



Saginaw City Council Agenda

1315 S. Washington Avenue
Council Chamber - Room 205
989.399.1311
January 6, 2020
6:30 p.m.

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PUBLIC INPUT:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

CONSENT AGENDA:

1. Approve the December 16, 2019 regular council meeting minutes.
2. Approve the purchase with CDW-G for \$4,000 for thirty-two barcode ID scanners for the Election Division.
3. Approve the amendments to the FY 2020 Approved Budget to recognize changes that have occurred during the November period.
4. Approve the Professional Services Agreement with Full Steam Social Media for \$19,000 to provide weekly social media stories, photos and related content for the City of Saginaw.
5. Approve the purchase with Elite Products and Services, LLC for \$6,699 for a tombstone jack for the Cemeteries Division.
6. Approve the increase to blanket purchase orders to various vendors by \$8,000, for a new total of \$18,500, for vehicle parts for the Garage Division.
7. Approve the increase to a blanket purchase order to Larry's Auto Parts by \$2,100, for a new total of \$4,000, for vehicle supplies for the Garage Division.
8. Approve the purchase with Crane 1 Services for \$3,199 for an electric chain hoist for the Motor Pool Division.
9. Approve the purchase with JAMAR Technologies, Inc., a sole source, for \$8,255 for two Black Cat Radar Recorders for the Engineering Section, Right of Way Division.

10. Adopt the resolution to approve the Cost Agreement with the Michigan Department of Transportation for the rehabilitation of the Norman Street Bridge over Veterans Memorial Parkway for the Engineering Section, Right of Way Division.
11. Approve the purchase with Kraft Power Corporation for \$3,084 for a rebuilt oil cooler as a spare for the diesel generators for the Water Treatment Division.
12. Approve the purchase with Top Flight Tree Removal, LLC for \$2,425 for the removal of an elm tree for the Water Treatment Division.

BOARD/COMMISSION/COMMITTEE REPORTS:

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS:

ORDINANCE INTRODUCTION:

ORDINANCE CONSIDERATION AND ADOPTION:

RESOLUTIONS:

UNFINISHED BUSINESS:

MISCELLANEOUS BUSINESS:

ADJOURNMENT:

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 16, 2019, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem Brenda Moore offered a prayer and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Kloc called the meeting to order. Council Members present: Jamie Forbes, Clint Bryant, Annie Boensch, Brenda Moore, Autumn Scherzer, John Milne, Michael Balls, Bill Ostash, and Floyd Kloc: 9. Council Members absent: 0.

ANNOUNCEMENTS

City Clerk Janet Santos announced the following:

- City Hall will be closed December 24 and 25 for the Christmas Holiday and on December 31 and January 1 for the New Year Holiday.
- Regular trash pick-up service for December 25 and January 1 will be delayed by one day.

PUBLIC INPUT

Public Input addressing Council: None.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Ostash, Balls, Milne, Scherzer, Moore, Boensch, Bryant, Forbes, and Mayor Kloc.

REPORTS FROM CITY MANAGER

City Manager Tim Morales gave informational updates of City events and projects.

City Manager Tim Morales introduced Jamie L. Rivette, CPA, Principal, Yeo & Yeo CPA's and Business Consultants. Ms. Rivette presented the results of the FY 2019 audit.

CONSENT AGENDA:

Mayor Kloc asked if there were any exceptions to the consent agenda. No exceptions were given.

1. Approve the December 2, 2019 regular council meeting minutes.
2. Approve the purchase with Dominion Voting for \$25,728 for an adjudication module for the Elections Division.
3. Approve the purchase with Smart Planet Software for \$2,950 for the implementation of the SnowPaths snow plow tracking system for the Public Services Department, Streets Division.
4. Approve the purchase with Gerald Bergman, Inc. for \$9,730 for the replacement of the soffit on the front awning of Fire Station One.
5. Approve the purchase with O'Connor's Carpet One for \$14,477 for new flooring in the front lobby and public access stairwell at the Police Department.

6. Approve the purchase with West Side Decorating for \$10,933 for new flooring in the technical services and records storage area at the Police Department.
7. Approve the purchase with DTN LLC, a sole source, for \$4,632 to provide weather services for the Water Treatment Division.
8. Approve the MI Lead and Copper Rule Regulatory Sampling Incentive Program for water customers who participate in required regulatory sampling, for an annual amount of \$750 for the Water Treatment Division.

Moved by Council Member Bryant, seconded by Council Member Boensch to approve consent agenda items 1 through 8, as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

BOARD/COMMISSION/COMMITTEE REPORTS

Mayor Kloc reported that the Planning Commission approved the site plans for a new building project located downtown. Project for a three story building for business and residential use will start in the spring of 2020.

APPOINTMENT OF BOARD AND COMMISSION MEMBERS

Mayor Kloc asked if there were any exceptions to the following appointments. No exceptions were made.

1. Approve the City Manager reappointment of Wasyl Czerewko to the Planning Commission with a term to expire December 31, 2022.
2. Approve the City Manager appointment of Fenobia Dallas to the Planning Commission with a term to expire December 31, 2022.
3. Approve the Council reappointment of Susanne Smokoska to the Human Planning Commission with a term to expire December 31, 2021.
4. Approve the Council appointment of Fenobia Dallas to the Board of Appeals on Zoning - Alternate with a term to expire December 31, 2022.
5. Approve the Council appointment of William Ostash to the Board of Appeals on Zoning - Alternate with a term to expire December 31, 2021.
6. Approve the Mayoral appointment of Autumn Scherzer to the Riverfront Development Commission with a term to expire April 1, 2024.

Moved by Council Member Milne seconded by Council Member Boensch to approve appointments 1 through 6, as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

RESOLUTIONS

Moved by Mayor Pro Tem Moore, seconded by Council Member Boensch to adopt the resolution authorizing the extension of the Master Plan until December 1, 2020. 9 ayes, 0 nays, 0 absent. Motion approved

Moved by Council Member Bryant, seconded by Mayor Pro Tem Moore to adopt the resolution authorizing revised ballot language for STARS millage proposal. Mayor Kloc asked Clerk Santos to conduct a roll call vote.

Ayes: Milne, Balls, Ostash, Bryant, Boensch, Moore, Scherzer, Kloc
Nays: None
Absent: None
Abstain: Forbes
Motion approved.

ADJOURNMENT

Moved by Council Member Bryant, seconded by Council Member Boensch to adjourn the meeting at 7:16 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

As recorded by

Janet Santos, CMMC/MMC
City Clerk

From: Tim Morales, City Manager
Subject: Barcode ID Scanners – Election Division
Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the approval of a purchase with CDW-G for \$4,000.00 for thirty-two barcode ID scanners for the Election Division.

Justification:

Currently, the City's sixteen Election precincts utilize magnetic strip card readers to swipe voters' identification cards to locate registration information in the Electronic Poll Book on Election Day. Each precinct has two Electronic Poll Books.

The swipe readers are aging and working intermittently, requiring election workers to manually type in voters' names. The manual process is time consuming and creates a margin for error. Additionally, the swipe readers will not function properly if the strip on the ID is damaged.

In FY 2020, the City Clerk's office budgeted to replace the thirty-two swipe readers with barcode scanners. Barcode scanners will read the information from the ID bar code, without the physical swiping of the ID stripe through the reader. A quote was obtained from CDW-G utilizing pricing from MiDeal Contract #071B6600110.

This vendor meets all requirements of §14.33, "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-204.

Funds are budgeted in the General Government – Election Division's Less than \$5,000 Account No. 101-1731-971.000.

Council Action:

Motion to approve the recommendation of the City Manager.

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 FY 2020 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 FY 2020 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved FY 2020 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 \$153,342 from \$35,779,647 to \$35,932,989.

- A budget adjustment is required to continue to recognize funds received for the Homerun for Headstones in prior years. Therefore, the General Fund, Use of Fund Equity Account No. 101-0000-989.000 should be increased by \$1,819. In addition, since these funds can only be utilized for Cemeteries activities, the General Fund, Department of Public Services, Cemeteries Division, Maintenance Equipment Account No. 101-1747-978.000 should be increased by the same.
- A budget adjustment is required to recognize reimbursement for an insurance claim for an incident with a fire truck. This reimbursement was actually received during FY 2019 but the expenditures did not occur until the current fiscal year. Therefore, the General Fund, Use of Fund Equity Account No. 101-0000-989.000 should be increased by \$47,955. To offset the increase to revenues will be the same increase to the Community Public Safety – Fire, Fire Apparatus and Maintenance Division, Motor Vehicle Repairs Account No. 101-3554-931.000 by the same.
- A budget adjustment is required to account for the repairs and replacement of the roof at Fire Station 1 in the amount of \$90,704. These repairs will be recognized in the General Fund, Community Public Safety – Fire, Fire Operations Division, Repair and Replacement Account No. 101-3551-

974.000. To offset an increase to expenditures will be the same appropriation of fund equity.

- A budget adjustment should be completed to recognize the purchase of an adjudication model for the Election Division. Expenditures will be recognized in the Office of General Government, Election Division, Office Equipment Account No. 101-1731-981.000 in the amount of \$12,864 for FY 2020. To offset the increase in expenditures will be an appropriation of fund equity.

The Perpetual Care Non-Exp. Fund (713) should be increased from \$0 to \$5,141. This increase is to realize unanticipated interest income. Revenues will be recognized in this fund's Gain/Loss on Investments Account No. 713-0000-671.014. To offset this increase in revenue will be the same increase to this fund's Increase to Fund Equity Account No. 713-8559-989.001.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Professional Services Agreement with Full Steam Social Media
Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

I recommend the approval of the Professional Services Agreement with Full Steam Social Media for \$19,000 to provide weekly social media stories, photos and related content for the City of Saginaw.

Justification:

In June 2019, city administration launched its marketing campaign with the reveal of "This is Saginaw" video. As the city moves forward with marketing and branding itself, it was pointed out in the city's marketing strategy that all forms of media – social, digital, and radio be addressed. This council communication reflects the social media component of the marketing strategy. The intent of pursuing this form of communication is to continue to change the entire narrative surrounding the City of Saginaw, cultivating pride and connection from the inside while attracting talent and investment from the outside.

The services provided by Full Steam Social Media (Full Steam) will include content creation for the city's social media pages beginning in January through June 30, 2020. This includes a weekly story covered in writing, photography, videography, and audio form. These stories would highlight businesses, nonprofits, government leaders, and other individuals contributing to Saginaw's success.

By serving as a platform for the best Saginaw has to offer, Saginaw's social media will build its brand, increase its reputation and grow its following. With professional photography, videography, and writing, Full Steam will help the City to position itself as a place of pride, connection, and catalytic change.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

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 \$5,469, the Major Street Fund, Engineering Division, Professional Services Account No. 202-4612-801.000 in the amount of \$1,235, Rubbish Collection Fund, Administration Division, Professional Services Account No. 226-4581-801.000 in the amount of \$931, Downtown Development Authority Fund, 2 Mill Levy Division Professional Services Account No. 259-1777-801.000 in the amount of \$5,867, Sewer Operations and Maintenance Fund, Administration Division, Professional Services Account No. 590-4810-801.000 in the amount of \$2,684, and Water Operations and

Maintenance Fund, Administration Division, Professional Services Account No. 591-4710-801.000 in the amount of \$2,814.

I have approved the agreement 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: Tombstone Jack
Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with Elite Products and Services, LLC, a sole source, for \$6,699 for the purchase of a tombstone jack for the Cemeteries Division.

Justification:

On November 4, 2019, the Cemeteries Division received a quote from Elite Products and Services, LLC to purchase a tombstone jack used to lift headstones in need of repair. The Saginaw County Parks held several softball tournaments the past three summers to raise funds specifically for cemetery needs. Elite Products and Services, LLC is the sole manufacturer and the distributor of this product.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the General Fund, Department of Public Services, Cemeteries Division's Maintenance Equipment Account No. 101-1747-978.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Increase Blanket Purchase Order - Vehicle Parts
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend the approval to increase blanket purchase orders issued to various vendors by \$8,000, for a new total of \$18,500, for vehicle parts for the Garage Division.

Justification:

In FY 2020, the purchase orders listed below were issued to vendors in amounts totaling \$10,500. The City's Municipal Garage requires parts sold by these vendors for various repairs of fleet vehicles from July 1, 2019 to June 30, 2020.

In FY 2019, the Garage spent \$4,925.74 on parts from Jack Doheny. In the current fiscal year we have spent \$4,605.79, leaving a balance of \$894.21. The Garage has replaced multiple parts on sewer jets used by maintenance and service. This is a sole source vendor.

In FY 2019, the Garage spent \$4,294.24 on parts from Ritter Technology. In the current fiscal year we have spent \$3,853.77, leaving a balance of \$1,146.23. The Garage has replaced multiple hydraulic hoses and fittings on heavy equipment used by Maintenance and Service and the Right of Way Divisions.

There are no feasible means to predetermine what parts will be needed to be replaced on these vehicles. The Garage Division's personnel obtain price quotes for parts awarding purchases to the lowest and best vendor for each item. The original blanket purchase order information is as follows:

<u>PO Number</u>	<u>Vendor</u>	<u>Current Amount</u>	<u>Recommended Increase</u>	<u>Total Amount</u>
506134	Jack Doheny	\$5,500	\$5,000	\$10,500
506149	Ritter Tech	<u>\$5,000</u>	<u>\$3,000</u>	<u>\$8,000</u>
		\$10,500	\$8,000	\$18,500

These vendors meet all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Motor Pool Operation Fund, Garage Operations Division's Motor Vehicle Supplies Account No. 661-4481-737.000, \$18,500, and will be accounted for in the Motor Pool Operation Fund, Inventory Account No. 661-0000-110.001.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Increase Blanket Purchase Order for Motor Pool Supplies
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend the approval to increase a blanket purchase order issued to Larry's Auto Parts by \$2,100, for a new total of \$4,000, for vehicle supplies for the Garage Division.

Justification:

On July 1, 2019, purchase order 506167 was created for Larry's Auto Parts in the amount of \$1,900. The City's Municipal Garage requires supplies and small equipment sold by Larry's Auto Parts to be used in the support of the maintenance and repair of the City's fleet.

In FY 2019, the Garage spent \$3,608.07 on supplies for the Garage. In the current fiscal year we have spent \$1,716.69, leaving a balance of \$183.31. The Garage purchases supplies such as batteries, gloves, drain pans, floor dry, etc. The Garage spends more with Larry's for supplies as they provide the City with a discount up to 37%.

There are no feasible means to predetermine what supplies will be needed for repairs or replacements within the motor pool garage. To issue individual purchase orders is costly and administratively time consuming. The Garage Division's personnel obtain price quotes for parts and supplies, awarding purchases to the lowest and best vendor for each item. The original blanket purchase order (PO) information is as follows:

<u>PO Number</u>	<u>Vendor</u>	<u>Current PO Amount</u>	<u>Recommended Increase</u>	<u>New Total PO Amount</u>
0506167	Larry's Auto Parts	\$1,900	\$2,100	\$4,000

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Motor Pool Operation Fund, Garage Operation's Division's Parts and Supplies Account No. 661-4481-742.000, \$4,000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager

Subject: Replacement Chain Hoist

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with Crane 1 Services for \$3,199.00 for an electric chain hoist for the Motor Pool Division.

Justification:

On December 3, 2019, one qualified bid was received for a 2 ton Coffing JLC electric chain hoist. The current unit is 30 years old and due to safety concerns, it has been removed from service, causing delays in repairs. The Coffing JLC hoist is built for the heavy-duty demands of industrial applications, such as handling and moving equipment components and heavy materials used in the fabrication and repair of Motor Pool Equipment. The following is a listing of the bid received:

<u>Vendor</u>	<u>Total Cost</u>
Crane 1 Services Canton, MI	\$3,199.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Motor Pool Operations, Garage Operations, Less than \$5,000 Account No. 661-4481-971.000 \$3,199.00.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Traffic Data Recorder Equipment
Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with JAMAR Technologies, Inc., a sole source, for \$8,255 for two Black Cat Radar Recorders for the Engineering Section, Right of Way Division.

Justification:

Currently, Engineering has 12 road tube traffic data recorders and 2 pole mount radar traffic recorders. Setting road tube traffic data recorders requires personnel to stretch road tubes across active traffic lanes and adhere the road tubes to the pavement surface. Pole mount traffic data recorders are a safer alternative because they can be set without personnel entering the roadway. The traffic data collected will be used for comprehensive traffic studies, project planning and design, reports and presentations, required reporting to the Metropolitan Planning Organization and the Michigan Department of Transportation, and to support other City divisions and departments.

The traffic data recorders that will be purchased are two Black Cat Radar Recorders at \$4,127 each. The cost also includes the extended warranty, shipping and handling. JAMAR Technologies is the manufacturer and sole source provider for the Black Cat Radar Recorders.

This vendor meets all requirements of §14.33, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Major Street Fund, Traffic Engineering Division's Parts and Supplies No. 202-4621-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: MDOT Cost Agreement 19-5573, Norman Street Bridge
Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend the approval of the Cost Agreement with the Michigan Department of Transportation for the rehabilitation of the Norman Street Bridge over Veterans Memorial Parkway for the Engineering Section, Right of Way Division.

Justification:

Michigan Department of Transportation Cost Agreement 19-5573 is for the purpose of fixing the rights and obligations of the parties in agreeing to bridge rehabilitation work to the Norman Street Bridge over Veterans Memorial Parkway, Structure No. 9444, including the reconstruction of the approaches to the structure for approximately 39 feet westerly and 52 feet easterly of the structure, and other related work.

The total estimated project cost is \$1,080,600. Of the total cost, \$864,000 is eligible for State Bridge funding. The City is responsible for \$216,600 and any cost overruns.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Major Street Fund, Bridge Projects Division's Construction Projects Account No. 202-4616-822.000.

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

Council Action:

This Council Communication is for informational purposes of the resolution to be adopted.

.

APPROVING MDOT COST AGREEMENT 19-5573 FOR THE REHABILITATION OF THE NORMAN STREET BRIDGE

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

WHEREAS: Cost Agreement 19-5573 has been submitted by the Michigan Department of Transportation, which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in the cost of the rehabilitation of the Norman Street Bridge over Veterans Memorial Parkway, Structure No 9444, including the reconstruction of the approaches to the structure for approximately 39 feet westerly and 52 feet easterly of the structure, and other necessary related work; and

WHEREAS: Cost Agreement No. 19-5573 has been approved by the City Manager as to substance and the City Attorney as to form; and

WHEREAS: By virtue of their positions, the Mayor and City Manager are authorized to sign the cost agreement contract.

NOW, THEREFORE, BE IT RESOLVED, that the Council for the City of Saginaw does hereby approve Cost Agreement No. 19-5573 submitted by the Michigan Department of Transportation.

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 January 6, 2020; 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

From: Timothy Morales, City Manager
Subject: Generator Oil Cooler Replacement
Prepared by: Paul Reinsch, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Kraft Power Corporation for \$3,083.33 for a rebuilt oil cooler as a spare for the diesel generators for the Water Treatment Division.

Justification:

On December 16, 2019, the Water Treatment Division received a quote for the purchase of a spare oil cooler for the diesel generators at the plant. The cooler is obsolete and no longer in production. Due to its limited availability, the Chief Maintenance Foreman has been searching for a unit to have on hand. A new unit would take many weeks to have manufactured and, more than likely, at a much higher cost. Generators are critical to the reliability of the water supply for the City and its wholesale customers and cannot run without an oil cooler. The spare oil cooler will allow us to get the generator back in service as quickly as possible, while sending the failed unit in for rebuild.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds 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.

From: Timothy Morales, City Manager
Subject: Tree Removal
Prepared by: Theodore Bomba, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Top Flight Tree Removal, LLC for \$2,425.00 for the removal of an elm tree for the Water Treatment Division.

Justification:

The Water Treatment Plant has a dead elm tree that requires removal, as it is in close proximity to the security fence along Washington Avenue, as well as the fence, gate and service driveway that enters off Washington Avenue. The tree presents a safety hazard as rotten branches or the entire tree may fall on the fences and driveway, potentially causing injury and costly property damage. Quotes were requested from local firms to cut down, stump grind, remove debris and fill the area with top soil. Following is a tabulation of the quotes received in November and December, 2019:

	<u>Total Quote</u>
Top Flight Tree Removal, LLC. Saginaw, MI (in-City)	\$2,425.00
Jack's Tree Service, Inc. Saginaw, MI (out-City)	\$3,600.00
Mid-Michigan Contracting, Inc. Saginaw, MI (in-City)	\$3,800.00
Allen Benjamin Tree Care, LLC. Saginaw, MI (in-City)	\$3,950.00
Heinz Tree Service and Landscaping Saginaw, MI (out-City)	\$4,975.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Water Operations and Maintenance Fund, Treatment & Pumping Division's Professional Services Account No. 591-4730-801.000.

Council Action:

Motion to approve the recommendation of the City Manager.