



## Saginaw City Council Agenda

1315 S. Washington Avenue  
Council Chamber - Room 205  
989.399.1311  
December 18, 2017  
6:30 p.m.

### PRAYER AND PLEDGE OF ALLEGIANCE:

### ROLL CALL:

### ANNOUNCEMENTS:

### PUBLIC HEARINGS:

### PERSONAL APPEARANCES:

*(A list will be provided following submittal deadline.)*

### REMARKS OF COUNCIL:

### REPORTS FROM MANAGER:

#### Management Update:

1. Fiscal Year 2017 Annual Audit, Jamie L. Rivette, CPA, Principal, Yeo & Yeo Financial Services.

### CONSENT AGENDA:

1. Approve the December 4, 2017 regular council meeting minutes.
2. Approve the amendments to the FY 2018 Approved Budget to recognize changes that have occurred during the November period.
3. Approve the professional services agreement with AMPM for \$17,000 for the development of the City's Marketing and Branding Plan.
4. Approve the Agreement for Professional Services with Attorney Lori L. Bommarito of Zolton and Bommarito, P.C.
5. Approve the professional services agreement with Walker Consultants for \$18,800 for professional services associated with Parking Ramp 1 located at 220 Baum St.
6. Approve a purchase with NetSource One for \$4,000 for bill print software for the Treasury Division.
7. Approve a purchase with SeePoint, a sole source, for \$6,642.36 for an interactive bill print kiosk system for the Treasury Division.

8. Approve a purchase with Doc Heinz Contracting for \$6,120.64 for 992 tons of sand for the City's Municipal Cemeteries.
9. Ratification of an emergency purchase with Vanguard Fire Security and Safety Systems, Inc. for \$2,398.51 for the repair of the fire suppression system at Public Works Building located at 1435 S. Washington Ave.
10. Approve a purchase with AIS Construction Equipment for \$20,289 for the replacement of a portable air compressor for the Streets and Rubbish Divisions.
11. Approve the four year agreement with Old Saginaw City, Inc., d/b/a Old Town Saginaw Association, for parking lot improvements at 101 S. Hamilton Street.
12. Approve the Wastewater Service Agreement with the Northwest Utilities Authority.
13. Ratification of an emergency purchase with R.W. Mercer Co. for \$2,180 for repair of a spill bucket for the Water Treatment Division.

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

**INTRODUCTION OF ORDINANCES:**

**CONSIDERATION AND PASSING OF ORDINANCES:**

**RESOLUTIONS:**

1. Approve the transfer of Obsolete Property Rehabilitation Certificate for 107 S. Washington Avenue.
2. Eliminate the deficit fund balance in the Andersen Enrichment Center Operations Fund.

**UNFINISHED BUSINESS:**

**MOTIONS AND MISCELLANEOUS BUSINESS:**

**ADJOURN:**

Timothy Morales  
City Manager

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVE., 759-1480.

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, DECEMBER 4, 2017, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

#### PRAYER AND PLEDGE OF ALLEGIANCE

Council Member Bryant offered a prayer and led the pledge of allegiance of the United States of America.

#### ROLL CALL

Mayor Browning called the meeting to order. Council Members present: John Milne, Demond Tibbs, Annie Boensch, Floyd Kloc, Brenda Moore, Clint Bryant, Michael Balls, John Humphreys, and Dennis Browning: 9. Council Members absent: 0.

#### ANNOUNCEMENTS

City Clerk Janet Santos announced the following:

- The City's annual Yard Waste Collection has been extended through this week ending on Friday, December 8.

#### PUBLIC HEARING

Clerk Santos announced the public hearing regarding the request to create an Obsolete Property Rehabilitation District at 2230 Euclid Street. Mayor Browning called for public comments. Tom Miller of Saginaw Future, and Rick Montagne, spokesperson for Leonard's Syrup both spoke in favor of the request. Mayor Browning called for public comments two additional times. No further comments were given.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to close the public hearing. 9 ayes, 0 nays, 0 absent. Motion approved.

#### PERSONAL APPEARANCES

The personal appearances addressed the Council as follows: Angie Miller.

#### REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Balls, Bryant, Moore, Kloc, Tibbs, Milne, and Mayor Browning.

#### REPORTS FROM CITY MANAGER

##### Management Update

City Manager Tim Morales presented informational updates of City meetings and projects.

#### CONSENT AGENDA:

1. Approve the November 20, 2017 regular council meeting minutes.
2. Approve the professional services contract with Plante & Moran, PLLC for an amount not to exceed \$1,220,000 for controller services for calendar years 2018 through 2022.
3. Approve to increase the purchase order with Graff Truck Center, Inc., by \$752.86, for a new total of \$5,765.71, for the repair of Dump Truck No. 57-0457 for the Maintenance and Service Division.

4. Approve the purchases with Todd Wenzel Buick GMC for \$34,153.75 for a 2018 GMC Sierra Crew cab and chassis; and with Truck and Trailer Specialties, Inc. for \$10,055 for utility body refurbishing for the Maintenance and Service Division.
5. Ratification of emergency purchase with First Class Building Maintenance for \$5,417 for the repair of the exterior canopy at the Police Department Building at 612 Federal Avenue.
6. Ratification of emergency purchase with Michigan Cat Underground Shoring, a sole source, for \$3,679.56 for repair parts for a 6-inch Utility Service Pump No. 57-0104 for the Maintenance and Service Division.
7. Ratification of emergency purchase with Bell Equipment Company, a sole source, for \$20,181.89 for repair parts for Yard Waste Collections Truck No. 76-0704 for the Streets Division.
8. Ratification of emergency purchase with Wieland Sales, a sole source, for \$3,671.15 for repair parts for Plow and Salt Truck No. 53-0401 for the Streets Division.
9. Ratification of emergency purchase with Michigan Turbo for \$2,625 for a replacement Turbocharger for Plow and Salt Truck No. 53-0401 for the Streets Division.
10. Approve the third amendment to the License Agreement for Environmental Testing and Response Activities with Consumers Energy to extend the terms to December 31, 2022 for scheduled remedial activities on City property for the Public Services Department.
11. Approve the purchase with Wohlfeil Hardware & Tools for \$21,100 for two replacement leaf blowers for the Parks and Cemeteries Divisions.
12. Adopt the Resolution with the Michigan Department of Transportation for the Decertification/Vacation of South Fayette Street between Mackinaw Street and Gratiot Avenue.
13. Ratification of an emergency purchase with Great Lakes Tower for \$2,500 for the repair of the SCADA (Supervisory Control and Data Acquisition) system at the Aqua Pump Station for the Instrumentation and Process Controls Division.
14. Ratification of emergency purchase with Michigan Pipe and Valve for \$2,450 for a 30" flanged spool piece to reinstall one of the raw sewage pumps at the Wastewater Treatment Division.
15. Approve the purchase with DTN LLC, a sole source, for \$4,176 to provide weather services for the Water Treatment Division.
16. Approve the purchase with Waterworks Systems & Equipment Inc., a sole source, for \$3,195 for an automatic shutoff valve for use in the chlorine and sulfur dioxide feed systems at the Wastewater Treatment Division.

Moved by Council Member Balls, seconded by Council Member Moore to approve consent agenda items 1 through 11, and 13 through 16, as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Boensch to approve consent agenda item 12, as presented. Mayor Browning asked Clerk Santos to conduct a roll call vote.

Ayes: Balls, Humphreys, Milne, Tibbs, Boensch, Moore, Bryant, Browning

Nays: Kloc

Absent: None

Motion approved.

#### REPORTS FROM BOARDS; COMMISSIONS AND COMMITTEES, AND APPOINTMENT OF BOARD AND COMMISSION MEMBERS

Moved by Council Member Moore, seconded by Council Member Humphreys to approve the following appointments:

1. the Council reappointment of Blanche Clark to the Saginaw Transit Authority Regional Service Board with a term ending December 31, 2020.
2. the Council reappointment of Tim Morales to the Saginaw-Midland Municipal Water Supply Corporation with a term ending December 31, 2023.
3. the Mayoral reappointment of Judith Mintz to the Housing Board of Appeals with a term ending December 31, 2019.
4. the Council appointment of Diane Kloc to the Public Libraries of Saginaw Board with a term to expire June 30, 2020.

9 ayes, 0 nays, 0 absent. Motion approved.

Mayor Browning announced his Mayoral appointment of Dawn Hinton to the Saginaw Housing Commission with a term ending September 30, 2019.

#### RESOLUTIONS

Moved by Council Member Milne, seconded by Council Member Moore to adopt the resolution abolishing the Brownfield Plan Project No. 5, U.S. Graphite, Inc., located at 1620 East Holland Avenue. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to adopt the resolution establishing an Obsolete Property Rehabilitation District at 2230 Euclid Street. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to adopt the resolution approving the City of Saginaw annual apportionment of \$4,000 for the Saginaw Area Storm Water Authority Annual Budget for FY 2018. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Boensch to adopt the resolution appointing Josh Hoffman as trustee and Beth London as alternate trustee to the Saginaw Area Storm Water Authority Board of Trustees. 9 ayes, 0 nays, 0 absent. Motion approved.

ADJOURNMENT

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to adjourn the meeting at 7:09 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

Submitted by,

Janet Santos, CMMC/MMC  
City Clerk

**From:** Timothy Morales, City Manager  
**Subject:** November Budget Adjustment  
**Prepared by:** Yolanda M. Jones, Office of Management and Budget

**Manager's Recommendation:**

I recommend approval of the amendments to the 2017/2018 Approved Budget for the listed funds. This adjustment is required to recognize any errors, omissions, or changes that have occurred within the month of November.

**Justification:**

The 2017/2018 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2018 Budget Resolution, which states that the City Manager must provide budget adjustments to City Council quarterly and/or as needed. As a result of the City Manager's monthly analysis for November, the below-mentioned budget adjustments take into consideration any errors, omissions, or changes in the funding levels and expenditures approved by City Council as prescribed by the City Charter.

In review of the General Fund, it is recommended that this fund be increased by \$177,411, from \$32,496,286 to \$32,673,697.

- A budget adjustment is required to recognize the carry forward of purchase order 0501403 for the compilation and revision of ordinance for the City Clerk's Office in the amount of \$9,093. This purchase order was not included on the encumbrance roll forward report that was previously approved. Available fund balance will be utilized to cover this purchase.
- In November 2017, Community Public Safety – Police received a check for \$70,944 from Bridgton Place Townhomes for overtime incurred on Vestry Drive. This budget adjustment will recognize funds received in the General Fund Revenue – Police Department Services Account No (101-0000-632.000) for \$70,944. To offset the increase in revenues there will be an increase to the Community Public Safety – Police, Police Patrol Division's Billable Overtime Account No (101-3511-704.001) in the amount of \$20,944 for the current year and in the General Fund – Other General Fund – Increase to Fund Equity Account No (101-8559-989.001) in the amount of \$50,000. The \$50,000, which will be added to fund balance, will be restricted for use in the FY 2019 budget.
- During the 2nd quarter of FY 2018, Community Public Safety – Police had three police officers retire from service. This budget adjustment recognizes the payment to these officers for their accumulated compensatory and paid time off payouts in the amount of \$86,029. Available fund balance will be utilized to offset the increase in expenditures.

- In Community Public Safety - Fire, a fire fighter retired during the 1<sup>st</sup> quarter of FY 2018. This budget adjustment recognizes the payment to the fire fighter for their accumulated compensatory payout in the amount of \$11,345. Available fund balance will be utilized to offset the increase in expenditures.

The Major Streets Fund (202) should be decreased from \$6,352,625 to \$6,347,256. This represents a decrease of \$5,369. This amendment reflects a reduction in the State Trunkline Revenues Account No (202-0000-576.001) by \$55,000. In the past, street sweeping and catch basin cleaning have been recognized in the Major Streets Fund; however, these activities are actually activities of the Sewer Operations and Maintenance Fund. To offset the reduction in the State Trunkline revenues will be an increase to the MDOT Closeout Reimbursement Account No (202-0000-676.018) by \$49,631. Furthermore, on the expenditures side, the Street Project Division's Professional Service Account No (202-4614-801.000) will be reduced by \$5,369.

The Brownfield Redevelopment Authority Fund (245) should be increased from \$31,492 to \$276,128, which represents a \$244,636 increase. This increase represents the payout of tax capture revenues for U.S. Graphite and Garb-Ko. These expenditures will be offset by the available fund balance.

The Department of Justice – Justice Assistance Grant (JAG) Fund (263) should be increased from \$0 to \$33,590. On August 8, 2017 city council approved the Interlocal Agreement between the City of Saginaw and Saginaw County for the administration of the 2017 Byrne Justice Assistance Grant. This budget adjustment recognizes these grant funds in the FY 2018 approved budget. Revenues will be realized in the DOJ – JAG Fund – JAG 2017 Revenue Account No. (263-0000-501.034). Revenues will be offset by the same appropriation in the JAG 2017 Division's Vehicle Account No (263-3336-982.000).

**Council Action:**

Motion to approve the recommendation of the City Manager.



**From:** Timothy Morales, City Manager  
**Subject:** Professional Services Agreement for the Marketing and Branding Plan  
**Prepared by:** Yolanda M. Jones, Director of OMB

**Manager's Recommendation:**

I recommend the approval of a professional services agreement with AMPM in the amount of \$17,000 for the development of the City's Marketing and Branding Plan.

**Justification:**

As the City of Saginaw strives to become Redevelopment Ready Communities (RRC) certified, one component that must be accomplished, in order to receive this designation, is the creation and development of a Marketing and Branding Plan. The Marketing and Branding plan should create a positive image, rekindle community pride, and improve the confidence of the residents, investors, and visitors. On September 25, 2017, a request for qualification was sent out to various marketing firms countrywide to provide the city with the best marketing and branding plan possible. On October 27, 2017 the city received (15) qualified proposals.

<b><u>Vendor</u></b>	<b><u>Total</u></b>
AMPM	\$17,000 projected total
Advance360	Total not provided only hourly rate totaling \$1,650
BCF	\$95,798 projected total
ChandlerThinks, LLC	\$73,500 projected total
Firebrand Group	Total not provided only hourly rate totaling \$3,121
Frazer Enterprises DBA Vitalink	\$99,947 projected total
GUD Marketing	\$32,000 to 36,000 for phases I & II, TBD for phases III & IV
Hoyden Creative Group	\$11,615 for phases I & II, TDB for phases III & IV
HUB Collective	\$50,000 minimum for phases I & II, TBD phases III & IV
Kglobal	\$50,000 for phases I & II, \$125 an hour per person for phases III & IV
Prosper for Purpose	\$35,000 project total
Q+M	\$20,000 minimum for phases I & II, TBD phases III and IV
Resch Strategies	\$48,000 projected total
Tunheim	\$170,000 to \$255,000 projected total
Venture6 Studio	\$35,800 projected total

The marketing strategy will identify community assets that can be promoted. It will include strategies to attract businesses, talent and real estate development, and strive to strengthen the image of the community while heightening awareness and promoting the city. A five member panel reviewed all the proposals and selected AMPM as the consultant.

AMPM was selected as the consultant for this project due to the firm's experience with marketing and branding, experience and knowledge of the staff, competitive fee structure, types of deliverables, and past working history and experience with the City of Saginaw.

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

Funds are budgeted in the General Fund, Offices of General Government, Office of Management and Budget, Professional Services, Account No. 101-1735-801.000 in the amount of \$7,000 and the Downtown Development Authority Fund 2011 – Professional Services Account No 259-1775-801.000 in the amount of \$10,000.

I have approved the contract as to substance and the City Attorney approves as to form.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Lori L. Bommarito – Professional Services Agreement  
**Prepared by:** Amy L. Lusk, City Attorney

**Manager’s Recommendation:**

I recommend approval of the Agreement for Professional Services with Attorney Lori L. Bommarito of Zolton and Bommarito, P.C.

**Justification:**

Under the City’s Code of Ordinances, hearing officers are appointed to determine administrative matters relating to junk vehicles, business licenses, dangerous buildings, and a variety of other subjects. Throughout most of the Ordinances, the person serving in the role of the hearing officer is to be appointed at the discretion of the City Manager.

This professional services agreement would allow Attorney Lori L. Bommarito to serve in the role of hearing officer on an as-needed basis. Pursuant to the terms of the agreement, the City will pay an hourly rate of \$130.00 for the work of Ms. Bommarito in conducting any hearings and rendering any opinions. Ms. Bommarito is required to maintain professional liability insurance and indemnify the City from any wrongdoing. Either party can terminate the agreement upon 30 days written notice.

I have approved the contract as to substance and the City Attorney as to form.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Walker Consultants Agreement  
**Prepared by:** John C. Stemple, Chief Inspector

**Manager's Recommendation:**

I recommend approval of the Professional Services Agreement with Walker Consultants in the amount of \$18,800 for professional services associated with Parking Ramp 1 located at 220 Baum St.

**Justification:**

Walker Consultants (Walker) is considered an expert in the area of parking structure evaluation. The City of Saginaw has also worked with Walker in the evaluation of this structure specifically and the demolition of the two upper levels of the structure. Because of this past relationship, Walker has data and technical information related to this specific structure giving the City an advantage in utilizing their services at this time.

It is the intention of this proposal to provide the City with recommendations for the future use of this property and the structure located at 220 Baum Street. Parking structures require ongoing maintenance and we have reached a critical point with this structure and it is necessary for the City to obtain professional advice and contemplate our options related to this ramp.

The structure contains approximately 400 parking spaces, and with the positive development and growth that is occurring in the downtown area, these parking spaces are becoming increasingly valuable and necessary.

Pursuant to the terms of the proposal, Walker will permit the following:

1. Review available drawings and reports
2. Conduct a visual survey of the structure
3. Review the existing conditions of the structure
4. Develop costs for repairs and maintenance necessary based on inspection
5. Develop options along with cost estimates to extend the life of the structure by five, ten to fifteen, and twenty five to thirty year life cycle analysis. As well as provide costs to demolish and replace the parking structure and demolish and construct a surface lot

I have approved the agreement as to substance and the City Attorney approves as to form.

Funds are available in the General Fund, Office of Inspections and Neighborhood Services, Parking Operations Division's Professional Services Account No. 101-3868-801.000.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Bill Print Software Purchase for the Treasury Division  
**Prepared by:** Jeff Klopac, Technical Services Department

**Manager's Recommendation:**

I recommend the approval of a purchase with NetSource One, in the amount of \$4,000.00, for the purchase of bill print software for the Treasury Division.

**Justification:**

The City invoices over 19,000 customers monthly for water and sewer services, over 21,000 bills for each summer and winter taxes and approximately 17,400 annual rubbish special assessments. A large number of customers come to the Treasury counter in City Hall to pay for these invoices in person. The City has provided a touch screen bill print service for customers who do not bring the original invoice with them. Our current software does not allow Technical Services to modify the program in order to create a more customer friendly interface. We would like to utilize NetSource One to create a new bill print software application that will have an easier and more intuitive interface. We will be combining this new software with a customer kiosk center that will be located in the City Hall hallway.

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

Funds are available in the Sewer Operations and Maintenance Fund, Customer Accounting Division's Office Equipment Account No. 590-5311-981.000 in the amount of \$2,000.00 and in the Water Operations and Maintenance Fund, Customer Accounting Division's Office Equipment Account No 591-5310-981.000 in the amount of \$2,000.00.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Purchase of a Kiosk for the Treasury Division  
**Prepared by:** Jeff Klopac, Technical Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with SeePoint, the sole provider, in the amount of \$6,642.36 for the purchase of an interactive bill print kiosk system for the Treasury Division.

**Justification:**

In conjunction with the bill print software purchase, the Treasury Division would like to purchase an interactive kiosk system to allow customers to print their utility, tax, and special assessment invoices at City Hall free of charge. The kiosk will be located in the hallway directly outside of the Treasury Division. The kiosk and the bill print software will allow customers to easily access their appropriate account and create an invoice for payment at the customer service counter.

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

Funds are available in the Sewer Operations and Maintenance Fund, Customer Accounting Division's Office Equipment Account No 590-5311-981.000 in the amount of \$3,321.18 and in the Water Operations and Maintenance Fund, Customer Accounting Division's Office Equipment Account No 591-5310-981.000 in the amount of \$3,321.18.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Class II Sand Blanket Purchase Order– Cemeteries Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend approval of a purchase with Doc Heinz Contracting in the amount of \$6,120.64 for 992 tons of sand for the City’s Municipal Cemeteries.

**Justification:**

On January 9, 2017, City Council approved a purchase with Doc Heinz Contracting, the low bidder at \$6.17 per ton, for sand for the Maintenance and Service Division to restore excavated areas.

The Cemeteries Division wishes to utilize this low bid for sand required to complete grave restoration at certain burial locations within its cemeteries. Heinz has agreed to hold the unit price and supply the sand to the Cemeteries Division.

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

Funds are budgeted in the General Fund, Department of Public Services, Cemeteries Division’s Parts and Supplies Account No. 101-1747-742.000.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager

**Subject:** Ratification of Emergency Purchase–Fire Suppression System Public Works Building

**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend ratification of emergency purchase with Vanguard Fire Security and Safety Systems, Inc. (Vanguard) in the amount of \$2,398.51 for the repair of the main fire suppression system at the Public Works Building located at 1435 S. Washington Ave.

**Justification:**

On December 7, 2017 emergency purchase order No. 502658 was issued to Vanguard, a sole source, for the repair to the fire suppression system in the Public Works Building. Vanguard is the current vendor used by the City for the fire suppression system maintenance. A fire sprinkler head was damaged in the Motor Pool area during maintenance on a packing truck. The building’s main water fire pipeline had to be shut off, and necessary repairs were made quickly in order to have the fire suppression system operable. Until the repairs were completed, the building was on a visual fire watch by the Saginaw Fire Department.

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

Funds are budgeted in the, Public Works Building Fund, General Repairs Account No. 641-4439-930.000.

**Council Action:**

Motion to approve the recommendation of the City Manager.



**From:** Timothy Morales, City Manager  
**Subject:** Air Compressor Replacement – Streets and Rubbish Divisions  
**Prepared by:** Don Riley, Public Services Department

**Manager’s Recommendation:**

I recommend approval of a purchase with AIS Construction Equipment at the State Bid price of \$20,289 for the replacement of a portable air compressor for the Streets and Rubbish Divisions.

**Justification:**

The Streets and Rubbish Divisions have budgeted in fiscal year 2018 to replace a 2006 Ingersoll Rand portable air compressor with over 960 hours that was scheduled for replacement in 2016. This is one of two portable compressors within the Streets and Rubbish Divisions that are used daily as support equipment for street repair, tree trimming, stump grinding, sweeping, compost, and other various operations. This compressor will be replaced with a 2018 Atlas Copco equipped as specified. Operating efficiency, operator safety, and loss of productivity due to down time are contributing factors to the need to add this piece of equipment. The current unit will be moved to the Facilities division for a less demanding service to replace a 30 year old compressor that will be sold at auction. This purchase will be made using State Bid Pricing.

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

Funds are budgeted in the Major Streets Fund’s, Routine Maintenance Division’s, Maintenance Equipment Account No. 202-4651-978.000 \$18,260, and Rubbish Collection Fund, Brush Collections Division’s, Maintenance Equipment Account No. 226-4587-978.000 \$2,029.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Agreement with Old Saginaw City, Inc.  
**Prepared by:** Phillip Karwat, Public Services Department

**Manager's Recommendation:**

I recommend approval of a four year Agreement with Old Saginaw City, Inc. d/b/a Old Town Saginaw Association (OTSA). I further recommend that the City Manager be authorized to approve extensions of the Agreement for subsequent years without further Council approval or action.

**Justification:**

OTSA has signed an agreement seeking the city's approval to make improvements and to maintain the parking lot located at 101 S. Hamilton Street. The City of Saginaw is the owner of the property as described. The purpose of this agreement would be to enhance the ability of OTSA to apply for and receive possible grant funds for necessary improvements to the property. The described work to be performed includes re-paving, striping and landscaping and other improvements to the lot as well as being responsible for maintaining its cleanliness.

The City shall enter into an Agreement with the applicant requiring a four-year commitment to the performance of parking lot improvements. The applicant will be responsible for having the proposed work approved by the Director of Public Services; complying with all applicable laws; obtaining liability insurance, if necessary; and holding the City harmless from any claims arising from applicant's adoption of the public area and work performed at same.

I have approved as to substance and the City Attorney approves as to form.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Wastewater Service Agreement with Northwest Utilities Authority  
**Prepared by:** Kimberly Mason, Water and Wastewater

**Manager's Recommendation:**

I recommend approval of the Wastewater Service Agreement with The Northwest Utilities Authority.

**Justification:**

In 1989, the City of Saginaw (City) entered into a Wastewater Service Agreement (WSA) with the Northwest Utilities Authority (NWUA). The Agreement provides for the City to process sanitary sewage from all or portions of Saginaw Township, Kochville Township, Carrollton Township and the City of Zilwaukee in exchange for the payment of these services by a formula set forth in the WSA.

A new agreement has been negotiated with NWUA and shall continue for an indefinite period of time, but at least for a period of twenty-five (years). The Agreement includes an updated formula for reconciliation of charges due to accounting changes by the City. Those changes include the methodology of computing indirect costs, the chart of accounts and additional divisions within the Sewer Fund that were not included in the previous Agreement.

I have approved the Agreement as to substance and the City Attorney approves as to form.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Spill Bucket Repair  
**Prepared by:** Paul D. Reinsch, Water and Wastewater

**Manager's Recommendation:**

I recommend ratification of an emergency purchase with R.W. Mercer Co. in the amount of \$2,180.00 for repair services for the Water Treatment Division.

**Justification:**

On November 29, 2017, PO #502611 was issued after the Water Treatment Division received an inspection report for the Under Ground Storage Tank and fuel delivery system at the Water Treatment Plant, indicating it was necessary to repair a failed spill bucket related to fuel fill lines. The report stressed that this repair was needed quickly to prevent contamination of soils. These inspections are required to assure compliance with Michigan Department of Environmental Quality regulations. Following is a tabulation of the quotes received:

<b><u>Contractor</u></b>	<b><u>Cost</u></b>
R. W. Mercer Co. Saginaw, MI. (out of City)	\$2,180.00
Oscar W. Larson Co. Clarkston, MI.	\$2,300.00

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

Funds for this purchase are budgeted in the Water Operations and Maintenance Fund, Treatment & Pumping Division's General Repairs Account No. 591-4730-930.000.

**Council Action:**

Motion to approve the recommendation of the City Manager.

## TRANSFER OF OBSOLETE PROPERTY REHABILITATION CERTIFICATE FOR PROPERTY AT 107 S. WASHINGTON AVENUE

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to adopt the following resolution:

**WHEREAS:** under P.A. 146 of 2000, as amended, the City of Saginaw is a Qualified Local Government Unit eligible to approve Obsolete Property Rehabilitation Act Certificate (OPRA) transfers; and

**WHEREAS:** the Saginaw City Council approved an OPRA Certificate request from Bancroft Project Saginaw, LLC at 107 S. Washington Avenue, on March 4, 2013; and

**WHEREAS:** the Michigan Department of Treasury, State Tax Commission (STC) approved and issued OPRA certificate #3-13-0002 on August 27, 2013; and

**WHEREAS:** the OPRA certificate #3-13-0002 was issued by the STC with an ending date of December 30, 2025; and

**WHEREAS:** on November 22, 2017, an application and request letter was filed with the City Clerk to transfer OPRA certificate #3-13-0002 to RoCo Bancroft LLC; and

**WHEREAS:** City records reflect that RoCo Bancroft LLC is the current owner of the property at 107 S. Washington Avenue.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Saginaw hereby approves the transfer of OPRA certificate #3-13-0002 from Bancroft Project Saginaw, LLC to RoCo Bancroft LLC, and the City Clerk will submit a certified resolution to the Michigan Department of Treasury – State Tax Commission.

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 December 18, 2017; 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, CMMC/MMC  
City Clerk

## RESOLUTION TO ELIMINATE THE DEFICIT FUND BALANCE IN THE ANDERSEN ENRICHMENT CENTER OPERATION FUND

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to adopt the following resolution:

**WHEREAS:** the City of Saginaw's Andersen Enrichment Center Operation Fund has a \$49,130 deficit fund balance as of June 30, 2017; and

**WHEREAS:** Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

**NOW, THEREFORE, BE IT RESOLVED,** that the City of Saginaw's legislative body adopts the following as the City of Saginaw Andersen Enrichment Center Operation Deficit Elimination Plan:

City of Saginaw				
Andersen Center Operations Deficit Elimination Plan				
	2018	2019	2020	2021
<b>Fund Balance (Deficit) - July 1</b>	\$ (49,130)	\$ (33,591)	\$ (18,823)	\$ (4,781)
<b>Revenue</b>				
Andersen Center Grants	19,750	19,750	19,750	19,750
Andersen Center Rentals	50,505	51,010	51,520	52,035
Andersen Center Events	10,000	10,000	10,000	10,000
Transfers	-	-	-	-
Other Revenue - Building Rent	3,000	3,000	3,000	3,000
<b>Total Revenue</b>	\$ 83,255	\$ 83,760	\$ 84,270	\$ 84,785
<b>Expenditures</b>				
Salaries & Wages	32,656	33,397	34,138	34,879
Benefits	2,644	2,704	2,764	2,824
Supplies	4,041	4,041	4,041	4,041
Professional Services	-	-	-	-
Employment Agency Fees	-	-	-	-
Operating Services	7,765	7,959	8,158	8,362
Insurance	2,402	2,462	2,524	2,587
Utilities	9,425	9,425	9,425	9,425
Water/Sewer	5,000	5,125	5,253	5,384
General Repairs	1,000	1,000	1,000	1,000
Information Mgmt	1,833	1,879	1,926	1,974
Other	950	1,000	1,000	1,000
<b>Total Expenditures</b>	\$ 67,716	\$ 68,992	\$ 70,229	\$ 71,476
<b>Net Revenue</b>	\$ 15,539	\$ 14,768	\$ 14,042	\$ 13,309
<b>Fund Balance - June 30</b>	\$ (33,591)	\$ (18,823)	\$ (4,781)	\$ 8,528

**BE IT FURTHER RESOLVED**, that the Department of Fiscal Services is authorized to submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

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 December 18, 2017; 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.

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Janet Santos, CMMC/MMC  
City Clerk