

**Council Agenda
Special Meeting
January 21, 2017 – 9:00 a.m.
Castle Museum, Morley Room**

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

CONSENT AGENDA:

1. Approve the minutes from the January 9, 2017 regular Council meeting.
2. Approve the filing of the 2017 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 20, 2017.
3. Approve 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 Hudson Insurance Company for Storage Tank Liability Insurance effective February 1, 2017 to February 1, 2018, for a total cost of \$345,429 and authorize the City Manager or his designee to execute any and all necessary insurance documents under the plans.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES AND
APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

INTRODUCTION OF ORDINANCES:

**Council Agenda
Special Meeting
January 21, 2017 – 9:00 a.m.
Castle Museum, Morley Room**

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

ADJOURN:

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 AVENUE, 989.759.1480.

Saginaw City Council Strategic Planning Session Agenda

January 21, 2017
9:00 a.m. – 3:15 p.m.
Castle Museum, Morley Room

8:30 – 9:00 a.m.	Arrive – Refreshments Available
9:00 – 9:15 a.m.	Welcome Dennis D. Browning, Mayor Tim Morales, City Manager
9:15 – 10:00 a.m.	Current Situation Overview City Staff
10:00 – 10:15 a.m.	Break
10:15 – 11:00 a.m.	SWOT Analysis
11:00 – 12:00 p.m.	5-year plan/vision discussion
12:00 – 12:30 p.m.	Lunch
12:30 – 1:00 p.m.	Criteria for Goals/Objectives
1:00 – 2:30 p.m.	Identification of Goals
2:30 – 2:45 p.m.	Break
2:45 – 3:00 p.m.	Strategic Planning Wrap Up
3:00 – 3:15 p.m.	Return to Consent Agenda

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, JANUARY 9, 2017, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 SOUTH WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a prayer and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: John Milne, Demond Tibbs, Annie Boensch, Floyd Kloc, Brenda Moore, Clint Bryant, Michael Balls, John Humphreys, and Dennis Browning: 9. Council Members absent: 0.

ANNOUNCEMENTS

Deputy City Clerk Kristine Bolzman made the following announcements:

- The Mid Michigan Waste Authority will be collecting discarded Christmas trees from the curb on citizens' regularly scheduled trash collection day throughout the month of January.
- The City's Waste Convenience Station will be open Saturday, January 14 to City residents to dispose of items such as building materials, recycling for glass, plastic and paper. Hours are 10:00 am – 2:00 pm and the entrance is off Holland Avenue.
- City Hall will be closed Monday, January 16, in observance of Martin Luther King, Jr. Day.
- The next regular City Council meeting and Strategic Planning Session will be held Saturday, January 21 at the Castle Museum beginning at 9:00 am.

Mayor Browning presented Joshua Zastrow with a Certificate of Recognition for obtaining the status of Eagle Scout.

PERSONAL APPEARANCES

The following personal appearance addressed Council: Joy Wachner, John Acklin, Philip Ellison, Charles Coleman, and Robert Zelle.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Moore, Mayor Pro Tem Kloc, Tibbs, Milne, Humphreys, Balls, and Mayor Browning.

REPORTS FROM CITY MANAGER

City Manager Tim Morales provided clarification on State funding for future road projects, and explained the City's role in the OPRA certificate process for the SVRC property at 203 South Washington Avenue. Manager Morales reported that the crime statistics reflect an overall decrease, and he commended the Saginaw City Police Department and various agencies for their cooperative efforts and dedication.

City Manager Morales introduced Assistance Director of Human Resources Beth Church. Ms. Church presented the mid-year changes to the Fiscal Year 2017 Personnel Complement, and the Semi-Annual Equal Employment Opportunity Report.

CONSENT AGENDA:

1. Approve the December 19, 2016 regular council meeting minutes.

2. Approve the Urban Cooperative Agreement with Kochville Township to provide plumbing and mechanical inspections.
3. Approve the mid-year changes to the FY 2017 Personnel Complement.
4. Approve the Service Agreement with CBIZ Retirement Services for an Other Post-Employment Benefits Bi-Annual Valuation.
5. Approve a purchase order to Strahl, LLC for \$8,290 for a Pipe Inspection Micro-Camera to be used at various City of Saginaw locations for the Facilities Division.
6. Approve the easement agreements and Memorandum of Understanding with various parties for an associated total of \$400,714.60 to allow for the installation of a new water main for the Davis Road Water Main Project.
7. Approve the contract agreement with American Excavating, Inc. for \$2,445,852 for the Davis Road Water Main Improvements Contract #1 (C-1635).
8. Approve the property purchase and agreement with Zestos Properties for \$69,500 for the property at 5400 Trautner Drive to allow for the installation of a new water main for the Davis Road Water Main Project.
9. Adopt the Performance Resolution agreeing to the requirements to perform work within the Michigan Department of Transportation State Highway Right of Way within city boundaries.
10. Approve a purchase order to Doc Heinz Contracting for \$85,000 for FY2017, and pending approval of the FY 2018 budget for \$123,400, for an annual supply of Class II Sand for the Maintenance and Services Division.
11. Approve the resolution authorizing sponsors of various community events to use amplifying equipment.
12. Approve the resolution authorizing the sale and consumption of alcoholic beverages at Hoyt Park during the annual "Outhouse Race" event on February 18, 2017.
13. Approve the ratification of emergency purchase order no. 500126 to CDW Government, Inc. for \$8,106.44 for an Uninterruptable Power Supply for the Supervisory Control and Data Acquisition system at the Water Treatment Division.
14. Approve the ratification of a payment to Etna Supply Company, a sole source, for \$2,250 for preventative maintenance for the Instrumentation and Process Controls Division.
15. Approve a purchase order to Standard Electric for \$22,989.60 for fixtures and fittings to convert 72 lighting units at the Wastewater Treatment Plant to L.E.D. lighting.

Moved by Council Member Humphreys, seconded by Council Member Moore to approve consent agenda items 1 through 15 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

REPORTS FROM BOARDS; COMMISSIONS AND COMMITTEES, AND
APPOINTMENT OF BOARD AND COMMISSION MEMBERS

Moved by Council Member Bryant, seconded by Council Member Boensch to approve the Mayoral reappointment of Thomas Darnell to the Board of Building & Fire Code Appeals with a term to expire December 31, 2018. 9 ayes, 0 nays, 0 absent. Motion approved.

MOTIONS AND MISCELLANEOUS BUSINESS:

Moved by Mayor Pro Tem Kloc, seconded by Council member Boensch to uphold the disclosure denial of a Freedom of Information Act Appeal. 9 ayes, 0 nays, 0 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Balls, seconded by Mayor Pro Tem Kloc to adjourn the meeting at 7:59 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

Prepared and submitted by Kristine Bolzman, Deputy City Clerk.

Janet Santos, CMMC/CMC/MMC
City Clerk

This page is intentionally left blank.

From: Timothy Morales, City Manager
Subject: 2017 Single Lot Special Assessment Tax Roll
Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

It is recommended that the 2017 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 meet and review said roll at a regular meeting to be held Monday, February 20, 2017; and that the Clerk is hereby directed to post a public notice of said hearing.

Justification:

The City Engineer filed the 2017 Single Lot Special Assessment Tax Roll with the City Clerk on January 10, 2017, for the following assessments:

1. Nuisances: Yard Violations/Trash Removal, Board Ups, Weed Cutting/Abatement, and Junk Vehicles
2. False Alarms: Fire (FF17) & Police (PF17)
3. Sewer Line Replacements (SEW17)

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," § 33.26, "Assessing Single Lots," of the Saginaw Code of Ordinances, O-1.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

City of Saginaw

PUBLIC NOTICE

Pursuant to Title III, Administration, Chapter 33, "Taxation and Assessment," Section 33.27, "Assessment Roll Hearing and Confirmation," of the City of Saginaw Code of Ordinances, O-1, notice is hereby given that the Council of the City of Saginaw, Michigan, will meet at **6:30 p.m. Monday, February 20, 2017**, in the Council Chamber of City Hall and review the following single lot special assessment rolls:

- Nuisances: Yard Violations/Trash Removal, Board Ups, Weed Cutting/Abatement, and Junk Vehicles
- Sewer Line Replacements
- False Alarms: Fire & Police

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

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

Janet Santos, CMMC/CMC/MMC
City Clerk

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 AT 989.759.1480.

Posted 1-23-2017
By: _jks_____

From: Timothy Morales, City Manager

Subject: Insurance proposals for the City's Building & Personal Property Coverage, Business Income, Valuable Papers and Records, Computers, Flood, Earthquake, Animals in the Petting Zoo, Crime, Equipment, Bridges, Machinery & Equipment Breakdown and Storage Tanks.

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, 2017 to February 1, 2018, for a total cost of \$345,429 and that I, or my designee, be authorized to execute any and all necessary insurance documents under the plans.

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.

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.

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, 2017 to February 1, 2018. 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 \$211,629 and this year's premium is \$211,689, which includes a Terrorism Coverage charge of \$7,015. This is an increase of \$60, over last year's premium. 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 \$7,550 and this year's premium remains the same at \$7,550. 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 \$22,854 and this year's premium is \$23,746 which is an increase of \$892. This increase is due to the addition of more equipment items to the policy. 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. The premium for this policy is \$79,238, which is a decrease of \$633 from last year. 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 an increase of \$812 over 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 \$11,739 and this year's premium is \$11,974, which is an increase of \$235, due to the age of the tanks.

These vendors meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds are budgeted and available in the Self Insurance Fund "Insurance," Account # 677-1762-806.000, with \$143,929 to be expended from the FY2017 budget and \$201,500 from the FY2018 budget.

Council Action:

Moved by Council Member_____, seconded by Council Member _____ to approve the recommendation from the City Manager.