Saginaw City Council Agenda

1315 S. Washington Avenue
VIA TELECONFERENCE
October 12, 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 September 28, 2020 regular council meeting minutes.

2. Approve the amendments to the FY 2021 Approved Budget to recognize changes that have occurred during the October period.

3. Approve the Agreement for Services with Saginaw Future Inc. for $127,500 per year for economic development, job creation/retention, and planning services for a four year term.

4. Approve the agreements with La Union Civica Mexicana, Wanigas Credit Union, and the Saginaw Housing Commission for the placement of a ballot drop box for the Election Division.

5. Ratification of a purchase with MB Sentinel Enterprises LLC for $12,120 for four ballot drop boxes for the Election Division.

6. Ratification of a purchase with Intab LLC for $6,396 for table top shields for the Election Division.

7. Approve the purchase with Bit Direct, Inc. for $3,207 for three printers for the Election Division.

8. Approve the purchase with Garpiel Landscaping for $6,640 for the professional services associated with the design, installation, purchase, and removal of Christmas lights at the Public Services Building.

9. Approve the blanket purchase with Smart Planet Software for $2,940 for SnowPaths fleet tracking system for the Streets Division.

10. Approve the purchase with North American Overhead Door, Inc. for $2,480 for the replacement of a garage door and operator for the Maintenance and Service Division.

11. Approve the purchase with Safety Services, Inc. for $2,750 for four GFG G450 gas detectors for the Maintenance and Service Division.

12. Approve the purchase with Wohlfeil Hardware and Tools, Inc. for $4,596 for four Stihl TS700 14" Cutquick Saws for the Maintenance and Service Division.

13. Approve the purchase with Trippe Supply Company of Washington, D.C. for $3,440 for a Core Cut Concrete Saw for the Maintenance and Service Division.

14. Approve the purchase with Shannon Supply, Inc. for $8,441 for a Minnich A-1-30 concrete air drill and accessories for the Maintenance and Service Division.

15. Approve the purchase with T.T. Technologies, Inc. for $6,275 for a 3" Grundomat 75P Horizontal Boring Tool for the Maintenance and Service Division.

16. Approve the blanket purchase with Jack Doheny Company, a sole source, for $12,000 for FY 2021; and pending budget approval for $12,000 for FY 2022, for miscellaneous parts and supplies for the Maintenance and Service Division.

17. Approve the purchase with Clean Team, Inc. for $8,847 for FY 2021; and pending budget approval for $11,796 for FY 2022, for janitorial services at the Traffic Engineering Building for the Public Services Department.

18. Ratification of a purchase with Hamilton Electric Company for $10,240 for pump repairs for the Wastewater Treatment Division.

19. Approve the addition of the firm Baker Tilly Municipal Advisors, LLC to the individual purchase orders in various amounts for financial advisory and bond counsel services for the Water and Wastewater Treatment and Public Services Departments. Further, approve an increase to the individual purchase orders by $100,000 annually, for a new total not to exceed $200,000 annually through FY 2023.

BOARD/COMMISSION/COMMITTEE REPORTS:

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS:

1. Approve the Council appointment of Paul Reinsch to the Saginaw-Midland Municipal Water Supply Corporation with a term to expire December 31, 2026.

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.

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, SEPTEMBER 28, 2020, AT 6:30 P.M. VIA VIDEO/TELECONFERENCE PER GOVERNOR WHITMER'S EXECUTIVE ORDER 2020-154. THE MEETING WAS STREAMED LIVE VIA THE CITY'S WEBSITE AND ON SGTV.

ROLL CALL

Mayor Kloc called the meeting to order. Council Members present: Reginald Williams II, Jamie Forbes, Annie Boensch, Brenda Moore, Autumn Scherzer, Michael Balls, Bill Ostash, and Floyd Kloc: 8. Council Members absent: John Milne: 1.

ANNOUNCEMENTS

City Clerk Janet Santos made the following announcements:

- Ballots for the November 3 Election are now available in the City Clerk's Office during regular business hours.
- Absentee ballots were mailed last week. Please allow time to receive your ballot in the mail before contacting the Clerk's Office.
- The City's Waste Convenience Station is open to City residents the second Saturday of the month from 8:00 am to 12:00 pm. City residents may dispose of items that are not picked-up at curbside such as construction materials, excluding shingles. Also accepted are recycling items of glass, plastic and paper. The next collection day will be Saturday, October 10th.

Council Member John Milne joined the meeting at 6:35 p.m.

Council Member Milne presented a proclamation designating October 4-10, 2020 as "Fire Prevention Week." Fire Chief Chris Van Loo accepted the proclamation. He stated that the theme this year is "Serve up Fire Safety in the Kitchen."

PUBLIC HEARING

City Clerk Janet Santos announced the public hearing regarding a request from 218 Washington LLC for a Commercial Rehabilitation Act Tax Exemption Certificate at 218 South Washington Avenue. Mayor Kloc called for public comment. Eric Tankersley, representative for 218 Washington LLC, gave details of the project plan and spoke in favor of the Exemption.

Mayor Kloc called for public comment again. Cassi Miller of Saginaw Future spoke about the positive economic impact, including housing, this project will offer. Mayor Kloc called for public comment one more time. No other comments were made.

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

City Clerk Janet Santos announced the public hearing regarding a Five-Year Consolidated Plan and the Annual Plan for the Community Development Block Grant Program, Home Investment Partnership, Emergency Shelters Grant and Coronavirus Aid, Relief, and Economic Security Act funds.

Mayor Kloc called for public comment. Sarah Traxler of McKenna Associates spoke in favor of the plan. Mayor Kloc called for public comment two more times. No other comments were made.

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

PUBLIC INPUT

Public Input that addressed the Council was: Mary Mikulich, Evelyn McGovern, and Brandell Adams.

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGER

City Manager Morales provided information and updates regarding City projects.

CONSENT AGENDA:

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

1. Approve the September 14, 2020 regular council meeting minutes.

2. Approve the purchase with Dominion Voting for $104,618 for election equipment for the Election Division.

3. Approve the purchase with CDW Government LLC for $36,631 for laptops and tablets for the Election Division.

4. Approve the blanket purchase order in an amount not to exceed $430,000 for qualified vendors for demolition services for the Inspections Department.

5. Approve the purchase with Barrett Sign Company for $5,000 for the restoration of the “Park” sign from the city owned parking structure at 220 S. Baum Street.

6. Approve the purchase with JM Graham Masonry for $34,300 for repairs to the exterior walls of the parking area at the Police Department.

7. Approve the purchase with Ferguson Waterworks for $101,513 for FY 2021; and pending budget approval, for $101,513 for FY 2022, for the annual supply of fire hydrants for the Maintenance and Service Division.

8. Approve the Electrical Facilities and Electrical Facilities Protection Easement Agreements with Consumers Energy for the Engineering Section, Right of Way Division. Further, approve a budget adjustment of $2,000 for FY 2021 to recognize funds received.

9. Approve the purchase with Super-Flite Oil for $17,064 for gear oil for the Wastewater Treatment Division.

10. Approve the purchase with Lubrication Engineers, a sole source, for $3,347 for gear oil for the Wastewater Treatment Division.

11. Approve the technical support services agreement with Optimization Solutions Environmental, LLC, a sole source, for $10,000 for FY 2021 and $10,000 for FY 2022 for the Water Treatment Plant.

Moved by Council Member Boensch, seconded by Council Member Milne to approve consent agenda items 1 through 11 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

BOARD/COMMISSION/COMMITTEE REPORTS

Mayor Pro Tem Moore reported that the Saginaw County 911 Communications Center Authority has planned the demolition of the current jail and that the 911 Center will be relocated to a temporary location.

Mayor Pro Tem Moore reported that the Region VII Area Agency on Aging is looking to receive a grant to fund give-a-way boxes.

Mayor Kloc reported that the City/County/School Liaison Committee met and that he provided the committee with updates regarding the adopted Marihuana Establishments ordinance, election protections that are in place. The School reported on their bond proposal and project. The next meeting will be in January 2021.

APPOINTMENT OF BOARD AND COMMISSION MEMBERS

Moved by Mayor Pro Tem Moore, seconded by Council Member Milne to approve appointments as follows:

1. the Mayoral appointment of Stephanie Domina to the Saginaw Arts and Enrichment Commission with a term to expire June 30, 2023.
2. the Mayoral appointment of Kujuanna Ray to the Saginaw Arts and Enrichment Commission with a term to expire June 30, 2023.

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

ORDINANCE CONSIDERATION AND ADOPTION

Moved by Council Member Boensch, seconded by Mayor Pro Tem Moore to adopt the ordinance to add §12.042 “Citizens-Police Advisory Commission,” of Chapter 12, "Boards and Commissions," of Title I, “Administrative Code,” of the City Of Saginaw Code of Ordinances, O-1. 9 ayes, 0 nays, 0 absent. Motion approved.

RESOLUTIONS

Moved by Mayor Pro Tem Moore, seconded by Council Member Boensch to adopt the resolution to approve a Commercial Rehabilitation Act Tax Exemption Certificate for 218 South Washington Avenue. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Moore, seconded by Council Member Boensch to adopt the resolution with the Michigan Department of Transportation for the recertification of Dearborn Street for the Act 51 report. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Moore, seconded by Council Member Boensch to adopt the resolution with the Michigan Department of Transportation for the recertification of Salt Street for the Act 51 report. 9 ayes, 0 nays, 0 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Milne, seconded by Council Member Williams to adjourn the meeting at 8:02 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

As recorded by

Janet Santos, MiPMC/MMC
City Clerk

COUNCIL COMMUNICATION CC-2

From: Timothy Morales, City Manager

Subject: October Budget Adjustment

Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

I recommend approval of the amendments to the 2020/2021 Approved Budget for the listed funds. This adjustment is required to recognize any errors, omissions, or changes that have occurred within the month of October.

Justification:

The 2020/2021 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2021 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 October, 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.

The Community Development Block Grant (CDBG) Fund (275) should be increased $3,310,880 from $2,456,880 to $5,767,760. These increases are due to the following:

- During FY 2020, the Saginaw Economic Development Corporation received two donations in the total amount of $11,000, $10,000 from TCF Bank, and $1,000 from Michigan CRA Association to conduct business workshops and the Business Expo. Due to the COVID-19 pandemic, these events were delayed. This adjustment reflects the carryforward of these donations into FY 2021. Therefore, the CDBG Fund, Saginaw Economic Development Division, Events Account No. 275-6520-961.001 should be increased from $0 to $11,000. To offset the increase expenditures will be an appropriation of restricted fund balance.

- In September 2020, city council approved the Department of Housing and Development – Community Development Block Grant Coronavirus (COVID – 19) Aid, Relief and Economic Security Act (CARES Act) allocation for the Community Block Grant Program in the amount of $1,272,030. These funds are to prevent, prepare for, and respond to the needs of the community. This budget adjustment recognizes the appropriation of these COVID dollars. Revenues will be recognized in the CDBG, Block Grant Entitlement Account No.275-0000-501.009 in the amount of $1,272,030. To offset this increase in revenues will be the same increase to the CDBG Fund, COVID Subgrantees Division, Block Grant CV Account No. 275-6514-965.001.

- In September 2020, city council approved the Department of Housing and Development – Community Development Block Grant Coronavirus (COVID – 19) Aid, Relief and Economic Security Act (CARES Act) allocation for the Emergency Solution Grant (ESG) in the amount of $644,300. These funds are to provide assistance to organizations providing shelter and transitional housing for the homeless. This budget adjustment recognizes the appropriation of these COVID dollars for homeless prevention. Revenues will be recognized in the CDBG, Block Grant Entitlement Account No. 275-0000-501.009 in the amount of $644,300. To offset this increase in revenues will be the same increase to the CDBG Fund, ESG COVID Subgrantees Division, ESG CV Account No. 275-6586-965.001 by the same amount.

- A budget adjustment is also required to carry forward unspent subrecipients funds from the previous fiscal year in the amount of $1,383,550. Due to COVID-19 pandemic, many of the approved city subrecipient programs were unable to spend the council approved dollars. Therefore, revenues will be carried forward from FY 2020 and will be recognized in the CDBG Revenue, Block Grant Entitlement Account No. 275-0000-501.009 in the amount of $1,383,550. To offset the increase revenues will be the same increase to the CDBG Fund, Subgrantees Division, Block Grant Subgrantees Account No. 275-6574-965.000 by the same amount.

The CDBG Residential Loan Program Fund (276) should be increased by $77,720 from $581,699 to $659,419. This increase is to recognize the Isabella Bank grant funds that will be used for housing repairs. Revenues will be recognized in the CDBG Residential Loan Fund, Surplus Receipts Account No. 276-0000-671.002 in the amount of $77,720. To offset this increase will be the same increase to the CDBG Residential Loan Program, Single Family Division, Loan Disbursements – Isabella Bank Account No. 276-6550-965.000.

The Saginaw Economic Development Corporation (SEDC) Fund (282) should be increased by $600,619 from $634,000 to $1,234,619. In September 2020, city council approved the Department of Housing and Development – Community Development Block Grant COVID – 19 Subrecipient Agreements, in which SEDC received $600,619. These funds will be utilized to assist small business owners to prevent, prepare for and respond to COVID-19. Through the SEDC program, the small business owner will have the opportunity to receive a forgivable business loan up to $5,000 as well as the ability to apply for a micro and macro loan. Revenues will be recognized in the SEDC, Block Grant Entitlement Account No. 282-0000-501.009 in the amount of $600,619. To offset this increase to revenues will be the same increase to the SEDC Fund, COVID Forgivable Loan Account No. 282-8570-999.013.

The Sewer Operations and Maintenance Fund (590) should be increased by $75,000, from $24,674,982 to $24,749,982. This increase is to cover the additional cost of the city's financial advisors and bond counsel services. Expenditures will be recognized in the Sewer Operations and Maintenance Fund, Sewer Administration Division, Professional Services Account No. 590-4810-801.000 in the amount of $75,000. This expenditure is offset by restrict retained earnings.

The Water Operations and Maintenance Fund (591) should be increased $830,000, from $32,582,612 to $33,412,612. This increase is to cover the additional cost of the city's financial advisors and bond counsel services. Expenditures will be recognized in the Water Operations and Maintenance Fund, Water Administration Division, Professional Services Account No. 591-4710-801.000 in the amount of $30,000. In addition, a total of $800,000 will be appropriated in this fiscal year for the Kochville Station Improvement and the WTP Interim Variable Flow Project. Therefore, an adjustment is required in the Surplus Division Engineering Services Account No. 591-4740-802.000 in the amount of $100,000 and the Construction Project Account No. 591-4740-822.000 in the amount of $700,000. These expenditures will be offset by restrict retained earnings.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-3

From: Timothy Morales, City Manager

Subject: Agreement for Services – Saginaw Future, Inc.

Prepared by: Timothy Morales, City Manager

Manager's Recommendation:

I recommend approval of the Agreement for Services with Saginaw Future, Inc. for economic development (development, job creation, and job retention) and planning services for a four year term of January 1, 2021 through December 31, 2024, in the amount of $127,500 per year.

Justification:

On May 23, 2016, the City Council approved an Agreement for Services with Saginaw Future, Inc. (SFI) for the 2016-2020 calendar years, with a provision for month-to-month upon termination of the five year contract. On August 27, 2018, City Council approved an addendum to that agreement to include planning services. This new contract includes both development and planning services to be provided by Saginaw Future.

Saginaw Future, Inc. has provided services for development and planning projects in the City since January 1992. This agreement mirrors the prior agreement with the fee for services remaining the same with no increase. The City agrees to pay SFI $102,500 annually for development services and $25,000 for planning services.

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, Office of Neighborhood Services and Inspections, Planning and Zoning Division, Professional Services Account No. 101-3863-801.000.

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.

COUNCIL COMMUNICATION CC-4

From: Timothy Morales, City Manager

Subject: Ballot Drop Box Placement Agreements

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the approval of the Agreements with La Union Civica Mexicana, Wanigas Credit Union and the Saginaw Housing Commission for the placement of a ballot drop box.

Justification:

In November 2018, voters approved proposal 3 that allows all registered voters to vote by absentee ballot without having to declare a reason. Since the passage of this proposal, municipalities across the State have seen a significant increase in the number of absentee voter participation. With 2020 being a Presidential Election year the absentee voter participation is setting new records. To assist voters with the timely return of their absentee ballots additional ballot drop boxes were considered. Additional ballot drop boxes will provide voters with a convenient, secure, and cost effective option to return their absentee ballots. The City Clerk's Office will conduct regular collections and monitoring of the ballot drop boxes.

The City Clerk's Office conducted an on-site location review of several potential locations that would represent a quadrant of the City. Consideration factors given during the review include driver access, traffic flow, easy to obtain permission, security and safety, and lighting of the area. The chosen additional locations are:

La Union Civica Mexicana	2717 Wadsworth Road
Wanigas Credit Union	1837 Bagley Street/Roberts Street
Fordney Park – City Property	1100 Chestnut/Gratiot Avenue
Davenport Manor	2811 Davenport Avenue

The permanent placement of ballot drop boxes requires agreements with private property owners. A separate Council Communication appears on this agenda for the approval ratification of the purchase of the additional drop boxes.

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

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-5

From: Timothy Morales, City Manager

Subject: Ballot Drop Box Purchase

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend ratification of the purchase with MB Sentinel Enterprises LLC for $12,120.00 for four ballot drop boxes for the Election Division.

Justification:

In November 2018, voters approved proposal 3 that allows all registered voters to vote by absentee ballot without having to declare a reason. Since the passage of this proposal, municipalities across the State have seen a significant increase in absentee voter participation. With 2020 being a Presidential Election year the absentee voter participation is setting new records. To assist voters with the timely return of their absentee ballots additional ballot drop boxes were considered. Additional ballot drop boxes will provide voters with a convenient, secure, and cost effective option to return their absentee ballots. The City Clerk's Office will conduct regular collections and monitoring of the ballot drop boxes. The boxes will remain locked during non-election periods.

The City Clerk's Office conducted an on-site location review of several potential locations that would represent a quadrant of the City. Consideration factors given during the review include driver access, traffic flow, easy to obtain permission, security and safety, and lighting of the area. The chosen additional locations are:

La Union Civica Mexicana	2717 Wadsworth Road
Wanigas Credit Union	1837 Bagley Street/Roberts Street
Fordney Park – City Property	1100 Chestnut/Gratiot Avenue
Davenport Manor	2811 Davenport Avenue

The permanent placement of ballot drop boxes requires agreements with private property owners. A separate Council Communication appears on this agenda for approval of the agreements.

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, Office of General Government, Election Division, Less than $5,000 Account No. 101-1731.971.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-6

From: Timothy Morales, City Manager

Subject: Table Top Shields Purchase

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the ratification of the purchase with Intab LLC for $6,396.00 for 80 table top shields for the Election Division.

Justification:

On September 14, 2020, Council accepted a grant award from the Center for Tech and Civic Life Planning in the amount of $402,878.00. Included in the grant project are funds to purchase table top shields, also known as sneeze guards. The shields will provide personal protection for voters and election workers while maintaining a safe and healthy voting environment. The purchase was done to ensure delivery of the product for use during the November 3, Election.

The City Clerk's Office researched pricing, sizes, availability, and quality. Intab LLC meets the desired criteria and offers the best pricing. Vendors researched are:

Intab LLC	$79.95
Inclusion=Solutions	$99.00
Safely6ft	$109.00

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 General Fund, Office of General Government, Election Division, Less than $5,000 Account No. 101-1731.971.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-7

From: Timothy Morales, City Manager

Subject: Printers Purchase

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the approval of the purchase with Bit Direct, Inc. for $3,206.95 for three printers for the Election Division.

Justification:

On September 14, 2020, Council accepted a grant award from the Center for Tech and Civic Life Planning in the amount of $402,878.00. Included in the grant project are funds to purchase printers. The printers will provide efficiency and cost savings when printing the absentee voter (AV) ballot applications now received via email. The receipt of AV ballot applications has increased significantly over historic records for the City. The printers are used to print voter registration cards, master voter cards, and voter communication letters in the Clerk's Office. One printer will be utilized in the Election Center to print the poll book reports required when precincts return with their election results.

Technical Services assisted the City Clerk's Office by obtaining several quotes. Bit Direct, Inc. was the lowest quote. Quotes received were:

Bit Direct, Inc.	$3,206.95
Strictly Tech	$3,609.11
Office Depot	$3,913.86
CDW-G	$4,010.66

Consideration factors include quality performance, printing speed, cost of the printers, and cost of replacement toners for sustainability.

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, Office of General Government, Election Division, Less than $5,000 Account No. 101-1731.971.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-8

From: Timothy Morales, City Manager

Subject: Christmas Lights for Public Services

Prepared by: Phillip Karwat, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Garpiel Landscaping for $6,640 for the professional services associated with the design, installation, purchase and removal of Christmas lights at the Public Services Building.

Justification:

The Public Services Department requested a quote for the design, installation, purchase, removal and storage of Christmas lights for the Public Services Building. It was determined that Garpiel Landscaping is the area specialist in this field. The quote included the most desirable design, along with the costs associated with purchasing, installing and removing the lights.

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 Public Works Building Fund, Public Works Building Division's Professional Services Account No. 641-4439-801.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-9

From: Timothy Morales, City Manager

Subject: Snow Paths Software

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase with Smart Planet Software for $2,940.00 for the SnowPaths fleet tracking system for the Streets Division.

Justification:

The Public Services Department is requesting approval of a Blanket Purchase Order with Smart Planet Software for the use of the SnowPaths fleet tracking system. This software will allow City employees and the community to track in near real-time, the roads that have been plowed and salted throughout the City. The City has 14 front line plow trucks, and the cost is $35.00 per month for each in-service truck. This blanket purchase order can cover the cost of the full fleet in service from October to April. However the City is only billed monthly for units that provide more than 2 hours of plowing service for the month.

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 Motor Pool Operation Fund, Garage Operation Division's Operating Services Account No. 661-4481-805.000 $2,940.00.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-10

From: Timothy Morales, City Manager

Subject: Garage Door and Operator

Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend a purchase with North American Overhead Door, Inc. for $2,479.48 for the replacement of a garage door and operator for the Maintenance and Service Division.

Justification:

On August 3, 2020, the Maintenance and Service Division received three quotes for the replacement of a garage door and operator. The door at the Maintenance and Service Division has exceeded its usefulness, is in disrepair and needs to be replaced. The replacement includes removal and disposal of the existing door along with the installation of new door and operator. The following is a tabulation of the quotes received:

Vendor	Cost
North American Overhead Door, Inc. Owosso, MI	$2,479.48
M&R Garage Door & Openers Bay City, MI	$2,510.00
Dover and Company Flint, MI	$4,080.71

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 Operation and Maintenance Fund, Maintenance and Service Division's Repairs and Replacements Account No. 591-4721-974.000 $1,239.74 and the Sewer Operation and Maintenance Fund, Maintenance and Service Division's Repairs and Replacements Account No. 590-4821-974.000 $1,239.74.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-11

From: Timothy Morales, City Manager

Subject: GFG G450 Gas Detector

Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Safety Services, Inc. for $2,750.00 for four GFG G450 gas detectors for the Maintenance and Service Division.

Justification:

On September 15, 2020, the Maintenance and Service Division received two bids for the purchase of four GFG G450 gas detectors. The Maintenance and Service Division regularly enters crawl spaces, sewer manholes and vaults which house water appurtenances for inspection, repair and maintenance within the City's sewer collection and water distribution systems. These units will be utilized to continually monitor air quality before and during entrance into these confined spaces. The following is a tabulation of the bids received:

Vendor	Cost
Safety Services, Inc. Kalamazoo, MI	$2,750.00
Libra Industries, Inc. Jackson, MI	$2,887.56

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 Operation and Maintenance Fund, Maintenance and Service Division's Less than $5,000.00 Account No. 591-4721-971.000 $1,375.00 and the Sewer Operation and Maintenance Fund, Less than $5,000.00 Account No. 590-4821-971.000 $1,375.00.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-12

From: Timothy Morales, City Manager

Subject: Stihl TS700 14" Cutquick Saws

Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend a purchase with Wohlfeil Hardware and Tools, Inc. for $4,596.00 for four Stihl TS700 14" Cutquick Saws for the Maintenance and Service Division.

Justification:

On September 15, 2020, the Maintenance and Service Division received two bids for the purchase of four Stihl TS700 14" Cutquick Saws. These saws will be direct replacements for saws currently used during lead service line replacement as well as, maintenance and repairs made within the City's sewer collection and water distribution systems. The following is a tabulation of the bids received:

Vendor	Cost
Wohlfeil Hardware and Tools, Inc. Saginaw, MI (out of city)	$4,596.00
Shannon Supply Freeland, MI	$4,716.00

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 Operation and Maintenance Fund, Maintenance and Service Division's Less than $5,000.00 Account No. 591-4721-971.000 $2,298.00 and the Sewer Operation and Maintenance Fund, Maintenance and Service Division's Less than $5,000.00 Account No. 590-4821-971.000 $2,298.00.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-13

From: Timothy Morales, City Manager

Subject: Concrete Saw

Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend a purchase with Trippe Supply Company of Washington, D.C. for $3,440.00 for a 20" Core Cut Concrete Saw for the Maintenance and Service Division.

Justification:

On September 15, 2020, the Maintenance and Service Division received three bids for the purchase of a 20" Core Cut Concrete Saw. The Maintenance and Service Division made approximately 850 permanent street repairs in FY 2020 due to excavations for water and sewer repairs. These annual repairs require restoration of any paved surfaces removed to access the utilities in the Right of Way. The Maintenance and Service Division will utilize this piece of equipment to ensure the quality of street repairs meet all the City of Saginaw and Michigan Department of Transportation standards. The following is a tabulation of the bids received:

Vendor	Cost
Trippe Supply Company of Washington, D.C. Capitol Heights, MD	$3,440.00
MacAllister Rentals Midland, MI	$6,063.75
Shannon Supply Freeland, MI	$6,850.00

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 Operation and Maintenance Fund, Maintenance and Service Division's Maintenance Equipment Account No. 591-4721-978.000 $1,720.00 and the Sewer Operation and Maintenance Fund, Maintenance and Service Division's Maintenance Equipment Account No. 590-4821-978.000 $1,720.00.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-14

From: Timothy Morales, City Manager

Subject: Minnich A-1-30" Concrete Air Drill & Accessories

Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend a purchase with Shannon Supply, Inc. for $8,441.00 for a Minnich A-1-30 concrete air drill and accessories for the Maintenance and Service Division.

Justification:

On September 15, 2020, The Maintenance and Service Division received a sole bid from Shannon Supply for the purchase of a Minnich A-1-30 air drill and accessories. The Maintenance and Service Division will utilize this piece of equipment to ensure the street repairs required due to the maintenance and repair of the City's Water and Sewer System in the Right of Way meet all the City of Saginaw and Michigan Department of Transportation standards in street repairs. The following is a tabulation of the bid received.

Vendor	Total Bid
Shannon Supply, Inc. Freeland, MI.	$8,441.00

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 Operation and Maintenance Fund, Maintenance and Service Division's Maintenance Equipment Account No. 591-4721-978.000 $4,220.50 and the Sewer Operation and Maintenance Fund, Maintenance and Service Division's Maintenance Equipment Account No. 590-4821-978.000 $4,220.50.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-15

From: Timothy Morales, City Manager

Subject: Horizontal Boring Tool

Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with T.T. Technologies, Inc. for $6,275.00 for a 3" Grundomat 75P Horizontal Boring Tool for the Maintenance and Service Division.

Justification:

On September 15, 2020, the Maintenance and Service Division received three bids for the purchase of a 3" Grundomat 75P Horizontal Boring Tool, this unit will be utilized for the installation of new water service connections and extensions in various sizes from ¾ inch to 2 inch in diameter throughout the City's water distribution system. T.T. Technologies is the current City approved vendor for these services and the supplier of our current equipment. T.T. Technologies currently performs the maintenance on all of our Grundomat 75P Horizontal Boring Tools; therefore, they are the preferred vendor. The following is a tabulation of the bids received:

Vendor	Cost
AIS Construction Equipment Saginaw, MI (out of City)	$6,275.00
TT Technologies, Inc. Aurora, IL	$6,275.00
USA Bluebook Waukegan, IL	$6,725.00

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 Operation and Maintenance Fund, Maintenance and Service Division's Maintenance Equipment Account No. 591-4722-978.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-16

From: Timothy Morales, City Manager

Subject: Blanket Purchases for Vactor Parts and Supplies

Prepared by: Joshua Hoffman, Public Services Department

Manager's Recommendation:

I recommend the approval of a blanket purchase with Jack Doheny Company, a sole source, for $12,000.00 for FY 2021; and pending budget approval for $12,000.00 for FY 2022, for miscellaneous parts and supplies for the Maintenance and Service Division.

Justification:

The Maintenance and Service Division has three (3) Vactor / Hydro-excavation units in their fleet that requires miscellaneous parts and supplies throughout the fiscal year. An efficient way of purchasing these items is to establish a blanket purchase order. This allows the Maintenance and Service Division to purchase wear items and other supplies required to complete maintenance work on the water distribution and sewer collection systems without having to establish a purchase order each time. Jack Doheny Company is a sole source vendor and is the only representative in the State.

This 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 Water Operation and Maintenance Fund, Maintenance and Service Division's Parts and Supplies Account No. 591-4721-742.000 $4,000.00, Water Operation and Maintenance Fund, Lead and Copper Service Division's Parts and Supplies Account No. 591-4722-742.000 $4,000.00 and Sewer Operations and Maintenance Fund, Maintenance and Service Division's Parts and Supplies Account No. 590-4821-742.000 $4,000.00 and will be budgeted in the same accounts for FY 2022, pending budget approval.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-17

From: Timothy Morales, City Manager

Subject: Professional Services for Traffic Building Maintenance

Prepared by: Louis J. Taylor, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with Clean Team, Inc. for $8,847 for FY 2021; and pending budget approval for $11,796 for FY 2022, for janitorial services at the Traffic Engineering Building of the Public Services Department.

Justification:

On July 22, 2020, a proposal for professional services was received from the Clean Team, Inc. This proposal covers the janitorial services that are required to maintain the Traffic Engineering Building located at 1741 South Jefferson. These services include; trash collection, sweeping and mopping of floors, dusting and vacuuming. Clean Team is the current City approved vendor that is providing the same services to City Hall and Public Services.

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, Traffic Engineering Division's Operating Services Account No. 202-4621-805.000 $5,898 and the Local Street Fund, Traffic Engineering Division's Operating Services Account No. 203-4621-805.000 $2,949; and pending budget approval, will be budgeted in the same accounts for FY 2022.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-18

From: Timothy Morales, City Manager

Subject: Ratification of Emergency Repairs to Final Effluent Pump #1

Prepared by: John F. Frollo, Water & Wastewater

Manager's Recommendation:

I recommend ratification of the emergency purchase with Hamilton Electric Company for $10,240.00 for repairs to final effluent pump #1 for the Wastewater Treatment Division.

Justification:

On September 23, 2020, a quote was received from Hamilton Electric Company for repairs to final effluent pump #1 due to damage caused by a lightning strike. This pump is one of four final effluent pumps that are used to pump final effluent from the end of the treatment process to the Saginaw River. Under normal river level conditions, these pumps are only used during flows above 50 MGD, but for the last couple years the high river levels have required this system to be in service 24 hours every day. We have three final effluent pumps that are still operable, but if another pump fails, treatment capacity would be limited. The pump motor was removed and taken to Hamilton Electric Company for a quote. Due to time constraints and given the fact that they had already invested time and labor to in order to give us the quote, and have done satisfactory repairs for us in the past, purchase order #509491 was issued to them on September 24, 2020.

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 and Pumping Division's Repairs and Replacements Account No. 591-4730-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-19

From: Timothy Morales, City Manager

Subject: Financial Advisory and Bond Counsel Services Amendment

Prepared by: Paul Reinsch, Water and Wastewater

Manager's Recommendation:

I recommend approval of the addition of the firm Baker Tilly to the individual purchase orders in various amounts for financial advisory and bond counsel services for the Water and Wastewater Treatment and Public Services Departments. Further, approve an increase to the individual purchase orders by $100,000, for an annual amount not to exceed $200,000 per year for the next three fiscal years.

Justification:

On June 22, 2020, City Council approved individual purchase orders in various amounts, up to a yearly total maximum amount of $100,000 to Raftelis Financial Consultants, Inc., Bendzinski & Co. Municipal Financial Advisors and Dickinson Wright, PLLC, for the next three fiscal years for financial advisory and bond counsel services for the Water and Wastewater Treatment and Public Services Departments. We would like to add the firm of Baker Tilly since a professional the City has worked with in the past has started working at this firm recently. These firms are used for either financial or legal services for all of the financed debt and grants secured for the enterprise funds of water and sewer.

The increase of the amount of the individual purchase orders is needed due to the fact that we are working on an overall financial plan for water and sewer for the next 5 years, reviewing and evaluating our situation related to rates, funding for capital improvement projects and the effects of COVID-19 on revenues, therefore, the need for related professional services has increased. We will also be looking at grant and low interest loan opportunities that may become available through state and federal infrastructure funding efforts.

Due to regulatory changes, the requirement of water and sewer asset planning, and the COVID-19 pandemic, having the ability to issue the purchase orders as needed annually and as priorities change, has allowed us to assess quickly what impact changes to the capital/asset management plans may have on the end user.

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, Administration Division's Professional Services Account No. 591-4710-801.000 and the Sewer Operations and Maintenance Fund, Administration Division's Professional Services Account No. 590-4810-801.000 and will be budgeted in the same accounts for FY 2022 and FY 2023, pending budget approval.

Council Action:

Motion to approve the recommendation of the City Manager.