

**MINUTES
ST. CLAIR SHORES CITY COUNCIL MEETING
June 20, 2016**

Regular Meeting of the City Council, held in the Council Chambers, located at 27600 Jefferson Circle Dr., St. Clair Shores, Michigan.

Present: Mayor Kip C. Walby, Council Members Peter Accica, John Caron, Ronald Frederick, Peter Rubino, and Candice Rusie

Absent
& Excused: Chris Vitale

Also Present: City Clerk Mary Kotowski, Directors Bryan Babcock, Doug Haag, Liz Koto, George Morehouse, Lt. Pietrzak, and City Attorney Robert Ihrie

1. CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Mayor Walby called the meeting to order at 7:00 p.m. Ms. Kotowski, City Clerk, called roll with a quorum present, noting Council Member Vitale asked to be excused. The Pledge of Allegiance was recited by those in attendance.

Moved by Council Member Frederick, supported by Council Member Rusie to excuse Council Member Vitale from the meeting.

Ayes: All – 6
Absent: Vitale

Mr. Rubino asked to be excused at 8:30 p.m.

2. PROCLAMATIONS & PRESENTATIONS - None

3. AUDIENCE PARTICIPATION ON AGENDA ITEMS (2 MINUTE TIME LIMIT)

Jim Goodfellow, St. Clair Shores resident, spoke on agenda items 6b & 6c. He said he hopes that Council votes yes for the firefighters protective gear. Having walked in their footsteps he knows that they need to be protected the best they can. He said he hopes that Council will approve item 6c the purchase and build up of police vehicles.

4. PLANNING CASE PPC160011 REQUEST FOR SITE PLAN APPROVAL FOR A GREENHOUSE AT THE EDESEL AND ELEANOR FORD ESTATE, 1100 LAKESHORE DRIVE, REPRESENTED BY DAVE MILLER, EDESEL AND ELEANOR FORD ESTATE

Dave Keller is requesting Site Plan Approval for a landscape greenhouse on the portion of the Edsel and Eleanor Ford Estate that is within St. Clair Shores. In 2015, the Edsel and Eleanor Ford Estate was rezoned to the new Philanthropic District. The Philanthropic District allows greenhouses, plant nurseries, and garden areas and facilities as permitted principal uses on the property.

Mr. Keller said they are proposing a 12 foot by 20 foot (240 sq. ft.) greenhouse located more than 600 feet from the centerline of Jefferson Avenue (Lakeshore Drive) and 135 feet from the west property line. Due to the significant setback, the greenhouse will not be visible from Lakeshore Drive. The greenhouse is proposed to be 12 feet tall to the peak with 7 foot walls. The greenhouse is proposed to be constructed on a 12 inch wide and 18 inch deep concrete anchor frame (ratwall). Due to its permanent nature, the structure shall be reviewed as a principal use rather than a temporary accessory building.

Ms. Rusie said her sister is a long time employee of the Ford Estate and she will abstain from voting.

Mr. Frederick asked what the greenhouse is made of.

Mr. Keller replied polycarbonate.

Moved by Council Member Rubino, supported by Council Member Frederick to approve the request for PPC 160011 Site Plan Approval at 1100 Lakeshore Drive for a greenhouse at the Edsel and Eleanor Ford Estate represented by David Miller, Edsel and Eleanor Ford Estate, with the following conditions: confirmation of no outdoor lighting, and all mechanical equipment, whether at grade or on the roof of the structure shall be screened from view on all visible sides, the applicant shall denote the location of the transformer on the site plan and confirm no new screening is needed, and all mechanical and electrical codes shall be met, which reads as follows:

Agenda Item 4 (cont'd)

Ayes: All – 5
Abstain: Rusie
Absent: Vitale

5. SECTION 108 LOAN GUARANTEE ST. CLAIR SHORES SENIOR ACTIVITY CENTER EXPANSION AND RENOVATION

a. Planning Case PPC160013, 20000 Stephens, Request for Special Land Use Approval to allow the expansion and renovation of the existing Senior Activity Center, City of St. Clair Shores, represented by Mike Malone, Partners In Architecture

Mrs. Koto said in late 2015, the City received approval to proceed with the Section 108 Loan process. The first step was to appoint a board then choose an architect to work with this committee to come up with a plan. The committee is comprised of members of City Council, members of the Senior Center, and staff. A final plan was agreed upon in May, and the next step is to obtain special land use and site plan approval.

Mrs. Koto said the (the City) is requesting Special Land Use approval to allow the renovation and expansion of the St. Clair Shores Senior Activity Center. The property is zone Single Family Residential, and all public service uses of residentially-zoned land require Special Use Approval prior to site plan approval.

Mrs. Koto said the applicant is also requesting Site Plan Approval for the expansion and renovations of the St. Clair Shores Senior Activity Center. The project is comprised of two parts, the renovation of the interior of the existing Senior Center, and a 2,800 square foot addition for a new workout center. The addition is proposed to have a pitched roof and be built of concrete block. The renovations to the existing center also include a new covered entrance, landscaping and decorative wall.

Moved by Council Member Frederick, supported by Council Member Rusie to approve the request for PPC160013 Special Land Use Approval for the renovation and expansion of the Senior Activity Center at 20000 Stephens represented by Mike Malone, Partners In Architecture.

Ayes: All – 6
Absent: Vitale

b. Planning Case PPC160013A, 20000 Stephens, Request for Site Plan Approval for renovations and expansion of the Senior Activity Center, City of St. Clair Shores, represented by Mike Malone, Partners In Architecture

Mrs. Koto said we have applied for and been granted for a loan up to \$1.7 million to expand the existing Senior Center. She said Partners in Architecture was chosen as the architect for the project. The site plan approvals are really for the exterior.

Mike Malone, Partners in Architecture, explained the addition. He said the new addition will be adding over 3,000 sq. ft. to accommodate what was discussed with the group. He discussed the landscape plan, new sidewalks, excessive entrance improvements, the overall floor plan, the office area improvements, the fitness center addition, the healing arts space, the new toilet rooms, and lockers. He said the conference and office areas are being moved. The fitness component is self contained. They plan on painting the existing building. They are asking for approval for this addition.

Mr. Caron said they went through different discussions. Every room will get touched except the existing bathrooms, which were remodeled not that long ago.

Mayor Walby said we are still on target to get the approval today, go out for bid, and for construction to start Fall 2016.

Mr. Accica asked about the west elevation.

Mr. Malone said the current building has brick and block. They tried to pick material to complement both. The material they chose looks like stone. They picked it for the character of the material.

Ms. Rusie thanked Council, Administration, the residents, the Committee, and the architecture.

Mr. Frederick thanked the Committee, the residents, Council, and the architecture. We are paying \$1.7 for a 2,800 sq. ft. addition. He said that seems odd to him. We only have one shot at this. He asked if there's a detailed cost provided. He asked how much fluff there is.

Agenda Item 5 (cont'd)

Mr. Malone discussed everything that will be done. The Senior Center Building needs a new roof and the electrical panel needs to be updated. He said this has to go out to bid. He said we have to be cautious, so there is maybe 7% to 10% fluff because of construction.

Mr. Frederick said he is not happy with the design. He said we are not getting enough for as much as we are spending. He remembers that the addition was supposed to go as far out as the bocce ball court. We were building this so that the next phase could be added in the future.

Mr. Malone said there is a cost for every square foot. The addition will be a steel frame structure that can be added onto. They looked at turning the building making it longer, but decided not to. This is based on their professional opinion. They have to replace the roof on the existing Senior Center building and are also upgrading the electrical.

Mayor Walby added that CDI became aware that there was something wrong with the roof and it needed to be replaced.

Mr. Frederick said he would think that fixing the roof would be out of the scope of this loan.

Mr. Malone added that the existing spaces are getting renovated, such as the flooring, ceiling, making the rooms bigger, the office wall is coming down, and the conference room being relocated.

Mr. Frederick said he is disappointed. This was supposed to be a huge expansion. We are now cutting the expansion size to fund other things. It doesn't make sense to do that because we are trying to attract more to use this facility.

Mr. Caron said it is bigger than the current fitness center.

Mr. Malone added that it is 3 times larger than the current fitness center.

Mr. Frederick said he feels that we are supposed to use the money for the expansion and not for repairs. He feels that we are short changing the project.

Mayor Walby said we are in a deficit situation. If we would have to fix the roof we would have to take it from somewhere else.

Mr. Frederick asked if we need new flooring in the other rooms.

Mr. Rubino said he knows what Mr. Frederick is saying. He thought we would get more. He goes back and forth about if it is wise to spend that kind of money in this position. We had to become compliant and it was mainly the seniors that discussed and decided what to give up and what to compromise. It's going to be a very different center. It will be an upgrade. It was mostly the seniors who decided what was important and where to spend the money. It doesn't seem like that amount of money gets you much in this type of project.

Mr. Caron said in terms of all the trade off that had to get made we are actually happy to have met what we did. We had to consider all the different activities that go on throughout the day that need to have areas as to not conflict. We knew the offices were not compliant and we knew that going in. It is a Federal loan and we have a set amount of what we were approved for and we will be paying it back with Federal funds. He thinks that the Committee put in a lot of work and there were tough discussions of what we could do and what we couldn't do.

Mayor Walby said we have Partners In Architecture which is \$75,000 to \$78,000.

Mr. Frederick asked if we need the new floor. He asked if the seniors had a checklist and could make a decision on the floors or ceilings.

Mayor Walby said if we need a new floor or ceiling soon the money would have to come from the general fund, so we mind as well do do it during the renovations.

Mr. Malone said the design given is just a schematic. Their idea is to get the most bang for the buck. He said we could look at different things. A lot of times we add in alternates that may be able to be added later.

Mr. Accica asked if the conference room and healing room need to be shifted back. He asked if those rooms are in use constantly every day.

Mr. Caron replied that the rooms are in use constantly every day.

Agenda Item 5 (cont'd)

Moved by Council Member Rubino, supported by Council Member Caron to approve the request for PPC130013A Site Plan Approval at 20000 Stephens for the renovation and expansion of the Senior Activity Center represented by Mike Malone, Partners In Architecture, with the following conditions: all light must be shielded from adjacent residences, and a variance from the Zoning Board of Appeals is required for the use of concrete block as an exterior finish material.

Ayes: All – 6
Absent: Vitale

There was discussion about the bid documents and if any changes would need to be made it would need to be made now. We would get the bids by August 31st and it would be before Council at the September 19th meeting.

6. BIDS/CONTRACTS/PURCHASE ORDERS

- a. **Request to approve City Attorney Contract**
- b. **Request to award the bid for Firefighter Protective Clothing (bids opened 5/31/2016) and blanket purchase order for 2017 FY**

Fire Chief Morehouse said firefighting turnout suits have a life expectancy of five to six years. During this budget year, funds have been allocated for the replacement of seven turnout suits. The turnout suits requested are quoted at \$1,966.00 per suit. Bids were opened May 31, 2016. Although Argus was the low bidder, their proposal did not meet our specifications. Specifically, there was a fabric difference and the jacket did not provide lumbar support. Apollo Fire was the second lowest bidder meeting the turnout gear specifications, as well as all requirements of Purchasing Policies of the City of St. Clair Shores City Ordinance 12.451. Funds for this purchase are budgeted in the Capitol Outlay Fund, Account # 101-340-750 for Fiscal Year 2016-17.

Mr. Caron said the exceptions on the lower bid company, Arugus, doesn't say what it is.

Fire Chief Morehouse said there is no spine support, the material is not as resistant, the vapor barrier, and the elbows and knee pads don't wear well.

Mr. Caron said he noticed there is an industry specification that we follow.

Fire Chief Morehouse said the specification is the industry standard turnout gear that has been around and it wears well.

Moved by Council Member Frederick, supported by Council Member Caron to approve the award for the bid for the purchase of seven turnout suits to Apollo Fire at a cost of \$1,966.00 each; and approve the FY 2016-17 Blanket Purchase order for turnout suits.

Ayes: All – 6
Absent: Vitale

- c. **Request to Award 3-year Contract (2016-2109) for Police Car Equipment and Build Ups (Bid Opened 6-7-16) and Blanket Purchase Order for FY-2017**

Lt. Pietrzak said the bid specifications were put on MITN on 5-3-16 with a due date of 6-3-16. Two companies did submit proper bids (see attached for breakdowns of the bid). He said the corrected amount for the buildup of 5 cars is \$62,250. The total purchase order will be for \$62,250 (5 cars X \$12,450). A part of our 980.001 – Capital Outlay account is budgeted specifically for the purchase of equipment and for the labor to build up a new car to be ready for patrol. He said \$10,000 is for every possible equipment for a vehicle and typically it doesn't add up to \$10,000 because not all pieces of equipment are put into every vehicle. This is for a 3 year contract. We currently use Cruisers and they had an increase. This vendor meets all requirements of Purchasing Policies of the City of St. Clair Shores City Ordinance 12.451.

Mr. Rubino said the 3% increase for years 2 and 3 for Cruisers is still significantly less than the next lowers bidder.

Lt. Pietrzak mentioned that we have had a good relationship with Cruisers.

Moved by Council Member Frederick, supported by Council Member Rubino to approve awarding the 3 year contract to Cruisers Inc. for the police car equipment and build ups, and blanket purchase order for FY-2017, in the amount of \$62,250.

Agenda Item 6 (cont'd)

Ayes: All – 6
Absent: Vitale

d. Request for an extension of the current Building Inspection Services through July 2016 and a blanket purchase order for the city of Roseville for the month of July 2016

Mrs. Koto said in May 2016, an RFP was issued to solicit proposals for building and inspection services. When staff uploaded an addendum to the RFP, the RFP was inadvertently cancelled by the MITN system. The RFP was re-issued in early June 2016 with a due date of Wednesday June 15, 2016. However, the deadline has been extended to July 7, 2016 to clarify the specifications and requirements as well as the dollar values that are being required to be submitted (lump sum price, hourly rates, etc). Because the deadline has been extended into the next fiscal year and past the date of the existing building services contract, an extension of that contract is required and a new Purchase Order is necessary to cover the time until the proposals are accepted and awarded.

Moved by Council Member Frederick, supported by Council Member Caron to approve the request for an extension of the current Building Inspection services through July 31, 2016 and the approval of a blanket purchase order for the city of Roseville for the month of July 2016.

Ayes: All – 6
Absent: Vitale

e. Request approval to sell tax foreclosed parcel at 21717 Maxine

f. Request approval to sell tax foreclosed parcel at 21735 Maxine

g. Request to award 2016-2017 UPM Permanent Pavement Repair Material contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said the City of St. Clair Shores Department of Public Works (DPW) received proposals for the 2016-2019 U.P.M. Permanent Pavement Repair Material Contract. This is the material that we use to patch potholes. The contract consisted of either pick-up or delivery of 10-20 ton loads of U.P.M. up to an estimated 300 tons of material. The contract shall remain valid until June 30, 2019. The project was advertised in the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 95 companies and 1 bid was submitted.

It is our recommendation to award a 3-year contract to the low unit price bidder, Cadillac Asphalt, Inc., in the annual amount of \$33,000 for a 3-year total of \$99,000. Costs associated with this contract will be funded from the FY 16/17: Street Department budget account no. 120-451-930.025 in the amount of \$30,000; and Water Department account no. 590-860-930.000 in the amount of \$3,000. This contractor has satisfactorily supplied the City for the past number of years. They are also the suppliers for the Road Commissions in Macomb, Oakland and Wayne County; and the City of Ann Arbor, Sterling Heights, and Detroit.

Ms. Rusie asked Mr. Babcock if he knew why only 1 company submitted a bid and it went to 95 companies.

Mr. Babcock said it is not usual for more than a couple companies to submit a bid. He said most of our neighboring communities use this and it's because of their location, which allows us to pick up material.

Ms. Rusie asked about us picking up the material.

Mr. Babcock said it saves us quite a bit of money by picking it up ourselves.

Moved by Council Member Frederick, supported by Council Member Accica to approve to award the 2016-2019 blanket purchase order contract for U.P.M. Permanent Pavement Repair Material (Bids opened 06/09/16) to Cadillac Asphalt, Inc., in the annual amount of \$33,000.00. All unit prices provided in the proposal shall remain valid through June 30, 2019.

Ayes: All – 6
Absent: Vitale

h. Request to award 2016-2018 Material Delivery contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said there are usually multiple parts to this. We have topsoil, sand and 2 different rock material for backfilling repairs and the company would haul out material and leaves. The vendor was unable to hold their

Agenda Item 6 (cont'd)

prices so we had to rebid. The City of St. Clair Shores Department of Public Works (DPW) opened bids on 06/09/16 for the 2016-2018 Material Delivery Contract. The contract consists of delivery of 21AA and 3-inch crushed concrete to the DPW for use by the Water and Sewer Departments. The unit prices provided shall remain valid until June 30, 2018. The project was advertised in the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 246 companies, and 4 bids were submitted. Please see the attached bid tabulation. It is our recommendation to award a 2-year contract to the low unit price bidder, Clancy Excavating, Co., in the annual amount of \$37,000.00 for a 2-year total of \$74,000.00.

Costs associated with this project will be funded from the budgeted accounts as follows:

Water Dept	\$17,000	590-860-930
Storm Dept	\$10,000	590-452-930
Sewer Dept	\$10,000	590-870-930
Total	\$37,000	

Mr. Babcock said Clancy Excavating Co. is the current supplier of crushed concrete and also takes our excavated concrete at no cost to the City. The DPW has been satisfied with their material and promptness.

Moved by Council Member caron, supported by Council Member Rubino to approve to award the 2016-2018 contract and blanket purchase order for Material Delivery to Clancy Excavating Co. in the annual amount of \$37,000.00 for a total contract amount of \$74,000.00. All unit prices shall remain valid through June 30, 2018.

Ayes: All – 6
Absent: Vitale

i. Request to award 2016-2017 Repair Supplies contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said on June 9, 2016, the City of St. Clair Shores received proposals for the 2016-2017 Repair Parts & Supplies Contract. The contract consisted of a list of most commonly used repair materials by the Water and Sewer Departments. The contract shall remain valid until June 30, 2017. The project was advertised in the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 225 companies and 4 bids were submitted. It is our recommendation to split the bid and award to the lowest bidder in each category as follows:

1. HD Supply Co. - Concrete Products, Plastic Pipe & Parts, Fernco Flexible Fittings, Water Main Repair Pipe & Parts

Water Dept	\$40,000	590-860-930
Storm Dept	\$20,000	590-452-930
Sewer Dept	\$40,000	590-870-930
2. East Jordan Iron Works – Frames and Covers

Water Dept	\$ 5,000	590-860-930
Storm Dept	\$20,000	590-452-930
3. Michigan Pipe & Valve - Hydrants, Valves, Water Main Repair Clamps

Water Dept	\$80,000	590-860-930
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Mr. Babcock said the costs associated with this contract will be funded from the FY 16/17 Water and Sewer Department budgets. Both HD Supply Co. and East Jordan Iron Works have been vendors for the City for over 50 years. Michigan Pipe & Valve is a new company in the area with a stocked shop. The parts from all 3 companies are stocked locally which is important as most repairs are emergency response.

Moved by Council Member Frederick, supported by Council Member Caron to approve to award the 2016-2017 blanket purchase order for Repair Supplies to: H.D. Supply Co. in the amount of \$100,000; E.J. USA, Inc. in the amount of \$25,000; and Michigan Pipe & Valve Co. in the amount of \$80,000. Unit prices provided shall remain valid through June 30, 2017.

Ayes: All – 6
Absent: Vitale

Agenda Item 6 (cont'd)

j. Request to award 2016-2018 Lawn Restoration contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said the project started fall of 2014. We found ourselves going into winter unable to get restorations done. Most of the work is in the fall and affects residents' lawns. We bid out this lawn restoration project for sod work and sprinkler work and it's there if we are in a pinch. The City of St. Clair Shores Department of Public Works (DPW) often has water main breaks or sewer failures that require excavations to repair. Occasionally these excavations require the removal and disposal of concrete sidewalk and/or driveways by the DPW. Upon completion of the repair to the water main or sewer the DPW will backfill the excavated area with the excavated spoils and/or sand. Areas where concrete was removed are typically backfilled with stone and/or cold patch material to provide a smooth surface for pedestrians and/or vehicles.

Mr. Babcock said the DPW has a sidewalk and drive approach contractor that completes the concrete work separately from the Lawn Restoration Contract. The concrete work is done sometimes before the Lawn Restoration work and sometimes after. Sidewalk and driveway approach concrete work is included in this contract to provide the DPW with an alternate concrete contractor in the event that concrete restoration cannot be done in a suitable amount of time by the other contractor.

Mr. Babcock said the Water Department personnel have historically been able to complete the restoration work in-house during the spring and early summer. Sometimes though the restoration work has extended in to the summer and fall due to high number of water main breaks the prior year or due to continued breaks in the spring that prevent the restoration work to be started. Therefore this proposal is in-place to assist the DPW in completing the restoration work on an as-needed basis.

Mr. Babcock said the project was advertised in both the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 344 companies and 3 bids were submitted. The bid tabulation, contract specifications and contract documents are enclosed for your review. The low unit price bid on the project is Landscape Services, Inc. (LSI), in Clinton Township, MI. LSI has completed the prior 2-year Lawn Restoration contract with the DPW and we have been satisfied with the quality and timeliness of the work completed. Therefore it is our recommendation to award a 2-year contract and blanket purchase order to Landscape Services, Inc., in the annual as-needed amount of \$50,000.00 for a contract total of \$100,000.00. Funding for this work has been budgeted at \$50,000 per year in the Water Department Services Budget, Account No. 590-860-810.000.

Mr. Caron asked how much we do in house.

Mr. Babcock said it is 80% in house and 20% outside.

Mr. Caron said it's good to see that we are doing most of the work in house.

Moved by Council Member Caron, supported by Council Member Frederick to approve awarding the 2016-2018 contract and blanket purchase order for Lawn Restoration work to Landscape Services, Inc., in the annual as-needed amount of \$50,000.00 for a contract total of \$100,000.00. All unit prices shall remain valid through June 30, 2018.

Ayes: All – 6
Absent: Vitale

k. Request to award 2016-2018 Tree Trimming Services contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said we contracted this work out to assist our Forestry Department. We have 3 arborists and we try to do as much work in house as we can. There is a lot of maintenance work that we don't have time to do ourselves. On June 9, 2016 the City of St. Clair Shores received proposals for the 2016-2018 Tree Trimming Services Contract. The contract consists of trimming of trees within the road right-of-way at various locations throughout the City Limits. The project was advertised in the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 222 companies and 6 bids were submitted. Camelot Tree & Shrub Co. was the low bidder. See attached bid tabulations.

Mr. Babcock said Camelot Tree & Shrub Co. is our current tree trimming contractor and the DPW has been satisfied with the quality and cleanliness of their work. Therefore it is our recommendation to award Camelot Tree & Shrub Co., the 2016-2018 Tree Trimming 2-year Contract and Blanket Purchase Order in the annual amount of \$60,000 for a contract total of \$120,000. Funding for this work has been budgeted in Streets Department account no. 120-451-810.060 in the annual amount of \$60,000.00.

Agenda Item 6 (cont'd)

Ms. Rusie discussed the different way that Camelot submitted their bid based on the quantities. She said it seems disingenuous. They are low balling their lows and largest trees.

Mr. Babcock said they may have the advantage from being an experienced contractor in our City. It's competitive bidding and this happens with other companies that are familiar with our parts.

Moved by Council Member Frederick, supported by Council Member Rubino to approve to award the 2016-2018 contract and blanket purchase order for Tree Trimming Services to Camelot Tree & Shrub, Inc., in the annual amount of \$60,000.00 for a contract total of \$120,000.00. All unit prices provided shall remain valid through June 30, 2018.

Ayes: All – 6

Absent: Vitale

I. Request to award 2016-2018 Tree Stump Removal contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said that we have a number of trees that we have to remove. Usually there are about 25 stumps and the contractor will come to town and grind up the stumps for us. On June 9, 2016, the City of St. Clair Shores received proposals for the 2016-2018 Tree Stump Removal Contract. The contract consists of removing stumps from trees that have been removed by the City Forestry Department within the road right-of-way. The contract shall remain valid until June 30, 2018.

Mr. Babcock said the project was advertised in the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 146 companies and 6 bids were submitted. CSL Tree Service is the lowest unit price bid. Currently CSL is working in the City of Detroit and Wayne County and they have been satisfied with their work. We have not used this company. We called the community they work for and they were happy with them. It is our recommendation to award CSL Tree Service, the 2016-2018 stump removal 2-year contract and blanket purchase order in the annual amount of \$15,000 for a contract total of \$30,000. Funding for this work has been budgeted in Streets Department account no. 120-451-810 in the annual amount of \$15,000.00.

Moved by Council Member Caron, supported by Council Member Frederick to approve to award the 2016-2018 contract and blanket purchase order for Tree Stump Removal to CSL Tree Service, in the annual amount of \$15,000 for a contract total of \$30,000. All unit prices provided shall remain valid through June 30, 2018.

Ayes: All – 6

Absent: Vitale

m. ~~Request to award 2016-2017 Motor Pool Vehicle & Equipment Tires contract extension and blanket purchase order~~

n. Request to award 2016-2019 Street Signs and Materials contract (bids opened 6/9/2016) and blanket purchase order

Mr. Babcock said We've been replacing signs for a number of years. This is a new bid for us. The City of St. Clair Shores Department of Public Works (DPW) received proposals for the 2016-2019 Street Sign and Materials purchasing contract on June 9, 2016. The contract consisted of a list of custom street name signs, standard street signs, and sign materials used by the DPW. The contract shall remain valid until June 30, 2019.

Mr. Babcock said the project was advertised in the Macomb Daily Newspaper as well as the Michigan Inter-Governmental Trade Network (MITN) website. The notice was sent through the MITN website to 143 companies and 5 bids were submitted. Dornbos Sign, Inc. is the grand total all section low bidder. Dornbos Sign, Inc. is the current supplier of street signs, posts, and other material for the City and the DPW has been satisfied with the timeliness of orders placed and the quality of the material. They are local and they have been competitive. Therefore it is our recommendation to award Dornbos Sign, Inc., the 2016-2019 Street Sign and Materials 3-year contract and blanket purchase order in the annual amount of \$30,000 for a contract total of \$90,000. Funding for this work has been budgeted in the Streets Department account no. 120-451-930.040 in the annual amount of \$30,000.

Ms. Rusie said they would be open to year 2 and 3, with plus 5% increase and/or 5% decrease. It's unclear and uncertain as to their rates for these years.

Agenda Item 6 (cont'd)

Mr. Babcock said he believes that it could increase 5% or decrease 10%. It would have to be in that range. He will contact the company next year to confirm their prices. He said that if it had to be raised 5% next year he would still be much lower than the next lowest bidder. He said he would expect him to give us a letter.

Moved by Council Member Rubino, supported by Council Member Caron to approve to award the 2016-2019 contract and blanket purchase order for Street Sign and Materials purchasing to Dornbos Sign, Inc., in the annual amount of \$30,000 for a contract total of \$90,000. All unit prices provided shall remain valid through June 30, 2019.

Ayes: All – 6
Absent: Vitale

- ~~o. **Request to award 2016-2017 Rock Salt MITN Purchasing Cooperative contract and blanket purchase order**~~
- p. Request to award 2016-2017 Garbage Cart contract extension and blanket purchase order**

Mr. Babcock said in March 2013 the City of St. Clair Shores bid and approved the purchase of solid waste (garbage) curbside carts to the low bidder, Cascade Engineering, Inc. We discussed a way to keep it fair to our residents. The cost to manufacture carts is largely dependent on the cost of the raw materials. The index used to determine pricing is published monthly by the Chemical Market Associates, Inc. (CMAI) Resin Price Index. As you can see on the attached Chemical Price Database the High Density Polyethylene (HDPE) cost has varied from \$0.89/lb in March 2013 to a high in September 2014 of \$1.03/lb. Currently the index is at \$0.69/lb. The index variations are shown on the attached spreadsheet with the impact to our cost of carts.

Mr. Babcock said Cascade Engineering, Inc. is proposing a long term partnership with the City that will maintain the bid unit price of the carts plus an increase or decrease based on the resin price index. Based on the limited storage at the DPW yard we anticipate ordering a shipment of carts each quarter. At that time Cascade will provide the City with the current price index and will adjust our cost up or down accordingly. The unit price will be the bid unit price plus an increase or decrease based on the resin price index.

Mr. Babcock said the City supports this partnership as they have to date supplied the City with a quality product and have honored their warranty. In addition we feel there is a benefit to keeping with one company to keep our design and colors standard. It would also be an added difficulty to resolve warranty issues if we had to find out first which cart manufacturer each resident had when calling for repairs and/or parts. Carts are sold to our residents at our cost to purchase from the manufacturer plus sales tax. Carts can be purchased at the Cashier's Office in City Hall and can be picked up (with proof of purchase) at the DPW or will be delivered within 4-6 weeks by the DPW.

Moved by Council Member Rubino, supported by Council Member Caron to approve the blanket purchase order to purchase solid waste curbside collection carts from Cascade Engineering, Inc., 4950 37th Street SE, Grand Rapids, MI 49512, in the amount of \$75,000 from Sanitation Fund Account No. 226-520-750.000.

Ayes: All – 6
Absent: Vitale

- ~~q. **Request to award 2016-2018 Pavement Marking Program contract (bids opened 6/9/2016) and blanket purchase order**~~
- 7. CONSENT AGENDA** – All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a vote of City Council. There will be no separate discussion of the items unless the Mayor and or a Council Member so requests, in which event the item will be removed from the general order of business and considered under the last item of the Consent Agenda.

Moved by Council Member Caron, supported by Council Member Rubino to approve the Consent Agenda Items a – g, which include the following:

- a. Bills**

June 9, 2016	\$1,228,826.66
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Resolved to approve the release of checks in the amount of \$1,228,826.66 for services rendered, of the report that is 25 pages in length, and of the grand total amount of \$1,228,826.66, \$0 went to other taxing authorities.

Agenda Item 7 (cont'd)

b. Fees

Resolved that the following Fees be approved as presented:

Ihrie O'Brien	\$ 12,762.25
Kirk, Huth, Lange & Badalamenti	\$ 4,388.10

c. Progress Payments

Resolved that the following Progress Payments be approved as presented:

EQ Industrial Services, Inc.	\$167,398.50
Doetsch Industrial Services	\$ 20,167.11
Doetsch Industrial Services	\$ 66,510.05
Florence Cement Company	\$271,811.31
TSP Environmental	\$281,296.07

d. Approval of Minutes

Resolved that the following minutes be approved as presented:

<u>Minutes</u>	<u>Meeting Date</u>
City Council	May 2, 2016

e. Receive & File Boards, Commissions & Committee Minutes

Resolved that the following minutes be received and filed:

<u>Minutes</u>	<u>Meeting Date</u>
Activities Committee	April 21, 2016
Dog Park Committee	June 2, 2016
Golf Course Committee	March 15, 2016
Historical Commission	May 3, 2016
Parks and Recreation Commission	April 13, 2016
Water Resources & Advisory Board	April 5, 2016
Zoning Board of Appeals	April 7, 2016

f. Award Blanket Purchase Orders for 2017 Fiscal Year

Resolved that the following FY 2017 blanket purchase order be approved:

DEPT. and ITEM	VENDOR	AMOUNT
(1) Golf & Parks - Fertilizer and chemicals for golf course and parks		
(2) CDI - Irrigation System Maintenance – 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Landscape Services, Inc.	\$ 27,250.00
(3) CDI - Rodent Control - 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Landscape Services, Inc.	\$491,310.00
(4) CDI - Snow Removal - 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Excel Landscaping LLC	\$ 50,000.00
(5) CDI - Weed Control - 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Excel Landscaping LLC	\$ 50,000.00
(6) CDI - Grass Cutting - 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Excel Landscaping LLC	\$ 20,000.00
(7) CDI - Landscaping Maintenance - 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Landscape Services, Inc.	\$ 52,350.00
(8) CDI - Professional Services – CE Inspections - 2nd year out of 5 yr. contract (bids opened 3/3/2015)	Landscape Services, Inc.	\$212,400.00
(9) CDI - Property Clean-Up Services - 2nd year out of 3 yr. contract (bids opened 3/3/2015)	Excel Landscaping LLC	\$ 50,000.00

Agenda Item 7 (cont'd)

(10) DPW - Request to approve 2016-2017 Gasoline & Diesel blanket purchase order (contract approved 1/4/2016)	RKA Petroleum Company	\$470,000.00
(11) DPW - Request to approve 2016-2017 Material Delivery & Removal blanket purchase order (contract approved 6/1/2015)	Grosso Trucking & Supply Co.	\$104,000.00
(12) DPW - Request to approve 2016-2017 Automotive Parts Purchasing blanket purchase orders (contract approved 6/1/2015)	George's Auto Parts	\$300,000.00
(13) DPW - Request to approve 2016-2017 Cross Connection Control Program blanket purchase order (contract approved 6/1/2015)	H2O Compliance Services, Inc.	\$27,417.00
(14) City Clerk – annual cost for ordinance amendments & carryover Phase 2 of Recodification of the City Ordinance Book	Municipal Code	\$20,750.00

g. Revised Debt Millage Rate –

Resolved that the debt millage rate be lowered from .4223 to .4191.

CITY TAX RATES (mills)	Adopted <u>June 6</u>	Revised <u>Millage</u>
Operating	6.2157	6.2157
Sanitation	2.3305	2.3305
Publicity, Act 359	0.0359	0.0359
Police & Fire Operating	1.9736	1.9736
Streets	1.2306	1.2306
Library	0.9120	0.9120
Lake St. Clair Clean Water Initiative	1.9736	1.9736
	Subtotal	14.6719
Police & Fire Pension	6.1368	6.1368
Debt	0.4223	0.4191
	TOTAL	21.2310
		21.2278

Ayes: All – 6
Absent: Vitale

8. UPDATES AND FOLLOW-UPS FROM COUNCIL MEETING - None

9. COMMENTS BY INDIVIDUAL COUNCILPERSONS

Council Member Rubino said the garbage dumpster at Veteran's Memorial Park is overflowing and there is trash on the ground for 2 weeks in a row now.

Mayor Walby said he saw it too. It may need to be dumped more often.

Mr. Rubino was excused and left the meeting at 8:19 p.m.

Council Member Caron said the S.C.O.T.S. Board is hosting a raffle on August 19th. He said more information will be posted.

Mr. Caron mentioned the 8 large flower pots that were donated by the owners of Shores Auto Wash. He said they've located all 8 of them.

Mr. Caron asked if we can get a status of irrigations systems at City Parks. The City Hall property has a pump that has been down for a while.

Agenda Item 9 (cont'd)

Mr. Caron said last week we received emails of upset residents about the dogs being kept out of the 9 Mile ramp area. Some incident happened between dogs and the County put up signs. He asked if we can find out what the incident was and how to rectify that. There have been residents taking their dogs there for years without incident.

Mayor Walby said it's the Macomb County Public Works Drainage District. We were working on getting them to allow the dogs back there. He will have Greg or Tom follow up. He said in 2004-2007 there were no dogs allowed then the gate guards started allowing dogs.

Council Member Frederick said that he is on the Wigs for Kids Board and there's a petition out there. It is petitioning that insurance companies should cover the cost of thos wigs. It would be great to have some of that covered. It's a small price for an insurance company to make a child happy.

Mr. Frederick made Library announcements. He said the Local History Center is still closed for renovation. He made Selinsky Farmhous announcements.

Council Member Accica said they've been working at the park and the trusses fro the restroom at Veterans Park should be there in a week or so. In a couple of weeks you will start seeing different changes.

Council Member Rusie asked Mrs. Koto about the Chapoton Apartment parcel.

Mrs. Koto said they were required to get all their approvals from the State of Michigan before their approval with us. They got those and they met with us last week. They informed us of the minor changes the State required them to do. It may take 6 to 8 weeks for them. Hopefully they can get the approval and break ground mid September.

10. CITY MANAGER'S REPORT

Mayor Walby said the next City Council Meeting is July 18th. There is only one meeting in the month of July.

11. AUDIENCE PARTICIPATION (5 MINUTE TIME LIMIT)

Erin Stahl, 20113 Avalon, said she agrees with Councilman Frederick in regards to the Senior Center expansion. Her issue is not taking this to the residents to vote on. If something comes up unforeseen the taxpayers will shoulder the cost of that. This loan violates the letter and spirit of the law.

Ms. Stahl asked who is running the City if both the City Manager and the Assistant City Manager are both out.

Ms. Stahl said next Monday she has been penciled in June 27th at the library to give an overview of the budget. Power in Numbers is the title of the speech she did. It's informative meeting. It's giving another view of the finances. She asks that the \$100 fee for the room be waived because she is doing a public service. She mentioned Dave Ramse's Financial Peace University.

12. MAYOR'S COMMENTS

Mayor Walby said the fireworks are this Friday at Veteran's Memorial Park at dusk. First State Bank is the major sponsor and it is an enjoyable event. There will be food and entertainment. We are expecting another outstanding job from Wolverine. Tickets are at City Hall at Parks and Recreation; \$2 in advance or \$3 at the door.

Mayor Walby said the 3rd concert is Wednesday and invited everyone to come out for good food and a good show.

13. ADJOURNMENT

Moved by Council Member Caron , supported by Council Member Rusie to adjourn at 8:42 p.m.

Ayes: All – 5
Absent: Rubino, Vitale

KIP C. WALBY, MAYOR

MARY A. KOTOWSKI, CITY CLERK

(THE PRECEDING MINUTES ARE A SYNOPSIS OF A CITY COUNCIL MEETING AND DO NOT REPRESENT A VERBATIM RECORD).