



Saginaw City Council Regular Meeting Agenda

Andersen Enrichment Center
[120 Ezra Rust Dr.](#)
December 1, 2025
6:30 PM

Prayer and Pledge of Allegiance

Roll Call

Announcements

1. Proclamation recognizing December 1, 2025 as "World AIDS Day."

Public Hearings

Public Input

(A list will be provided following submittal deadline.)

Remarks of Council

Reports From Manager

1. Dayna Altom, Chief Executive Officer, Region VII Area Agency on Aging Update.

Consent Agenda

1. Approve the November 17, 2025 regular council meeting minutes.
2. Approval of a purchase with Applied Innovation, Inc. for \$40,922.40. This amount consists of five multi-function copiers, with \$8,184.48 in annual payments due on a five-year lease.
3. Approval of the one-year Adopt-A-Park Agreement with the Boys and Girls Club of Bay County, Inc., and that the City Manager be authorized to approve extensions of the Agreement for subsequent years without further Council approval, not to exceed four years.
4. Approval of a purchase with Wendling Sheet Metal, Inc. for \$5,975.00 for the fabrication of 14-gauge galvanized restrictor plates for the Public Services Department, Maintenance and Service Division.
5. Approval of a purchase with Municipal Emergency Services for \$3,464.84 for new gas detectors, sample pump, and calibration equipment for the Water and Wastewater Treatment Services Department, Water Treatment Division.
6. Approval of a purchase with Hamlett Environmental Technologies, a sole source, for \$8,272.00 for grit pump repair parts for the Water and Wastewater Treatment Services Department, Treatment and Pumping Division.

Board/Commission/Committee Reports

Appointment of Board/Commission/Committee Members

1. Approve the City Manager reappointment of John Milne to the Brownfield Redevelopment Authority with a term to expire December 31, 2028.
2. Approve the City Manager reappointment of Mary Malocha to the Brownfield Redevelopment Authority with a term to expire December 31, 2028.
3. Approve the Council reappointment of Jamie Forbes to the Zoning Board of Appeals with a term to expire December 31, 2028.
4. Approve the Council reappointment of Henry Porterfield to the Human Planning Commission with a term to expire December 31, 2027.

Ordinance Introduction

Ordinance Adoption

Resolutions

1. Appointment of Travis Hare as trustee and Ronald Rangel as alternate trustee to the Saginaw Area Storm Water Authority Board of Trustees.
2. Approving the City of Saginaw's annual apportionment of \$8,981 for the Saginaw Area Storm Water Authority Budget for FY 2026.

Unfinished Business

Miscellaneous Business

Adjournment

Timothy Morales
City Manager



Accessibility Notice:

If you require accommodations to attend or participate in this meeting due to a disability, please contact the [City Clerk's Office](#) at [\(989\) 759-1480 ext. 6](tel:9897591480) or visit in person at:

[Saginaw City Hall](#)
[1315 S. Washington Ave.](#)
[Saginaw, MI 48601](#)

Advance notice is appreciated to allow time to make arrangements.

A Regular Meeting of the Council of the City of Saginaw, Michigan, was held Monday, November 17, 2025, at 6:30 p.m. at the Andersen Enrichment Center, 120 Ezra Rust Drive, Saginaw, Michigan.

Prayer and Pledge of Allegiance

Mayor Pro Tem Garcia offered a prayer and Council Member Young led the pledge of allegiance of the United States of America.

Roll Call

Mayor Moore called the meeting to order. Council Members present: Tobias Young, Jacinta Seals, Michael Balls, Priscilla Garcia, Bill Ostash, Heidi Wiggins, Brenda Moore: 7. Council Members absent: Eric Braddock Sr., Carly Hammond: 2.

Announcements

City Clerk Kristine Bolzman announced the following:

- City offices will be closed Thursday, November 27 and Friday, November 28, for the Thanksgiving Holiday.
- Trash, recycling, and yard waste collection will be delayed for some residents the week of Thanksgiving. Those that have Thursday collection will be collected on Friday, and those that have Friday collection will be collected on Saturday.
- The last week for yard waste collection is the first full week of December, ending on December 5. Leaves may not be raked into the street and should be placed in paper yard waste bags or marked bins for curbside collection.

Public Input

Members of the public that addressed the Council: Dr. Lakhvir Kaur, Rajinder Kaur, Surinder Kaur, Melanie Velasco.

Council Remarks

Remarks were heard from the following Council Members: Balls, Ostash, Wiggins, Young, Seals, Garcia, and Mayor Moore.

Reports from Manager

City Manager Tim Morales reported updates regarding various projects.

Consent Agenda:

Moved by Council Member Seals, seconded by Council Member Young to approve the consent agenda, allowing room for exceptions. No exceptions were made. 7 ayes, 0 nays, 2 absent. Motion approved.

1. Approve the November 3, 2025, regular council meeting minutes.
2. Approve the 2026 City Council Meeting Schedule.
3. Approve the purchase with Kent Communications, Inc. for \$4,149 for FY 2026; and pending budget approval for FY 2027 and FY 2028, for the printing of Notices of Assessment for the Fiscal Services Department, Assessing Division.

4. Approve the Professional Services Agreement with McKenna for \$38,000 to develop the 2026-2030 Five-Year Consolidated Plan, Citizen Participation Plan, and the 2026 Annual Action Plan for the Office of Management and Budget, Community Services Division.
5. Approve the purchase with Dover & Company for \$19,942 for the installation of two new overhead doors for the Police Department.
6. Ratification of a purchase with Custom Engineering Heating & Cooling for \$15,310 for a Trane 6 Ton Packaged Gas Fired HVAC unit for the Public Services Department, Maintenance and Service Division.
7. Approve the proposal from Fishbeck for \$170,000 for the design of the Mason Street and Dead-End Looping Watermains project for the Public Services Department, Engineering Division.
8. Approve the purchase from EAM Solutions LLC, a sole source, for \$319,369.01 for FY 2026, and pending budget approval, for \$46,707.54 for FY 2027, \$46,707.54 for FY 2028, \$49,043.28 for FY 2029, and \$51,495.58 for FY 2030 for the upgrade and annual licensing of the City's Enterprise Asset Management (EAM) System at the Water and Wastewater Treatment Plants, for the Water and Wastewater Treatment Services Department, Instrumentation and Process Controls Division.
9. Approve the purchase with Libra Industries, Inc. for \$2,732 for annual operations uniforms for FY 2026 for the Water and Wastewater Treatment Services Department, Water Treatment Division.

Appointment of Board/Commission/Committee Members

Moved by Council Member Seals, seconded by Council Member Balls to approve the following appointments:

1. Approve the Council appointment of Nathan Hanley to the Human Rights Commission with a term to expire December 30, 2026.
2. Approve the Council reappointment of Debra Melkonian to the Human Planning Commission with a term to expire December 31, 2027.

7 ayes, 0 nays, 2 absent. Motion approved.

Ordinance Adoption

Moved by Council Member Balls, seconded by Council Member Wiggins to adopt an ordinance to amend Chapter 151, "Property Maintenance Regulations," of Title XV, "Land Usage," by amending §151.112, "Non-Owner Occupied Property; Prohibited Conduct," §151.113, "Non-Owner Occupied Property; Registry," §151.114, "Unoccupied Property Registry," and §151.117, "Fees," of the City of Saginaw Code of Ordinances, O-204. 3. 7 ayes, 0 nays, 2 absent. Motion approved.

Miscellaneous Business

Moved by Council Member Wiggins, seconded by Council Member Balls to request that city staff coordinate a meeting with interested Council Members and representatives of Movement Strategy Center to go over the details for due diligence regarding SJTI. Discussion was held.

Council Member Braddock entered the meeting at 7:24 p.m.

Moved by Council Member Balls, seconded by Council Member Wiggins to call the question. 8 ayes, 0 nays, 1 absent. Motion approved.

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

Ayes: Young, Balls, Braddock, Wiggins

Nays: Seals, Garcia, Ostash, Moore

Absent: Hammond

Motion denied.

Moved by Mayor Pro Tem Garcia, seconded by Council Member Seals to withdraw the allocation to SJTI and terminate the subrecipient agreement relating to same.

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

Ayes: Young, Seals, Garcia, Ostash, Braddock, Moore

Nays: Balls, Wiggins

Absent: Hammond

Motion approved.

Adjournment

Moved by Mayor Pro Tem Garcia, seconded by Council Member Young to adjourn the meeting at 7:31 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Submitted by,

Kristine Bolzman, MiPMC/CMC
City Clerk

Council Communication

Item Number: 2.

From: Timothy Morales, City Manager
Subject: Applied Innovation Multi-Function Copy Machine Lease Renewals
Prepared By: Jeff Kloplic, Director of Technical Services

Manager's Recommendation:

Approval of a purchase with Applied Innovation, Inc. for \$40,922.40. This amount consists of five multi-function copiers, with \$8,184.48 in annual payments due on a five-year lease.

Justification:

The Technical Services Department conducted a copy/print study in 2011. The study concluded the City would see a dramatic decrease in print related cost if it were to remove all personal desktop printers from employees' desks and replace them with multi-function printers that were shared by a group of employees.

The Streets Division, Office of Management and Budget, Public Services, Water Treatment Plant, and the Engineering Division will each be replacing end of lease multi-function copy machines. Each lease will be responsible for monthly payments for the next five years.

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

Funds are budgeted in the General Fund, Offices of General Government, Office of Management and Budget, Operating Services Account No. 101-212.00-805.000 \$1,203.96, Department of Public Services, Facilities Division, Operating Services Account No. 101-265.00-805.000 \$351.90. Engineering Division Operating Services Account No. 101-447.01-805.000 \$1,673.40, Cemeteries Division, Operating Services Account No. 101-567-805.000 \$351.90, in the Major Streets Fund, Streets Administration Division, Operating Service Account No. 202-450.02-805.000 \$1,319.40, in the Rubbish Collection Fund, Administration Division, Operating Services Account No. 226-529.00-805.000 \$1,319.40, in the Water Operations and Maintenance Fund, Administration Division, Operating Services Account No. 591-537.01-805.000 \$351.90, Treatment and Pumping Division, Operating Services Account No. 591-542.01-805.000 \$1,260.72 and in the Public Works Building Fund, Operating Services Account No. 601-441.00-805.000 \$351.90.

Council Action:

Motion to approve the recommendation of the City Manager.

Attachments:

None

Council Communication

Item Number: 3.

From: Timothy Morales, City Manager
Subject: Adopt-A-Park Agreement – Crayola Park
Prepared By: Phillip (Phil) Karwat, Director of Public Services

Manager's Recommendation:

Approval of the one-year Adopt-A-Park Agreement with the Boys and Girls Club of Bay County, Inc., and that the City Manager be authorized to approve extensions of the Agreement for subsequent years without further Council approval, not to exceed four years.

Justification:

The Boys and Girls Clubs of Bay County, Inc. has completed an Adopt-A-Park application seeking the City's approval to adopt and maintain the parcel of land located at 1739 Fordney Street in the manner set forth in its Adopt-A-Park application and Agreement. The City of Saginaw is the owner of the property as described. The described work to be performed includes clean-ups, raking leaves, removing graffiti, and planting flowers.

Upon approval by City Council of the above application, the City shall enter into an Agreement with the applicant requiring a one-year commitment to the performance of revitalizing the current park with; removing graffiti and litter, planting flowers, and raking leaves. The applicant will be responsible for having the proposed work approved by the Public Services department; complying with all applicable laws; obtaining liability insurance, if necessary; and holding the City harmless from any claims arising from the applicant's adoption of the public area and work performed at the same.

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

Council Action:

Motion to approve the recommendation of the City Manager.

Attachments:

1. Adopt a Park- Crayola Park- BGC of Bay County Inc. (1)

City of Saginaw Public Services Department
Adopt-A-Park/Public Property Application and Agreement

Adopting Organization/Person(s): Boys and Girls Club of Bay County Inc

(The adopting organization must be an entity legally capable of entering into this contract – i.e. either an individual(s) or a formally created corporation or limited liability company.)

Contact Person(s) (if different than named above): Jenna Gregory and Becca Theaker

Telephone Number: 989-776-6176 Email: jenna@greatlakesclubs.org

Mailing Address: 1781 Fordney St Saginaw, MI 48601 rebeccatheaker@greatlakesclubs.org

Number of Volunteers: 15-20 Are any volunteers under 18: Yes

Location of area to be adopted: Crayola Park - 1830 Fordney St. Saginaw, MI 48601

Description of work to be performed: Volunteers will assist with the daily upkeep and care of the city park to ensure it remains clean, safe, and welcoming for the community. Tasks include picking up litter, raking leaves, planting flowers or trees, spreading mulch, cleaning picnic areas and playground equipment, and performing light trail maintenance. Volunteers may also be responsible for locking and unlocking park gates at opening and closing times, as well as removing graffiti when possible and safe to do so.

(Please attach additional pages as necessary for any of the above-information.
Full contact information should be provided for each person involved in said adoption.)

Statement of Agreement

Agreement made this _____ day of _____, 202__, by and between the Adopting Organization/Person(s) set forth in the application above (hereinafter referred to as Organization) and the City of Saginaw (hereinafter referred to as City);

Whereas, City is the owner and custodian of certain real property; and,

Whereas, Organization desires to maintain and beautify portions of that real property;

In consideration of Organization's being able to conduct activities on public property as herein contemplated, it is hereby agreed:

1. Organization commits to adopt and maintain the above-referenced location in the manner set forth in the Adopt-A-Park/Public Property application above for a period of one-year from the date of this Agreement.
2. All activities of Organization will first be presented to and approved by City's Department of Public Services to ensure that the proposed work is consistent with the plans, goals, and objectives of City. The application will then be presented to City Council for approval.

3. Organization shall have the responsibility of ensuring that all activities are properly controlled and supervised and comply with all City ordinances and other applicable laws or regulations.
4. Any mural, artwork, or other similar installation at the above-referenced location shall not contain any nudity, profanity, gang signs, or depictions of drug or alcohol use, nor shall it endorse any particular person, product, or idea.
5. Organization shall ensure its efforts do not disrupt normal activities or services nor jeopardize public safety. Organization will act responsibly and safely in conducting its activities.
6. Organization shall not discriminate against any protected class in the conduct of its activities under this Agreement and shall otherwise comply with all federal, state, and local laws prohibiting discrimination.
7. Organization will hold harmless, indemnify and defend City, its officers, agents, and employees, from any and all claims, actions, damages or expenses, including attorney fees, arising directly or indirectly from any act or omission of Organization in connection with its performance of any activities at the above-referenced location or its duties hereunder.
8. Depending on the scope of work involved, Organization may be required to obtain general liability insurance in an amount to be determined by the City Clerk and Department of Public Services. City will be named as an additional insured on any such policy.
9. Organization understands and shall make known to its volunteers that activities undertaken pursuant to this Agreement are done at the volunteers' own risk. Organization accepts full responsibility for the safety and welfare of its volunteers and shall indemnify the City, its officers, agents, and employees, from any and all claims made by such volunteers.
10. In the event Organization is unable or fails to maintain its adopted area, or breaches any term of this Agreement, City may immediately terminate the Agreement upon written notice to Organization and offer the adopted area to another individual or group.
11. Any physical improvements constructed, erected, or otherwise placed at the adopted area shall be maintained by and at the expense of Organization. Should Organization discontinue its adoption of said area, it shall remove said improvements and restore the property to its original condition, unless otherwise instructed by City. Failure to remove such improvements within thirty (30) days of termination of this Agreement shall constitute Organization's abandonment of such improvements; at such time, the improvements will become the property of the City.
12. The provisions of this Agreement shall be severable and if one or more provisions should be declared invalid, the remaining provisions shall remain in full force and effect.
13. This Agreement shall be governed, construed, enforced, and interpreted in accordance with the laws of the State of Michigan. The parties agree that any action to enforce this Agreement may be brought in any state or federal court that has subject matter jurisdiction and is located in, or whose district includes, Saginaw County, Michigan.

14. This Agreement represents the entire Agreement between the parties and supersedes any and all prior Agreements and understandings, and shall not be modified except in writing, signed by both parties.

**City of Saginaw, a Michigan
Municipal Corporation**

By: Timothy Morales, City Manager

Organization/Individual

Rebecca Theaker Unit Director

By:
Its:

Organization/Individual

 Assistant Unit Director

By:
Its:

Organization/Individual

By:
Its:

Organization/Individual

By:
Its:

Description of work to be performed cont'd: Rebecca and Jenna will also work in accordance with the local rotary club to uphold public park standards.

Council Communication

Item Number: 4.

From: Timothy Morales, City Manager

Subject: Blanket Purchase Order for Restrictor Plates

Prepared By: Wayne Tornberg, Assisstant Superintendent of Maintenance & Service

Manager's Recommendation:

Approval of a purchase with Wendling Sheet Metal, Inc. for \$5,975.00 for the fabrication of 14-gauge galvanized restrictor plates for the Public Services Department, Maintenance and Service Division.

Justification:

To provide the best price possible, Maintenance and Service personnel obtained three quotes from a variety of proven vendors for the fabrication of 100 each, 14-gauge galvanized steel restrictor plates. The lowest quote was received on October 28, 2025 from Wendling Sheet Metal.

These restrictor plates are designed for installation within the catch basins of the sewer system. They are primarily used to control flow rates entering the sewer system during heavy rain events

By regulating the flow, the restrictor plates assist in reducing the possibility of sewer surcharging and basement flooding, which can occur when the system becomes overwhelmed. The flow control not only decreases the potential risk of property damage in the community but also extends the service life of the existing infrastructure.

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 Operation and Maintenance Fund, Maintenance and Service Division, Parts and Supplies Account 590-541.02-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

Attachments:

None

Council Communication

Item Number: 5.

From: Timothy Morales, City Manager

Subject: Gas Detector and Calibration Equipment Purchase

Prepared By: Sean Bryce

Manager's Recommendation:

Approval of a purchase with Municipal Emergency Services for \$3,464.84 for new gas detectors, sample pump, and calibration equipment for the Water and Wastewater Treatment Services Department, Water Treatment Division.

Justification:

Gas detectors are regularly used for confined spaces to ensure safe entry. The current gas detectors are 13 years old and in need of replacement. Two quotes from reputable vendors were sought, with the lowest quote from Municipal Emergency 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 Water Operations and Maintenance Fund, Treatment & Pumping Divisions Account No. 591-542.01-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

Attachments:

None

Council Communication

Item Number: 6.

From: Timothy Morales, City Manager

Subject: Grit Pump Impellers

Prepared By: John Frollo, Superintendent of Wastewater Treatment

Manager's Recommendation:

Approval of a purchase with Hamlett Environmental Technologies, a sole source, for \$8,272.00 for grit pump repair parts for the Water and Wastewater Treatment Services Department, Treatment and Pumping Division.

Justification:

On October 30, 2025, a sole-source quote was obtained for two grit pump impellers, used in the preliminary treatment system's grit removal process. These pumps transfer settled grit from incoming wastewater to the next stage in the process for dewatering and eventual disposal in landfills.

Capturing this grit is crucial to prevent damage to downstream components and potential plant process interruptions. While preventative maintenance is routinely performed to extend pump lifespan, the corrosive nature of grit slurry necessitates periodic replacement of major pump components.

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, Treatment and Pumping Division's, Parts and Supplies Account No. 590-542.02-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

Attachments:

None

**APPOINTMENT OF THE TRUSTEE AND ALTERNATE TRUSTEE
TO THE SAGINAW AREA STORM WATER AUTHORITY BOARD OF TRUSTEES**

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

WHEREAS: The City of Saginaw has previously joined the Saginaw Area Storm Water Authority, hereafter “Authority”, and is a constituent municipality pursuant to the Articles of Incorporation adopted by the Authority; and

WHEREAS: Each constituent municipality is required to periodically designate a constituent member and an alternate constituent member to serve on the Authority Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the following are hereby appointed as constituent member and alternate constituent member, respectively, of this City:

Trustee: Travis Hare
Alternate Trustee: Ronald Rangel

The above appointed trustee and alternate trustee will serve a four-year term from January 1, 2026 through December 31, 2030, or until otherwise replaced by the Saginaw City Council.

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 1, 2025; 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

APPROVING APPORTIONMENT OF OPERATIONAL COSTS AND ACCEPTING THE FISCAL YEAR 2026 BUDGET OF THE SAGINAW AREA STORM WATER AUTHORITY

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

WHEREAS: the City of Saginaw has previously joined the Saginaw Area Storm Water Authority, hereafter “Authority,” and is a constituent municipality pursuant to the Articles of Incorporation adopted by the Authority; and

WHEREAS: two–thirds (2/3) of the legislative bodies of the Member Municipalities are required to approve the apportionment of the annual operating costs of the Authority; and

WHEREAS: the Authority is required to file with the legislative bodies of the Member Municipalities an annual budget for the next fiscal year covering the proposed expenditures to be made for the organization and operation of the Authority.

NOW, THEREFORE, BE IT RESOLVED, that

- 1. The City of Saginaw apportionment of the 2026 annual operational costs for the Authority is accepted and approved as presented.
- 2. The City of Saginaw 2026 annual budget for the Authority is accepted and approved as presented, in the amount of \$8,980.56.

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 1, 2025; 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