



Saginaw City Council
Regular Meeting Agenda
SVRC Marketplace- Press Room
203 S. Washington Ave.
January 24, 2020
9:00 a.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 January 6, 2020 regular council meeting minutes.
2. Approve the filing of the 2020 Single Lot Special Assessment Tax Roll in the office of the City Clerk for public examination, and that City Council call a public hearing to be held on February 17, 2020.
3. Approve the insurance policy renewal with Chubb/Federal Insurance Company; Hanover Insurance Group; Cincinnati Insurance Company; and Scottsdale Insurance Company effective February 1, 2020 to February 1, 2021, for a total of \$380,058.
4. Approve the purchase with Phoenix Safety Outfitters for \$14,000 for turnout gear for the Fire Department.
5. Approve the purchase with Beyer Roofing Company, Inc. for \$23,741 for the replacement of the roof at Fire Station Four.
6. Approve the purchase with Dover and Company for \$4,192 for the replacement of the storage barn overhead door at Forest Lawn Cemetery.
7. Approve the purchase with Hamlett Environmental Technologies, a sole source, for \$7,231 for a chlorine analyzer for the Remote Facilities Division.
8. Approve the purchase with Merit Laboratories, Inc. for \$7,200 for laboratory analysis for the Water Treatment Division.
9. Approve the purchase with Waterworks Systems and Equipment, Inc., a sole source, for \$4,545 for chlorine feeder repair parts for the Wastewater 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, JANUARY 6, 2020, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Pastor Sue Hand of Zion Lutheran Church 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 January 20 for the Martin Luther King Holiday.
- The next regular Council meeting will be the annual Strategic Planning Session held on Friday, January 24 at 9:00 a.m. at the SVRC Marketplace in the lower level Press Room. The deadline to sign-up for Public Input is Thursday, January 23 at 11:00 a.m.

PUBLIC INPUT

Public Input addressing Council: George Burton.

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGER

City Manager Tim Morales gave informational updates of City events, projects and the topics planned for the Strategic Planning Session.

CONSENT AGENDA:

Mayor Kloc asked if there were any exceptions to the consent agenda. An exception was given to item #4 by Council Member Forbes.

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.

Moved by Council Member Boensch, seconded by Council Member Bryant to approve consent agenda items 1 through 3, and 5 through 12, as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

A short discussion was held regarding consent item #4. Moved by Council Member Forbes, seconded by Mayor Pro Tem Moore to approve consent agenda item 4 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

BOARD/COMMISSION/COMMITTEE REPORTS

Council Member Boensch reported that the City/School/County Liaison Committee met in December and set a quarterly meeting schedule for 2020.

Council Member Boensch requested an update from Mayor Kloc regarding C7.

Moved by Mayor Pro Tem Moore, seconded by Council Member Bryant to schedule a Committee of the Whole meeting for the purpose to discuss the C7 and other Council matters. Mayor Kloc asked Clerk Santos to conduct a roll call vote.

Aye: Balls, Ostash, Forbes, Bryant, Moore, Scherzer, Kloc

Nay: Boensch, Milne

Absent: None

Motion approved.

ADJOURNMENT

Moved by Council Member Balls, seconded by Council Member Scherzer to adjourn the meeting at 7:18 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

As recorded by

Janet Santos, CMMC/MMC
City Clerk

From: Timothy Morales, City Manager
Subject: 2020 Single Lot Special Assessment Tax Roll
Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend that the 2020 Single Lot Special Assessment Tax Roll transmitted herewith be received and filed in the office of the City Clerk for public examination; that City Council conduct a public hearing at a regular meeting to be held Monday, February 17, 2020; and that the City Clerk is hereby directed to post a public notice of said hearing.

Justification:

The City Engineer filed the 2020 Single Lot Special Assessment Tax Roll with the City Clerk on January 6, 2020, for the following assessments:

1. Nuisances: Weed Cutting WC20, Yard Violations YV20, Board Ups BU20, and Wrecker Service WR20
2. False Alarms PF20: Fire & Police
3. Sewer Connections SEW20
4. Site Obstruction SO20

The expenses on single lot assessments are not the type that require prorating of costs among several lots and parcels of land in the special assessment district, but are assessed to owners of the individual lots on which a service was performed. The owners of record have been billed in accordance with provisions of Title III, Administration, Chapter 33, "Taxation and Assessment," § 33.21, "Assessing Single Lots," of the Saginaw Code of Ordinances, O-204.

Council Action:

Motion to approve the recommendation of the City Manager.



City of Saginaw

PUBLIC NOTICE

Pursuant to Title III, Administration, Chapter 33, "Taxation and Assessment," Section 33.22, "Assessment Roll Hearing and Confirmation," of the City of Saginaw Code of Ordinances, O-204, notice is hereby given that the Council of the City of Saginaw, Michigan, will meet at **6:30 p.m. Monday, February 17, 2020**, in the Council Chamber of City Hall and review the following single lot special assessment rolls:

1. Nuisances: Weed Cutting WC20, Yard Violations YV20, Board Ups BU20, and Wrecker Service WR20
2. False Alarms PF20: Fire & Police
3. Sewer Connections SEW20
4. Site Obstruction SO20

Anyone objecting to such an assessment may appear in person at the hearing to protest or may file an objection in writing with the City Clerk prior to the close of said hearing, which written objection shall specify in what respect the objection is made. Postmark date will not be honored and no phone call objections will be accepted.

An appearance and protest at the hearing in this assessment proceeding is required in order to appeal the amount of the special assessment to the Michigan State Tax Tribunal. Such appeal must be submitted within 30 days of the City Council having approved the single lot special assessment tax roll. The single lot special assessment rolls are on file in the office of the City Clerk and are available for inspection during regular office hours up to the time of the hearing.

Janet Santos, CMMC/MMC
City Clerk

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Posted
By: _____

From: Timothy Morales, City Manager

Subject: February 1, 2020 Insurance Coverage Renewal

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend approval of the insurance proposals with Chubb/Federal Insurance Company for Combined Building & Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake and Animals in the Petting Zoo; with The Hanover Insurance Group for Crime Coverage; with Chubb/Federal Insurance Company for Equipment Floater, including the Floating Docks, and Bridges Coverage; with Cincinnati Insurance Company for Machinery and Equipment Breakdown Coverage, and Scottsdale Insurance Company for Storage Tank Liability Insurance effective February 1, 2020 to February 1, 2021, for a total cost of \$380,058.

I further recommend that I, or my designee, be allowed to make adjustments to said policies, as necessary throughout the policy term, in removing and/or adding coverage on equipment, machinery and buildings, as the City acquires and/or disposes of same.

Justification:

Recently, Saginaw Bay Underwriters received proposals for insurance coverage on City Buildings & Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake and Animals in the Petting Zoo, Crime Coverage, Equipment Floater & Bridges Coverage, Machinery & Equipment Breakdown Coverage and Storage Tank Liability Insurance to be effective February 1, 2020 to February 1, 2021. Upon receipt and review of the proposals received by Saginaw Bay Underwriters, the following insurance policies are being recommended:

PROPERTY COVERAGE

Chubb/Federal Insurance Company policy includes Blanket Coverage for Buildings and Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake, and Animals in the Petting Zoo. Last year's premium was \$216,537 and this year's premium is \$231,903 which includes a Terrorism Coverage charge of \$4,115. This is an increase of \$15,366 over last year's premium due to a rate increase by Chubb. This policy carries a \$100,000 deductible with the exception of the Animals in the Petting Zoo, which has a \$500 deductible and Computer Coverage, which has a \$10,000 deductible. The policy has a \$100,000,000 loss limit.

CRIME COVERAGE

The Hanover Insurance Group policy includes coverage for Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction, inside and outside the premises, Computer Fraud & Funds Transfer Fraud. Last year's premium was \$7,765 and this year's premium will be the same at \$7,765. This policy carries a

\$10,000 deductible, with the exception of Forgery and Alteration which carries a \$1,000 deductible.

EQUIPMENT FLOATER POLICY

Chubb/Federal Insurance Company policy includes Contractors Equipment, Miscellaneous Unscheduled Equipment, Employee Tools, Rental Cost Reimbursement, Equipment Leased/Rented from others, Floating Docks, Fire Department Service Charges, Inventory or Appraisals, Pollutant Clean-up, Fire Protection Equipment Refill. Last year's premium was \$33,858 and this year's premium is \$29,671 which is a decrease of \$4,187. The deductible for this policy ranges from \$1,000-\$5,000, with the exception of the Floating Docks which carries a \$25,000 deductible.

BRIDGES POLICY

Chubb/Federal Insurance Company policy includes coverage on the Douglas Schenck, Frank Andersen, G. Stewart Francke (formerly Holland Avenue), Genesee Avenue, Johnson Street, Norman Street, Ojibway Island (South End) and Ojibway Island Pedestrian (North & South End) Bridges. Last year's premium was \$82,150 and this year's premium is \$86,750 which is an increase of \$3,943. The deductible on this policy is \$50,000.

MACHINERY & EQUIPMENT BREAKDOWN

Cincinnati Insurance Company policy includes, but is not limited to, coverage on Mechanical Equipment, Electric Generators, Miscellaneous Electrical Apparatus, Recip. Eng. Internal Combustion, Transformers, Water Damage, Expediting Expenses, Ammonia Contamination and Hazardous Substance. The premium for this policy is \$12,059 which is an increase of \$827. The deductible on this policy is \$10,000.

STORAGE TANK LIABILITY INSURANCE

Scottsdale Insurance Company policy includes coverage on 13 tanks, 8 aboveground and 5 underground, that are insured at 4 locations. The deductible on this policy is \$25,000. Last year's premium was \$12,575 and this year's premium is \$11,910 which is a decrease of \$665.

Coverage documents, policy changes and contracts to implement the new insurance are subject to the City Manager's approval as to substance and the City Attorney's approval as to form.

These vendors meet the 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 Self Insurance Fund's Insurance Account No. 677-1762-801.000, with \$158,358 to be expended from the FY2020 budget and \$221,700 from the FY2021 budget.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Tim Morales, City Manager
Subject: Phoenix Safety Outfitters – Turnout Gear for FY 20
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend the approval of a blanket purchase with Phoenix Safety Outfitters for \$14,000 for turnout gear for the Fire Department.

Justification:

The Saginaw Fire Department completed a wear test and evaluation of several different manufacturers' turnout gear. Through the evaluation process, it was determined that Lion V-Force turnout gear would be the specified turnout coats and pants for all of our firefighters based on quality and price. The Lion V-Force line of turnout gear is fully compliant with NFPA Standard 1851 for Protective Ensembles.

It is necessary to purchase new turnout gear for new hires as turnout gear is specifically sized and fitted to each firefighter's body measurements. In addition, for the safety of firefighting personnel; due to normal wear and tear and damage that occurs to firefighter turnout gear from use, it is necessary to replace some current firefighter turnout gear during the course of the year.

This purchase will be made utilizing pricing established through the competitive bid process of the government cooperative procurement organization NPPGov contract # PS 16008.

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 Community Public Safety Fire, Fire Technical Services Division, Clothing Supplies Account No. 101-3552-728.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Station Four Roof Replacement
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend the approval of a purchase with Beyer Roofing Company, Inc. for \$23,741.00 for the replacement of the roof at Fire Station Four.

Justification:

On December 10, 2019, three bids were received to replace the roof at Fire Station Four. These repairs include, removal of the existing roof down to the roof deck, installing the new roofing materials, and removing and disposal of all debris. The current roof has been patched and repaired multiple times and has now reached the end of its useful life. The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Cost</u>
Beyer Roofing Company, Inc. Saginaw, MI	\$23,741.00
Streng Construction, Inc. Chesaning, MI	\$42,500.00
Superior Services RSH, Inc. Lansing, MI	\$48,930.00

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 – Community Public Safety Fire, Fire Operations Division's Repairs and Replacements Account No. 101-3551-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Overhead Door Replacement at Forest Lawn Cemetery
Prepared by: Jay Gustin, Public Services Department

Manager's Recommendation:

I recommend approval of purchase with Dover and Company for \$4,192.00 for the replacement of the pole barn overhead door at the Forest Lawn Cemetery.

Justification:

On January 7, 2020 two bids were received for the replacement of the pole barn overhead door at the Forest Lawn Cemetery. The door has exceeded its useful life and needs to be replaced. This replacement includes a sectional door, track, springs, seals and wood mount. Below is a list of the bids received.

<u>Vendor</u>	<u>Amount</u>
Dover and Company Flint, MI	\$4,192
Schwind Construction & Consulting Midland, MI	\$4,560

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, Cemeteries Operation Division's Less than \$5,000 Account No. 101-1747-971.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Chlorine Analyzer
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Hamlett Environmental Technologies, a sole source, for \$7,231.00 for a chlorine analyzer for the Remote Facilities Division.

Justification:

On December 9, 2019, a quote was received from Hamlett Environmental Technologies, the manufacturer's representative for Swan Analytical Instruments and the sole source for their products in our area, for a chlorine analyzer. The City of Saginaw has seven Retention and Treatment Basins (RTB's) which treat excess flow during rain events and discharge to the Saginaw River. In the permit recently issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), we have been required to develop and implement a plan to minimize the amount of chlorine being discharged to the Saginaw River, while maintaining adequate disinfection. Chlorine feed in the RTB's has always been a manual operation requiring the operator to periodically sample the basins and manually adjust the chlorine feed. Installing a chlorine analyzer will automate the chlorine feed and give us better control. We plan to install this analyzer at the Weiss basin, report the results to the EGLE and, if it proves effective, budget to upgrade the remaining RTB's. The Swan analyzers have been recommended by Macomb County who has used them successfully in a similar project.

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 Sewer Operations and Maintenance Fund, Remote Facilities Division's Repairs and Replacements Account No. 590-4835-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Lead and Copper Analysis
Prepared by: Amanda Kiel, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Merit Laboratories, Inc. for \$7,200.00 for laboratory analysis for the Water Treatment Division.

Justification:

On December 10, 2019, the City received bids for laboratory services for calendar year 2020. The tests to be performed are Lead (Pb) and Copper (Cu) analyses of finished drinking water, with shipping costs included. These analyses will be performed as a part of the Lead Service Line replacement requirements and June thru September 2020 annual analysis. These analyses are a part of the National Primary Drinking Water Regulations, the Environmental Protection Agency's Lead and Copper Rule, and the Michigan Department of Environment, Great Lakes and Energy's (EGLE) Revised Lead and Copper Rule. Testing must be performed by a laboratory that is EGLE certified in the approved method. The bid price of \$12.50 per sample is a decrease of 10.4% from the price approved for similar services during fiscal year 2019. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
Merit Laboratories, Inc. East Lansing, MI	\$7,200.00
Trace Analytical Laboratories, Inc. Muskegon, MI	\$8,700.00
Prein & Newhof Grand Rapids, MI	\$13,200.00
RTI Laboratories Livonia, MI	\$13,800.00
Eurofins Eaton Analytical South Bend, IN	\$21,000.00

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, Treatment and Pumping Division's Operating Services Account No. 591-4730-805.000 for FY 2020, and will be budgeted in the same account number for FY 2021, pending budget approval.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Chlorine Feeder Rebuild Parts
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Waterworks Systems and Equipment, Inc., a sole source, for \$4,545.00 for chlorine feeder repair parts for the Wastewater Treatment Division.

Justification:

On December 19, 2019, a quote was received from Waterworks Systems and Equipment, Inc. for repair parts for two chlorine and two sulfur dioxide regulators to replenish stock. This vendor is the sole source for De Nora Water Technologies. The Wastewater Treatment Plant uses chlorine and sulfur dioxide in the chemical treatment process of wastewater treatment. The chlorine feed systems pace the flow of gas chlorine from one ton cylinders into the plant's effluent to provide disinfection and safely treat the wastewater. Maintenance personnel rebuild the chlorine and sulfur dioxide feed systems every two years as a safety measure required by the Process Safety Management Plan.

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 Sewer Operations and Maintenance Fund, Wastewater Treatment Division's Parts and Supplies Account No. 590-4830-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.