

# Council Agenda

December 22, 2014 6:30 p.m.  
Council Chamber

## PRAYER AND PLEDGE OF ALLEGIANCE:

## ROLL CALL:

## ANNOUNCEMENTS:

1. Official oath of office of Samantha Buth, Jordan Bady-Parnell, and Richard Delong to the Saginaw Police Department.
2. Proclamation presented to gospel recording artist Jessica Reedy.

## PUBLIC HEARINGS:

## PERSONAL APPEARANCES:

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

## REMARKS OF COUNCIL:

## REPORTS FROM MANAGER:

### Management Update:

1. John Stemple, Chief Inspector, and Tim Novak, Saginaw County Treasurer, TARP Grant Update.

## CONSENT AGENDA:

1. Approve the minutes from the December 8, 2014 regular Council meeting.
2. Approve a purchase order to Hammer Restoration, Inc. for \$2,500 for the painting of the ceiling of the apparatus bay at Fire Department Headquarters, 801 Federal Avenue.
3. Approve recommendation from the Saginaw Fire Department to sell the retired 1994 Emergency-One fire engine and the retired 1986 Spartan Monarch LTI 100' ladder truck to the highest bidder.
4. Approve a purchase order to MyBinding.com for \$3,820.75 for the replacement of a pressure seal and folding system.
5. Approve a purchase order to InSource Solutions Group for \$15,742 for the renewal of annual software maintenance and support fees and individual e-filing services.

# Council Agenda

December 22, 2014 6:30 p.m.  
Council Chamber

6. Approve the First Contract Amendment of the Vehicle Maintenance Services Agreement with Saginaw County.
7. Approve the blanket purchase orders to various vendors for a total amount of \$28,753.93 for various motor vehicle fluids for garage inventory for the Motor Pool Operations Garage Division for FY 2015.
8. Approve a purchase order to Blue Flame Propane for \$3,998 for an annual propane supply with tank replacement at Green Point Nature Center for FY 2015; and pending approval of the FY 2016 and FY 2017 budgets, approve the bid from Blue Flame Propane for \$3,798 for these same services.

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

1. Approval of Council reappointment of Blanche Clark to the Saginaw Transit Authority Regional Services for a term to expire December 31, 2017.
2. Approval of Council reappointment of Dorothy Allen to the Saginaw Transit Authority Regional Services for a term to expire January 23, 2018.
3. Approval of Council reappointment of Ernie Ahmad to the Zoning Board of Appeals with a term to expire December 31, 2017.
4. Approval of City Manager's appointment of Annie Boensch to the Downtown Development Authority with a term to expire December 31, 2018.

## INTRODUCTION OF ORDINANCES:

## CONSIDERATION AND PASSING OF ORDINANCES:

## RESOLUTIONS:

## 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 AVENUE, 989.759.1480.

# PROCLAMATION

**WHEREAS**, The Saginaw City Council is proud to recognize Jessica Reedy, nationally known gospel singer and songwriter, for her unique gifts, talents, abilities and an unwavering conviction to her faith; and

**WHEREAS**, Jessica was born and raised in Saginaw and is a 2006 graduate of Saginaw High School. At the young age of four, Jessica would often sing after her grandfather's sermons at local Saginaw Churches. Soon she was singing everywhere she could, at church and in local talent competitions, a pattern that continued all the way through her high school years; and

**WHEREAS**, Jessica received national exposure as a finalist on the BET Network's gospel competition, "Sunday Best." Throughout the show's season, Jessica stunned the judges and the nation with her vocal abilities and finished as first runner-up for "Sunday Best, Season 2" in 2009; and

**WHEREAS**, Jessica's debut album "From the Heart" was released in 2011 and debuted at number one on the Billboard Gospel Album Chart and on the Christian and Gospel iTunes Chart. The album received rave reviews, being noted as "mature and thoughtful" by several in the industry. Jessica was soon sharing the stage with contemporary gospel greats like Mary Mary, BeBe Winans, Kirk Franklin, Fred Hammond, Donald Lawrence, Kieara Sheard, Ricky Dillard, and many others; and

**WHEREAS**, Jessica's second album "Transparent" was released in November 2014 and debuted at number five on the Billboard Hot 100. Many of the songs on "Transparent" were written by Ms. Reedy. Throughout the album she shares her pain and accomplishments, hoping all who hear will find a reason to hope and to celebrate their own lives; and

**WHEREAS**, Jessica has blessed the citizens of Saginaw this Christmas with a concert at the Dow Event Center where she shared her vocal abilities for many Christmas classics. Jessica is also lending her support to Poetic Justice Jeans, raising funds for women's charities around the country; and

**WHEREAS**, Jessica feels her most important role is to be a Godly example to all, especially to her 7 year old son, Justin. As a mother, Jessica continues a family legacy of faith, hope, and trust in a faithful God. Jessica believes God has a purpose for her life and she willingly shares her testimony of God's grace to encourage others; and

**WHEREAS**, Jessica has set the example for others as an exemplary citizen whose good works and dedication help to bring renewed hope to many citizens. We give honor and recognition this day for the gifts and talents of Jessica Reedy to inspire, enlighten and encourage others;

**NOW, THEREFORE BE IT RESOLVED**, I, Dennis D. Browning, Mayor of the City of Saginaw, on behalf of my fellow Councilmembers and the citizens of this community, do hereby extend this expression of our esteem, appreciation, and gratitude to Ms. Jessica Reedy for the positive impact she has made in our community. We congratulate Ms. Reedy and extend our very best wishes for continued success in all of her future endeavors.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 22<sup>nd</sup> day of December in the year of our Lord two thousand fourteen.



December 22, 2014

**Dennis D. Browning, Mayor**

**Councilpersons**

*Amos O'Neal, Mayor Pro Tem  
Michael D. Balls, Annie Boensch,  
Larry Coulouris, Daniel Fitzpatrick, Floyd Kloc,  
Brenda F. Moore, and Demond L. Tibbs*

**Timothy Morales, City Manager**

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, DECEMBER 8, 2014, AT 6:30 P.M. IN THE COUNCIL CHAMBER OF CITY HALL.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a prayer and the pledge of allegiance was led by Jonathan Rosas and Michael Neilson of Boy Scout Troop 304.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: Dan Fitzpatrick, Demond Tibbs, Larry Coulouris, Brenda Moore, Michael Balls, and Mayor Dennis Browning: 6. Council Members absent: Annie Boensch, Mayor Pro Tem Amos O'Neal and Floyd Kloc: 3.

ANNOUNCEMENTS

City Clerk Janet Santos made the following announcements:

- Waste Collection Convenience Station will be open Saturday, December 13 from 10:00 am to 2:00 p.m.

PERSONAL APPEARANCES

There were no personal appearances.

*Mayor Pro Tem Amos O'Neal entered the meeting at 6:34 p.m. Council Member Kloc entered the meeting at 6:38 p.m.*

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGER

Management Update

City Manager Tim Morales provided informational updates on the Delta College project and the Cathay Street pedestrian bridge.

City Manager Morales introduced Tom Begin, 211 Northeast Michigan Board President. Mr. Begin presented an update of the 211 assistance program and its success. The 211 program is designed as a premier referral service for residents to inquire assistance with various needs. Mr. Begin introduced Sara Kile, Executive Director of the 211 program. Ms. Kile provided a breakdown of the assistance requested and the services provided through the program.

City Manager Morales introduced Mike Quinnell, General Manager of the Saginaw-Midland Municipal Water Supply Corporation (SMMWSC). Mr. Quinnell presented the history and an update of the SMMWSC. Discussion included the connection project with Bay County, service capacity and infrastructure.

Consent Agenda

1. Approve the November 24, 2014 regular Council meeting minutes.

2. Approve the restated Wastewater Service Agreement with the Northwest Utilities Authority.
3. Approve to receive and file the 2013-2014 Annual Audit of the Saginaw-Midland Municipal Water Supply Corporation.
4. Approve ratification of a payment to Michigan Turbo for \$2,100 for emergency purchase order no. 495656 for a replacement turbo charger for plow truck 53-0401 for the Motor Pool Operations Garage Division.
5. Approve a purchase order to Red Holman Buick-GMC for \$27,686.20 for a 2015 GMC Sierra 2500 HD vehicle for the Maintenance and Service Division.
6. Approve to modify blanket purchase orders issued to ten of the City's primary suppliers of parts and supplies for the Wastewater Treatment Division for FY 2015.

Moved by Council Member Coulouris, seconded by Council Member Moore to approve consent agenda items 1 through 6 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 Tibbs reported that the Crime Free Lease Addendum Committee held a meeting last week.

Council Member Coulouris reported that the Planning Commission approved two projects at its November 25, 2014 meeting.

Moved by Mayor Pro Tem O'Neal, seconded by Council Member Moore to approve the City Manager's reappointment of Gary Glaza to the Downtown Development Authority with a term to expire December 31, 2019. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Mayor Pro Tem O'Neal, seconded by Council Member Fitzpatrick to approve the City Manager reappointment of John Markey to the Downtown Development Authority with a term to expire December 31, 2018. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Mayor Pro Tem O'Neal, seconded by Council Member Fitzpatrick to approve the City Manager reappointment of Todd Gregory to the Downtown Development Authority with a term to expire December 31, 2018. 8 ayes, 0 nays, 1 absent. Motion approved.

RESOLUTIONS

Moved by Council Member Balls, seconded by Council Member Kloc to adopt the resolution agreeing to the Municipal Employees' Retirement System of Michigan Hybrid Plan. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Balls, seconded by Council Member Moore to adopt the resolution approving a Small Distiller's License for Old Town Distillery at 124 S. Michigan Avenue. 8 ayes, 0 nays, 1 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Kloc, seconded by Council Member Moore to adjourn the meeting at 8:19 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC  
City Clerk

**From:** Timothy Morales, City Manager  
**Subject:** Painting of Fire Department Headquarters Apparatus Bay Ceiling  
**Prepared By:** Christopher Van Loo, Fire Chief

**Manager's Recommendation:**

I recommend that the low quote from Hammer Restoration, Inc. be accepted and a purchase order be issued to them in an amount of \$2,500 for the painting of the ceiling of the apparatus bay at Fire Department Headquarters, 801 Federal Avenue.

**Justification:**

Fire Department Headquarters at 801 Federal Avenue was built in 1939 and has been well maintained for over 75 years. In recent years, several plumbing leaks developed on the second floor that caused damage to the apparatus bay ceiling. The plumbing repairs have been completed however funding has not been available to repair the damaged ceiling. Understanding the limited funding available to make the needed repairs, Hammer Restoration, Inc. generously offered to make the repairs to the ceiling at no cost to the City. In November of this year, Hammer Restoration completed the repairs to the plaster ceiling as a donation. The estimated value of the repairs was \$4,000.

With the ceiling repairs complete, Hammer Restoration, Inc. made an offer to paint the 6,400 square foot ceiling at their cost of \$2,500. Additional quotes were obtained by other vendors for the painting of the ceiling.

The following quotes were received:

<b><u>Vendor</u></b>	<b><u>Quote</u></b>
Hammer Restoration, Inc. Saginaw, MI	\$2,500.00
Boice Bird & Sons Saginaw, MI	\$4,960.00
Case Painting Freeland, MI	\$5,370.00

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

Funds for this service are available in the General Fund Community Public Safety - Fire, Fire Operations Division's General Repair Account No 101-3551-930.000.

**Council Action:**

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



**From:** Timothy Morales, City Manager  
**Subject:** Sale of Retired Fire Department Apparatus  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

In accordance with our Purchasing Policy requirement § 14.34 (C), I recommend we offer for sale to the highest bidder the Fire Department’s retired 1994 Emergency-One fire engine and the retired 1986 Spartan Monarch LTI 100’ ladder truck. These apparatus are no longer cost effective for the Fire Department to use and maintain. Both have been retired from service.

**Justification:**

On October 1, 2012, the Saginaw Fire Department retired the 1986 Spartan Monarch LTI 100’ ladder truck from service due to a change in our operational model and increasing maintenance and operational costs for the apparatus. This apparatus was deemed no longer cost effective to remain in service.

On August 1, 2014, the Saginaw Fire Department placed in service a new fire engine at Station 2, 1305 Gratiot Avenue. At the same time, we retired our 1994 Emergency-One fire engine from service which was replaced by the new fire engine.

Both of these fire apparatus are retired from service and have no operational value for the Saginaw Fire Department. The revenue generated from the sale of these apparatus would benefit the City of Saginaw by offsetting the costs of equipment and operational needs at the Fire Department.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Purchase of Pressure Seal & Folding System  
**Prepared by:** Chris Seager, Technical Services

**Manager's Recommendation:**

I recommend that the bid from MyBinding.com be accepted and a purchase order be issued in the amount of \$3,820.75 for the replacement of a pressure seal and folding system.

**Justification:**

On December 9, 2014, the City received bids to replace a broken pressure seal and folding system. This unit is used to fold and seal checks, bills and letters in the Fiscal Services Department. Following is a tabulation of the bids received. There were no in-city bidders.

	<u>Bid</u>
MyBinding.com Hillsboro, OR	\$3,820.75
Neopost USA, Inc. Southfield, MI	\$4,218.00

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 available in the Department of Fiscal Services, Income Tax Division's Operating Services Account No 101-1745-805.000 (\$955.18), Treasury Division's Operating Services Account No 101-1743-805.000 (\$955.19), Department of General Government - City Clerk Office Operating Services Account No 101-1730-805.000 (\$477.59), Election Division's Operating Services Account No 101-1731-805.000 (\$477.59), Sewer Operations and Maintenance Fund - Customer Accounting Division's Operating Services Account No 590-5311-805.000 (\$477.59) and Water Operations and Maintenance Fund - Customer Accounting Division's Operating Services Account No 591-5310-805.000 (\$477.61).

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** InSource Solutions Group Annual Maintenance/Support Renewal and e-filing fees

**Prepared by:** Janet Schramke, Fiscal Services – Income Tax Administrator

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to InSource Solutions Group in the amount of \$15,742 for the renewal of annual software maintenance and support fees and individual e-filing services. The maintenance amount of \$3,400 covers the electronic services for employer withholding used by the Income Tax Division of the Fiscal Services Department, and includes all support and updates to the software for one year. The individual e-filing tax return program fees are \$12,342 and include all support and updates to the hosting software for one year. This amount fluctuates annually based on volume. This is an increase of \$732 from last year.

**Justification:**

The City annually renews our maintenance and support fees for InSource Solutions Group employer tax withholding services. InSource Solutions Group is the proprietary owner of the electronic employer withholding tax software and secure server host. This annual renewal of maintenance and support fees is for a 12-month period and did not increase from last year.

E-filing services improve work and cash flow, by eliminating manual tasks such as opening mail, inputting tax returns and payments. Also, since the City of Saginaw does not have a secure web site, InSource Solutions Group will partner with our current software provider, Innovative Software Services, Inc. to provide a secure e-filing program for all users.

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 these payments are budgeted and are available in the General Fund- Department of Fiscal Services- Income Tax Division's Operating Services Account No. 101-1745-805.000.

**Council Action:**

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

# COUNCIL COMMUNICATION

CC- 6

**From:** Timothy Morales, City Manager

**Subject:** Vehicle Maintenance Services First Contract Amendment Between the City of Saginaw and the County of Saginaw

**Prepared By:** Phillip Karwat, Public Services Department

## **Manager's Recommendation:**

I recommend approval of the First Contract Amendment of the Vehicle Maintenance Services Agreement between the City of Saginaw and the County of Saginaw. Pursuant to the terms of the original agreement, the Saginaw County Mosquito Abatement Commission ("SCMAC") provides vehicle maintenance services for five police vehicles. The Amendment will increase the amount of the original agreement by \$10,000. I have approved the Amendment as to substance and the City Attorney as to form.

## **Justification:**

On June 23, 2014, City Council approved the original agreement. Initially, City and SCMAC staff determined vehicle maintenance costs per vehicle to range between \$1,500 and \$2,000. As a result, it was decided that the SCMAC would provide vehicle maintenance services for five police vehicles in an amount of \$10,000 for FY 2015. To date, the costs for servicing the police vehicles have reached \$9,652.63.

City staff reviewed the matter and determined that the vehicle maintenance costs per vehicle should be increased to \$4,000. Therefore, vehicle maintenance services will cost an additional \$10,000 for the remainder of the agreement, which terminates on June 30, 2015. The Amendment will increase the amount of the original agreement to an amount not to exceed \$20,000.

Saginaw County Mosquito Abatement Commission 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 the Routine Vehicle Maintenance Services are budgeted and available in the Motor Pool Operation Fund – Garage Division, Motor Vehicle Repairs Account No. 661-4480-931.000 (\$10,000) in Fiscal Year 2015.

## **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  
– Garage Division

**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend that blanket purchase orders be approved and issued to each vendor of the lowest bids listed below in the amounts totaling \$28,753.93 for various motor vehicle fluids for Garage inventory for the Motor Pool Operations Garage Division for Fiscal Year 2015.

**Justification:**

On September 23, 2014, bids were received for an annual supply of 5,725 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 to maintain its fleet; this represents a 6% decrease from last year's request. It is in the best interest of the City to distribute the bids among the four (4) lowest bidders.

The following is a listing of the bids received:

<u>Vendor</u>	<u>Cost</u>
Rowley's Wholesale Bay City, MI	\$24,326.16
Eastern Oil Company Pontiac, MI	\$ 4,257.02
Central Oil Co. Roseville, MI	\$ 130.30
Northern Energy, Inc. Gaylord, MI	\$ 40.45
<b>TOTAL</b>	<b>\$28, 753.93</b>

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 Division's Motor Vehicle Supplies Account No. 661-4480-737.000, 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:** Annual Propane Supply - Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager's Recommendation:**

I recommend that the low bid from Blue Flame Propane, Bridgeport, MI be accepted and a purchase order be issued to them in the amount of \$3,998 for an annual propane supply with tank replacement at Green Point Nature Center for FY 2015. I also recommend, pending approval of the FY 2016 and 2017 budgets, to accept the bid from Blue Flame Propane for \$3,798 for the same services for FY 2016 and FY 2017.

**Justification:**

On October 16, 2014, two bids were received for an annual propane supply with tank replacement for the site. This service requires that the existing propane storage tank be removed and replaced with a tank from the new vendor to provide propane through the heating season of each year. The estimated amount of propane required each season is 2,000 gallons per an Agreement dated January 20, 1999 between the United States Department of Interior U.S. Fish and Wildlife Service and the City of Saginaw in regard to providing this service.

The following is a tabulation of the bids received as follows:

<u>Vendor</u>	<u>Cost</u>
Blue Flame Propane (Cost to replace tank + 2 fills) Bridgeport, MI	FY15 \$ 3,998
	FY16 \$ 3,798
	FY17 <u>\$ 3,798</u>
	<b>Total \$11,594</b>
Ferrallgas (No Cost to replace tank + 2 fills) Bay City, MI	FY15 \$ 4,398
	FY16 \$ 4,398
	FY17 <u>\$ 4,398</u>
	<b>Total \$13,194</b>

Blue Flame Propane 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, Operating Services Account No. 101-7575-805.000, and pending approval, will be budgeted in the amount of \$3,798 in the same account number for FY 2016 and 2017.

**Council Action:**

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