



Saginaw City Council Regular Meeting Agenda

1315 S. Washington Avenue
Council Chambers, Room 205
December 4, 2023
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:

1. Update on rewriting the Zoning Ordinance, Jill Bahm, AICP, Partner, Giffels Webster Engineering Consultants.

CONSENT AGENDA:

1. Approve the November 20 regular council meeting minutes.
2. Approve the first amendment to the polling location agreement with the Saginaw Public School District.
3. Approve the contract with Giffels Webster Engineering Consultants for \$101,456 for the assistance with rewriting the Zoning Ordinance.
4. Approve the purchase with Henderson Brothers Service for an amount not to exceed \$3,000 for the undercoating and rustproofing of a 2023 International Lighting Loader truck for the Neighborhood Services and Inspections Department, Environmental Division.
5. Approve to increase the blanket purchase order with Dover Company by \$2,001, for a new total of \$4,000, for overhead door repairs for the Public Services Department, Maintenance and Services Division.
6. Approve the purchase with PR Diamond Products, Inc. for \$3,750 for ten Husqvarna diamond saw blades for the Public Services Department, Maintenance and Service Division.

BOARD/COMMISSION/COMMITTEE REPORTS:

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS:

ORDINANCE INTRODUCTION:

ORDINANCE ADOPTION:

RESOLUTIONS:

1. Approve the polling location change for all future elections.

UNFINISHED BUSINESS:

MISCELLANEOUS BUSINESS:

ADJOURNMENT:

Timothy Morales
City Manager

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A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, NOVEMBER 20, 2023, AT 6:30 P.M. IN COUNCIL CHAMBERS AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Council Member Balls offered a prayer and Council Member Garcia led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Moore called the meeting to order. Council Members present: Michael Balls, Annie Boensch, William Ostash, Priscilla Garcia, Michael Flores, George Copeland, Brenda Moore: 7. Council Members absent: Monique Silvia, Reggie Williams: 2.

ANNOUNCEMENTS

City Clerk Kristine Bolzman made the following announcements:

- City Offices will be closed this Thursday and Friday, November 23 and 24, for the Thanksgiving Holiday.
- Yard waste collection for 2023 has been extended by one week. Your last day to place yard waste at the curb will be the week of December 4, on your regularly scheduled collection day.
- There was a typo in consent agenda item 1. The regular council minutes on the agenda for approval are for the November 6 meeting.

Council Member Ostash read a proclamation recognizing December 1, 2023, as "World AIDS Day." Alberto Jiminez, HIV Intervention & Outreach Coordinator of Great Lakes Bay Health Centers, accepted the proclamation.

PUBLIC INPUT

Members of the public that addressed the Council: Lisa Ingram, Shatoris Jackson.

Council Member Williams entered the meeting at 6:39 p.m.

Public input continued with Corneathia Harvey, Fatoumata Carthron, Denita Dorsey, Julian Morris, Lisa Purchase-Kelly.

Council Member Flores left the meeting at 6:56 p.m.

Public input continued with Latrice Robbins.

Council Member Flores returned to the meeting at 6:59 p.m.

Public input continued with Jamal Robbins.

COUNCIL REMARKS

Remarks were heard from the following Council Members: Balls, Ostash, Garcia, Flores, Copeland, Williams, Boensch, and Moore.

REPORTS FROM CITY MANAGER

City Manager Tim Morales reported updates regarding various projects.

CONSENT AGENDA:

Moved by Council Member Copeland, seconded by Mayor Pro Tem Boensch to approve the consent agenda, allowing room for exceptions. An exception was made to item 5. 8 ayes, 0 nays, 1 absent. Motion approved.

1. Approve the November 6 regular council meeting minutes and the November 9, 2023 single subject special meeting minutes.
2. Approve the Legal Services Agreement with SL Environmental Law Group PC, the Law Office of Kevin Madonna PLLC, Douglas and London, P.C., Taft Stettinius & Hollister, LLP, and Levin Papantonio Rafferty Proctor Buchanan O'Brien Barr Mougey P.A. for the purpose of investigating and assessing potential claims arising out of the presence of per- and polyfluoroalkyl substances contaminants in water supply wells

and/or surface water sources affecting the City's water systems and for representation of the City in any legal action involving such matters. Further, approve to grant the City Manager the authority to review and, if deemed appropriate, execute any and all documents related to the proposed settlements with 3M and DuPont, and any other subsequent settling defendants in the multi-district litigation.
3. Approve the 2024 City Council meeting schedule.
4. Approve the polling place agreements with Bethel A.M.E. Church, First Presbyterian Church, and Peace Lutheran Church.
5. Approve the purchase with Shaffer Distributing Company for \$9,098 for an outdoor harm reduction vending machine and its donation to the Public Libraries of Saginaw. Further, authorize the City Manager to make additional purchases and donations of necessary products to keep the vending machine appropriately stocked.
6. Approve the purchase with Plante & Moran, PLLC for an amount not to exceed \$313,600 for controller services for calendar year 2024 for the Finance Department.
7. Approve the purchase with Magnum K9 for \$11,500 for a police canine for the Police Department, Patrol Services, K9 Unit.
8. Accept and approve the donation of a digital sign from Friends of Hoyt Park Foundation and a limited Adopt-A-Park agreement for the Public Services Department, Parks and Facilities Division.
9. Approve the proposed traffic regulation changes for the Public Services Department, Engineering Section of the Right of Way Division.
10. Approve the contract with RAM Construction Services of Michigan, Inc. for \$769,332 for the Water Treatment Plant – Train Shed improvements project for the Public Services Department, Engineering Division.
11. Approve the purchase with System Specialties Co., a sole source, for \$26,774 for three Rotork actuators for the Water and Wastewater Treatment Services Department, Remote Facilities Division.

12. Approve the purchase with Dell Technologies for \$8,185 for computers for the Supervisory Control and Data Acquisition systems for the Water and Wastewater Treatment Services Department, Instrumentation and Process Controls Division.

Moved by Council Member Flores, seconded by Council Member Copeland to postpone consent agenda item 5 until a greater report is received from the County. Discussion was held.

Mayor Moore asked Clerk Bolzman to conduct a roll call vote.

Ayes:

Nays: Williams, Balls, Boensch, Ostash, Garcia, Flores, Copeland

Absent: Silvia

Motion denied.

Moved by Council Member Flores, seconded by Council Member Ostash to approve consent agenda item 5. 8 ayes, 0 nays, 1 absent. Motion approved.

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS

Moved by Mayor Pro Tem Boensch, seconded by Council Member Williams to approve appointments as follows:

1. the Mayoral reappointment of Ronald Wheatley to the Housing Board of Appeals with a term to expire December 31, 2025.
2. the Mayoral reappointment of Grady Holmes, Jr. to the Housing Board of Appeals with a term to expire December 31, 2025.
3. the Council reappointment of Dennis Morrison to the Human Planning Commission with a term to expire December 31, 2025.
4. the City Manager reappointment of Eric Tankersley to the Brownfield Redevelopment Authority with a term to expire December 31, 2026.
5. the City Manager reappointment of Eric Tankersley to the Downtown Development Authority with a term to expire December 31, 2027.

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

RESOLUTIONS

Moved by Mayor Pro Tem Boensch, seconded by Council Member Copeland to adopt the resolution objecting to the transfer of tax reverted properties from Saginaw County. 8 ayes, 0 nays, 1 absent. Motion approved.

MISCELLANEOUS BUSINESS

Moved by Council Member Flores to not pay all council members for this meeting with the exception of Council Member Balls. No second was given.

ADJOURNMENT

Moved by Mayor Pro Tem Boensch, seconded by Council Member Garcia to adjourn the meeting at 7:39 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Submitted by,

Kristine Bolzman, MiPMC/CMC
City Clerk

From: Timothy Morales, City Manager

Subject: First Amendment to Polling Location Agreement

Prepared by: Kristine Bolzman, City Clerk

Manager's Recommendation:

I recommend approval of the first amendment to the polling location agreement with the Saginaw Public School District.

Justification:

On September 27, 2023, the City Clerk was informed that the St. Dominic school facility at 1300 Malzahn could no longer be committed for availability for use as a polling location due to multiple events and logistics involved. The facility was previously the polling location for the voters of City of Saginaw Precinct 10.

The polling location agreement with Saginaw Public School District (SPSD) was approved by Council on June 6, 2022, with a term to expire on December 31, 2029, and includes an additional two-year renewal option. The amendment to the agreement will add Thompson Middle School at 3021 Court Street as a polling location. Each of the locations listed in the agreement will remain polling locations upon the reconfiguration of SPSP campuses.

A polling place agreement is required by the Bureau of Elections for each polling location agency so the obligations, responsibilities, and understandings of the parties in conducting elections remain clearly defined. This Council Communication is for the purpose of amending the agreement with SPSP.

A resolution for the polling place location change appears under the resolutions section of this agenda.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Tim Morales, City Manager

Subject: Contract with Giffels Webster for Zoning Ordinance Rewrite

Prepared by: Robert Gollin, Urban Planner

Manager's Recommendation:

I recommend the approval of the contract with Giffels Webster Engineering Consultants to assist with a comprehensive rewrite of the City of Saginaw Zoning Ordinance for \$50,000 for FY 2024 and \$51,456 for FY 2025, pending budget approval, for a total of \$101,456 for the Neighborhood Services and Inspections Department, Planning and Zoning Division.

Justification:

The 2022 Master Plan set forth goals and strategies to improve neighborhood stability, enhance sense of place and community viability, and improve and enhance public services. Additionally, form-based regulations, the mixing of compatible uses, greater variety in building types, and the creation of new districts are all called for in the plan. Together, these strategies aim to provide greater flexibility to encourage the redevelopment of vacant and underutilized land and buildings, and to transition key corridors in a manner that complements the vibrancy and walkability of the Riverfront Mixed Use District. The intent of Future Land Use recommendations is clearly explained with corresponding zoning actions described in the implementation plan. These components of the Master Plan offer a solid foundation to begin a complete transformation of the Zoning Ordinance.

The Request for Proposal was sent to 9 firms from July 17 through August 29, 2023. Giffels Webster, Birmingham, MI, was the only firm that responded to the request.

After review of the proposal and subsequent interviews, City staff has chosen Giffels Webster to assist with a comprehensive rewrite of our Zoning Ordinance. The firm assisted a number of communities with writing Form-Based zoning code. Likewise, they have a track record with Redevelopment Ready Certified communities.

A key component of the contract with Giffels Webster will be the development of an interactive PDF zoning ordinance – referred to as Clearzoning® Formatting. The new ordinance format will transform the zoning ordinance into a simple, user-friendly document that provides common understanding of the rules and expectations of the code. This includes graphical representation of key concepts and hyper link references to definitions and terminology.

A breakdown of the proposed activities and the costs are as follows:

	Step	Hours	Cost per Step
1	Kickoff & Zoning 101 Presentation	25	\$3,125
2	Zoning Ordinance Audit	50	\$6,250
3	Public Engagement (Three workshops and one open house)	82	\$10,250
4	Text Amendments and Illustrations	350	\$43,750
5a	Clearzoning formatting	150	\$18,750
5b	Interactive Zoning Map	30	\$3,750
6	Public Hearing, Final Draft, and Adoption	30	\$3,750
Total all Steering Committee Meetings (2 hours each) *		56	\$7,000
Subtotal			\$96,625
Expenses and Contingency (5%)			\$4,831
TOTAL FEE			\$101,456
Additional Workshops		\$2,125	

*Cost provided is based on 14 remote meetings. In-person meetings are optional at a fee of \$1,125 each.

The anticipated timeline for the rewrite is 12 - 18 months.

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 will be available from the General Fund, Department of Neighborhood Services and Inspections, Planning and Zoning Division, Professional Services Account No. 101-3863-801.000 for \$50,000 for FY 2024 and \$51,456 for FY 2025, pending budget approval.

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: Undercoating/Rustproofing
Prepared by: Dan Ryan, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Henderson Brothers Service for an amount not to exceed \$3,000.00, for the undercoating/rustproofing of vehicle #76-0798, a 2023 International Lighting Loader Truck for the Neighborhood Services and Inspections Department, Environmental Division.

Justification:

On February 6, 2023, City Council approved the purchase of a 2023 International Lighting Loader truck. This truck is used for daily cleanup operations related to City code enforcement.

On November 9, 2023, the City received a quote from Henderson Brothers Service for the undercoating/rustproofing of the new International Lighting Loader Truck. This will greatly extend the life of said vehicle. Henderson Brothers is a local vendor that offers this specialized product above what other normal undercoating companies offer. Their product is more effective and will extend the life of most metal components, more so than the standard commercialized undercoating.

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 American Rescue Plan Act Grant Fund, Public Health Division, Vehicles Account No. 285-1778-982.000-ENVINV \$3000.00.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Overhead Garage Door Repairs
Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend approval of an increase to blanket purchase order number No. 516463 with Dover Company by \$2001.00, for a new total of \$4,000.00, for overhead door repairs for the Public Services Department, Maintenance and Service Division.

Justification:

Maintenance and Service has 19 overhead doors and openers, many over 25 years old. Due to rising maintenance costs and aged equipment, the Maintenance and Service Division has exhausted the funds allocated to this purchase order for FY 2024. By not adding the additional funding, this will hinder the Division's ability to maintain or make any needed repairs for the remaining seven months of FY 2024.

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 Repairs and Replacements Account No. 591-4721-930.000 \$1,000.50 and the Sewer Operation and Maintenance Fund, Maintenance and Service Division Repairs and Replacements Account No. 590-4821-930.000 \$1,000.50.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Purchase of Diamond Saw Blades
Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with PR Diamond Products, Inc. for \$3,750.00 for ten Husqvarna diamond saw blades for the Public Services Department, Maintenance and Service Division.

Justification:

On November 14, 2023, the Maintenance and Service Division received bids for Husqvarna diamond saw blades used to prep City streets for restoration after excavations have been made to repair the City's sewer collection and water distribution systems. The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Size</u>	<u>Cost</u>
PR Diamond Products, Inc. Las Vegas, NV.	20" Diamond Blade	\$ 3,750.00
Ace Cutting Equipment & Supply, Inc. Novi, MI.	20" Diamond Blade	\$ 4,625.80
Kenco Fire Equipment, Inc. Springfield, MO.	20" Diamond Blade	\$ 4,751.50

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, Maintenance and Service Division Parts and Supplies Account No. 590-4821-742.000 \$937.50, Water Operation and Maintenance Fund, Maintenance and Service Division Parts and Supplies Account No. 591-4721-742.000 \$937.50, Water Operation and Maintenance Fund, Lead and Copper Service Division Parts and Supplies Account No. 591-4722-742.000 \$1,875.00.

Council Action:

Motion to approve the recommendation of the City Manager.

ELECTION POLLING LOCATION CHANGE

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

WHEREAS: on September 27, 2023, the City Clerk received written notice that the current polling location for precinct 10 has withdrawn from the agreement to use their facility as a polling location; and

WHEREAS: the City Clerk conducted a review of the potential polling locations according to Election Law, Public Act 116 of 1954, as amended; and

WHEREAS: according to MCL 168.662, the City Council has the responsibility to approve polling locations; and

WHEREAS: an amended polling location agreement with the Saginaw Public School District with the new polling location has been approved by Council at its December 4, 2023, meeting; and

WHEREAS: the City Clerk recommends to the City Council to proceed with a polling location change for precinct 10, subject to the same agreement provisions and term as previously approved; and

WHEREAS: per the State Election Law, the City Clerk shall notify the applicable voters by mailing new voter registration cards as notice of such.

NOW, THEREFORE, BE IT RESOLVED, the polling location shall be established as follows:

#	CURRENT LOCATION	CHANGE TO	ADDRESS
10	St. Dominic School	Thompson Middle School	3021 Court

All prior resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

I, Kristine Bolzman, 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 December 4, 2023; 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.

Kristine Bolzman, MiPMC/CMC
City Clerk