



## **Saginaw City Council Agenda**

1315 S. Washington Avenue  
Council Chamber - Room 205  
989.399.1311  
December 3, 2018  
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. Fiscal Year 2018 Annual Audit, Jamie L. Rivette, CPA, Principal, Yeo & Yeo Financial Services.

### CONSENT AGENDA:

1. Approve the November 26, 2018 regular council meeting minutes.
2. Approve the 2019 City Council meeting schedule.
3. Approve to increase the blanket purchase orders to various vendors by \$25,500, for a new total of \$82,000, for vehicle parts and supplies for the Garage Division.
4. Approve to increase the 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.
5. Approve to increase the blanket purchase order to Engel's Auto Body by \$4,000, for a new total of \$17,000, for vehicle services for the Garage Division.
6. Approve the purchase with Todd Wenzel Buick GMC for \$31,754.90 for a 2019 GMC Sierra 2500 HD Double Cab pickup truck equipped as specified for the Maintenance and Service Division.
7. Approve the purchase with Todd Wenzel Buick GMC for \$25,370.70 for a 2019 GMC Sierra 1500 pickup truck equipped as specified for the Maintenance and Service Division.

8. Approve the purchase with Todd Wenzel Buick GMC for \$46,794.40 for a 2019 GMC Sierra 3500HD Mini Dump truck equipped as specified for the Streets Division.
9. Approve the purchase with Todd Wenzel Buick GMC for \$42,479.40 for a 2019 GMC Sierra 3500 HD Stake Rack truck equipped as specified for the Traffic Engineering Division.
10. Approve the purchase with Shults Equipment, LLC for \$14,500 for 50 snowplow blades for the Streets Section, Right of Way Division.
11. Approve the purchase with BendPak, Inc. for \$5,723 for a Ranger model R-26FLT truck tire changer for the Motor Pool Division.
12. Approve the purchase with MTF Equipment Sales, Inc. for \$5,769 for a COATS Model 1400-2D tire balancer for the Motor Pool Division.
13. Approve the purchase with CorrPro Companies, Inc. for a total of \$5,130 for FY 2019 through FY 2021 for maintenance services of the cathodic protection systems for the Water Treatment Plant.
14. Ratification of a purchase with York Electric for an amount not to exceed \$75,000 for the repair of two pump motors for the Water Treatment Division.

**BOARD/COMMISSION/COMMITTEE REPORTS:**

**APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS:**

1. Approve the Mayoral appointment of Paul Reinsch, Thomas Darnell, Carissa Hillman, Ron Sharp, and Rick Hopper to the Saginaw Water System Advisory Council each with a term to expire December 3, 2022.

**ORDINANCE INTRODUCTION:**

**ORDINANCE CONSIDERATION AND ADOPTION:**

**RESOLUTIONS:**

1. Adopt the authorization to accept payments by financial transaction devices.
2. Eliminate the deficit fund balance in the Andersen Enrichment Center Operation Fund.

**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, NOVEMBER 26, 2018, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Council Member Clint Bryant offered a prayer and led the pledge of allegiance of the United States of America.

Clerk Santos announced that the newly elected Council Members are Autumn Scherzer and Bill Ostash, and the two re-elected Council Members are Brenda Moore and Michael Balls. Also, that all four have taken their oath of office and are ready to serve the community.

ROLL CALL

City Clerk Janet Santos called the meeting to order. Council Members present: Jamie Forbes, Clint Bryant, Annie Boensch, Floyd Kloc, Brenda Moore, John Milne, Michael Balls, Bill Ostash, and Autumn Scherzer: 9. Council Members absent: 0.

The first order of business was the election of a Mayor. Clerk Santos called for nominations. Council Member Milne nominated Council Member Kloc, which he accepted. Clerk Santos called for nominations two additional times and hearing no other nominations, closed the nominations for Mayor. Clerk Santos proceeded with a roll call vote as follows:

|                         |            |
|-------------------------|------------|
| Council Member Balls    | Floyd Kloc |
| Council Member Boensch  | Floyd Kloc |
| Council Member Bryant   | Floyd Kloc |
| Council Member Forbes   | Floyd Kloc |
| Council Member Milne    | Floyd Kloc |
| Council Member Moore    | Floyd Kloc |
| Council Member Ostash   | Floyd Kloc |
| Council Member Scherzer | Floyd Kloc |

Having received the majority vote, Floyd Kloc was elected as the Mayor of the City of Saginaw. Clerk Santos administered the oath of office. Mayor Kloc took his seat and proceeded with the election of Mayor Pro Tem.

Mayor Kloc called for nominations for Mayor Pro Tem. Council Member Balls nominated Council Member Brenda Moore, which she accepted. Mayor Kloc called for nominations two additional times and hearing no other nominations closed the nominations. Clerk Santos conducted a roll call vote as follows:

|                         |              |
|-------------------------|--------------|
| Council Member Balls    | Brenda Moore |
| Council Member Boensch  | Brenda Moore |
| Council Member Bryant   | Brenda Moore |
| Council Member Forbes   | Brenda Moore |
| Council Member Milne    | Brenda Moore |
| Council Member Moore    | Brenda Moore |
| Council Member Ostash   | Brenda Moore |
| Council Member Scherzer | Brenda Moore |
| Mayor Kloc              | Brenda Moore |

Having received the majority vote, Brenda Moore was elected as Mayor Pro Tem of the City of Saginaw. Clerk Santos administered the oath of office. Mayor Pro Tem Moore took her seat next to the Mayor.

#### ANNOUNCEMENTS

City Clerk Janet Santos announced the following:

- The City's Yard Waste Collection will continue on your regular collection day and has been extended through December 7<sup>th</sup>.
- City Council's next regular meeting will be held on Monday, December 3<sup>rd</sup> at 6:30 p.m.

#### PUBLIC INPUT

Public input addressing the Council was: Larry Toft, and Joe Loperena.

#### REMARKS OF COUNCIL

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

#### REPORTS FROM CITY MANAGER

City Manager Tim Morales introduced Sarah Kile, Executive Director of 211 Northeast Michigan. Ms. Kile presented information and data of the 211 Northeast Region.

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

#### CONSENT AGENDA:

1. Approve the November 5, 2018 regular council meeting minutes.
2. Approve the purchase with Tri County International Trucks for \$274,173 for three 2019 International HV607 SBA Cab and Chassis; and to Truck and Trailer Specialties, Inc. for \$104,945 for dump truck equipment installation for the Maintenance and Service Division.

Moved by Council Member Bryant, seconded by Mayor Pro Tem Moore to approve consent agenda items 1 and 2, as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

#### BOARD/COMMISSION/COMMITTEE REPORTS

Council Member Ostash reported the Historic District Commission reviewed and approved several applications for Old Town area projects.

#### RESOLUTIONS

Moved by Council Member Boensch, seconded by Council Member Scherzer to adopt the resolution authorizing for Change to the Standard Street Lighting Contract and Bill of Sale with Consumers Energy Company in the amount of \$1. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Council Member Boensch, seconded by Mayor Pro Tem Moore to adopt the resolution to create the Saginaw Water System Advisory Council. 9 ayes, 0 nays, 0 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Balls, seconded by Council Member Bryant to adjourn the meeting at 7:29 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

Janet Santos, CMMC/MMC  
City Clerk

**From:** Timothy Morales, City Manager  
**Subject:** 2019 Council Meeting Schedule  
**Prepared by:** Janet Santos, City Clerk

**Manager's Recommendation:**

I recommend approval of the 2019 City Council Meeting Schedule.

**Justification:**

The City Charter of the City of Saginaw, Chapter IV, Legislation, Regular Meetings, Section 18, states in part, ".....the council shall meet at least twice monthly." The 2019 schedule is established in accordance with the Saginaw City Charter with a start time of 6:30 p.m. unless otherwise noted. The schedule is posted in compliance with requirements of Act 267, P.A. 1976, for the dates as follows:

|           |                                              |
|-----------|----------------------------------------------|
| JANUARY   | 7<br>25 Strategic Planning at 8:30 a.m.      |
| FEBRUARY  | 4 and 18                                     |
| MARCH     | 4<br>18 Student Government Day at 12:00 p.m. |
| APRIL     | 1 and 15                                     |
| MAY       | 6 and 20                                     |
| JUNE      | 3 and 17                                     |
| JULY      | 8 and 22                                     |
| AUGUST    | 5 and 19                                     |
| SEPTEMBER | 9 and 23                                     |
| OCTOBER   | 7 and 21                                     |
| NOVEMBER  | 4 and 18                                     |
| DECEMBER  | 2 and 16                                     |

**Council Action:**

Motion to approve the recommendation of the City Manager.



**SAGINAW CITY COUNCIL**  
1315 S. Washington Avenue  
Council Chamber - Room 205  
989.759.1405

The 2019 schedule is established in accordance with Section 18 of the Saginaw City Charter and posted in compliance with requirements of Act 267, P.A. 1976.

Regular meetings are held on Monday evenings at 6:30 p.m. in the Council Chambers, room 205, unless otherwise noted.

|           |                                              |
|-----------|----------------------------------------------|
| JANUARY   | 7<br>25 Strategic Planning at 8:30 a.m.      |
| FEBRUARY  | 4 and 18                                     |
| MARCH     | 4<br>18 Student Government Day at 12:00 p.m. |
| APRIL     | 1 and 15                                     |
| MAY       | 6 and 20                                     |
| JUNE      | 3 and 17                                     |
| JULY      | 8 and 22                                     |
| AUGUST    | 5 and 19                                     |
| SEPTEMBER | 9 and 23                                     |
| OCTOBER   | 7 and 21                                     |
| NOVEMBER  | 4 and 18                                     |
| DECEMBER  | 2 and 16                                     |

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Janet Santos, CMMC/MMC  
City Clerk

**From:** Timothy Morales, City Manager  
**Subject:** Increase Blanket Purchase Order for Vehicle Parts  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend the approval to increase blanket purchase orders issued for FY 2019 to various vendors by \$25,500, for a new total of \$82,000, for vehicle parts and supplies for the Garage Division.

**Justification:**

On July 9, 2018, the listed purchase orders below were approved to vendors in amounts totaling \$56,500. The City's Municipal Garage requires parts sold by these vendors for various repairs of fleet vehicles from July 1, 2018 to June 30, 2019.

In FY 2018, the garage spent \$50,328.45 on Tires from Tireman Auto Service. In the current fiscal year we have spent \$31,935.06, leaving a balance of \$13,064.94. The garage has replaced multiple large tires on packer trucks, loaders, and plow trucks due to wear. Tireman provides tires for all vehicles used by the City of Saginaw at MiDeal contract pricing.

In FY 2018, the garage spent \$4,476.50 on parts from Truck and Trailer. In the current fiscal year we have spent \$4,385.57, leaving a balance of \$2,114.43. The garage purchases parts for 7 and 10 yard dump trucks, and plow trucks from this vendor. Truck and Trailer provides the needed parts for these trucks at MiDeal contract pricing.

In FY 2018, the garage spent \$3,848.33 on parts from Wilson Ford. In the current fiscal year we have spent \$3,494.37, leaving a balance of \$1,905.63. As warranties continue to run out on the vehicles purchased more than 3 years ago, it is expected that we will make more purchases with this vendor. The garage purchases Original Equipment parts for police patrol cars and pickup trucks used by Maintenance and Service from this vendor.

There are no feasible means to predetermine what parts will be needed to be replaced on these vehicles. To issue individual purchase orders is costly and administratively time consuming. The Garage Division's personnel obtain price quotes for parts and services awarding purchases to the lowest and best vendor for each item. The original blanket purchase order (PO) information is as follows:

| <u>PO<br/>Number</u> | <u>Vendor</u>                 | <u>Current PO<br/>Amount</u> | <u>Recommended<br/>Increase</u> | <u>New Total PO<br/>Amount</u> |
|----------------------|-------------------------------|------------------------------|---------------------------------|--------------------------------|
| 0503771              | Tire Man Auto Service         | \$45,000                     | \$15,000                        | \$60,000                       |
| 0503797              | Truck And Trailer, Lake Orion | \$ 6,500                     | \$ 7,500                        | \$14,000                       |
| 0503775              | Wilson Ford Lincoln           | <u>\$ 5,400</u>              | <u>\$ 2,600</u>                 | <u>\$ 8,000</u>                |
| <b>Total</b>         |                               | \$56,500                     | \$25,500                        | \$82,000                       |

These vendors 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 Operation's Division's Motor Vehicle Supplies Account No. 661-4481-737.000, \$25,500, and will be accounted for in the Motor Pool Operation Fund, Inventory Account No. 661-0000-110.001.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Increase Blanket Purchase Order for Motor Pool Supplies  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend the approval to increase a blanket purchase order issued for FY 2019 to Larry's Auto Parts by \$2,100, for a new total of \$4,000, for vehicle supplies for the Garage Division.

**Justification:**

On July 1, 2018, purchase order 503783 was created for Larry's Auto Parts in the amount of \$1,900. The City's Municipal Garage requires supplies and small equipment sold by Larry's Auto Parts to be used in the support of the maintenance and repair of the City's fleet.

In FY 2018, the garage spent \$4,161.95 on supplies for the Garage. In the current fiscal year we have spent \$1,362.73, leaving a balance of \$537.57. The garage purchases supplies such as batteries, gloves, drain pans, floor dry, etc.

There are no feasible means to predetermine what supplies will be needed for repairs or replacements within the motor pool garage. To issue individual purchase orders is costly and administratively time consuming. The Garage Division's personnel obtain price quotes for parts and supplies, awarding purchases to the lowest and best vendor for each item. The original blanket purchase order (PO) information is as follows:

| <b><u>PO<br/>Number</u></b> | <b><u>Vendor</u></b> | <b><u>Current PO<br/>Amount</u></b> | <b><u>Recommended<br/>Increase</u></b> | <b><u>New Total PO<br/>Amount</u></b> |
|-----------------------------|----------------------|-------------------------------------|----------------------------------------|---------------------------------------|
| 0503783                     | Larry's Auto Parts   | \$1,900                             | \$2,100                                | \$4,000                               |

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 Operation's Division's Parts and Supplies Account No. 661-4481-742.000, \$2,100.00.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Increase Blanket Purchase Order  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend the approval to increase a blanket purchase order issued for FY 2019 to Engel's Auto Body by \$4,000, for a new total of \$17,000, for vehicle services for the Garage Division.

**Justification:**

The City's Municipal Garage requires the services of Engel's Auto Body for various repairs of fleet vehicles pertaining to damage from vehicle accidents, fatigue and corrosion from July 1, 2018 to June 30, 2019.

In FY 2018, the garage spent \$7,505.78 with Engel's Auto Body. In the current fiscal year we have spent \$7,472.75, leaving a balance of \$5,527.25. After receiving competitive quotes for each incident the garage has sent multiple vehicles to Engel's Auto Body for body repairs; and as we approach the winter months, we anticipate a further need for these services.

There are no feasible means to predetermine what services will be needed. Issuing individual purchase orders (PO) is costly and administratively time consuming. The Garage Division's personnel obtain price quotes for parts and services awarding purchases to the lowest and best vendor for each item. The original blanket purchase order (PO) information is as follows:

| <b><u>PO<br/>Number</u></b> | <b><u>Vendor</u></b> | <b><u>Current PO<br/>Amount</u></b> | <b><u>Recommended<br/>Increase</u></b> | <b><u>New Total PO<br/>Amount</u></b> |
|-----------------------------|----------------------|-------------------------------------|----------------------------------------|---------------------------------------|
| 0503788                     | Engel's Auto Body    | \$13,000                            | \$ 4,000                               | \$ 17,000                             |

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's Division's Motor Vehicle Repairs Account No. 661-4481-931.000, \$4,000.00.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Purchase Pickup Truck  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with Todd Wenzel Buick GMC for \$31,754.90 for a 2019 GMC Sierra 2500HD Double Cab Pickup truck equipped as specified for the Maintenance and Service Division.

**Justification:**

The Maintenance and Services Division has budgeted in FY 2019 to purchase a 2019 GMC Sierra 2500HD Double Cab Pickup truck. This truck will be used by the Maintenance and Service Division Foreman during daily operations and in emergency situations to support the supervision of the maintenance and repairs of utilities in the City on over 600 miles of water and sewer main and out City on over 110 miles of transmission mains that serve Saginaw, parts of Bay, and Tuscola Counties. This purchase will be made using State bid pricing per contract number 071B7700184, MiDeal Spec #4WDL-0076.

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, Water Surplus Division's Vehicles Account No. 591-4740-982.000 \$15,877.45, and the Sewer Operations and Maintenance Fund, Sewer Surplus Division's Vehicles Equipment Account No. 590-4840-982.000 \$15,877.45.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Replacement Pickup Truck  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with Todd Wenzel Buick GMC for \$25,370.70 for a 2019 GMC Sierra 1500 Pickup truck equipped as specified for the Maintenance and Service Division.

**Justification:**

The Maintenance and Service Division has budgeted in FY 2019 to replace a 2006 GMC 1/2 ton pickup with over 91,000 miles scheduled for replacement in 2016 that will be sold at auction. This truck has extensive rust and fatigue to the body, frame, and driveline, along with mechanical and electrical issues making it expensive to maintain in a daily use condition. This truck is used daily and required for emergency situations in the maintenance and repair of the City of Saginaw's, water and sewer infrastructure system that serves Saginaw, parts of Bay, and Tuscola Counties. Operating efficiency, operator safety, and loss of productivity due to down time contribute to the need to replace this vehicle. This purchase will be made using State bid pricing per contract number 071B7700184, MiDeal Spec # LDT-0082.

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, Water Surplus Division's Vehicles Account No. 591-4740-982.000 \$12,685.35, and the Sewer Operations and Maintenance Fund, Sewer Surplus Division's Vehicles Equipment Account No. 590-4840-982.000 \$12,685.35.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Replacement Mini Dump Truck  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with Todd Wenzel Buick GMC for \$46,794.40 for a 2019 GMC Sierra 3500HD Mini Dump truck equipped as specified for the Streets Division.

**Justification:**

The Streets Division has budgeted in FY 2019 to replace a 1999 Chevrolet Silverado 1 ton dump truck with 110,513 miles scheduled for replacement in 2009 that will be sold at auction. This truck has extensive rust and fatigue to the body, frame, and driveline, along with mechanical and electrical issues making it expensive to maintain in a daily use condition. This vehicle is used daily to perform maintenance and repairs on major and local streets, hauling loads, pulling trailers with large mounted equipment, and plowing dead ends, courts, and off street parking. This purchase will be made using State bid pricing per contract number 071B7700184, MiDeal Spec # 4WDM-0111.

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 Streets Fund, Routine Maintenance Division's Vehicles Account No. 202-4651-982.000 \$35,095.80, and the Major Streets Fund, Winter Maintenance Division's Vehicles Account No. 202-4655-982.000 \$11,698.60.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Replacement Stake Rack Truck  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with Todd Wenzel Buick GMC for \$42,479.40 for a 2019 GMC Sierra 3500HD Stake Rack truck equipped as specified for the Traffic Engineering Division.

**Justification:**

The Traffic Engineering Division has budgeted in FY 2019 to replace a 2001 Chevrolet F350 Stake Rack with over 118,000 miles scheduled for replacement in 2011 that will be sold at auction. This truck has extensive rust and fatigue to the body, frame, and driveline, along with mechanical and electrical issues making it expensive to maintain in a daily use condition. This vehicle is used daily for barricade set-up for Maintenance and Service's road repair, special events, and emergency road closures. This purchase will be made using State bid pricing per contract number 071B7700184, MiDeal Spec # 4WDM-0111.

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 Streets Fund, Traffic Engineering Division's Vehicles Account No. 202-4621-982.000 \$31,859.55, the Water Operations and Maintenance Fund, Maintenance and Service Division's Vehicles Account No. 591-4721-982.000 \$6,371.91 and the Sewer Operations and Maintenance Fund, Maintenance and Service Division's Vehicles Account No. 590-4821-982.000 \$4,247.94.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Purchase of Snowplow Blades  
**Prepared by:** Beth London, Public Services Department

**Manager's Recommendation:**

I recommend the approval of a purchase with Shults Equipment, LLC for \$14,500 for 50 snowplow blades for the Streets Section, Right of Way Division.

**Justification:**

On November 6, 2018, three qualified bids were received for 50 snowplow blades for the Streets Section of the Right of Way Division. Shults Equipment, LLC of Ithaca, Michigan provided the lowest bid with the specified plow blade dimensions. These blades are needed to replace worn out blades used for snow and ice removal. The bids received are listed below:

| <b><u>Vendor</u></b>                        | <b><u>Cost</u></b> |
|---------------------------------------------|--------------------|
| Shults Equipment, LLC<br>Ithaca, MI         | \$14,500.00        |
| Heights Truck Equipment<br>Williamsburg, MI | \$15,449.00        |
| Truck & Trailer Specialties<br>Howell, MI   | \$18,500.00        |

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 Major Streets Fund, Winter Maintenance Division's Parts and Supplies Account No. 202-4655-742.000.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Tire Changer Replacement – Motor Pool Division  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with BendPak, Inc. for \$5,723.00 for a Ranger model R-26FLT truck tire changer for the Motor Pool Division.

**Justification:**

On November 3, 2018, quotes were received for a replacement tire changer. The current heavy duty tire changing machine is over 25 years old, failing, unable to assist in changing the larger tires that are used on heavy duty trucks and backhoes, and will be sold at auction. The Motor Pool operation changes and repairs over 500 tires of various sizes per year. This type of equipment assists in completing this safely and efficiently. Each of the models quoted meets all specifications requested and the department has evaluated each of these units and determined that each would fill the needs of the department. This purchase will be made using the manufacturer's direct municipal quote. The following is a listing of the quotes received:

| <b><u>Vendor</u></b>   | <b><u>Quote Source</u></b> | <b><u>Total Cost</u></b> |
|------------------------|----------------------------|--------------------------|
| BendPak Model R-26FLT  | Manufacturer's Municipal   | \$ 5,723.00              |
| SnapOn Model EEWHT8026 | MiDeal                     | \$13,409.00              |
| COATS Model CHD-6330   | HGACBuy                    | \$13,925.00              |

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 Motor Pool Operations Fund, Garage Operations Division's, Shop Equipment Account No. 661-4481-979.000 \$5,723.00.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Motor Pool Division - Tire Balancer Replacement  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase with MTF Equipment Sales, Inc. for \$5,769.00 for a COATS Model 1400-2D tire balancer for the Motor Pool Division.

**Justification:**

On November 1, 2018, Government Cooperative Contract Quotes were received for a replacement tire balancer. The Motor Pool's 20 year old tire balancing machine has had several failures recently related to normal use creating safety concerns and work flow disruptions. The replacement COATS model incorporates additional safety and production enhancing improvements. The Motor Pool operation changes and repairs over 500 tires of various sizes per year and this type of equipment assists in completing this safely and efficiently. This purchase will be made using HGACBuy pricing per contract number FL03-17. The following is a listing of the quotes received:

| <b><u>Vendor</u></b>   | <b><u>Quote Source</u></b> | <b><u>Total Cost</u></b> |
|------------------------|----------------------------|--------------------------|
| COATS Model CHD-6330   | HGACBuy                    | \$5,769.00               |
| SnapOn Model EEWHT8026 | MiDeal                     | \$6,160.62               |

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 Operations Fund, Garage Operations Division's, Shop Equipment Account No. 661-4481-979.000 \$5,769.00.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** 3-Year Extension of Cathodic Protection Maintenance Services  
**Prepared by:** Theodore Bomba, Water and Wastewater

**Manager's Recommendation:**

I recommend the approval of a purchase with Corrpro Companies, Inc. for a total of \$5,130.00 for FY 2019 through FY 2021 for maintenance services of the cathodic protection systems in the Water Treatment Division.

**Justification:**

On August 11, 2015, two qualified vendors submitted bids in response to the City of Saginaw's request for Proposal #1316-15 for three years of cathodic protection systems maintenance services consisting of maintenance of cathodic protection systems in the ground storage reservoirs at two booster stations and the elevated wash water tower at the water treatment plant. Cathodic protection systems extend the life of metallic components and provide for more efficient use of existing infrastructure by effectively reducing the capital outlay necessary for repair and replacement. The bid was awarded to Corrpro Companies, Inc. The bid pricing ended on June 30, 2018. Corrpro has agreed to extend the previous bid pricing for FY 2019 through FY 2021. The extension is supported due to the fact that the pricing will remain unchanged, Corrpro has consistently been awarded the bid and the previous sole competitor is no longer in business.

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 Division's Service Fees Account No. 591-4730-824.000. Funds will be budgeted in the same account for subsequent fiscal years as approved, pending approval of future year budgets.

**Council Action:**

Motion to approve the recommendation of the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Ratification – Emergency Service on Pump Motors #2 and #4  
**Prepared by:** Paul D. Reinsch, Water & Wastewater

**Manager's Recommendation:**

I recommend ratification of a purchase with York Electric for an amount not to exceed \$75,000.00 for the repair of two pump motors for the Water Treatment Division.

**Justification:**

On October 23, 2018, purchase order number 504831 was issued to York Electric when problems were experienced while testing pump motors at the plant. With the recent repair of high service pump #1 on September 5, 2018, it was prudent to have other synchronous motors of similar age tested. Synchronous motors provide service at a lower electrical cost, making it important that the pump motors be repaired and returned to service as quickly as possible. The full test could not be completed on either pump due to failure of the initial insulation test. Continued testing could have resulted in complete failure of motor windings. We removed pump motor #4 for shipment to York Electric for full cleaning, testing and a quote for repair. Once repairs to #4 are complete, we will remove #2 for the same process. Repairs are expected to be similar to the complete rewind and repair of #1 at \$31,000.00. Costs could be more or less, depending on level of repair needed. New synchronous motor estimates are from \$80,000.00 to \$100,000.00.

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 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.

**From:** Timothy Morales, City Manager  
**Subject:** Financial Transaction Device Payment Acceptance  
**Prepared by:** Lori Brown, Finance Director

**Manager's Recommendation:**

It is recommended that the City adopt a resolution establishing acceptance of payments by financial transaction devices.

**Justification:**

Public Act 280 of 1995 (MCL §129.221-129.224) authorizes the acceptance of payment by financial transaction device, such as credit card, debit card or electronic funds transfer cards for amounts collected by the City, provided the same is authorized by the local unit's governing body.

On March 7, 2011, City Council approved an agreement with Official Payments Corporation to accept credit and debit card transactions and began accepting those types of financial transactions. On January 12, 2015, City Council approved an agreement with Point and Pay, LLC and they remain our current vendor for credit and debit card transactions. Although the City has a Council approved agreement for credit card transactions, the City does not have a resolution approving the acceptance of such payments.

Approval of the resolution ensures the City is in compliance with state statute and demonstrates the City's continued intent to be transparent and fiscally responsible.

**Council Action:**

This Council Communication is for informational purposes of the resolution to be adopted.

## ESTABLISHING PAYMENTS BY ELECTRONIC TRANSACTION DEVICE

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

**WHEREAS:** Public Act 280 of 1995 (MCL §§129.221-129.224) authorizes local units to accept payment by financial transaction device, such as credit card, debit card or electronic funds transfer card, for amounts collected by the City, provided the same is authorized by the City Council; and

**WHEREAS:** The City Council has determined that the acceptance of payments by financial transaction device is a convenience for the both the residents of the City of Saginaw and City staff; and

**WHEREAS:** The City shall not bear any fees for accepting payments by financial transaction device; and

**WHEREAS:** The City Treasurer currently has written policies and procedures in place in regards to the acceptance of financial transaction device payments.

**NOW THEREFORE BE IT RESOLVED,** that the City of Saginaw hereby adopts and approves the acceptance of payments by financial transaction devices.

**BE IT FURTHER RESOLVED,** that the City Treasurer and/or Finance Director are responsible for determining the types of financial transaction device payments that will be accepted by the City of Saginaw and adopting such other policies and procedures as may be necessary relating to same.

Ayes:

Nays:

Absent:

Abstain:

## RESOLUTION DECLARED ADOPTED

I, Janet Santos, 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 3, 2018; 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.

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Janet Santos, CMMC/MMC  
City Clerk

**ELIMINATION OF THE DEFICIT FUND BALANCE**  
**IN THE ANDERSEN ENRICHMENT CENTER OPERATION FUND**

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

**WHEREAS:** the City of Saginaw's Andersen Enrichment Center Operation Fund has a \$24,117 deficit fund balance as of June 30, 2018; and

**WHEREAS:** Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

**NOW, THEREFORE, BE IT RESOLVED,** that the City of Saginaw's legislative body adopts the following as the City of Saginaw Andersen Enrichment Center Operation Deficit Elimination Plan:

| City of Saginaw                                     |             |             |            |           |
|-----------------------------------------------------|-------------|-------------|------------|-----------|
| Andersen Center Operations Deficit Elimination Plan |             |             |            |           |
|                                                     |             |             |            |           |
|                                                     | 2018        | 2019        | 2020       | 2021      |
| <b>Fund Balance (Deficit) - July 1</b>              | \$ (49,130) | \$ (24,117) | \$ (5,020) | \$ 14,184 |
| <b>Revenue</b>                                      |             |             |            |           |
| Andersen Center Grants                              | 27,676      | 23,500      | 23,500     | 23,500    |
| Andersen Center Rentals                             | 51,792      | 51,010      | 51,520     | 52,035    |
| Andersen Center Events                              | 7,669       | 10,000      | 10,000     | 10,000    |
| Transfers                                           |             | -           | -          | -         |
| Interest                                            | 73          |             |            |           |
| Other Revenue - Building Rent                       | 5,000       | 3,000       | 3,000      | 3,000     |
| <b>Total Revenue</b>                                | \$ 92,209   | \$ 87,510   | \$ 88,020  | \$ 88,535 |
| <b>Expenditures</b>                                 |             |             |            |           |
| Salaries & Wages                                    | 32,687      | 33,072      | 33,072     | 33,813    |
| Benefits                                            | 2,417       | 2,420       | 2,420      | 2,474     |
| Supplies                                            | 2,865       | 5,041       | 5,041      | 5,041     |
| Professional Services                               |             | -           | -          | -         |
| Employment Agency Fees                              |             | -           | -          | -         |
| Operating Services                                  | 6,273       | 6,659       | 6,825      | 6,996     |
| Insurance                                           | 2,402       | 2,555       | 2,619      | 2,684     |
| Utilities                                           | 8,411       | 9,425       | 9,425      | 9,425     |
| Water/Sewer                                         | 4,445       | 5,125       | 5,253      | 5,384     |
| General Repairs                                     | 1,605       | 1,000       | 1,000      | 1,000     |
| Information Mgmt                                    | 1,833       | 1,816       | 1,861      | 1,908     |
| Indirect Costs                                      |             | -           | -          | -         |
| Other                                               | 4,259       | 1,300       | 1,300      | 1,000     |
| Transfer Out                                        |             | -           | -          | -         |
| <b>Total Expenditures</b>                           | \$ 67,196   | \$ 68,413   | \$ 68,817  | \$ 69,726 |
| <b>Net Revenue</b>                                  | \$ 25,013   | \$ 19,097   | \$ 19,203  | \$ 18,809 |
| <b>Fund Balance - June 30</b>                       | \$ (24,117) | \$ (5,020)  | \$ 14,184  | \$ 32,993 |

**BE IT FURTHER RESOLVED**, that the Department of Fiscal Services is authorized to submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Ayes:

Nays:

Absent:

Abstain:

## **RESOLUTION DECLARED ADOPTED**

I, Janet Santos, 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 3, 2018; 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.

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Janet Santos, CMMC/MMC  
City Clerk