

Council Agenda

March 28, 2016 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. Proclamation presented to Adam Gonzales from the American G.I. Forum declaring March 31, 2016 as Cesar Chavez Day.
2. Proclamation presented to Bruce Manry from American Legion Post 22 declaring March 29, 2016 as Vietnam Veterans Day.

PUBLIC HEARINGS:

1. Request for an Obsolete Property Rehabilitation Certificate at 124 S. Michigan Avenue.

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. Carol Cottrell, Riverfront Development Commission, Riverfront Sculpture Project.
2. Beth London, City Engineer, overview of completed and upcoming engineering projects.

CONSENT AGENDA:

1. Approve the minutes from the March 14, 2016 regular Council meeting.
2. Approve Petition 16-04 from Saginaw County Community Mental Health Authority to erect a banner located at South Michigan from May 2 through May 31, 2016 to promote May as "Mental Health Month."
3. Approve Petition 16-05 from Saginaw County Community Mental Health Authority to erect a banner located at Court Street from May 16 through May 31, 2016 to promote May as "Mental Health Month."
4. Approve a purchase order to Berger Chevrolet, Inc. at the State bid price of \$24,679.22 for a fully equipped 2016 Chevrolet Impala patrol vehicle for the Police Department.

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5. Approve a purchase order to Anderson Radio at the State bid price of \$10,814.05 for 13 Motorola radios for the Right of Way Division.
6. Approve a purchase order to Rotary Lift for \$15,329.80 for a 2016 Rotary Lift SL210-FA hoist system installed for the Motor Pool Division.
7. Approve a purchase order to Home Depot, Inc. for \$6,090.90 for LED light fixture replacements to be used in City Hall corridors.
8. Approve a purchase order to J. Ranck Electric, Inc. for \$8,670.64 for the installation of LED light fixtures in City Hall corridors.
9. Approve a purchase order to Marshall Campbell for \$30,587.75 for 12 decorative streetlight poles and parts for the Traffic Maintenance Section of the Right of Way Division.
10. Approve ratification for emergency purchase order no. 498466 and payment to Weller Truck Parts LLC for \$2,276.20 for a replacement rear-end gear for truck no. 53-0410 for the Right of Way Division.
11. Approve a purchase order to Red Holman GMC at the State bid price of \$44,371.85 for a 2016 GMC Sierra 2500 Double Cab 4X4 vehicle equipped as specified for the Motor Pool Division.
12. Approve the proposed traffic control and parking regulation changes as recommended by the Transportation Committee.

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

1. Approve the Mayoral appointment of Judith Mintz to the Housing Board of Appeals with a term to expire December 17, 2017.
2. Approve the Mayoral appointment of Jay Gustin to the Housing Board of Appeals with a term to expire December 31, 2016.
3. Approve the Council reappointment of Carol Selby to the Public Libraries of Saginaw Board with a term to expire June 30, 2020.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

1. An Ordinance to amend §12.33, "Saginaw Human Planning Commission" of Chapter 12, "Boards And Commissions" of Title I, "Administrative Code" of the City of Saginaw Code of Ordinances, O-1.

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RESOLUTIONS:

1. Resolution authorizing an Obsolete Property Rehabilitation Certificate, located at 124 S. Michigan Avenue.
2. Adopt the Resolution amending the City of Saginaw's Freedom of Information Act Policy.

UNFINISHED BUSINESS:

1. Discuss survey from Saginaw County Road Millage Steering Committee regarding a proposed Saginaw County Road Millage.

MOTIONS AND MISCELLANEOUS BUSINESS:

1. Discuss Michigan Local Historic Districts Act.

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.

PROCLAMATION

WHEREAS, The most important Latino leader in U. S. history, Cesar Chavez, was born March 31, 1927 in Yuma, Arizona to Librado and Juana Chavez; and

WHEREAS, Young Cesar and his family packed up and headed for California following the seasonal work after losing both their farm and store in 1937 as depression intensified and years of drought forced thousands off the land; and

WHEREAS, Cesar attended 38 different schools before dropping out to help support his family ending his formal education after the seventh grade. He absorbed much from the courageous example of his parents as they instilled in him a profound respect for the value of each human person, and a desire to protect that value; and

WHEREAS, The values that Cesar Chavez strove to live out in all his endeavors include: service to others, sacrifice, a preference to help the most needy, determination, non-violence, tolerance, respect for life, celebrating community, knowledge and innovation; and

WHEREAS, Cesar Chavez spent 31 years forging a legacy of service, conviction and principled leadership that served as a beacon for all Americans; and

WHEREAS, the strength of his vision and the power of his leadership enabled him to take his struggle directly to the American people. He focused our Nation's attention on the economic and social plight of migrant farm workers and, in the process, taught us how injustice anywhere affects us everywhere.

NOW, THEREFORE BE IT RESOLVED, I, Dennis D. Browning, Mayor of the City of Saginaw, on behalf of my fellow Councilmembers, do hereby proclaim Thursday, March 31, 2016 as **Cesar Chavez Day** in the City of Saginaw and call upon the citizens of this community to reflect on and honor the life of this distinguished leader, veteran, and American.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 28th day of March in the year of our Lord two thousand sixteen.



March 28, 2016

Dennis D. Browning, Mayor

Councilpersons

*Amos O'Neal, Mayor Pro Tem
Michael D. Balls, Annie Boensch, Larry Coulouris,
Daniel Fitzpatrick, Floyd Kloc, Brenda F. Moore,
and Demond L. Tibbs*

Timothy Morales, City Manager

PROCLAMATION

WHEREAS, The United States of America Vietnam War Commemoration is an opportunity for all Americans to recognize, honor and thank our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 - May 15, 1975; and

WHEREAS, more than 9,000 organizations across America have joined with the Department of Defense as Commemorative Partners to honor our Vietnam Veterans, including the Dear Vietnam Vet Organization; and

WHEREAS, this commemoration includes the nine million Americans, approximately 7 million living today, who served in the U.S. Armed Forces during the Vietnam War, and makes no distinction between those who served in-country, in-theater, or were stationed elsewhere during those 20 years. All answered the call of duty; and

WHEREAS, March 29th was the last day that U.S. troops were on the ground in Vietnam. Veterans Affairs Secretary Robert A. McDonald has designated March 29, 2016, as a day to honor those who have "borne the battle," and to extend gratitude and appreciation to these valiant soldiers and their families;

NOW, THEREFORE BE IT RESOLVED, I, Dennis D. Browning, Mayor of the City of Saginaw, on behalf of my fellow councilmembers, do hereby proclaim March 29, 2016 as

VIETNAM VETERANS DAY

in the City of Saginaw and extend our sincere recognition to all Vietnam Veterans for their service during the Vietnam War.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 28th day of March in the year of our Lord two thousand sixteen.



Dennis D. Browning, Mayor

Councilpersons

Amos O'Neal, Mayor Pro Tem

*Michael D. Balls, Annie Boensch, Larry Coulouris,
Daniel Fitzpatrick, Floyd Kloc, Brenda F. Moore,
and Demond L. Tibbs*

March 28, 2016

Timothy Morales, City Manager

CITY OF SAGINAW

NOTICE OF
PUBLIC HEARINGS

In compliance with requirements of Act 146, P.A. 2000, the following notice is posted:

Notice is hereby given that the Saginaw City Council has scheduled a public hearing on the request for an Obsolete Property Rehabilitation Certificate for 124 S. Michigan Avenue.

The public hearing will be held Monday, March 28, 2016, at 6:30 p.m. in the Council Chamber of the City Hall, 1315 S. Washington Avenue, Saginaw, MI. The legal description of the property is on file in the Office of the City Clerk.

All interested persons are invited to attend this public 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: _____
By: __jks_____

City of Saginaw
City Assessors Office
1315 S. Washington Ave.
Saginaw, MI 48601
989-759-1471



Lori D. Brown, CMAE III, PPE
City Assessor

December 30, 2014

Michigan Department of Treasury
State Tax Commission
Treasury Building
Lansing, MI 48922

Re: 124 S. Michigan – Obsolete Property Rehabilitation Certificate Application

To Whom It May Concern:

Please allow this letter to serve as finding by the Assessor that the commercial building located at 124 S. Michigan Ave is functionally obsolete.

The property is a two story commercial building built in 1859. The building was most recently used as a retail flower shop until it was bank foreclosed in 2014. The building suffers from significant loss in value due to changes in technology since 1859, severe lack of maintenance and modernization.

The building will need to undergo significant rehab for future commercial use. The exterior work needed is extensive and includes brick and mortar work, replacement of windows and a new roof. The interior of the building requires significant updates to the flooring, walls and replacement of all ceilings. In addition, the boiler is beyond its useful life.

If you have any questions please feel free to contact me.

Thank you,

A handwritten signature in black ink that reads "Lori D. Brown". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lori D. Brown, MAAO (3), R-7649
City of Saginaw
City Assessor

RECEIVED
CITY CLERK
CITY OF SAGINAW
MAR 07 2016

Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by P.A. 146 of 2000. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption.

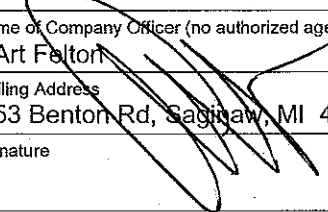
Applicant (Company) Name (applicant must be the OWNER of the facility) Old Town Distillery LLC								
Company Mailing address (No. and street, P.O. Box, City, State, ZIP code) 53 Benton Rd, Saginaw, MI 48602								
Location of obsolete facility (No. and street, P.O. Box, City, State, ZIP Code) 124 S. Michigan Ave, Saginaw, MI 48602								
City, Township, Village (indicate which) City of Saginaw		County Saginaw						
Date of Commencement of Rehabilitation January 20, 2015	Planned date of Completion of Rehabilitation 8/1/2016	School District where facility is located (include school code) Saginaw						
Estimated Cost of Rehabilitation \$250,000.00	Number of years exemption requested 12	Attach Legal description of Obsolete Property on separate sheet						
Expected project likelihood (check all that apply): <table border="0"><tr><td>☒ Increase Commercial activity</td><td>☐ Retain employment</td><td>☒ Revitalize urban areas</td></tr><tr><td>☒ Create employment</td><td>☐ Prevent a loss of employment</td><td>☐ Increase number of residents in the community in which the facility is situated</td></tr></table> Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment <u>5</u>			☒ Increase Commercial activity	☐ Retain employment	☒ Revitalize urban areas	☒ Create employment	☐ Prevent a loss of employment	☐ Increase number of residents in the community in which the facility is situated
☒ Increase Commercial activity	☐ Retain employment	☒ Revitalize urban areas						
☒ Create employment	☐ Prevent a loss of employment	☐ Increase number of residents in the community in which the facility is situated						
Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion. ☒								

APPLICANT'S CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by P.A. 146 of 2000 may be in jeopardy.

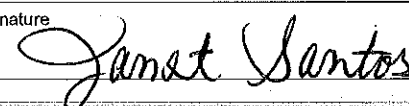
The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by P.A. 146 of 2000 and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of P.A. 146 of 2000, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents) Art Felton	Telephone Number (989) 529-2292	Fax Number (989) 401-5323
Mailing Address 53 Benton Rd, Saginaw, MI 48602		Email Address afelton@crossroadstitle.com
Signature 		Title Owner

LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 to be completed by the assessor.

Signature 	Date application received 3.07.16
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FOR STATE TAX COMMISSION USE

Application Number	Date Received
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LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date: _____

☐

Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)

☐

Denied

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

A statement that the local unit is a Qualified Local Governmental Unit.

A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of P.A. 146 of 2000.

A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under P.A. 146 of 2000 and under P.A. 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.

A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.

A statement that the application was approved at a public hearing as provided by section 4(2) of P.A. 146 of 2000 including the date of the hearing.

A statement that the applicant is not delinquent in any taxes related to the facility.

If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.

A statement that all of the items described on line 9 under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.

A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.

A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.

A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of P.A. 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under P.A. 146 of 2000 to establish such a district.

A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.

A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of P.A. 146 of 2000.

A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.

PART 3: ASSESSOR RECOMMENDATIONS

Current Taxable Value and State Equalized Value of obsolete properties

	Taxable Value	State Equalized Value (SEV)
Land		
Buildings		
Buildings on Leased Land		
Other Personal Property		
Prior Year Values		
Name of Local Government Body		Date of Action on application

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by P.A. 146 of 2000 may be in jeopardy.

Name of Clerk	Clerk Signature	Date	
Clerk's Mailing Address	City	State	ZIP Code
	Telephone Number	Fax Number	Email Address

Mail completed application and attachments to: State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, Michigan 48909-7971

If you have any questions, call (517) 373-3272.

OPRA Additional information:

The general description of the building is:

Built prior to 1852

Original use was as a general store prior to 1852, in 1852 was used as a Lutheran College

Most recent use was a flower shop

2 stories

4,500 sq feet

Will be converted to a distillery, complete with a tasting room

Items to be rehabilitated- ceilings, flooring, windows, painting, heating and cooling, electrical, gutters, roofing, plumbing, insulation

Items that will be fixed equipment- 230 gallon still, 26 gallon still, tanks, pumps, fermenters, bottlers, labelers, bar, back bar, seating

Scheduled completion would be 8/1/16

5 new jobs will be created

Tax Description

S.WLY.47.2 FT.OF LOT 1,BLK.8, CITY OF SAGINAW IN DIVISION NORTH OF CASS STREET

An aerial photograph of a city street intersection, likely in Chicago, showing property lines and building footprints. The image is rotated 90 degrees clockwise. A large, dark, rectangular building is visible in the upper left quadrant. A street runs diagonally from the bottom left towards the top right. Another street runs horizontally across the middle of the image. The intersection is marked by a cross. The text "124 S MICHIGAN AVE" and "16 0065 00000" is overlaid on the image, centered near the intersection.

124 S MICHIGAN AVE
16 0065 00000

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, MARCH 14, 2016, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 SOUTH WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Pastor Larry Camel 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: Dan Fitzpatrick, Demond Tibbs, Mayor Pro Tem Amos O'Neal, Larry Coulouris, Brenda Moore, Michael Balls, and Mayor Dennis Browning: 7. Council Members absent: Annie Boensch, and Floyd Kloc: 2.

ANNOUNCEMENTS

City Clerk Janet Santos announced the following:

- Nominating Petitions and Affidavit of Identity forms are available at the City Clerk's Office during regular business hours, for 5 City Council seats, each for a 4-year term, and for the Saginaw Public School Board for 2 Six-year terms and 1 Two-year term. All documents must be filed at the City Clerk's Office by July 26th.
- City Hall will be closed Friday, March 25 for the Easter Holiday.

PUBLIC HEARINGS

City Clerk Janet Santos announced the public hearing regarding submitting a grant through the Michigan Natural Resources Trust Fund to create improvements at Ojibway Island. Mayor Browning called for public comments. Public Services Director Phil Karwat spoke in favor of the grant application. He mentioned the application includes renovation projects for the restrooms, stage area, and electrical connectivity. John Milne spoke. The Mayor called for public comments two more times. No additional comments were presented.

Moved by Council Member Fitzpatrick, seconded by Council Member Moore to close the public hearing. 7 ayes, 0 nays, 2 absent. Motion approved.

City Clerk Janet Santos announced the public hearing regarding the 2016-17 Community Development Block Grant Program, Emergency Solutions Grant (ESG) Program, and HOME Investment Partnership Program. Mayor Browning called for public comments. Mary Ellen Johnson spoke in favor of funding for the Homeless Youth Program. Mayor Browning called again for public comment. Patrice Bouleware spoke in favor of funding for the Veteran's Park and Unity Park.

Council Member Kloc entered the meeting at 6:42 p.m.

Pastor Larry Camel spoke in favor of funding for the Parishioners on Patrol. Tom Hart spoke in favor of funding for the Saginaw West Lion's Club. Lillie Williams spoke in favor of funding for the Saginaw County Community Action Committee. Michelle McGregor spoke in favor of funding for the First Ward Community Center. Mayor Browning called for public comments a third time. No additional comments were presented.

Moved by Council Member Fitzpatrick, seconded by Council Member Moore to close the public hearing. 8 ayes, 0 nays, 1 absent. Motion approved.

PERSONAL APPEARANCES

The following personal appearances addressed City Council: Rhonda Butler, Maria McCarville, and John Milne.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Tibbs, Fitzpatrick, Kloc, Moore, Balls, Mayor Pro Tem O'Neal, and Mayor Browning.

REPORTS FROM CITY MANAGERManagement Update

Manager Morales provided informational updates on meetings, departmental projects, and recent legislation changes.

City Manager Tim Morales introduced Yolanda Jones, Director of OMB/Community Services. Ms. Jones updated the Council regarding the Five Year Consolidated Plan and the Annual Plan for the Community Development Block Grant Program (CDBG). Ms. Jones introduced Sarah Traxler, Vice President of McKenna Associates, Inc. Ms. Traxler presented details of the process and considerations taken to achieve the draft Five Year Consolidated Plan and how it fits with the City's Master Plan. She explained the CDBG funding requirements. Ms. Jones explained the application review process for the CDBG, ESG, and HOME programs for 2016-2017, which was conducted by the Human Planning Commission (HPC). The HPC submitted recommendations to the City Manager. The final step is Council's consideration and approval.

Consent Agenda

1. Approve the minutes from the February 22, 2016 regular Council meeting.
2. Approve Petition 16-02 for the Light Up the City Committee to erect banners located at Court Street and at East Genesee Avenue from June 1 through June 8, 2016 to promote Light Up the City Community Event.
3. Approve Petition 16-03 for the Light Up the City Committee to erect banners located at Court Street and at East Genesee Avenue from August 2 through August 9, 2016 to promote Light Up the City Community Event.
4. Approve the amendments to the FY 2016 Approved Budget to recognize any changes that have occurred during the January and February periods.
5. Approve the recommendations for the 2016 Single Lot Special Lot Assessment Tax Roll.
6. Approve a purchase order to Asset Protection Specialists for \$2,223.75 for Milestone Enterprise Video Management Software.
7. Approve the donation of a light bar from Burt Watson Chevrolet valued at \$2,570 for the Fire Department's rescue boat.
8. Approve to increase a blanket purchase order to M&R Electronics by \$3,800, for a new total of \$13,800, for electrical system maintenance and emergency repairs to meet the needs of the Fire Department's six pumpers, two aerial apparatus, and staff emergency response vehicles.

9. Approve ratification of a purchase order to Apollo Fire Apparatus for \$12,386.45 for the emergency repair of the emergency brake and chassis to Engine 1 for the Fire Department.
10. Approve a purchase order to Taser International, a sole source, for \$4,045.86 for 10 Axon Body Camera Systems for the Saginaw Police Department.
11. Approve the contract agreement with Interstate Gas Supply, Inc. to provide natural gas to 45 service accounts for City facilities utilizing natural gas at set fixed rates through March 31, 2019.
12. Adopt the resolution authorizing the sale and consumption of alcoholic beverages on Ojibway Island during the annual WKCQ Country Music Fest Free Concert to be held on June 18, 2016.
13. Approve the request from WKCQ for in-kind service, in lieu of payment, for one-half of the special event fees for the Country Music Fest Free Concert scheduled for June 18, 2016 on Ojibway Island.
14. Approve Ojibway Island User Agreement with MacDonald Broadcasting Company WKCQ-FM for the Country Music Fest Free Concert scheduled for June 18, 2016 on Ojibway Island.

Moved by Council Member Coulouris, seconded by Council Member Kloc to approve consent agenda items 1 through 14 as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

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

Council Member Coulouris provided a brief update on items recently reviewed by the Planning Commission.

Moved by Council Member Kloc, seconded by Council Member Moore to approve the Mayoral reappointment of Abraham Allen to the Riverfront Development Commission with a term to expire April 1, 2021. 8 ayes, 0 nays, 1 absent. Motion approved.

INTRODUCTION OF ORDINANCES

Moved by Council Member Kloc, seconded by Council Member Moore to introduce an Ordinance to amend §12.33, "Saginaw Human Planning Commission" of Chapter 12, "Boards And Commissions" of Title I, "Administrative Code" of the City Of Saginaw Code of Ordinances, O-1. 8 ayes, 0 nays, 1 absent. Motion approved.

CONSIDERATION AND PASSING OF ORDINANCES

Moved by Council Member Kloc, seconded by Council Member Moore to adopt an ordinance to amend the official city map to rezone Lots 3 and 4, Block 21, City of Saginaw in Division North of Cass Street from R-2, Two Family Residential to RO-1, Restricted Office. 8 ayes, 0 nays, 1 absent. Motion approved.

RESOLUTIONS

Moved by Council Member Kloc, seconded by Mayor Pro Tem O'Neal to adopt a resolution in support of restoring Snap Food Benefits to persons affected by Michigan's

Decision To Discontinue "Heat & Eat" Program. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Moore to adopt a resolution certifying the 2016 Single Lot Assessment Tax Roll. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Balls to adopt a resolution to approve the HOME Program Submission Program for 2016-2017. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Moore to adopt a resolution to approve the HOMELESS Assistance Program Emergency Solutions Grant Submission Program for 2016-2017. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Fitzpatrick to adopt a resolution to approve the Community Development Block Grant Program Submission Program Year for 2016-2017. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Moore to adopt a resolution to approve the application for the Michigan Natural Resources Trust Fund Grant to create improvements at Ojibway Island. 8 ayes, 0 nays, 1 absent. Motion approved.

MOTIONS AND MISCELLANEOUS BUSINESS

Mayor Browning provided information regarding a survey submitted to the City Council from the Saginaw County Road Millage Steering Committee (SCRMSC) regarding a proposed Saginaw County Road Millage. The SCRMSC asked that the survey be completed and returned. A discussion was held regarding consideration factors, such as the needs of the City, and the desire of the citizens.

Moved by Council Member Kloc, seconded by Council Member Fitzpatrick to postpone a response to the Saginaw County Road Millage Steering Committee survey, regarding the proposed Saginaw County Road Millage, until the March 28, 2016 regular City Council meeting. Mayor Browning asked City Clerk Santos to conduct a roll call vote.

Ayes: Mayor Pro Tem O'Neal, Coulouris, Moore, Kloc, Fitzpatrick, Tibbs, Mayor Browning

Nays: Balls

Absent: Boensch

Abstained: None

Motion approved.

ADJOURNMENT

Moved by Council Member Fitzpatrick, seconded by Council Member Kloc to adjourn the meeting at 8:46 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC
City Clerk

Petition for Banner

RECEIVED
CITY CLERK
CITY OF SAGINAW

PETITION CAN NOT BE ACCEPTED SIX (6) MONTHS PRIOR TO EVENT

MAR 18 2016

TO SAGINAW CITY COUNCIL:

We, the undersigned, do hereby petition the Honorable City Council to give favorable consideration to erect a banner at not more than two of the locations listed below. We understand that the \$150.00 banner fee per location must be paid to the Department of Engineering prior to hanging the banner and that the banner/s must be picked up within ten days after the FINAL display date. Fee established by Council resolution on June 7, 2004.

☐ 500 Block of Court Street

☒ 300 Block of South Michigan

☐ 200 Block of West Genesee

☐ 1000 Block of East Genesee Avenue

SAGINAW COUNTY COMMUNITY MENTAL HEALTH
Organization Name

MAY IS MENTAL HEALTH MONTH
Purpose of Banner

MESSAGE ON BANNER: MAY IS MENTAL HEALTH MONTH

Display Dates Requested: 5-2-16 to 5-31-16
First and Last Dates can NOT be a Weekend. Dates span can NOT exceed 30 days.

PETITIONERS

1 _____

2 _____

3 _____

4 _____

CONTACT PERSON INFORMATION:

NAME MEISSA GUTZWILLER PHONE 989-860-5895

ADDRESS 500 HAWCOCK

EMAIL MGUTZWILLER@SCCMHA.ORG

-----CLERK'S OFFICE USE ONLY-----

EMAIL TO ENGINEERING: _____ BY: _____

APPROVED BY COUNCIL: _____

CITY CLERK

#16-04

Petition for Banner

RECEIVED
CITY CLERK
CITY OF SAGINAW

MAR 08 2016

PETITION CAN NOT BE ACCEPTED SIX (6) MONTHS PRIOR TO EVENT

TO SAGINAW CITY COUNCIL:

We, the undersigned, do hereby petition the Honorable City Council to give favorable consideration to erect a banner at not more than two of the locations listed below. We understand that the \$150.00 banner fee per location must be paid to the Department of Engineering prior to hanging the banner and that the banner/s must be picked up within ten days after the FINAL display date. Fee established by Council resolution on June 7, 2004.

☒ 500 Block of Court Street

☒ 300 Block of South Michigan

☐ 200 Block of West Genesee

☐ 1000 Block of East Genesee Avenue

SAGINAW COUNTY COMMUNITY MENTAL HEALTH
Organization Name

MAY IS MENTAL HEALTH
Purpose of Banner

MESSAGE ON BANNER:

MAY IS MENTAL HEALTH MONTH.

Display Dates Requested: 5-16-16 to 5-31-16
First and Last Dates can NOT be a Weekend. Dates span can NOT exceed 30 days.

PETITIONERS

1 _____

2 _____

3 _____

4 _____

CONTACT PERSON INFORMATION:

NAME MELISSA GUTZWILLER PHONE 989-860-5895

ADDRESS 12000 500 HANCOCK

EMAIL M.GUTZWILLER@SCCNHA.ORG

-----CLERK'S OFFICE USE ONLY-----

EMAIL TO ENGINEERING: _____

BY: _____

APPROVED BY COUNCIL: _____

CITY CLERK

#16-05

From: Timothy Morales, City Manager
Subject: Purchase of Replacement Police Patrol Vehicle
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that the bid from Berger Chevrolet, Inc., Grand Rapids, Michigan be accepted using the State bid prices and that a purchase order be issued to them in the amount of \$24,679.22 for the purchase of a fully equipped 2016 Chevrolet Impala Police Patrol vehicle.

Justification:

The Saginaw Police Department will be removing one (1) of the oldest vehicles from their fleet with over 120,000 miles, and replace it with a fully equipped 2016 Chevrolet Impala Police Patrol vehicle. The replacement vehicle will be purchased outright at a cost of \$24,679.22 from Berger Chevrolet, Inc. pursuant to the State bid pricing. Berger Chevrolet, Inc. will contract with Kay Communication, LLC of Saginaw, MI (out-city) to completely outfit the vehicle with the necessary emergency equipment. Berger Chevrolet, Inc. was awarded the MiDEAL State bid contract to provide these vehicles for all Police agencies in the State of Michigan.

Berger Chevrolet, Inc. 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 vehicle are budgeted in the Drug Forfeiture Fund's Vehicle Account No. (264-3040-982.000) in the amount of \$24,679.22.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Radio Equipment Purchase – ROW Division
Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that the quote from Anderson Radio, Bay City, MI be accepted at the State of Michigan bid price, and that a purchase order be approved and issued to them in the amount of \$10,814.05 for the purchase of 13 Motorola radios.

Justification:

On January 22, 2016, a quote of \$10,814.05 was received for 13 Motorola radios that will be installed in various new vehicles and equipment purchased for the Right of Way Division. Anderson Radio is the local Motorola dealer and participates in State bid pricing.

Anderson Radio 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 the Radio Fund – Radio Operations Division's Radio Equipment Account No. 660-4422-980.000.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Rotary Lift Hoist System Replacement – Motor Pool
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend a purchase order be approved and issued to Rotary Lift of Madison, IN at HGACBuy Contract pricing, in the amount of \$15,329.80 for the purchase of a 2016 Rotary Lift SL210-FA hoist system installed for the Motor Pool Division.

Justification:

On November 25, 2013, Council authorized the City Manager or his designee to execute the Inter-local Contract allowing the City's initial HGACBuy contract purchase, which allows Municipalities to use the purchasing power of National Bids to expedite procurement, receive volume-purchasing discounts, and many other significant benefits.

The Motor Pool Division is replacing a 37 year old in-ground vehicle hoist system for which many parts have become unavailable. Due to multiple seal and mechanical failures this hoist has become unreliable and is affecting motor pool productivity. Operator safety and productivity are the major factors necessitating the replacement of this hoist.

Rotary Lift 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 Motor Pool Operation Fund – Garage Operations Division's, Shop Equipment Account No. 661-4481-979.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Purchase of LED Light Fixtures in City Hall Building – Facilities Division

Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend that the sole bid from Home Depot, Inc., Saginaw, MI be accepted and a purchase order be issued to them in the amount of \$6,090.90, for LED light fixture replacements to be used in City Hall corridors.

Justification:

On March 15, 2016, the City received only one (1) bid for the purchase of LED light fixtures to be used in the City Hall corridors. A separate Council Communication is being presented to Council recommending J. Ranck for removal and installation of these 44 fixtures.

The LED light fixtures use substantially less energy than regular florescent bulbs, which may be an energy reduction savings totaling up to 60% for City Hall.

Home Depot, Inc. 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 Clean Energy Coalition Fund – Clean Energy Divisions, Parts & Supplies Account No. 230-1795-742.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Installation of LED Light Fixtures in City Hall – Facilities Division

Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend that the bid from J. Ranck Electric, Inc., Mt. Pleasant, MI be accepted and that a purchase order be issued to them in the amount of \$8,670.64 for LED light fixture installation (only) in City Hall.

Justification:

On March 15, 2016, the City received one (1) bid for the removal and installation of 44 LED light fixtures to be used in the City Hall corridors. The installation of these fixtures may provide energy reduction savings for the City totaling up to 60%.

J. Ranck Electric, Inc. 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 Clean Energy Coalition Fund – Energy Divisions, Parts & Supplies Account No. 230-1795-742.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Purchase of Decorative Street Light Poles – ROW Division

Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend the low bid from Marshall Campbell, of Saginaw, MI be accepted and a purchase order be issued to them in the amount of \$30,587.75 for the purchase of 12 decorative streetlight poles and parts.

Justification:

On March 1, 2016, the City received four (4) bids for eleven (11) decorative streetlight poles and parts for replacement of damaged poles. The Traffic Maintenance Section of the Right of Way Division is required to maintain and replace, when necessary, the decorative streetlights within the City of Saginaw.

The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Cost</u>
Wesco Distribution Saginaw, MI (out City)	\$26,864.75
Standard Electric Saginaw, MI (out City)	\$27,205.27
Marshall Campbell Saginaw, MI (in City)	\$28,037.00
Graybar Electric Belleville, MI (out City)	\$28,387.67

Saginaw-based bidders with a bid within 5%, but not more than \$5,000 of the lowest bid, have the option of matching the low bid. Marshall Campbell, being an in City bidder, was given this option and agreed to match the low bid price of \$26,864.75 from Wesco Distribution per the Purchasing Ordinance.

During the time the light poles were being bid, a pole was hit in an accident and Marshall Campbell agreed to add another decorative light pole to their bid at a cost of \$2,794.50, and another base cover at a cost of \$928.50, bringing the total amount of the purchase order to \$30,587.75.

Marshall Campbell 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 this purchase are available in the General Fund – Department of Public Services – Street Lighting Division's Parts and Supplies Account No. 101-4620-742.000 (\$17,800.75) and the Capital Project Fund – Street Lighting Division's Parts and Supplies Account No. 401-4620-742.000 (\$12,787.00).

Council Action:

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

From: Timothy Morales, City Manager

Subject: Ratification of Emergency for Purchase – Rear-End Gear
Truck No. 53-0410, Right of Way Division

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend ratification for emergency purchase order no. 498466 to Weller Truck Parts LLC of Grand Rapids, MI and that payment be issued in the amount of \$2,276.20 for a replacement rear-end gear for truck no. 53-0410 for the Right of Way Division.

Justification:

On February 26, 2016, quotes were obtained and a purchase order was issued to Weller Truck Parts for a replacement rear-end gear for truck no. 53-0410 a 2010 International Plow and Salt truck. This unit 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. Quotes were requested from vendors that have supplied quality heavy truck replacement parts for the City in the past.

The following is a listing of the quotes received:

<u>Vendor</u>	<u>Cost</u>
Weller Truck Parts LLC. Grand Rapids, MI	\$ 2,276.20
Neal's Truck Parts Grand Rapids, MI	\$ 3,599.00

Weller Truck Parts 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 the Motor Pool Operation Fund – Garage Division's, Motor Vehicle Supplies Account No. 661-4481-737.000, (\$2,276.20) and will be accounted for in the Motor Pool Operation Fund – Garage Division's Inventory Account No. 661-0000-110.001.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Replacement Pickup/Service Truck – Motor Pool Division

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Red Holman GMC, Westland, MI at the State bid price in the amount of \$44,371.85 for the purchase of a 2016 GMC Sierra 2500 Double Cab 4X4 vehicle equipped as specified for the Motor Pool Division.

Justification:

The Motor Pool Division is replacing a 2000 Jeep Cherokee with over 85,000 miles. This unit has extensive rust, wear, and fatigue to the body, frame, and power train, along with mechanical issues that make this vehicle expensive to maintain in a useable condition it is being replaced with a properly equipped Double Cab pickup with light towing capabilities to better serve the division. Operating efficiency, operator safety, and loss of productivity due to down time are also contributing factors to the need to replace this vehicle. This purchase is being made using State bid pricing.

Red Holman 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 Motor Pool Operation Fund – Garage Operations Division's, Vehicles Account No. 661-4481-982.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Traffic Control and Parking Regulation Changes – ROW Division

Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that the proposed traffic control and parking regulation changes be approved, each of which is recommended by the Transportation Committee as follows:

1. Abolishment of Parking Limitation, Jefferson Avenue (200 block):
The 30-minute back-of-curb parking limitation on the west side of Jefferson Ave., beginning at a point 100 feet south of the south curb line of Federal St., extended and running southerly 40 feet is hereby abolished.
2. Establishment of Parking Prohibition, 19th Street (100-200 block):
No person shall park a vehicle on the east side of 19th St. between Janes Ave. and Lapeer Ave.
3. Abolishment of Parking Limitation, E. Genesee Avenue (100 block):
The 2-hour back-of-curb parking limitation on the south side of E. Genesee Ave., beginning at a point 40 feet west of the west curb line of Washington Ave., extended and running westerly 70 feet is hereby abolished.
4. Establishment of Parking Limitation, E. Genesee Avenue (100 block):
No person shall park a vehicle for more than 15-minutes on the south side of E. Genesee Ave., beginning at a point 40 feet west of the west curb line of Washington Ave., extended and running westerly 70 feet.
5. Abolishment of Parking Limitation, Federal Street (200 block):
The 4-hour parking limitation on the south side of Federal St., beginning at a point 95 feet west the west curb line of Franklin St., extended and running westerly 40 feet is hereby abolished.
6. Establishment of Loading Zone, Federal Street (200 block):
A loading zone is hereby established on the south side of Federal Street, beginning at a point 95 feet west the west curb line of Franklin St., extended and running westerly 40 feet.
7. Abolishment of Parking Regulations, N. Mason Street (2200-2500 block):
All parking regulations on both the east and west side of N. Mason St., between Davenport Ave. and Weiss St., are hereby abolishment.

8. Establishment of Parking Prohibition, N. Mason Street (2200-2500 block);
No person shall park a vehicle on both the east and west side of N. Mason St. between Davenport Ave. and Weiss St.
9. Abolishment of Parking Prohibition, Carter Street (3200-3300 block);
All parking regulations on the north and south side of Carter St., between Ray St. and Walcott St., are hereby abolished.
10. Abolishment of Parking Prohibition, Carroll Street (500 block);
All parking regulations on the north and south side of Carroll St., between Second St. and Warren Ave., are hereby abolished.
11. Establishment of Stop Sign Control, Clinton Street at Morgan Street;
No person driving a vehicle on Morgan St. shall enter or cross Clinton St. without bringing said vehicle to a complete stop.
12. Abolishment of Yield Sign Control, N. Charles Street at Houghton Street;
The yield sign control for Houghton St. at its intersection with N. Charles St. is hereby abolished.
13. Establishment of Stop Sign Control, N. Charles Street at Houghton Street;
No person driving a vehicle on Houghton St. shall enter or cross Houghton St. without bringing said vehicle to a complete stop.
14. Establishment of Yield Sign Control, Bridgeton Street at Huntley Drive;
No person driving a vehicle on Bridgeton St. shall enter or cross Huntley Dr. without first yielding the right-of-way.
15. Establishment of Yield Sign Control, Gallagher Street at 23rd Street;
No person driving a vehicle on Gallagher St. shall enter or cross 23rd St. without first yielding the right-of-way.

Justification:

The above proposed changes in traffic control regulations are a result of separate traffic studies performed at the request of the public and the Engineering Section of the Right of Way Division. The City Engineer and the Transportation Committee have approved these changes, which should have a positive impact on the quality of life and traffic safety in these areas.

Council Action:

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

Moved by Council Member _____, seconded by Council Member _____ to adopt an ordinance introduced March 14, 2016, entitled and reading as follows, be taken up and enacted:

O-

AN ORDINANCE TO AMEND §12.33, "SAGINAW HUMAN PLANNING COMMISSION" OF CHAPTER 12, "BOARDS AND COMMISSIONS" OF TITLE I, "ADMINISTRATIVE CODE" OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

The City of Saginaw ordains:

§ 12.33, "Saginaw Human Planning Commission" of Chapter 12, "Boards and Commissions" of Title I, "Administrative Code" of the City of Saginaw Code of Ordinances, O-1, is hereby amended to read as follows:

§ 12.33 SAGINAW HUMAN PLANNING COMMISSION.

(A) Creation and Membership.

(1) The Saginaw Human Planning Commission is hereby created to provide effective citizen participation in an advisory capacity only to aid the City Council in solving the social and physical problems of the City.

(2) There shall be twenty-one Neighborhood District Representatives on the Commission, one (1) to be appointed by City Council (hereinafter in this section referred to as "Council") from the Neighborhood Districts adopted by City Council at the time this ordinance becomes effective and any subsequent amendments.

(3) A map clearly indicating the geographical area of each of the Neighborhood Districts in the City shall be maintained in the City Clerk's office for public examination.

(B) Human Planning Commission Neighborhood Districts.

The Human Planning Commission Neighborhood Districts are as follows:

- (1) Human Planning Commission Neighborhood District One;
- (2) Human Planning Commission Neighborhood District Two;
- (3) Human Planning Commission Neighborhood District Three;
- (4) Human Planning Commission Neighborhood District Four;
- (5) Human Planning Commission Neighborhood District Five;
- (6) Human Planning Commission Neighborhood District Six;

- (7) Human Planning Commission Neighborhood District Seven;
- (8) Human Planning Commission Neighborhood District Eight;
- (9) Human Planning Commission Neighborhood District Nine;
- (10) Human Planning Commission Neighborhood District Ten;
- (11) Human Planning Commission Neighborhood District Eleven;
- (12) Human Planning Commission Neighborhood District Twelve;
- (13) Human Planning Commission Neighborhood District Thirteen;
- (14) Human Planning Commission Neighborhood District Fourteen;
- (15) Human Planning Commission Neighborhood District Fifteen;
- (16) Human Planning Commission Neighborhood District Sixteen;
- (17) Human Planning Commission Neighborhood District Seventeen;
- (18) Human Planning Commission Neighborhood District Eighteen;
- (19) Human Planning Commission Neighborhood District Nineteen;
- (20) Human Planning Commission Neighborhood District Twenty;
- (21) Human Planning Commission Neighborhood District Twenty-One.

(C) Neighborhood District Representative's Qualifications.

A Neighborhood District Representative must meet the following qualifications prior to appointment:

- (1) United States citizenship;
- (2) Eighteen (18) years old; and
- (3) Registered voter of the City.

During the Neighborhood District Representative's tenure, the individual cannot hold any board membership, employment or subcontracting relationship with any agency currently being funded with or applying for Community Development Block Grant funds while the person is serving on the Human Planning Commission.

(D) Term of Office.

The term of office of the Neighborhood District Representative shall be two (2) years from the date of appointment.

(E) Vacancy in Office.

The office of Neighborhood District Representative shall be declared to be automatically vacant due to one of the following circumstances:

- (1) Death;
- (2) Resignation;
- (3) The Neighborhood District Representative no longer occupies as a principle residence, a dwelling in the Neighborhood District from which the person was appointed;
- (4) The Neighborhood District Representative has been convicted of a felony;
- (5) The Neighborhood District Representative has been judicially declared mentally incompetent; and
- (6) The Neighborhood District Representative holds any board membership or obtains employment or a subcontracting relationship with any agency currently being funded with or applying for Community Development Block Grant funds while the individual is serving on the Human Planning Commission.

(F) Filling of Vacant Office.

City Council shall fill a vacancy by appointment. The individual will complete the remainder of the former Neighborhood District Representative's term.

(G) Organization of Commission.

The Saginaw Human Planning Commission shall select its own Chairperson, Vice-Chairperson, Secretary, and any other officers it may deem necessary. The Commission shall establish its own rules of procedure.

(H) General Duties and Powers.

The Saginaw Human Planning Commission shall address itself to the social and physical problems of the City. Nothing in this section is intended to or shall be construed to conflict with the provisions of MCL 125.3801 through 125.3885, as amended, vesting certain powers and duties concerning a program for public structures and improvements in the City Planning Commission. The Commission will establish program priorities by direct communication with the citizens in the respective neighborhood districts. The Commission shall have authority to plan and research social programs and review and recommend programs and action proposed by others in the area of social programming proposed for the City.

(I) Personnel

Personnel to assist the Commission will be assigned from the City's Community Development Block Grant Division. The Community Development Block Grant Administrator will consult with the Commission as to type and number of staff to be assigned to it.

This ordinance shall become effective April 7, 2016.

Enacted: March 28, 2016.

Yeas:

Nays:

Absent:

Abstain:

Dennis D. Browning
Mayor

Janet Santos, CMMC/CMC/MMC
City Clerk

ORDINANCE DECLARED ADOPTED

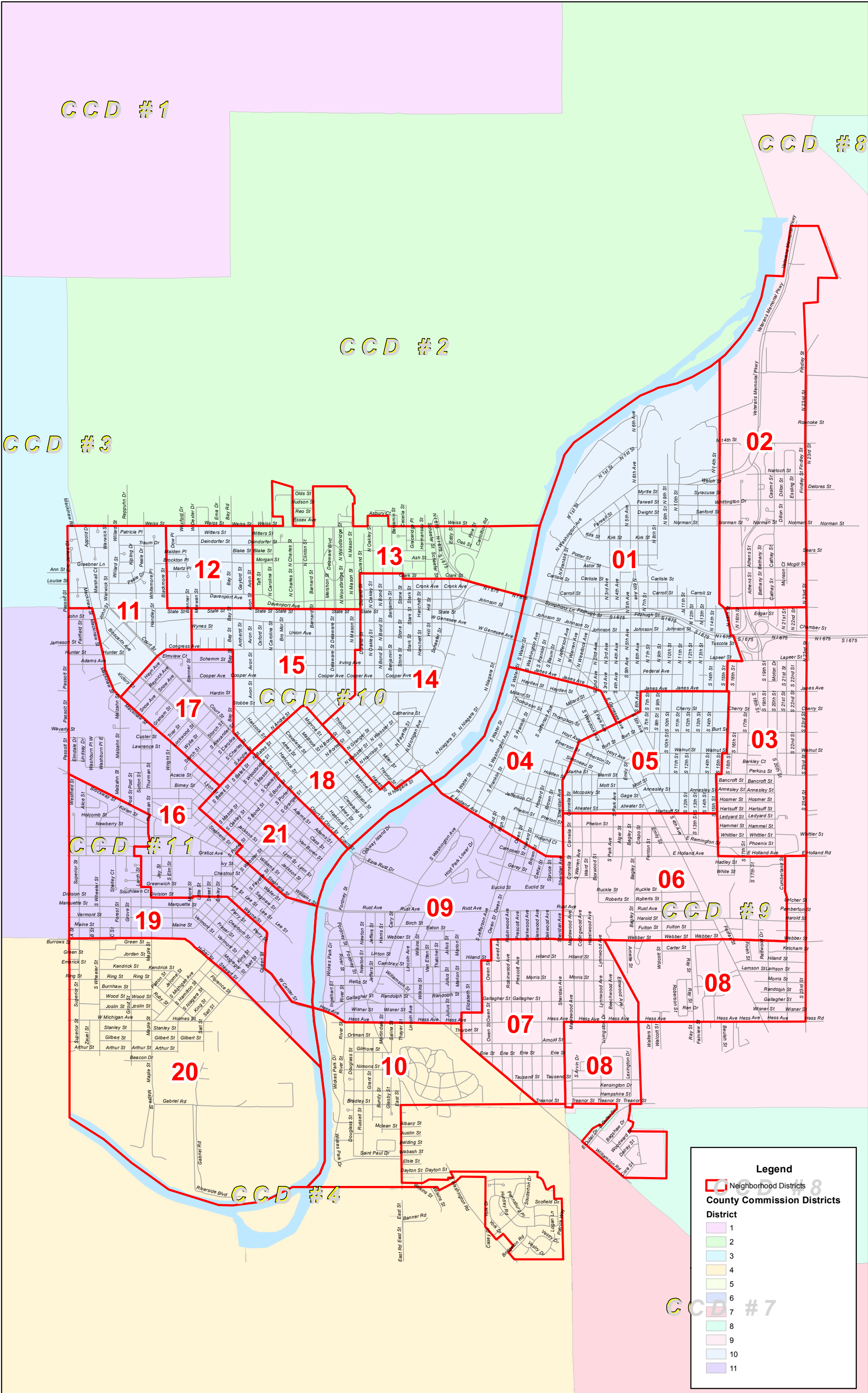
I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on March 28, 2016; the original thereof is on file in the records 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/CMC/MMC
City Clerk



City of Saginaw

Human Planning Commission Neighborhood District Map#



OBSOLETE PROPERTY REHABILITATION CERTIFICATE FOR PROPERTY AT 124 S. MICHIGAN AVENUE

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

WHEREAS: under P.A. 146 of 2000, as amended, the City of Saginaw is a Qualified Local Government Unit eligible to establish one or more Obsolete Property Rehabilitation (OPRA) Districts and approve applications for Obsolete Property Rehabilitation Exemption Certificates; and

WHEREAS: the Saginaw City Council approved the formation of an OPRA District at 124 S. Michigan Avenue, TAX ID 16-0065-00000, "the facility", on January 12, 2015, following a public hearing pursuant to Section 3 of P.A. 146 of 2000, as amended; and

WHEREAS: the taxable value of this exemption plus the aggregate taxable value of property already exempt does not exceed 5% of the total taxable value of the City of Saginaw; and

WHEREAS: the applicant, Old Town Distillery, is not delinquent in any taxes related to the facility; and

WHEREAS: the applicant has provided all required items listed under the application instructions to the City of Saginaw; and

WHEREAS: the facility has been deemed obsolete by the City of Saginaw pursuant to Section 2(h) of P.A. 146 of 2000, as amended; and

WHEREAS: the application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility within the meaning of P.A. 146 of 2000, as amended, situated within an OPRA District; and

WHEREAS: the commencement of the rehabilitation of the facility did not occur before establishment of the Obsolete Property Rehabilitation District; and

WHEREAS: the facility is located within an Obsolete Property Rehabilitation District and its rehabilitation will constitute a rehabilitated facility pursuant to P.A. 146 of 2000, as amended; and

WHEREAS: the completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to revitalize an urban area; and

WHEREAS: the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by Section 2(1) of P.A. 146 of 2000, as amended; and

WHEREAS: on March 28, 2016, the Council afforded the applicant, the Assessor of the City of Saginaw, a representative of each affected taxing unit and the general public, an opportunity to be heard on the above-mentioned application for an OPRA Certificate at 124 S. Michigan Avenue, as provided by Section 4(2) of P.A. 146 of 2000, as amended,

and the Council has given due consideration to all information presented at said hearing; and

WHEREAS: the City of Saginaw is stipulating that the applicant complete the rehabilitation by August 1, 2016; and

WHEREAS: on March 28, 2016, the City of Saginaw adopted a resolution granting an Obsolete Property Rehabilitation Act Exemption Certificate; and

WHEREAS: the applicant has requested an exemption for a period of twelve (12) years, and the certificate shall be in effect for a period of twelve (12) years.

NOW, THEREFORE, BE IT RESOLVED that the City of Saginaw hereby grants an Obsolete Property Rehabilitation Act Exemption Certificate, pursuant to Public Act 146 of 2000, as amended, for the eligible property legally described below located at 124 S. Michigan Avenue, Saginaw, Michigan, for a period of twelve (12) years.

ASSESSOR'S FILE #: 16-0065-00000

S. WLY. 47.2 FT. OF LOT 1, BLK 8, CITY OF SAGINAW IN DIVISION NORTH OF CASS STREET

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 March 28, 2016; 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/CMC/MMC
City Clerk

FREEDOM OF INFORMATION ACT POLICY

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

WHEREAS: the City of Saginaw presently has a Freedom of Information Act (FOIA) Policy as approved by City Council on June 22, 2015 and made effective July 1, 2015; and

WHEREAS: the City Council recognizes and acknowledges the need to amend its Freedom of Information Act Policy as it becomes necessary; and

WHEREAS: the City of Saginaw believes it is in the best interest of the City to amend its current Freedom of Information Act Policy under Section F "Fees" by eliminating subsection (i) which waived the total cost for non-paper physical media, paper copies, and mailing of a response if such costs were under \$5.00; and

WHEREAS: by eliminating Section F, subsection (i) of the Freedom of Information Act Policy, the City will be able to charge for materials and postage expenses for all FOIA responses;

NOW, THEREFORE, BE IT RESOLVED, the City of Saginaw Freedom of Information Act (FOIA) Policy presented to City Council on this date is hereby adopted effective March 29, 2016; and

BE IT FURTHER RESOLVED, the resolution adopted by City Council on June 22, 2015, and any other prior resolutions regarding the adoption of or pertaining to the City's Freedom of Information Act (FOIA) policy are hereby rescinded.

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 March 28, 2016; 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/CMC/MMC
City Clerk

FREEDOM OF INFORMATION ACT (FOIA) POLICY

- A. **PURPOSE:** The purpose of this policy is to assure compliance with the Freedom of Information Act (Act) by the City of Saginaw (City).
- B. **DESIGNATION OF FOIA COORDINATOR:** The City Manager shall serve as the FOIA Coordinator and shall be responsible for administering this policy. In addition, the following officers shall be authorized to act as the FOIA Coordinator's designees: Executive Assistant to the City Manager, City Clerk, Deputy City Clerk, Fire Chief, Fire Department Clerical II, Police Chief, Police Department Support Services Administrator, and Police Department Office Assistant II. Where used herein, FOIA Coordinator shall mean FOIA Coordinator or designee.
- C. **DEFINITIONS:** The words and phrases contained in this policy shall have the meaning given to them, if any, by the Act.
- D. **ATTACHMENTS:** The attachment(s) to this policy may be revised, in a manner consistent with this policy, by the City Manager as needed due to changes in the law.
- E. **RECEIVING AND RESPONDING TO FOIA REQUESTS:**
 - a. The FOIA Coordinator shall be responsible for accepting and processing requests for public records covered under the Act and shall be responsible for approving a denial in accordance with the Act.
 - b. All FOIA requests must be submitted in writing (Attachment A). This includes requests received by facsimile, electronic mail or through other electronic means. Requests received by facsimile, electronic mail, or other electronic transmission are not considered received until 1 business day after the electronic transmission is made.
 - i. An electronic mail request that is transmitted to a spam or junk mail folder is not considered received until 1 business day after the FOIA Coordinator becomes aware of the request.
 - ii. The FOIA Coordinator shall check the spam or junk mail folder for FOIA requests on a weekly basis and shall keep a log of when such requests are first delivered and received.
 - c. A request must describe the public record sufficiently to enable the City to find the public record.
 - d. Within 5 business days after receiving a request for public records the FOIA Coordinator will:
 - i. Grant the request (Attachment B);
 - ii. Grant the request in part and deny the request in part (Attachment C);
 - iii. Deny the request (Attachment D);
 - iv. Request an extension of 10 business days for additional response time (Attachment E);
 - or
 - v. Request a deposit in accordance with Section F, below (Attachment F).
 - e. Failure to respond to a request constitutes a denial if:
 - i. The failure to respond was willful and intentional; or
 - ii. The request included language that would allow it to be identified as a request for public records or a request made pursuant to the FOIA.
 - f. If any of the requested documents are on the City's website, the requestor shall be informed and no fee shall apply to the request unless the requestor subsequently requests copies of those public records.

- g. Notice to deny a request in whole or in part shall contain an explanation for the grounds under FOIA (or other law) for the determination that the public record or portion of the public record is exempt from disclosure.
- h. If an exemption is used to deny a request, the specific statutory citation for and verbiage of the exemption will be included in the denial. All denials must be signed by the FOIA Coordinator. All denials will also include a description of the denied record, an explanation of the requestor's right to appeal, and/or a certificate verifying that the requested record does not exist under the name given by the requestor or by another name reasonably known to the City.
- i. The FOIA Coordinator will keep on file a time stamped copy of all requests and responses for a period of 1 year following their receipt or issuance.

F. FEES:

- a. In accordance with the Act, the City will charge fees for:
 - i. The actual labor costs for searching for, locating, and examining records;
 - 1. This is the cost of labor directly associated with the necessary searching for, locating, and examining a public record in conjunction with receiving and fulfilling a granted written request;
 - ii. The actual labor costs for redacting records;
 - 1. The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession;
 - iii. Non-paper physical media;
 - iv. Paper copies;
 - 1. Copying costs may be charged if a copy of a public record is requested or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection);
 - v. The actual labor costs for duplication or publication of records;
 - 1. This is the cost of labor directly associated with duplication or publication, including making paper or digital copies or transferring digital records on non-paper physical media, through the Internet, or other electronic means as stipulated by the requestor;
 - vi. Mailing;
 - 1. The City will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner;
 - 2. The City cannot charge more for expedited shipping, insurance, or other special delivery accommodations unless specifically requested by the requestor.

The attached Cost Worksheet shall be utilized to determine the fee charged by the City (Attachment G).

- b. Actual labor costs will be charged in 15-minute increments, rounded down. In calculating the cost of labor incurred in searching for, locating, and examining records, redacting records, and duplication or publication, the City may not charge more than the hourly wage of the lowest paid employee capable of retrieving the information necessary to comply with the request. The City may also add up to 50% to the multiplier used to account for benefits. Subject to the 50% limitation, the City shall not charge more than the actual cost of fringe benefits.
- c. A fee shall not be charged for the cost of searching for, examining, reviewing, and deleting and separating exempt from non-exempt information unless such labor requires more than 15 minutes to complete. If such labor requires more than 15 minutes to complete, such a fee will be charged because failure to do so would result in unreasonably high costs to the City that are

excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests.

- d. If no City employee is capable of redacting the records, the City may forward such records to legal counsel for redaction. Charges for such contracted labor may not exceed 6 times the State minimum wage and must be itemized on the Cost Worksheet.
- e. Up to the first \$20.00 of the fee shall be waived for each request of an individual who is entitled to information under the Act and who submits an "Affidavit of Indigency" stating they are indigent and receiving public assistance or, if not receiving public assistance, stating facts showing their inability to pay the full fee. (Attachment H.)
 - i. An indigent individual may only receive 2 such fee waivers per calendar year.
- f. Up to the first \$20.00 of the fee shall be waived for each request of a nonprofit organization that is formally designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act.
- g. If the City fails to timely respond to a request, it must reduce its labor costs by 5% per day a response is late up to a maximum 50% reduction if:
 - i. The late response was willful and intentional; or
 - ii. The request included language that would allow it to be identified as a request for public records or a request made pursuant to the FOIA.
- h. The City Manager shall provide for the calculation of a fee for reproducing documents. This calculation will include paper, copy machine, and supplies cost. The City Manager shall also determine the fee to be charged for envelopes. These fees shall be reviewed periodically and shall be reflective of the City's actual costs.
- i. ~~If the total cost for the non-paper physical media, paper copies, and/or mailing of a response is less than \$5.00, the fee shall be waived.~~
- j. A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the City determines that a waiver or reduction of the fee is in the public interest, because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

This section does not apply to public records prepared by City departments or offices under a separate law authorizing the sale of those public records to the public.

G. DEPOSITS: The City may charge a deposit if:

- a. The anticipated cost of granting the request is expected to exceed \$50.00.
 - i. In such cases, a notice to provide a good faith deposit of 50% of the cost prior to granting the request will be sent.
 - ii. The request for a good faith deposit must also include a "best efforts estimate" as to the amount of time it will take the City to fulfill the request upon receipt of the deposit.
- b. The City may require a 100% deposit from an individual who has not paid a previous FOIA fee in full. Such a deposit may only be required if:
 - i. The final fee for the prior written request was not more than 105% of the estimated fee.
 - ii. The public records made available contained the information being sought in the prior written request and are still in the City's possession.
 - iii. The public records were made available to the individual, subject to payment, within the time frame provided by law.
 - iv. No fewer than 90 days but no more than 365 days have passed since the City notified the individual in writing the records were available for pick up or mailing.
 - v. The individual is unable to show proof of prior payment to the City

- vi. The City calculates a detailed itemization that is the basis for the current written request's increased estimated fee deposit.
- c. The City can no longer require an increased estimated fee deposit (i.e. 100% deposit) from an individual if any of the following apply:
 - i. The individual is able to show proof of prior payment in full to the City;
 - ii. The City is subsequently paid in full for the applicable prior written request; or
 - iii. 365 days have passed since the individual made the written request for which full payment was not remitted to the City.

H. **APPEAL:** In accordance with the Act, where a person's request for a public record is denied, in whole or in part, or the person believes the fee charged in responding to the request is excessive, the person shall be entitled to file a written appeal. The FOIA Coordinator shall forward any copy of an appeal of a full or partial denial of a FOIA request, or fee associated with preparing the response to same, to legal counsel for review. The City Council shall respond to such appeals within ten (10) business days from their receipt of same. The City Council is not considered to have received an appeal until the first regularly scheduled City Council meeting following submission of the appeal.

The City Council may deliberate and take one of the following actions in response to the filing of an appeal:

- a. Reverse the disclosure denial.
- b. Affirm the disclosure denial or fee charged.
- c. Reverse the disclosure denial in part and affirm the disclosure denial in part.
- d. Modify the fee charged.
- e. Under unusual circumstances, issue a notice extending for not more than 10 business days the period for issuing a response. The Council can only issue one 10-day extension.

If City Council fails to respond to a written appeal or upholds all or a portion of the disclosure denial/fee charged that is the subject of the appeal, the requestor may seek judicial review of the decision by commencing an action in the Saginaw County Circuit Court.

- I. **PUBLIC SUMMARY:** The City Manager shall create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit a FOIA request to the City and explaining how to understand its responses, deposit requirements, fee calculations, and avenues for challenge and appeal. (Attachment I.)
- J. **PUBLICATION:** The City shall post and maintain this policy, as well as the public summary, on its website, as well as provide free copies of same upon request by visitors at the City Manager's or City Clerk's office. Either a copy of both this policy and the public summary or the website link to such documents shall be provided with any response to a FOIA request.
- K. **ATTACHMENTS:** The attachment(s) to this policy may be revised, in a manner consistent with this policy, by the City Manager as needed due to changes in the law.
- L. **EFFECTIVE DATE:** This policy shall become effective on ~~July 1, 2015~~ March 29, 2016, and shall supersede any prior policies relating to the same subject.