queen Street abutting Lots 5 and 6 of Block 91, HL Miller's Addition and abutting the southwestern line of Queen Street and also abutting Lots 5, 6, 7 and 8 of Block 96, HL Miller's Second Addition and Lots 1, 2, 3, 4 and 5 of Block 95 of HL Miller's Addition, City of Saginaw, Michigan be and the same is hereby vacated.

Section 2. That there is hereby reserved in the street vacated hereby an easement for public utilities, cable TV, and telecommunications to the same extent as though said street had not been vacated and no structure shall hereafter be erected thereon without the prior written consent of the City of Saginaw.

Section 3. That the official map of the City of Saginaw is hereby amended accordingly.

This ordinance shall become effective December 6, 2012.

Enacted: November 26, 2012.

Yeas:

Nays:

Absent:

Abstain:

Motion Carried.

Gregory L. Branch
Mayor

Janet Santos, CMC/MMC
City Clerk

ORDINANCE DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on November 26, 2012; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, CMC/MMC
City Clerk

From: Darnell Earley, City Manager
Subject: Saginaw Area Storm Water Authority Apportionment
Prepared by: John Premo, Public Services Department

Manager's Recommendation:

I recommend that the adoption of the apportionment be accepted and approved for the City of Saginaw as a Member of the Saginaw Area Storm Water Authority. This fiscal year 2013 apportionment is in the amount of \$5,125 to be paid quarterly.

Justification:

On June 20, 2012, during the Saginaw Area Storm Water Authority general board meeting, a fiscal year 2013 proposed budget and apportionment was submitted for each member to present to their governing body for approval. The proposed apportionment for all members was revised from a formula that divided the annual budget based on the area that fell within that jurisdiction's MS4 area (municipal separate storm sewer systems). The City of Saginaw's sewer system is comprised of approximately 95% combined sewer system and 5% separate storm sewer systems. These storm sewer areas total 825 acres (predominantly in the South East Quadrant), and was based upon the previous apportionments. Previously, the costs were set at 3.5% for all annual budgets. From its inception in 2003 as a means for communities to comply with the EPA's MS4 requirements, SASWA membership has proven beneficial for all members. The alternative required each municipality to hire engineering firms to meet storm water requirements, a cost that was once estimated at \$50,000 annually per community.

To date, apportionments for all members have been revised 6.25% to recognize the engineering and technical services needed for each community relative to the size of their MS4 completion. Now, each member receives the same benefits in regards to direct service rendered from the engineering firm and continued compliance with the National Pollution Discharge Elimination Permit for storm water. The fiscal year 2013 SASWA budget is proposed in the amount of \$82,000, which amounts to \$5,125 per member and is invoiced quarterly. This is in contrast to the fiscal year 2012 budget, which was set in the amount of \$55,700 with an additional \$20,000 that was carried over from the previous fiscal year 2011 budget year. The City of Saginaw's apportionment for the fiscal year 2012 budget was 3.5% or \$1,949.50.

Funds for this purchase are budgeted in the Sewer Operations and Maintenance Fund, Maintenance and Service Division's Operating Services Account No. 590-4821-861.80-05.

Council Action:

Council Member _____ moved, seconded by Council Member _____
that the recommendation of the City Manger be approved.

RESOLUTION APPROVING THE CITY OF SAGINAW APPORTIONMENT OF THE SAGINAW AREA STORM WATER AUTHORITY OPERATIONAL COSTS AND 2013 BUDGET

Council Member _____ moved, seconded by Council Member _____ to adopt the following resolution:

WHEREAS, the City of Saginaw has previously joined the Saginaw Area Storm Water Authority, hereafter "Authority," and is a constituent municipality pursuant to the Articles of Incorporation adopted by the Authority; and

WHEREAS, two-thirds (2/3) of the legislative bodies of the Member Municipalities are required to approve the apportionment of the annual operating costs of the Authority; and

WHEREAS, the Authority is required to file with the legislative bodies of the Member Municipalities an annual budget for the next fiscal year covering the proposed expenditures to be made for the organization and operation of the Authority; and

NOW, THEREFORE, BE IT RESOLVED,

1. The City of Saginaw apportionment of the fiscal year 2013 annual operational costs for the Authority is accepted and approved as presented.
2. The City of Saginaw fiscal year 2013 annual budget, for the Authority is accepted and approved as presented in the amount of \$5,125.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on November 19, 2012; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, CMC/MMC
City Clerk