



REVISED
Saginaw City Council Agenda

1315 S. Washington Avenue
Council Chamber - Room 205
989.399.1311
August 7, 2017

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. Proclamation presented to the African Cultural Festival Committee declaring August 11 – 13, 2017 as “Saginaw African Cultural Festival Weekend.”

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 July 24, 2017 regular council meeting minutes.
2. Approve the appointment of Grace DeLeon as officer delegate and Dennis Jordan as alternate officer delegate, and James Martin as employee delegate and Mike Hagen as alternate employee delegate, to attend the Municipal Employees Retirement System's 71st Annual Meeting.
3. Approve the amendments to the 2017/2018 Approved Budget to recognize changes that have occurred during the July period.
4. Approve the Grant Environmental Review on behalf of Buena Vista Township as part of their grant application submittal to the U.S. Department of Housing and Urban Development.
5. Approve individual purchase orders to various vendors for a cumulative total of \$466,598 for demolition work for the Community Development Block Grant Program for FY 2018.
6. Approve a purchase order to SPACE, Inc., a sole source, for an amount not to exceed \$10,000 for the update and upcycling of office furniture and redesign of the City Manager's office area.

7. Approve a purchase order to IBM Corporation for \$17,000 for the renewal of the City's Lotus Notes/IBM Notes software subscription and license fees to operate the City of Saginaw's e-mail, calendar and workflow system.
8. Approve a purchase order to Wirt Saginaw Stone Dock for \$9,250 for crushed washed 29A stone for the Durapatch machine for the Right of Way Division.
9. Approve a purchase order to Bit-Mat Products for \$35,000 for anionic emulsified asphalt and tack coat for the Right of Way Division.
10. Approve the Professional Engineering Agreements with three engineering firms: BM Construction Consultants, Spicer Group, and Surveying Solutions Incorporated in amounts not to exceed the annual amount of \$60,000 for Construction Inspection Services during the 2018 construction season.
11. Approve a purchase order to Bourdow Contracting for \$2,500 for 239 tons of screened top soil for the three municipal cemeteries.
12. Approve a purchase order to Todd Wenzel Buick GMC at the State bid price of \$54,485.20 for two 2018 GMC Sierra 2500HD Pickup trucks for the Maintenance and Service Division.
13. Approve the purchase orders to Tri County International Trucks at the State bid price of \$114,650 for the purchase of a 2018 International 7600 SBA 6X4 Cab and Chassis; and to Truck and Trailer Specialties, Inc. at the State bid price of \$140,450 for plowing, salting and dump body equipment installed for the Right of Way Division.
14. Approve a blanket purchase order to Bell Equipment Co. for \$17,810 for various sweeper brooms for the Motor Pool Operations Division for FY 2018; and pending approval of the FY 2019 budget, approve a purchase order to Bell Equipment Co. for \$17,810 for the same services for FY 2019.
15. Approve the Letter of Agreement with Saginaw Arcadea, LLC, for the transfer of ownership of 124-126 N. Washington Avenue.

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

1. Approve the Council appointment of Debra Melkonian to the Human Planning Commission with a term to expire December 31, 2019.
2. Approve the Mayoral appointment of Benjamin Champagne to the Saginaw Riverfront Commission with a term to expire April 1, 2019.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Resolution supporting the transfer of an Obsolete Property Rehabilitation Certificate located at 107 South Washington and 100 North Washington from Bancroft Project Saginaw, LLC.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

1. Motion to designate official representative of the City, and the alternate, for the Michigan Municipal League Annual Meeting to be held in Holland, September 13-15, 2017.

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 AVE., 759-1480.

CITY OF SAGINAW PROCLAMATION

WHEREAS, The 49th Annual Saginaw African Cultural Festival will be held August 11 – 13, 2017 at Morley Park located at 2601 Lapeer in the City of Saginaw; and

WHEREAS, Art is a recognized medium for transmitting cultural values and knowledge to bridge the gap between diverse ethnic groups; and

WHEREAS, This unique festival continues a tradition of 49 years of fostering artistic and cultural exchange through the media of creative expression; and

WHEREAS, This cultural exchange is a key element in breaking down stereotypes and bringing the City's various populations together; and

WHEREAS, The Saginaw African Cultural Festival is a collaboration between a grassroots cultural organization, the City of Saginaw, community agencies, social organizations, and hundreds of dedicated volunteers; and

WHEREAS, The Saginaw African Cultural Festival has served the city for 49 years to claim the title of the longest on-going black arts festival in the nation; and

WHEREAS, The Festival offers a heightened cultural consciousness and social awareness through guest speakers, entertainers, artists, exhibits, contests, and educational workshops; now

THEREFORE, I, Dennis D. Browning, Mayor of the City of Saginaw, hereby proclaim August 11– 13, 2017, as

“SAGINAW AFRICAN CULTURAL FESTIVAL WEEKEND”

in the City of Saginaw and urge all citizens of Saginaw to attend the 49th Annual Saginaw African Cultural Festival and join me in saluting the members of the Saginaw Black Cultural Alliance and the Saginaw African Cultural Festival Committee for their contributions in making this outstanding festival a local institution and an integral part of the history and culture of Saginaw.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 7th day of August in the year of our Lord two thousand seventeen.



August 7, 2017

Dennis D. Browning, Mayor

Councilpersons

*Floyd Kloc, Mayor Pro Tem
Michael D. Balls, Annie Boensch,
Clint Bryant, John Humphreys, John Milne,
Brenda Moore, and Demond L. Tibbs*

Timothy Morales, City Manager

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, JULY 24, 2017, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. 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, Michael Balls, John Humphreys, and Dennis Browning: 8. Council Members absent: Clint Bryant: 1.

PERSONAL APPEARANCES

The following personal appearances addressed Council: Eric Karbin, Jackie Anklam, and Debbie Melkonian.

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGER

Management Update

City Manager Tim Morales presented informational updates of City meetings and projects.

Manager Morales introduced Saginaw County Sheriff William Federspiel. Sheriff Federspiel presented an update on the proposed new jail building project.

Council Member Balls left the meeting at 7:24 p.m.

Manager Morales introduced Tom Miller, Jr., Saginaw Future V.P. of Urban Development. Mr. Miller presented an update regarding three Brownfield projects.

Council Member Balls returned to the meeting at 7:34 p.m.

Manager Morales introduced Fire Chief Chris Van Loo. Chief Van Loo presented an update regarding the proposed purchase of Fire Apparatus.

CONSENT AGENDA:

1. Approve the July 10, 2017 regular council meeting minutes.
2. Approve the Fire Cost Reimbursement Fee Schedule as amended, effective July 1, 2017.
3. Approve a purchase order to CSI Emergency Apparatus, LLC for \$394,466.64 for a fire apparatus for the Fire Department.
4. Approve a purchase order to AirGas, Inc., at the State bid price of \$2,550 for tank rental charges for the Motor Pool Operations Division.

5. Approve blanket purchase orders for a combined total of \$44,000 to suppliers of local fleet vehicle services and repairs for the Garage Operations Division for FY 2018.
6. Approve a purchase order to ETNA Supply Company for \$26,108.40 for an annual supply of Ductile Iron water main and water main fittings for the construction and maintenance of the Water Distribution and Transmission System for FY 2018.
7. Approve a purchase order to Sabiston Builder's Supply, Inc. for \$7,315 for Portland cement for the Maintenance and Service Division for FY 2018.
8. Approve a purchase order to HD Supply Waterworks for \$9,120 for manhole blocks for the Maintenance and Service Division for FY 2018.
9. Approve a purchase order to ETNA Supply Company for \$70,995 for various brass water parts for the Maintenance and Services Division for FY 2018.
10. Approve blanket purchase orders for a combined total of \$191,900 to suppliers of various vehicle parts and supplies for the Garage inventory for the Garage Operations Division for FY 2018.
11. Ratification of an increase to purchase order No. 500036 to Blue Restoration, Inc. by \$5,000, for a new total of \$52,300, to spread and grade 850 tons of cold milling material at Oakwood Cemetery.
12. Approve a purchase order to J. Ranck Electric for \$20,000 for pole setting for the Traffic Maintenance Section of the Right of Way Division for FY 2018; and pending approval of the FY 2019 and FY 2020 budgets, approve the bid from J. Ranck Electric for the same amount for the same services for FY 2019 and FY 2020.
13. Adopt the Resolution to approve the amended and restated Member Contract with Mid-Michigan Waste Authority.
14. Approve blanket purchase orders to primary suppliers of electrical and mechanical equipment repair services for a total amount of \$25,000 for various equipment services and repairs for the Water Treatment Division for FY 2018.
15. Approve the agreement with The Crypsis Group and issue a purchase order in an amount not to exceed \$16,000 for the security audit of a Maintenance and Service Division computer server.

Moved by Council Member Balls, seconded by Council Member Moore to approve consent agenda items 1 through 15, as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

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

Mayor Browning reported that STARS has implemented many positive changes and an update will be given in the near future.

CONSIDERATION AND PASSING OF ORDINANCES:

Moved by Council Member Humphreys, seconded by Council Member Boensch, to adopt an ordinance to amend to amend Chapter 110, of Title XI, "Business Regulations,"

by amending §110.06 titled, "Suspension, Revocation, Denial of Renewal of License," of the City of Saginaw Code Of Ordinances, O-1. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Boensch, seconded by Mayor Pro Tem Kloc to adopt an ordinance to amend to amend Chapter 96, of Title IX, "General Regulations," by amending §96.32 titled, "Curb Restoration," of the City of Saginaw Code of Ordinances, O-1. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Balls, seconded by Mayor Pro Tem Kloc to adopt an ordinance to amend Chapter 14, titled "Finance and Purchasing," of Title I, "Administrative Code," of the City of Saginaw Code of Ordinances, O-1. 8 ayes, 0 nays, 1 absent. Motion approved.

RESOLUTIONS

Moved by Council Member Boensch, seconded by Council Member Moore to adopt a resolution concurring with the provisions of a Brownfield Plan for 107, 111 and 121 S. Water Street, Saginaw, Saginaw County. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Boensch, seconded by Council Member Moore to adopt a resolution concurring with the provisions of a Brownfield Plan for 126 N. Franklin Street, Saginaw, Saginaw County. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Moore, seconded by Council Member Boensch to adopt a resolution concurring with the provisions of a Brownfield Plan for 1010 Hess Avenue and 622 Ortman Street, Saginaw, Saginaw County. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Moore, seconded by Council Member Boensch to adopt a resolution authorizing the installment purchase contract for the purchase of a fire truck. 8 ayes, 0 nays, 1 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Boensch, seconded by Council Member Milne to adjourn the meeting at 8:21 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Janet Santos, CMMC/MMC
City Clerk

From: Tim Morales, City Manager
Subject: Municipal Employees Retirement System 71st Annual Meeting
Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the appointment of Grace DeLeon as officer delegate and Dennis Jordan as alternate officer delegate, and James Martin as employee delegate and Mike Hagen as alternate employee delegate, to attend the Municipal Employees Retirement System's (MERS) 71st Annual Meeting.

Justification:

The Municipal Employees Retirement Act provides that an annual meeting shall be held for representatives of participating municipalities for the purpose of selecting nominees for membership on the retirement board and to transact such business as may be required for the proper operation of the retirement system. The 2017 annual meeting has been scheduled for September 21 and 22, at the Detroit Marriott at the Renaissance Center in Detroit.

The officer delegate and alternate officer delegate are recommended based on appointing criteria. The employee delegate and employee alternate delegate are elected in accordance with the Act that requires the City Clerk to hold a secret ballot election for all eligible MERS members. This election has been noticed to the applicable employees and secretly conducted. Upon conclusion, votes were counted, tallied and verified resulting in James Martin receiving the highest number of votes and Mike Hagen the second highest.

Council Action:

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

From: Timothy Morales, City Manager
Subject: 2017/2018 July Budget Adjustment
Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

It is recommended that the 2017/2018 Approved Budget for the listed funds be amended. This adjustment is required to recognize any errors, omissions, or changes that have occurred within the month of July.

Justification:

The 2017/2018 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2018 Budget Resolution, which states that the City Manager must provide budget adjustments to City Council quarterly and/or as needed. As a result of the City Manager's 1st period analysis, the below-mentioned budget adjustments take into consideration any errors, omissions, or changes in the funding levels and expenditures approved by City Council as prescribed by the City Charter.

In review of the General Fund, it is recommended that this fund be increased by \$427,239, from \$31,858,210 to \$32,285,449.

- On July 24, City Council approved the installment purchase agreement for the purchase of a Fire Truck with CSI Emergency Apparatus, LLC. This budget adjustment is to recognize the installment purchase proceeds in the General Fund Revenues – Installment Contract Proceeds Account No (101-0000-671.004) in the amount of \$344,466. In addition, last fiscal year Community Public Safety – Fire had savings set a side in the amount of \$55,000 in order to make a down payment on the new truck and to pay for the city's bond counsel service fees. These funds are recognized as restricted fund balance. Therefore, this budget adjustment recognizes these funds in the current fiscal year. The General Fund Revenues – Use of Fund Equity Account No (101-0000-989.000) should be increased from \$0 to \$55,000. To offset the increase in revenues will be an increase to Community Public Safety – Fire, Fire Operation Division's Professional Services Account No (101-3551-801.000) in the amount of \$5,000 for the city's bond counsel service fees. In addition, the Community Public Safety – Fire Apparatus and Maintenance Division's Vehicle Account No (101-3554-982.000) should be increase in the amount of \$394,466 for the purchase of the truck.
- In 2017, the Department of Public Services continue to work with the Saginaw County Land Bank as it related to providing maintenance services on abandoned

and vacant land bank properties. This budget adjustment recognizes the unspent funds to provide these services. Therefore, the General Fund Revenues – Saginaw County Account No. (101-0000-674.003) should be increased from \$50,000 to \$77,773, which equates to a \$27,773 increase. Furthermore, to offset the increase in revenues, the General Fund – Department of Public Services – Abatement of Nuisance Division's Employment Agency Fees Account No. (101-7571-804.000) should be increased by the same.

The Capital Improvement Fund (401) should be increased from \$459,516 to \$719,824, which equates to a \$260,308 increase. This increase recognizes restricted funds from FY 2016 that cover the cost of the energy management system which was listed in the 2015 G.O. Limited Capital Improvement Bond (\$260,308). Revenues will be realized in the Capital Improvement Fund Revenue's Use of Fund Equity Account No (401-0000-989.000). This increase in revenues will be offset by The Capital Improvement Fund – Facilities Division's Construction Project Account No (401-7575-822.000) by the same amount.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Buena Vista Township HUD Grant
Prepared by: Leticia C. Trevino, CDBG Specialist

Manager's Recommendation:

It is recommended that the City Council approve the Grant Environmental Review on behalf of Buena Vista Township as part of their grant application submittal to the U.S. Department of Housing and Urban Development. It is further recommended that the Mayor or his designee be authorized to sign any and all documents required by the U.S. Department of Housing and Urban Development (HUD) on behalf of the City.

Justification

As the Entitlement Community and Responsibility Entity (RE), the City is required through Community Development Block Grant Division (CDBG) to complete an environmental review and ensure that this project is in compliance with all federal guidance. McKenna Associates is assisting Buena Vista with oversight and preparation of all the necessary documentation for our review. Any and all documents required by HUD must be signed by the Mayor or his designee.

The grant that Buena Vista Township has obtained will assist them with completion of a new façade, roof and landscaping at the project site which is the remaining portion of the former Fort Saginaw Mall that is now the Buena Vista Town Center. At this time the site houses the Save-A-Lot that serves as the only grocery store in the area.

This project will further the efforts of Buena Vista to develop this commercial corridor into a vibrant community asset, and regain its status as an attractive gateway from I-75. The following supportive projects funded wholly or in part with the 2010 EDI Special Project Grant.

Council Action:

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

From: Timothy Morales, City Manager
Subject: CDBG Demolition Program Contractors
Prepared by: Leticia C. Trevino, CDBG Specialist

Manager's Recommendation:

I recommend approval and issuance of a blanket purchase order for demolition services for fiscal year 2017-18. This purchase order will cover costs for individual demolition projects. The amount of the purchase order will not exceed a total of \$466,598.00.

Justification:

On March 14, 2016 and February 20, 2017 the City Manager provided his recommendations for the CDBG, HOME and ESG allocations as suggested by the Human Planning Commission. City Council approved these allocations as presented. This included funding for demolition services.

On September 6, 2016, the City received bids for demolition services. Specifically, it received separate bids for the following demolition services:

1. Inspection of Environmentally Hazardous Materials for Residential and Commercial Demolitions;
2. Removal and abatement of hazardous materials for various buildings in the City; and
3. Demolition of structure including curb replacements and removal of concrete, trees and debris.

The recommendations and bid results were submitted to City Council on September 26, 2016. Each service was evaluated, reviewed and awarded to the firms that demonstrated the ability to meet production goals within timelines, demonstration of the firms understanding of the scope of work, readiness to proceed and availability to complete work assigned, the provision of a letter from the City or County indicating that the firm was a certified HUD Section 3 business concern, price and that the firm was located within Saginaw County. City Council approved the contractors for the three individual demolition services at the September 26, 2016 meeting.

All vendors listed meet all requirements of §14.23, "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-1.

Funds are budgeted and available in the Community Development Block Grant Fund Special Project Division's Demolitions Account No. 275-6511-816.000 for \$466,598.00.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Update and Upcycling Furniture for City Manager's Office
Prepared by: Debbie Powell, Assistant to the City Manager/PIO

Manager's Recommendation:

It is recommended to approve a purchase order issued to SPACE, Inc., Midland, MI, a sole source, for an amount not to exceed \$10,000 for the update and upcycling of office furniture and redesign of the City Manager's Office.

Justification:

The City is seeking to modify the existing office space in the City Manager's office to provide a more efficient and effective work area for staff, elected officials, and visitors. By utilizing the existing furniture recently acquired from the Junior Achievement Building, the Manager's Office will reconfigure the current office space and upcycle the furniture. Upcycling or rehabbing the existing furniture will provide a significant savings to the City versus purchasing new office components. Other key objectives of this project are to modernize the office reception area with new chairs and end tables to create a fresh, functional workspace for guests who are waiting in the reception area; update the City Council work area; and improve office aesthetics. SPACE, Inc. is a sole source provider for this area that has the capability to repurpose and upcycle the office workstations for the Manager's office.

SPACE has provided preliminary budget estimates for this project. The options vary based on the quality and style of the furniture, the quantity of furniture selected, and other design elements. Construction and design oversight is included.

This vendor meets all requirements of §14.23, "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-1.

Funds for this purchase are budgeted in General Fund, City Manager's Office, Office Equipment, Account No. 101-1710-981.000. Staff budgeted and planned for the completion of the office rehabilitation project, and it did not increase the approved FY 2018 City Manager Budget.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Renewal of Lotus Notes Software Subscription
Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend approval and issuance of a purchase order to IBM Corporation in the amount of \$17,000.00 as an annual payment for the renewal of the City's Lotus Notes/IBM Notes software subscription for maintenance coverage and license fees to operate the City of Saginaw's e-mail, calendar and workflow system.

Justification:

Lotus Notes is the e-mail, calendar and workflow software used by the City of Saginaw. The annual subscription provides support, upgrades and license coverage for Lotus Notes.

This vendor meets all requirements of §14.23, "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-1.

Funds are budgeted and available in the Technical Services - Information Services Fund - Operating Services Account No. 658-1720-805.000 for this purchase.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Crushed Stone Purchase for Durapatch Machine – ROW Division

Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend that the sole bid from Wirt Saginaw Stone Dock, of Saginaw, Michigan be accepted and a purchase order be issued to them in the amount of \$9,250 for FY 2018 for the purchase of crushed washed 29A stone for the Durapatch machine for the Streets Section of the Right of Way Division.

Justification:

The Streets Section of the Right of Way Division requires crushed washed 29A stone to make road repairs on City streets using the Durapatch machine. The City received one bid for crushed washed stone. The following is a tabulation of the bid received:

<u>Vendor</u>	<u>Quantity</u>	<u>Unit Price Per Ton</u>	<u>Cost</u>
Wirt Saginaw Stone Dock Saginaw, Michigan	500 Tons	\$18.50	\$9,250.00

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

Funds for the FY 2018 purchase are available in the Major Streets Fund – Routine Maintenance Division's Street and Road Materials Account No. 202-4651-743.000 (\$5,735) and Local Streets Fund – Routine Maintenance Division's, Street and Road Materials Account No. 203-4651-743.000 (\$3,515).

Council Action:

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

From: Timothy Morales, City Manager
Subject: Emulsified Asphalt and Tack Coat Purchase
ROW Division
Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend that the sole qualified bid from Bit-Mat Products of Michigan, Bay City, Michigan be accepted and a purchase order be issued to them in the amount of \$35,000 for FY 2018 for the purchase of anionic emulsified asphalt and tack coat for the Streets Section of the Right of Way Division.

Justification:

The Streets Section of the Right of Way Division requires anionic emulsified asphalt to make road repairs on City streets using the Durapatch machine and tack coat in preparation of streets for new asphalt resurfacing. On July 18, 2017, the City received one sole qualified bid meeting the requirements of location within 20 miles of the Public Service Building for ease of pickup for anionic emulsified asphalt and tack coat. The following is a tabulation of the bid received:

<u>Vendor</u>	<u>Material</u>	<u>Quantity</u>	<u>Unit Price Per Gallon</u>	<u>Cost</u>
Bit-Mat Product Bay City, MI	Anionic Asphalt	15,000 gallons	\$1.75	\$26,250.00
Bit-Mat Product Bay City, MI	Tack Coat	5,000 gallons	\$1.75	\$ 8,750.00
			TOTAL:	\$35,000.00

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

Funds for the FY 2018 purchase are available in the Major Streets Fund – Routine Maintenance Division's Street and Road Materials Account No. 202-4651-743.000 (\$21,700) and Local Streets Fund – Routine Maintenance Division's Street and Road Materials Account No. 203-4651-743.000 (\$13,300).

Council Action:

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

From: Timothy Morales, City Manager
Subject: FY 2018 Construction Inspection Services Agreements – ROW Division
Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that the Professional Engineering Agreements for Construction Inspection Services with the following three firms be approved, and the City Engineer be authorized to approve and issue to them, individual purchase orders of various amounts up to the total Fiscal Year 2018 yearly maximum amount of \$60,000: BM Construction Consultants (BM) of Flint, MI; Spicer Group of Saginaw, MI (In City); and, Surveying Solutions Incorporated (SSI) of Saginaw, MI (Out City). These agreements have been approved by me as to substance and are subject to approval by the City Attorney as to form.

Justification:

Construction inspection services are necessary to provide overall construction project inspection and monitoring for contractor conformance with the project plans and specifications during Fiscal Year 2018, due to additional increased project workload.

On March 3, 2017, the City received technical and cost proposals from six (6) firms to provide as-needed construction inspection services for Fiscal Year 2018. The review panel scored each firm's technical proposal, which included the qualifications of the team, understanding of the services, and past performance. The technical proposal scores were weighted 60%. Each firm's cost proposal was scored based on the cost of inspection for 40 hours of straight time and 10 hours of overtime. The cost proposal scores were weighted 40%. The total scores of all six firms are listed below. The City Engineer will distribute work between the three (3) firms.

<u>Firm</u>	<u>Technical Score</u>	<u>Cost Score</u>	<u>Total Score</u>
BM Construction Consultants, Flint MI	68.0	29.2	97.2
Surveying Solutions Incorporated, Saginaw, MI (Out City)	56.0	28.5	84.5
Spicer Group , Saginaw, MI (In City)	61.7	20.7	82.4
Orchard, Hiltz & McCliment, Inc., Saginaw, MI (out-city)	46.0	30.0	76.0
ROWE Professional Services Company, Flint MI	49.3	26.5	75.8
Wade Trim, Inc., Bay City, MI	48.0	23.3	71.3

In order to provide flexibility and receive the best inspection services for the type of construction work proposed, the Engineering Division plans to use the top three scoring firms for construction inspection in FY 2018.

BM Construction Consultants, Surveying Solutions Incorporated, and Spicer Group meet all the 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 for these construction inspection services are available in the Major Street Fund - Street Project Division's Professional Services Account No. (202-4614-801.000).

Council Action:

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

From: Timothy Morales, City Manager
Subject: Screened Top Soil – Cemeteries Division
Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Bourdow Contracting, Saginaw, MI., in the amount of \$2,500 to cover the purchase of 239 tons of screened top soil for the three municipal cemeteries for fiscal year 2018.

Justification:

On June 20, 2016 City Council approved the annual supply of topsoil (3,770 tons) per year through Maintenance and Services Division.

Throughout the year, Cemeteries Division has the need of top soil to be delivered in order to complete the process of finishing off burial graves at the municipal graves owned by the city. Bourdow Contracting has agreed to holding the unit cost of \$10.45 cost/ton for screened top soil to allow the Cemeteries Division to purchase under the original bid.

Bourdow 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 for these services are budgeted in the General Fund - Department of Public Services - Cemeteries Division's Streets and Roads Materials Account No. 101-1747-743.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Maintenance and Service – Two Replacement Pickup Trucks

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Todd Wenzel Buick GMC of Westland, MI at the State bid price of \$54,485.20 for the purchase of Two (2) 2018 GMC Sierra 2500HD Pickup trucks equipped as specified for the Maintenance and Service Division.

Justification:

The Maintenance and Service Division has budgeted in fiscal year 2018 to replace a 1998 GMC 1/2 ton pickup and a 2004 Chevrolet 1/2 Ton pickup with over 139,000 and 99,000 miles respectively, that were scheduled for replacement in 2005 and 2011. These units will be replaced with two (2) new fully equipped 2018 GMC Sierra 2500HD Pickup trucks equipped as specified at a cost of \$27,242.60 each. It is expensive to maintain these trucks in daily use condition due to extensive rust and fatigue to the body, frame, and driveline, along with mechanical and electrical issues. These trucks are 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 equipment. This purchase will be made using State bid pricing.

Todd Wenzel Buick GMC meets all requirements of §14.23, "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-1.

Funds for this purchase are available in the Water Operations and Maintenance Fund – Surplus Division's - Vehicles Account No. 591-4740-982.000 (\$27,242.60), and the Sewer Operations and Maintenance Fund - Surplus Division's - Vehicles Account No. 590-4840-982.000 (\$27,242.60).

Council Action:

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

From: Timothy Morales, City Manager

Subject: Right of Way Division – Replacement Hook Load Plow Truck with Salter

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that purchase orders be approved and issued to the two following vendors: Tri County International Trucks, Dearborn, MI at the State bid price of \$114,650 for the purchase of a 2018 International 7600 SBA 6X4 Cab and Chassis; and, Truck and Trailer Specialties, Inc. Dutton, MI at the State bid price of \$140,450 for hook loader equipment installed, to include plowing, salting and dump body attachments.

Justification:

The Streets Section of the Right of Way Division is replacing a 2000 Sterling 7500 dump truck with over 96,200 miles used for hauling Street Sweeper debris that was scheduled for replacement in 2010 and moving a 2002 GMC 7500 plow truck with salter to replace a 1996 F Series dump truck used for brush collection operations with over 78,000 Miles that was scheduled for replacement in 2006. They each have extensive wear, rust, corrosion, and fatigue to the bodies, wiring, frames, and drivelines, along with mechanical issues that make these units expensive to maintain in a daily use condition. Operating efficiency, operator safety, and loss of productivity due to down time contribute to the need to replace these pieces of equipment. The 2002 GMC is one of twelve front line plow and salt trucks, which must be maintained in a ready condition as they are relied upon during snow events, to maintain the City's over 300 lane miles of paved streets and state highways. Further uses include hauling and pulling various materials and support equipment. Due to the versatility of this Hook loader equipped tandem axle unit the department is able to replace these two trucks with one unit for overall efficiency and long term cost savings. This purchase will be made using State bid pricing.

These vendors meet all requirements of §14.23, "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-1.

Funds for this purchase are budgeted in the Major Street Fund - Routine Maintenance Division's - Vehicle Account No (202-4651-982.000) in the amount of \$100,000, the Major Street Fund - Winter Maintenance Division's - Vehicle Account No (202-4655-982.000) in the amount of \$92,600 as well as in the Sewer Operations and Maintenance Fund – Surplus Division's - Vehicle Account No (590-4840-982.000) in the amount of \$62,500.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Right Of Way Division - Annual Supply of Sweeper Brooms
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend the low bid be accepted and a blanket purchase order be approved and issued to Bell Equipment Co., Lake Orion, MI, in the amount of \$17,810.00 for various sweeper brooms for inventory for the Motor Pool Operations FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a blanket purchase order to this same vendor in the amount of \$17,810.00 for FY 2019.

Justification:

On June 13, 2017, bids were received from three (3) vendors for a two-year supply of replacement gutter and main brooms that will be used on the City's Sweeper fleet to maintain City Streets. These brooms are being purchased for inventory as replacements when needed. A cost comparison shows a 1.6% increase from the previous purchase in Fiscal Year 2017. The following is a listing of the comparable bids received:

<u>Vendor</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>2-Year Total</u>
Bell Equipment Co. Lake Orion, MI	\$17,810.00	\$17,810.00	\$35,620.00
ODB Co. Richmond, VA	\$18,841.20	\$18,841.20	\$37,682.40
The M-Tech Co. Cleveland, OH	Partial bid = 41% higher for items bid.		

Bell Equipment Company 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 for this purchase 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 Parts Inventory Account No. 661-0000-110.001 (\$17,810.00) for FY 2018. Funds will be budgeted in the same accounts in the amount of \$17,810.00 pending approval of FY 2019 budget.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Approval of Letter of Agreement with Saginaw Arcadea, LLC

Prepared by: John C. Stemple, Chief Inspector and Amy Lusk, City Attorney

Manager's Recommendation:

I recommend that the City approve the Letter of Agreement with Saginaw Arcadea, LLC, for the transfer of ownership of 124-126 N. Washington Avenue. The agreement has been approved by me as to substance and the City Attorney as to form.

Justification:

On May 16, 2016, the wall of the building located at 124-126 N. Washington Avenue collapsed into the WNEM employee parking lot. This collapse created a significant hazard for adjacent property owners, as well as those utilizing the WNEM lot.

Due to the imminent danger that this building posed to the general public, the City of Saginaw took immediate steps to remove all portions of the building that were unstable, as well as construct and re-support building structural elements that were damaged due to the collapse, otherwise rendering the building safe.

The cost of these improvements totaled \$257,667.88, and an invoice was sent to the property owner, Saginaw Arcadea, LLC, on or about May 3, 2017. To date, the invoice remains unpaid, and the amount owed will lien to the property taxes. If those taxes remain unpaid, the property would ultimately be foreclosed upon. However, that process takes several years.

Saginaw Arcadea, LLC, has agreed to transfer ownership of the property to the City of Saginaw in exchange for forgiveness of the debt. Taking ownership of the property now would allow the City of Saginaw to take measures necessary to avoid further deterioration of the structure, as well as market the property.

Council Action:

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

SUPPORT THE TRANSFER OF OBSOLETE PROPERTY REHABILITATION CERTIFICATES

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

WHEREAS: On March 4, 2013, the Saginaw City Council voted to approve an obsolete property rehabilitation certificate pursuant to Public Act 146 of 2000, as amended, for Bancroft Project Saginaw, LLC for the property located at 107 South Washington (the “Bancroft Building”) and 100 North Washington (the “Eddy Building”), in the City of Saginaw, Michigan; and

WHEREAS: Bancroft Project Saginaw, LLC invested over \$7 million into the two properties, creating 150 luxury market rate apartments and several high-end commercial spaces; and

WHEREAS: ROCO Bancroft LLC, is under contract to purchase the above-mentioned properties; and

WHEREAS: ROCO Bancroft LLC, is the Michigan-based company that owns and operates over 20,000 market rate apartment units throughout the United States, and has an excellent track record for professionally owning and managing rental properties; and

WHEREAS: ROCO Bancroft LLC, has agreed to acquire, own, operate, and maintain the above mentioned properties in the city of Saginaw as an upscale market rate mixed use development; and

WHEREAS: ROCO Bancroft LLC, has agreed to assist the City of Saginaw in redeveloping the south easterly block of South Washington and East Genesee by agreeing to reasonably negotiate the sale of the property it will own on that block; and

WHEREAS: public act 146 of 2000 as amended, permits the transfer of obsolete property rehabilitation certificates upon approval the local governmental authority but does not allow for the actual transfer of obsolete property rehabilitation certificates prior to the sale of the real estate to the new owner and the new owner’s formal application; and

WHEREAS: ROCO Bancroft LLC, has agreed to apply for the transfer of the above-referenced obsolete property rehabilitation certificates after the purchase of the real estate; and

WHEREAS: ROCO Bancroft LLC has factored in the tax savings from the obsolete property rehabilitation certificate exemptions in its valuation of the proposed purchase; and

WHEREAS: the ROCO Bancroft LLC's lender has factored in the tax savings from the obsolete property rehabilitation certificate exemptions in the valuation of the transaction and in its agreement to fund the acquisition of the above-referenced properties; and

WHEREAS: The City of Saginaw desires to support and work with ROCO Bancroft LLC after the sale of real estate located at 107 South Washington and 100 North Washington.

NOW THEREFORE BE IT RESOLVED, that subject to: (i) ROCO Bancroft LLC closing on the purchase of above-referenced properties, (ii) ROCO Bancroft LLC filing an application for the transfer of the OPRA certificates in accordance with all applicable laws, and (iii) Bancroft Project Saginaw, LLC and ROCO Bancroft LLC complying with any and all other applicable laws related to the sale of the above-referenced properties and transfer of the OPRA Certificates, the City of Saginaw shall approve the transfer of the aforementioned obsolete property rehabilitation certificates, for the properties located at 107 South Washington Avenue and 100 North Washington Avenue, located in the City of Saginaw Michigan, provided such application is submitted within forty-five (45) days of the date of this Resolution.

BE IT FURTHER RESOLVED, that the Council for the City of Saginaw reserves the right to deny the transfer of the aforementioned obsolete property rehabilitation certificates upon (i) the Council or City staff becoming aware of any previously undisclosed information which is material to the determination as to whether the transfer of the OPRA certificates should be approved, (ii) any objection to the transfer of the OPRA certificates is raised by the Michigan Department of Treasury or other regulatory agency, or (iii) any defect in the law or procedure becomes known.

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 August 7, 2017; 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.

Janet Santos, CMMC/MMC
City Clerk