

# Council Agenda

September 28, 2015 6:30 p.m.  
Council Chamber

## 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:

## CONSENT AGENDA:

1. Approve the September 14, 2015 regular council meeting minutes.
2. Approve a purchase order to Answer Heating and Cooling for \$3,723 for the emergency purchase of an air conditioning condenser unit for the City of Saginaw's computer server room.
3. Approve a purchase order to Stanley Steamer for \$2,790 for carpet cleaning in City Hall.
4. Approve a blanket purchase order to Lansing Sanitary Supply for \$8,250 for general janitorial supplies for the City's buildings and facilities for FY 2016
5. Approve the blanket purchase orders to various vendors for a total amount of \$24,499.08 for various motor vehicle fluids for garage inventory for the Motor Pool Operations Garage Division for FY 2016.
6. Approve a purchase order to Detroit Salt Company for \$60,740 for early delivery salt for FY 2016 for the Streets Section of the Right of Way Division.
7. Approve the Municipal Consent for Right of Entry form with the United States Department of the Interior, Office of Surface Mining Reclamation and Enforcement for mine shaft reclamation work in the right of way of Hampshire Street, Treanor Street and Livingston Drive.

# Council Agenda

September 28, 2015 6:30 p.m.

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8. Approve the Municipal Consent for Right of Entry form with the United States Department of the Interior, Office of Surface Mining Reclamation and Enforcement for abandoned mine shaft reclamation work at Wickes Park.
9. Adopt the Resolution to approve the Amendment Agreement No. 15-5467 to MDOT Cost Agreement No. 15-5332 with the Michigan Department of Transportation for the reconstruction of Gabriel Road from Maple Street to the Green Point Nature Center entrance and Maple Street from Gabriel Road to Beacon Drive.
10. Approve a purchase order to Environmental Resource Associates for \$2,625 for Bacterial Standards for the Water Treatment Division for FY 2016.
11. Approve a purchase order to Safety Services, Inc. for \$2,223.25 for two multi-gas detection units, one chlorine gas detection unit, and one replacement sensor for the chlorine gas detector for the Wastewater 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. Adopt the Resolution to establish the City of Saginaw's Credit Card Policy.

### UNFINISHED BUSINESS:

### MOTIONS AND MISCELLANEOUS BUSINESS:

### ADJOURN:

Timothy Morales  
City Manager

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A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, SEPTEMBER 14, 2015, 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 Balls offered a prayer and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Pro Tem O'Neal called the meeting to order. Council Members present: Demond Tibbs, Annie Boensch, Larry Coulouris, Brenda Moore, Michael Balls, Floyd Kloc, and Mayor Pro Tem Amos O'Neal - 7. Council Members absent: Dan Fitzpatrick, and Mayor Dennis Browning - 2.

ANNOUNCEMENTS

City Clerk Janet Santos announced that a revised agenda was issued with the addition to consider a FOIA appeal under Motions and Miscellaneous business.

PERSONAL APPEARANCES

The following personal appearances addressed City Council: John Acklin, Andrew Lamia, Amy Davis-Comstock, and Martin Banks.

*Council Member Fitzpatrick entered the meeting at 6:42 p.m.*

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Boensch, Tibbs, Fitzpatrick, Kloc, Moore, Coulouris, and Mayor Pro Tem O'Neal.

REPORTS FROM CITY MANAGER

Management Update

City Manager Tim Morales provided informational updates on meetings, projects and events.

City Manager Morales introduced the two newest recruits to the Police Department, Mitch and Cigan. Jody Wilk, Executive Director of the Saginaw Valley Police Canine Association, and John Skalski, Executive Director of Blue Line Police Canine presented a K-9 unit update and explained the donation of the two new recruits to the two current K-9 units. This will provide a K-9 unit for each patrol shift.

*Council Member Coulouris left the meeting at 7:03 p.m. and returned at 7:09 p.m.*

Consent Agenda

1. Approve the August 24, 2015 regular council meeting minutes.
2. Approve Petition 15-13 from Saginaw Arts and Enrichment Commission to erect a banner located at Court Street from November 3 through December 2, 2015 to promote the annual "Hollyday Fair."
3. Approve the Professional Legal Services Agreement with Michele Allen for legal services through September 27, 2020.

4. Approve a purchase order to Southern Computer Warehouse, Inc. for \$4,686.96 for the purchase of Apple iPad tablets and keyboard cases for City Council members.
5. Approve a purchase order to Ricoh USA for \$80,590.80 for a five-year lease of seven multi-function printers for various departments.
6. Approve the donation of two police canines at no cost to the Saginaw Police Department from the Saginaw Valley Police Canine Association.
7. Approve the loan agreement for several historical items from the Police Department to the Saginaw County Historical Society.
8. Approve the amendment to the agreement with Coplogic, Inc. for setup and support of the DeskOfficer Online Reporting System for the Police Department.
9. Approve a purchase order to Douglass Safety Systems, Inc., a sole source, for \$8,883.20 for 5 sets of firefighter turnout gear for the fire department.
10. Approve the sale and listing of various city vehicles and equipment to be sold utilizing the on-line auction service Govdeals.com.
11. Approve the contract agreement and purchase order to Helm Electric, Inc. for \$612,411.67 for the LED Street Light Installation Project and the purchase of two additional tablets and covers.
12. Approve a purchase order to Standard Electric, Inc. for \$1,264,303.90 for 7,067 LED street light fixtures to retrofit the street lighting system for the Right of Way Division.
13. Approve the contract agreement with Lois Kay Contracting Company for \$110,917.20 for the Michigan Department of Transportation M-58 State Street Overlay, C-1626, with the City receiving an additional 7.5% administration fee. Further, approve a FY 2016 budget adjustment in the amount of \$119,235.20 to recognize these funds.
14. Adopt the Resolution authorizing the Michigan Natural Resource Trust Fund Grant Declaration and Notice for the Boulder Climbing Garden and Connector Path at Celebration Park.
15. Adopt the Resolution authorizing the use of amplifying equipment at 318 S. Hamilton Street during the "Bibbs Designs Grand Opening" event on September 24, 2015 from 6:00 to 9:00 p.m.
16. Approve to increase the purchase order to Spartan Distributors by \$7,690.10 for the upgrade of two 2015 Toro HDX two wheel drive utility carts to four wheel drive for the Cemeteries Division.
17. Approve a purchase order to Corrosion Fluid Products, a sole source, for \$11,718 for parts to rebuild two Ansimag hypochlorite mixing pumps for the Wastewater Treatment Remote Facilities.

18. Approve a purchase order to Calgon Carbon Corporation for \$27,600 for 40,000 pounds of Powdered Activated Carbon for the Water Treatment Division for FY 2016.

Moved by Council Member Coulouris, seconded by Council Member Boensch to approve consent agenda items 1 through 10, and 12 through 18, as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Boensch to approve consent agenda item 11 as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

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

Council Member Coulouris reported that the Planning Commission approved three site plans at their August 25, 2015 meeting.

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

1. Council reappointment of Hazel Moore to the Human Planning Commission with a term to expire December 31, 2017.
2. Council reappointment of Elsenia Porterfield to the Human Planning Commission with a term to expire December 31, 2017.
3. City Manager's appointment of Jacob Shinnars to the Brownfield Redevelopment Authority with a term to expire December 31, 2018.
4. Mayoral appointment of Thomas Miller Jr. to the Saginaw Economic Development Commission with a term to expire June 30, 2018.

8 ayes, 0 nays, 1 absent. Motion approved.

Clerk Santos announced the Mayoral reappointment of Thomas Begin to the Saginaw Housing Commission with a term to expire September 30, 2020.

RESOLUTIONS

Moved by Council Member Moore, seconded by Council Member Boensch to adopt the resolution preserving the Michigan Unemployment Insurance Agency and jobs in the City of Saginaw. 8 ayes, 0 nays, 1 absent. Motion approved.

MOTIONS AND MISCELLANEOUS BUSINESS

Moved by Council Member Moore, seconded by Council Member Boensch to uphold the Freedom of Information Act appeal of fees charged and to issue a response letter. 8 ayes, 0 nays, 1 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Fitzpatrick, seconded by Council Member Kloc to adjourn the meeting at 7:46 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

**From:** Timothy Morales, City Manager  
**Subject:** Emergency Computer Room Air Conditioner Replacement  
**Prepared by:** Chris Seager, Technical Services

**Manager’s Recommendation:**

I recommend approval of a purchase order to Answer Heating and Cooling in the amount of \$3,723.00 for the emergency purchase of an air conditioning condenser unit for the City of Saginaw’s computer server room. The normal bidding process was not utilized because of the emergency nature of this purchase.

**Justification:**

On August 29, 2015, the City’s computer room air conditioner was no longer cooling the area. This is a critical function to keep computer operations working properly. A vendor was called out to repair the unit and discovered that the condenser was leaking refrigerant and was no longer able to be repaired. The unit was charged again with refrigerant to keep the unit running temporarily.

Three vendors were called to give estimates for replacement. The City’s building maintenance department reviewed the estimates to verify that the units were of equal quality and service to be completed. Please note that the preference for local bidders calculation was applied and the results did not change. Following is a tabulation of the bids received.

	<u>Bid</u>
Answer Heating & Cooling, Inc. Freeland, MI	\$3,723.00
A.C Klopff, Inc. Saginaw, MI (In-City)	\$5,375.00
G.W. Heating & Air Conditioning Co, Inc. Saginaw, MI (In-City)	\$4,042.00

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 are budgeted and available in the Technical Services - Information Services Fund – General Repair Account No. 658-1720-930.000 for this purchase.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** City Hall Carpet Cleaning – Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend the low bid from Stanley Steamer, Saginaw, MI be accepted and a purchase order be issued to them in the amount of \$2,790 for the purchase of carpet cleaning in the City Hall Building.

**Justification:**

On September 1, 2015, the City received bids for carpet cleaning in all areas of City Hall. The carpet in City Hall has not been cleaned in over a decade. Cleaning the carpet will be aesthetically more pleasing and reduce the amount of allergens trapped in the carpet.

The bids received are as follows:

<b><u>Vendor</u></b>	<b><u>Cost</u></b>
Stanley Steamer Saginaw, MI (out-city)	\$2,790
GOHM Insurance Restoration, Inc. Saginaw, MI (out-city)	\$4,515

The bids were evaluated on a lump sum price basis.

Stanley Steamer meets all requirements of §14.23, “Vendors,” 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 General Fund - Department of Public Services - Facilities Division’s, Operating Services Account No. 101-7575-805.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.



**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Order for Janitorial Supplies – Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend that the bid from Lansing Sanitary Supply, Lansing, Michigan, the State of Michigan’s primary supplier for general janitorial supplies be accepted using the State bid prices, and that a separate blanket purchase order be approved and issued to them in the amount of \$8,250 for fiscal year 2016. Lansing Sanitary was granted a one year extension on the State Bid Contract with the State of Michigan. The extension and pricing is good through September 30, 2016.

**Justification:**

The Facilities Division requires the purchase of select standard janitorial products throughout the fiscal year to maintain the City’s buildings and facilities. One efficient way to do this is to take advantage of the State of Michigan’s competitive bid pricing process where the State has used their economy of scale to get the best price for the general janitorial supplies for all State agencies and has extended these prices to local and State-wide City municipalities. The State of Michigan’s State contract Bid #07B2200248 is the contract that was awarded to Lansing Sanitary Supply of Lansing, MI.

Examples of supplies purchased under this blanket includes: toilet paper, paper hand towels, liquid hand soap, mops, brooms, buckets and detergent cleaners.

Lansing Sanitary Supply 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 General Fund - Department of Public Services - Facilities Division’s, Cleaning Supplies Account No. 101-7575-735.000 (\$6,500), the Public Works Fund’s Cleaning Supplies Account No. 641-4439-735.000 (\$1,250), and the Celebration Park Fund’s Cleaning Supplies Account No. 508-7580-735.000 (\$500).

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Orders for Motor Vehicle Bulk Fluids  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend that blanket purchase orders for Fiscal Year 2016 be approved and issued to each vendor listed below in the amounts totaling \$24,499.08 for various motor vehicle fluids for Garage inventory for the Motor Pool Operations, Garage Division.

**Justification:**

On August 25, 2015, bids were received for an annual supply of 5,350 gallons of various fluids that include anti-freeze, motor oil, windshield fluid, heat transfer oil, hydraulic fluid, etc. The City's Municipal Motor Pool Operation requires various lubricants and fluids to maintain its fleet, which represents a 14.7% decrease from last year's request. It is in the best interest of the City to distribute the bids among the six (6) bidders listed with their low respective pricing.

The following is a listing of the purchase orders requested:

<b><u>Vendor</u></b>	<b><u>Cost</u></b>
Super Flite Oil Saginaw, MI (out-city)	\$15,470.00
Rowley's Wholesale Bay City, MI (out-city)	\$ 6,951.33
Eastern Oil Company Pontiac, MI (out-city)	\$ 1,135.00
Central Oil Co. Roseville, MI (out-city)	\$ 513.40
Lyden Oil Co. Lansing, MI (out-city)	\$ 259.35
Corrigan Oil Co. Brighton, MI (out-city)	\$ 170.00

These vendors meet 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 these purchases are budgeted in the Motor Pool Operation Fund – Garage Operations Division's Motor Vehicle Supplies Account No. 661-4481-737.000, and will be accounted for in the Motor Pool Operation Fund – Garage Division's Inventory Account No. 661-0000-110.001.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Early Salt for Delivery for Streets FY 2016 – ROW Division  
**Prepared by:** Beth D. London, Public Services Department

**Manager’s Recommendation:**

I recommend that the bid from Detroit Salt Company, Detroit, Michigan be accepted at the State bid price, and that a purchase order be issued to them in the amount of \$60,740 for early delivery salt for FY 2016.

**Justification:**

On April 18, 1977, City Council approved a cooperative purchasing agreement with the State of Michigan, which allows the City to purchase material and equipment at State bid pricing. The City has used this agreement to purchase road salt for ice control in the past. In March, the City placed an order for 1,000 tons of early delivery salt for this fall.

Detroit Salt Company of Detroit, Michigan was the low bidder on the State bid at \$60.74 per ton. This price per ton includes the salt, weighing and loading, handling and the truck freight charges. This is comparable to a price of \$74.33 per ton for the bulk shipment of 2,500 tons received last October and \$60.71 per ton for the bulk shipment of 2,500 tons received in March of 2015.

Detroit Salt Company 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 Major Streets Fund – Winter Maintenance Division’s, Street and Road Materials Account No. 202-4655-743.000 (\$24,296), Local Streets Fund – Winter Maintenance Division’s Street and Road Materials Account No. 203-4655-743.000 (\$9,111), and Major Streets Fund - State Winter Maintenance Division’s Street and Road Materials Account No. 202-4692-743.000 (\$27,333).

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Municipal Consent for Right of Entry Form - ROW Division  
**Prepared by:** Beth D. London, Public Services Department

**Manager's Recommendation:**

I recommend approval of the Municipal Consent for Right of Entry form between the City of Saginaw and the United States Department of the Interior, Office of Surface Mining Reclamation and Enforcement (OSM). The Right of Entry form will give the OSM permission to perform mine reclamation work on the Buena Vista Shaft located in the right of ways of Hampshire Street, Treanor Street and Livingston Drive. It is further recommended that the City Council authorize the Mayor or his designee to sign this form on behalf of the City of Saginaw. The form has been approved by me as to substance and the City Attorney as to form.

**Justification:**

The approval of this form is necessary for OSM to conduct mine shaft reclamation work in the right of way of Hampshire Street, Treanor Street and Livingston Drive. The reclamation work is necessitated by abandoned coal mining activity and will help to protect the health, safety and general welfare of the public from the adverse effects of past coal mining activities. The abandoned shafts may be a potential hazard to residents and the general public. As part of OSM's exploration and possible abatement work it will be necessary to have equipment and materials in the right of way of Hampshire Street, Treanor Street and Livingston Drive, and possibly other nearby City streets and right-of-ways. OSM has stated that prior to starting their work it is necessary to receive written permission from all property owners. The City understands and acknowledges that the success of the project cannot be warranted.

Work performed in the project area shall be done by contractors for OSM, and OSM is without authority to assume the risk of injury to persons or damage to persons or property resulting from the action of the contractors, but OSM shall require contractors performing the work on the property to obtain and keep in force liability insurance.

The City acknowledges that OSM has no responsibility or liability for any mine related damage to City property which occurred prior to, or which might occur during or after the abatement work. However, upon completion of the reclamation work, the property shall be restored to a condition judged to be safe and acceptable to the Contracting Officer's Representative. Any construction related damage shall be restored to a condition similar to that existing before OSM's entry. OSM and its contractors are still required to apply for, and obtain all necessary permits as required for this work by the Engineering Division, prior to starting the reclamation

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Municipal Consent for Right of Entry Form - ROW Division  
**Prepared by:** Beth D. London, Public Services Department

**Manager's Recommendation:**

I recommend approval of the Municipal Consent for Right of Entry form between the City of Saginaw and the United States Department of the Interior, Office of Surface Mining Reclamation and Enforcement (OSM). The Right of Entry form will give the OSM permission to perform mine reclamation work on the Cass River Shaft located in Wickes Park. It is further recommended that the City Council authorize the Mayor or his designee to sign this form on behalf of the City of Saginaw. The form has been approved by me as to substance and the City Attorney as to form.

**Justification:**

The approval of this form is necessary for OSM to conduct abandoned mine shaft reclamation work at Wickes Park. The reclamation work is necessitated by abandoned coal mining activity and will help to protect the health, safety and general welfare of the public from the adverse effects of past coal mining activities. The abandoned shafts may be a potential hazard to residents and the general public. As part of OSM's exploration and possible abatement work it will be necessary to have equipment and material in Wickes Park and possibly the nearby City streets and right-of-ways. OSM has stated that prior to starting their work it is necessary to receive written permission from all property owners. The City understands and acknowledges that the success of the project cannot be warranted.

Work performed in the project area shall be done by contractors for OSM. OSM is without authority to assume the risk of injury to persons or damage to persons or property resulting from the action of the contractors, but OSM shall require contractors performing the work on the property to obtain and keep in forced liability insurance.

The City acknowledges that OSM has no responsibility or liability for any mine related damage to City property which occurred prior to, or which might occur during or after the abatement work. However, upon completion of the reclamation work, the property shall be restored to a condition judged to be safe and acceptable to the Contracting Officer's Representative. Any construction related damages shall be restored to a condition similar to that existing before OSM's entry. OSM and its contractors are still required to apply for, and obtain all necessary permits as required for this work by the Engineering Division, prior to starting the reclamation work.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** MDOT Amendment Agreement 15-5467 – ROW Division  
**Prepared by:** Beth D. London, Public Services Department

**Manager's Recommendation:**

I recommend the adoption of the resolution for the Amendment Agreement 15-5467 to Michigan Department of Transportation (MDOT) Cost Agreement 15-5332, for the reconstruction of Gabriel Road from Maple Street to the Green Point Nature Center entrance and Maple Street from Gabriel Road to Beacon Drive, be approved and that the Mayor or his designee be authorized to execute this Amendment Agreement on behalf of the City of Saginaw. The Amendment has been approved by me as to substance and the City Attorney as to form.

**Justification:**

The proposed Amendment Agreement with MDOT is for the purpose of amending MDOT Cost Agreement 15-5332. On July 6, 2015, City Council approved MDOT Cost Agreement 15-5332, which fixed the rights and obligations of the parties in agreeing to the following improvements in the City of Saginaw:

The project includes hot mix asphalt reconstruction along Gabriel Road from Maple Street easterly for approximately 625 feet east of Maple Street (Green Point Nature Center entrance) and Maple Street from Gabriel Road northerly to Beacon Drive; including crushing and shaping, drainage, permanent signing and pavement marking work; and all together with necessary related work.

Amendment Agreement 15-5467 increases the Federal Lands Highway Funds available for this project by \$70,000, from \$334,295 to \$404,295, and adds construction engineering, including inspection, testing and survey as eligible construction costs. The Federal Lands Highway Funds are comprised of a \$304,295 Federal Highway Administration Public Land and Highway Discretionary Program (PLHD) Grant and a \$100,000 Fish and Wildlife contribution from their Transportation Fund. The total estimated construction cost including construction engineering is \$425,200. The City is responsible for all costs over \$404,295.

MDOT meets all the 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 project are budgeted and available in the Local Streets Fund – Street Projects Division's Construction Projects Account No. 203-4614-822.000.

**Council Action:**

This council communication is for explanation purposes only of the Resolution to be adopted.

## Amendment Agreement No. 15-5467 to MDOT Cost Agreement No. 15-5332

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

**WHEREAS:** Amendment Agreement No. 15-5467 has been submitted by the Michigan Department of Transportation (MDOT) and requires the City of Saginaw to adopt a resolution agreeing to increase the federal funding and add construction engineering costs to the MDOT Cost Agreement 15-5332; and

**WHEREAS:** MDOT Cost Agreement 15-5332 dated July 29, 2015 and approved by City Council on July 6, 2015, fixed the rights and obligations of the parties in agreeing to the improvements in the City of Saginaw on Gabriel Road from Maple Street easterly for approximately 625 feet east of Maple Street (Green Point Nature Center entrance) and Maple Street from Gabriel Road northerly to Beacon Drive; and

**WHEREAS:** Amendment Agreement No. 15-5467 has been approved by the City Manager as to substance and the City Attorney as to form.

**NOW, THEREFORE, BE IT RESOLVED,** that the Council for the City of Saginaw does hereby approve Amendment Agreement No. 15-5467 submitted by the Michigan Department of Transportation and that the Mayor or his designee be authorized to execute this agreement on behalf of the City of Saginaw.

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 September 28, 2015; 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/CMC/MMC  
City Clerk



**From:** Timothy Morales, City Manager  
**Subject:** Plant Bacterial Standards  
**Prepared by:** Amanda Kiel, Water and Wastewater

**Manager’s Recommendation:**

I recommend that a purchase order be approved and issued to Environmental Resource Associates in the amount of \$2,625.00 for Bacterial Standards for the Water Treatment Division for Fiscal Year 2016.

**Justification:**

The Water Treatment Plant Laboratory is required to run bacteriological Performance Tests twice yearly in order to maintain Microbiology Certification regulated by the Michigan Department of Environmental Quality (MDEQ). These samples must be produced and provided by a company that complies with all certification regulations and is MDEQ approved. In addition, each employee who performs bacteriological work also performs an annual Quality Control microbiology test.

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

Environmental Resources Associates Golden, CO	\$2,625.00
NSI Lab Solutions, Inc. Raleigh, NC	\$2,734.00

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 available in the Water Operation and Maintenance Fund, Treatment and Pumping Division’s Operating Services Account No. 591-4730-805-000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Gas Detection Meters  
**Prepared by:** Brian Baldwin, Water and Wastewater

**Manager's Recommendation:**

I recommend that the low bid from Safety Services, Inc. of Kalamazoo, MI be accepted and that a purchase order be issued to them in the amount of \$2,223.25 for the purchase of two multi-gas detection units, one chlorine gas detection unit, and one replacement sensor for the chlorine gas detector for use by the Wastewater Treatment Division.

**Justification:**

In the routine performance of their duties, Wastewater Treatment personnel are required to enter confined spaces and to work with chlorine gas. In order to ensure their safety and comply with MIOSHA requirements, atmospheric monitoring equipment is used. Maintenance staff has identified the need to replace two multi-gas detection units, one chlorine gas detection unit, and stock one replacement sensor for the chlorine gas detector. On September 8, 2015, sealed bids were opened to provide these items and Safety Service Inc. was the low bidder. Bid results were as follows:

Safety Services, Inc. Kalamazoo, MI	\$2,223.25
Argus-Hazco, Inc. Chesterfield, MI	\$2,230.00
Airgas, Inc. Saginaw, MI	\$2,402.28
Etna Supply Co. Grand Rapids, MI	\$3,761.00

This vendor meets all requirements of §14.23, "Vendors," 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 available in the Sewer Operations and Maintenance Fund, Treatment and Pumping Division's Parts and Supplies Account No. 590-4830-742.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

## CREDIT CARD POLICY

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

**WHEREAS:** it has been determined the City of Saginaw will benefit from the use of Procurement/Credit Cards for the payment of daily operations, as well as internet and larger purchases, as such use will streamline the overall task of placing orders and processing various payments and require less staff time; and

**WHEREAS:** Public Act 266 of 1995 requires the City to adopt a written policy governing the use of any Procurement/Credit Cards issued in its name; and

**WHEREAS:** in the process of pursuing various programs that would facilitate City operations a policy that comports with the State law has been developed; and

**WHEREAS:** the City will realize through a rebate program a small percentage return on all purchases initiated with the procurement card.

**NOW, THEREFORE, BE IT RESOLVED,** that the City of Saginaw Credit Card Policy as attached and presented to City Council on this date is hereby adopted effective September 28, 2015.

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 September 28, 2015; 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/CMC/MMC  
City Clerk

## CREDIT CARD POLICY

- I. **Definitions.**
  - a. "Cardholder" shall refer to a City employee whose name appears on the municipal credit card and is accountable for all charges made with that card.
  - b. "City" shall refer to the City of Saginaw.
  - c. "Credit card arrangement" shall refer to an unsecured extension of credit for purchasing goods or services from the municipal credit card issuer or any other person that is made to the holder of a municipal credit card and that is accessed with a municipal credit card.
  - d. "Municipal credit card" shall refer to a card or device issued to the City under a credit card arrangement by a person or depository financial institution licensed under the laws of the State of Michigan.
  
- II. **Policy.** Only authorized City employees or officials may use a municipal credit card, and such use shall be in accordance with the City's purchasing policy and ordinance. Municipal credit cards cannot be used for cash advances, personal use, or any other type of purchase not permitted by the City. The total combined authorized credit limit of all credit cards issued to the City shall not exceed 1% of the total budget of the City for the current fiscal year.
  
- III. **Responsibilities of the Cardholder.** Any individual acting as a cardholder on behalf of the City shall:
  - a. Ensure that the municipal credit card is used in compliance with the City's purchasing policy and ordinance.
    - i. Multiple purchases to a single vendor which are of a like nature and occur in a close time period shall be treated as a single purchase for purposes of compliance with the City's purchasing policy and ordinance.
  - b. Use a municipal credit card for only official business of the City.
  - c. Submit receipts and documentation detailing the goods or services purchased, cost, etc., to the Finance Director in a timely manner (i.e. at least 10 days prior to the due date for payment on the credit card account) to reconcile against the monthly municipal credit card statement.
  - d. Protect and maintain custody of the municipal credit card. A municipal credit card issued to a specific department shall, when not in use by an authorized City employee/cardholder, remain in the possession of the department head and maintained in a secure location.

- e. Immediately notify the Finance Director if the municipal credit card is damaged, lost, or stolen.
- f. Where appropriate, notify vendors or merchants that the municipal credit card transaction should be exempt from sales and use tax.
- g. Immediately surrender the municipal credit card upon termination of employment. The City reserves the right to withhold final payroll checks and/or payout of accrued leave until the municipal credit card is surrendered.

Any employee found to have committed illegal or unauthorized use of a municipal credit card may be subject to discipline up to and including termination, as well as criminal penalties.

**IV. Internal Control Procedures.**

- a. No more than 20 municipal credit cards shall be issued. A list of cardholders will be provided to City Council annually; an updated list will be provided to Council any time a new cardholder is added.
- b. The City Manager (or his/her designee) is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned municipal credit cards and generally for overseeing compliance with the policy.
  - i. Only the City Manager, department heads, and other key personnel (i.e. assistant/deputy department heads, division heads, accounts payable clerk, assistant to the City Manager, etc.) shall be authorized to use a municipal credit card.
  - ii. Any individual authorized to use a municipal credit card shall be required to execute a Cardholder Agreement prior to using same.
- c. Single transaction limits shall be in place before any municipal credit card is issued.
- d. The Finance Director shall be responsible for:
  - i. Assisting the City Manager in maintaining a record of issuance and retrieval of municipal credit cards and overseeing compliance with the policy.
  - ii. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
  - iii. Ensuring accuracy of the statement and that activity and account information is noted on the municipal credit card statement for each line of entry.
  - iv. Complying with the City's record retention requirements for safekeeping of statements and receipts.
  - v. Ensuring that the balance, including any interest due, on an extension of credit shall be paid for within not more than 60 days of the initial statement date.

**Cardholder Agreement**

I agree to use the municipal credit card only to make purchases at the request of, and for the legitimate business benefit of, the City of Saginaw, Michigan. I further agree to use the municipal credit card in accordance with the provisions of the City of Saginaw’s Credit Card Policy and its purchasing policy and ordinance.

I understand that violations of these requirements may result in revocation of use privileges. I further understand that any employee found to have committed illegal or unauthorized use of a municipal credit card may be subject to discipline up to and including termination, as well as criminal penalties. If I am found to have inappropriately used the municipal credit card, I agree to reimburse the City of Saginaw for all costs associated with such improper use.

Credit Card Account Number: \_\_\_\_\_

Received by: \_\_\_\_\_ (Employee name)

Signature: \_\_\_\_\_ (Employee signature)

Date: \_\_\_\_\_

*(For City Use Only)*

**Credit Card Returned**

Received by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_