



Saginaw City Council
Regular Meeting Agenda
Andersen Enrichment Center-Garden Room
120 Ezra Rust Dr.
January 25, 2019
8:30 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 7, 2019 regular council meeting minutes.
2. Approve the mid-year changes to the FY 2019 Personnel Complement.
3. Approve the filing of the 2019 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 18, 2019.
4. Approve the insurance policy renewal with Chubb/Federal Insurance Company; Hanover Insurance Group; Cincinnati Insurance Company; and Scottsdale Insurance Company effective February 1, 2019 to February 1, 2020, for a total of \$364,774.
5. Approve the blanket purchase with Verizon Connect for Vehicle Monitoring Systems for \$4,548.00 for the remainder of FY 2019 and \$9,096.00 annually for FY 2020 through FY 2022.
6. Ratification of a purchase with Versalift Midwest for \$2,344.50 for Forestry Truck repair parts for the Streets 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 7, 2019, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Kloc 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, and Mayor Floyd Kloc: 8. Council Members absent: Bill Ostash: 1.

ANNOUNCEMENTS

City Clerk Janet Santos announced the following:

- Saginaw City residents can put their fresh Christmas trees to the curb by 7:00 a.m. on their regular trash day throughout the month of January. You do not need to remove the ornaments.
- The City's Waste Convenience Station is open to City residents the second Saturday of the month from 8:00 a.m. to 12:00 p.m. at the Public Works building entrance located off Holland Avenue. City residents may dispose of items such as building materials, recycling for glass, plastic, and paper. The next collection day will be this Saturday, January 12th.
- City Hall will be closed Monday, January 21st for the Martin Luther King Jr. Holiday.
- The Holiday will not affect trash collection services.
- City Council will conduct their annual Strategic Planning Session during the next regular meeting to be held on Friday, January 25th at 8:30 a.m. at the Andersen Enrichment Center

PUBLIC HEARINGS

City Clerk Janet Santos announced the public hearing regarding an Amendment to the Urban Cooperation Agreement with Kochville Township to provide water services. Mayor Kloc called for comments three times. No comments were given.

Moved by Council Member Boensch, seconded by Mayor Pro Tem Moore to close the public hearing regarding an Amendment to the Urban Cooperation Agreement with Kochville Township to provide water services. 8 ayes, 0 nays, 1 absent. Motion approved.

PUBLIC INPUT

No members of the Public addressed the Council.

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGER

City Manager Tim Morales provided information updates on various meetings, events and city projects.

CONSENT AGENDA:

1. Approve the December 17, 2018 regular council meeting minutes.
2. Approve the amendment to the City Fees and Rates Schedule to increase the Non-Owner Occupied Dwelling Fee.
3. Approve the purchase with Pressure Vessel Testing for \$7,725.04 for eight 6000-psi air cylinders for the Fire Department.
4. Adopt the resolution authorizing sponsors of various community events to use amplifying equipment for 2019.
5. Adopt the resolution authorizing the sale and consumption of alcoholic beverages during various community events for 2019.
6. Approve the purchase with Tri County International Trucks for \$76,145 for a 2020 International MV607 SBA Cab and Chassis; and to Cannon Truck Equipment for \$120,796 for equipment installation for the Streets Section, Right of Way Division .
7. Adopt the resolution to approve the Cost Agreement with the Michigan Department of Transportation for the reconstruction of Mackinaw Street from Congress Avenue to State Street.
8. Ratification of a purchase with Ferguson Enterprises for \$5,439.39 for the rebuild of a boiler at the Weiss Retention Treatment Basin for the Remote Facilities Division.
9. Approve the purchase with DTN, LLC, a sole source, for \$4,368 to provide weather services for the Water Treatment Division.
10. Approve the purchase with Visual Inspection Systems, LLC for a total of \$3,000 for FY 2019 through FY 2021 for Pump and Motor Set Vibration Analysis for the Water Treatment Division.
11. Approve the extension of the Water Service Agreement with Kochville Township.
12. Approve the extension of the Urban Cooperation Agreement with Kochville Township.

Moved by Council Member Scherzer, seconded by Council Member Boensch to approve consent agenda items 1 through 12, as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

BOARD/COMMISSION/COMMITTEE REPORTS

Council Member Milne reported that the MBS International Airport Commission elected Greg Branch as Chairperson. The next meeting of the Commission has been cancelled and there will be a Marketing Committee meeting on January 17th.

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS

Moved by Council Member Boensch, seconded by Council Member Forbes to approve the following:

- the City Manager's appointment of Jeffrey Wood to the Downtown Development Authority with a term to expire December 31, 2022.
- the City Manager's reappointment of Todd Gregory to the Downtown Development Authority with a term to expire December 31, 2022.
- the Council reappointment of Bonnie Arnst to the Human Planning Commission with a term to expire December 31, 2020.

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

ORDINANCE CONSIDERATION AND ADOPTION

Moved by Mayor Pro Tem Moore, seconded by Council Member Boensch to adopt an ordinance to amend Chapter 110, of Title XI, "Business Regulations," by amending §110.37 titled, "General Business License," of the City of Saginaw Code of Ordinances, O-204. 8 ayes, 0 nays, 1 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Boensch, seconded by Mayor Pro Tem Moore to adjourn the meeting at 7:04 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Janet Santos, CMMC/MMC
City Clerk

From: Timothy Morales, City Manager
Subject: FY 2019 Mid-Year Personnel Complement Changes
Prepared by: Beth Carson Church, Assistant Human Resource Director

Manager's Recommendation:

I recommend approval of the following mid-year changes to the 2018 – 2019 Personnel Complement as reflected in the attached sheets. Such changes stem from efforts to structure employee job duties and responsibilities in such ways as to continue the delivery of effective yet efficient City services while monitoring costs as appropriate.

Justification:

Each job vacancy is examined by the Management Review Team to ensure it is filled at an appropriate staffing level with an appropriate wage. In addition, the Team continuously examines current staffing within departments and recommends staffing changes as needed. The result of such recent activity is an overall recommended staffing decrease of 0.1 full-time employees with an overall wage cost impact of \$3,430 to the General Fund.

Council Action:

Motion to approve the recommendation of the City Manager.

FY2019 PROPOSED MID-YEAR PERSONNEL COMPLEMENT CHANGES
Effective January 1, 2019

ADDITIONS TO STAFF

Dept./Division	Job Title	Pay Grade	FTE	Mid-Year Cost	Funding
<u>Finance</u>					
Customer Accounting	Office Assistant III	O-3	2.00	\$29,536	NGF
	Skilled Clerical I (PT)	\$11.00 - \$13.00	1.40	\$16,016	NGF
<u>Fire</u>					
Administration	Administrative Professional	O-4	1.00	\$16,130	GF
<u>General Government</u>					
Office of the City Clerk	Skilled Clerical I (PT)	\$11.00 - \$13.00	0.70	\$8,008	GF
<u>Inspections</u>					
	Code Enforcement Inspector	A-26	1.00	\$20,838	60% GF 40% NGF
<u>Public Services</u>					
Engineering	ROW Permits Technician	A-31	1.00	\$23,642	30% GF 70% NGF
			Total:	7.10	\$114,170

DELETIONS TO STAFF

Dept./Division	Job Title	Pay Grade	FTE	Mid-Year Cost	Funding
<u>Finance</u>					
Customer Accounting	Utilities Collection Coordinator	A-23	1.00	\$19,409	NGF
	Skilled Clerical I (PT)	\$11.00 - \$13.00	1.40	\$16,016	NGF
<u>Fire</u>					
Administration	Skilled Clerical I (PT)	\$11.00 - \$13.00	0.70	\$8,008	GF
<u>Inspections</u>					
	Dangerous Building Inspector	A-26	1.00	\$20,838	60% GF 40% NGF
<u>Public Services</u>					
Engineering	Engineering Assistant	A-29	1.00	\$22,445	30% GF 70% NGF
<u>Technical Services</u>					
	Skilled Clerical I (PT)	\$11.00 - \$13.00	2.10	\$24,024	NGF
			Total:	7.20	\$110,740

FY2019 PROPOSED MID-YEAR PERSONNEL COMPLEMENT CHANGES

SUMMARY OF ACTION TAKEN

	<u>FTE</u>	<u>Cost Impact</u>
Additions to Staff	7.10	\$114,170
Deletions to Staff	(7.20)	(\$110,740)
Reclassifications/Reallocations	0.00	\$0
Total:	(0.10)	\$3,430

<u>Funding</u>	
\$16,490	GF
(\$13,060)	NGF
\$3,430	

From: Timothy Morales, City Manager
Subject: 2019 Single Lot Special Assessment Tax Roll
Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend that the 2019 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 18, 2019; and that the City Clerk is hereby directed to post a public notice of said hearing.

Justification:

The City Engineer filed the 2019 Single Lot Special Assessment Tax Roll with the City Clerk on January 11, 2019, for the following assessments:

1. Nuisances: Yard Violations, Board Ups, and Wrecker Service – YV19, BU19 & WR19
2. False Alarms: Fire & Police - PF19
3. Sewer Connections - SEW19
4. Demolitions - DMG19
5. Sidewalk Replacements - SW 119 & SW219

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.

From: Timothy Morales, City Manager

Subject: February 1, 2019 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, 2019 to February 1, 2020, for a total cost of \$364,774.

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, 2019 to February 1, 2020. 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 \$215,894 and this year's premium is \$216,537 which includes a Terrorism Coverage charge of \$5,397. This is an increase of \$643 over last year's premium due to the addition of the electronic sign at City Hall and a slight 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.

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 \$33,973 and this year's premium is \$33,858 which is a decrease of \$115. 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 \$82,807 which is an increase of \$657. 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 \$11,232 which is the same as last year. 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. Last year's premium was \$11,974 and this year's premium is \$12,575 which is an increase of \$601.

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.

The 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. 677-1762-806.000, with \$151,990 to be expended from the FY2019 budget and \$212,784 from the FY2020 budget.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Verizon Connect Service
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend the approval of a blanket purchase with Verizon Connect for Vehicle Monitoring for \$4,548.00 for the remainder of FY 2019 and for \$9,096.00 annually for FY 2020 through FY 2022.

Justification:

The Public Services Department recently purchased GPS and diagnostic hardware systems for installation on 40 specified vehicles and equipment. This Vehicle Monitor System will provide real time via text, e-mail, and computer access, GPS location, powertrain, tire, emissions status, vehicle usage, idling time, and speed notifications which will be helpful for departmental supervision and fleet maintenance. Additional plowing and salting associated with GPS location information is also available for public informational benefits. This is a U. S. General Services Administration contract number GS-07F-5559R purchase.

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.

The Agreement has been approved by me as to substance and City Attorney as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Ratification of Emergency Purchase for Forestry Truck Repair Parts
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend the ratification of the emergency purchase order issued to Versalift Midwest for \$2,344.50 for Forestry Truck Repair Parts for the Streets Division.

Justification:

On January 11, 2019, emergency purchase order number 505236 was issued to Versalift Midwest for a bucket and liner for Forestry truck No. 53-0844, a 2001 Freightliner with a Versa Lift bucket system, which requires repairs to the bucket system. Versalift Midwest of Shelby Twp, MI is the sole source vendor for this manufacturer for this area. This truck is used in the daily maintenance of the City's 60,000 plus parkway trees, and also in emergency situations for storm damage, trimmings, and removals. As an emergency response vehicle, it must be maintained in a constant state of readiness and this is a necessary repair for this vehicle to remain in service. We determined the most prudent course of action was to request an emergency purchase order and immediately order the needed parts for our staff to repair it.

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

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

Council Action:

Motion to approve the recommendation of the City Manager.