Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday January 17, 2024

6:30pm Work Study Session

1. Presentation of Christmas Home Decorating Contest
2. Officials Reports
3. Discussion of Agenda Items

7:00 pm Regular Meeting

Pledge of Allegiance

Roll Call: Ayres-Reiss, George, Graziani, Kowalsky, Kuspa, Rauch

Minutes:
1. Work Study Session Minutes dated January 3, 2024
1. Regular City Council Meeting Minutes dated January 3, 2024

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"
1. Memo from ACA/Fin. Dir.; Re: March 2024 Board of Review Dates
2. Memo from ACA/Fin. Dir.: Re: 2024 Poverty Exemption Guidelines
3. Letter from Mayor; re: Bid Extension (One Year) for Full Replacement Prime Shield Service Agreement **(Waiver of Bid)**
4. Letter from Mayor; re: Purchase of Two (2) Police Utility Interceptor Patrol Vehicles **(Waiver of Bid)**
5. Letter from Mayor; re: Bid Extension Through April 30, 2024 for Ice Rink Janitorial Services **(Waiver of Bid)**

Communications "B" – (Receive and File):

Ordinances:
1. Memo from Administrator; re: 1st Reading of Proposed Update to Section 1292.03(k) Driveway Ordinance

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1489 $1,995,616.19

Adjournment:

Janice M. Ferencz, City Clerk

City Council

Work Study Session

January 3, 2024

An Informal Meeting of the Council of the City of Southgate was held on January 3, 2024 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present:	Priscilla Ayres-Reiss, Bill Colovos, Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch
Absent:	
Also Present:	Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, Fire Chief Justin Graves, City Engineer John Miller, Police Chief Mark Mydlarz, DPS Director Kevin Anderson & Building Inspections Director Tim Leach

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During officials reports, Councilman Colovos announced that he was resigning from his city council seat effective 7:00 pm this evening. He thanked everyone and appreciated working with his fellow council members, the administration and employees. Council President Kuspa thanked him for his service.

Discussed the following agenda items:

- Consideration of Bid for Roof Replacement at Senior Center and Ice Arena
- Approval of Bid Extension for Sand, Top Soil and 21A Aggregate (Waiver of Bid)

This meeting ended at 6:44 p.m.

City of Southgate
Regular City Council Meeting
January 3, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, January 3, 2024 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

A moment of silence was given in honor of Anna Renaud.

Present: *Priscilla Ayres-Reiss, Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch*

Absent:

Also Present: *Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, Fire Chief Justin Graves, City Engineer John Miller, Police Chief Mark Mydlarz, DPS Director Kevin Anderson & Building Inspections Director Tim Leach*

Amend the Agenda to add the Letter of Resignation from Councilman Colovos moved by Rauch, supported by Graziani, RESOLVED THAT the Southgate City Council amend the agenda by adding the letter of resignation from Councilman Colovos. Motion carried unanimously.

Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated December 20, 2023 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Rauch, RESOLVED, that the minutes of the Regular City Council Meeting dated December 20, 2023 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Bid for Roof Replacement at Senior Center and Ice Arena moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council award bid to Lutz Roofing Co., Inc. (4721 22 Mile, Shelby Township, MI 48317) for the roof replacement of the Senior Center (sections 3 and 5) and the Ice Arena (section 4) in the amount of $552,000.00, plus 10% contingency of $55,200.00, for a total bid award of $607,200.00. Motion carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Bid Extension for Sand, Top Soil and 21A Aggregate (Waiver of Bid) moved by George, supported by Kowalsky, RESOLVED THAT the Southgate City Council waive the bidding process and approve the bid extension to Freeport Supply Co. (20091 Pennsylvania, Brownstown, MI 48193) (original contract was awarded Jan 6, 2021), for sand, top soil, and 21A aggregate in the amounts of $14.95/ton, $10.74/ton, and $10.40/ton, respectively, for a period of one year. Motion carried unanimously.

2. Letter of Resignation from Councilman Colovos moved by Rauch, supported by Graziani, RESOLVED THAT the Southgate City Council accept the letter of resignation received from Councilman Colovos, effective January 3, 2024 at 7:00 p.m. Motion carried unanimously.

New Business:

1. Schedule Special Meeting to Discuss the Council Vacancy moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council schedule a special meeting on January 11, 2024 at 6:00 p.m. in the City Council Chambers to discuss the procedure to fill the vacant seat on City Council. Motion carried unanimously.

Claims and Accounts:

Moved by Graziani, supported by Rauch, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1488 for $10,484,140.13. Motion carried unanimously.

Adjournment:

Moved by Rauch, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:27 P.M. Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

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ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PHILLIP J. RAUCH
PRISCILLA AYRES-REISS
GREG KOWALSKY

City of Southgate

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director DWD

DATE: January 11, 2024

RE: Request to Approve March 2024 Board of Review Dates

I have reviewed the above with the Deputy City Assessor, and concur with their request for City Council to approve the March 2024 Board of Review dates, and the Board of Review member's compensation as presented, as well as the amount for additional expenses.

Adequate funds are available in the appropriate Assessing Dept budget.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

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ZOEY KUSPA
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BILL COLOVOS
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PHILLIP J. RAUCH
PRISCILLA AYRES-REISS
GREG KOWALSKY

MEMORANDUM

TO: Douglas Drysdale, Finance Director

FROM: Esther Graves, Deputy City Assessor EG

DATE: January 3, 2024

RE: March Board of Review – 2024

This communication is to request that City Council approve the following dates for the 2024 March Board of Review:

Tuesday, March 5th from 9 AM until 7 PM
Tuesday, March 12th from 12 PM until 9 PM
Tuesday, March 19th from 9 AM until 7 PM

The following date may be utilized if necessary:

Thursday, March 21st from 9 AM until 7 PM

The Board of Review will meet each day for up to ten hours per day with a one hour and 30 min break, if possible. Appointments will be scheduled 5-10 people per hour. Additionally, petitioners will be given the opportunity to appeal by mail if they are unable to appeal in person.

In addition, please also approve each Board of Review member's compensation at $200.00 per day, with $100.00 per half day. This office also requests that additional expenses be set at $200.00 per day.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

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GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director DWD

DATE: January 11, 2024

RE: Request to Approve 2024 Poverty Exemption Guidelines and Application

I have reviewed the above with the Deputy City Assessor, and concur with their request for City Council to approve the 2024 Poverty Exemption Guidelines and Application.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

- CITY COUNCIL -

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GREG KOWALSKY

MEMORANDUM

TO: Douglas Drysdale, Finance Director

FROM: Esther Graves, Deputy City Assessor

DATE: January 3, 2024

RE: Council Resolution – 2024 Poverty Guidelines

The purpose of this communication is to request that the City Council adopt a resolution to approve the enclosed 2024 Poverty Exemption Guidelines & Application.

City of Southgate Application for Poverty Exemption
For 2024

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION

- If granted an exemption, it is for the *current year only*. The Poverty exemption is intended to be a temporary form of assistance.
- Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. *Board of Review dates are posted annually and may also be found at www.southgatemi.org or by calling (734) 258-3007*. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

Required Documentation to be Attached to Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. **If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.**
- The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

INCOME GUIDELINES FOR POVERTY EXEMPTION

This amount published annually by the US Dept. of Health and Human Services

**Per Michigan State Tax Commission Bulletin number 18 of 2023, "Procedural changes for 2024, November 15, 2023.*

Number in Family	Income
1 Member	$14,580
2 Members	$19,720
3 Members	$24,860
4 Members	$30,000
5 Members	$35,140
6 Members	$40,280
7 Members	$45,420
8 members	$50,560
For each additional add:	$5,140

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

Maximum total allowed assets, including amounts in banking/investment accounts <u>may not exceed the amount of the federal poverty guideline for the number of persons in the household</u>. See above for what is considered an asset.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.

Petitioner's Name			Daytime Phone Number
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents
Property Address of Principal Residence		City	State / ZIP Code
☐ Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit	

PART 2: REAL ESTATE INFORMATION

List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.

Property Parcel Code Number		Name of Mortgage Company
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence
Property Description		

PART 3: ADDITIONAL PROPERTY INFORMATION

List information related to any other property owned by you or any member residing in the household.

☐ Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property

1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance

Garbage	Daycare	Car Expense (gas, repair, etc.)
Other (type and amount)	Other (type and amount)	Other (type and amount)
Other (type and amount)	Other (type and amount)	Other (type and amount)

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: **taxtrib@michigan.gov**

Michigan Department of Treasury
4988 (05-12)

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

_____

_____ _____

Signature of Person Making Affidavit Date

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
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PHILLIP J. RAUCH
PRISCILLA AYRES-REISS
GREG KOWALSKY

January 12, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Request to Approve Renewal of Service Agreement for In-House Video Surveillance Camera System **(Waiver of Bid)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Safety Director's recommendation to waive the bid procedure and approve the award for the purchase of the Full Replacement Prime Shield service agreement with D/A Central (Oak Park, MI) in the amount of $15,313.57. The term of this service agreement will run through December 31, 2024.

Your concurrence on this matter would be greatly appreciated.

Funds are available in the Police Department Budget

Sincerely,

Joseph G. Kuspa
Mayor

JGK/djm

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

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GREG KOWALSKY

City of Southgate

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director DWD

DATE: January 12, 2024

RE: Request to Approve Renewal of Service Agreement for In-House Video Surveillance Camera System **(WAIVER OF BID)**

I have reviewed the above with the Director of Public Safety and concur with his recommendation to waive the bidding process and approve the renewal of the Full Replacement Prime Shield service agreement with D/A Central (Oak Park MI) in the amount of $15,313.57; this renewal will run through December 31, 2024.

The in-house video surveillance camera system and service agreement was originally approved by City Council at their December 4, 2019 meeting.

Adequate funds are available in the appropriate Police Dept budget.

Proposed Motion

Waive the bidding process and approve the renewal of the Full Replacement Prime Shield service agreement with D/A Central (Oak Park MI) in the amount of $15,313.57, through December 31, 2024.

MEMO

To: Honorable Mayor Kuspa

From: Office of the Director of Public Safety

Re: **Request for Waiver of bid/Purchase approval**

Date: December 29th, 2023

Dear Mayor,

In 2019 the City Council approved the purchase from D/A Central to upgrade our in-house video surveillance cameras for the police department and the 28th District Court. The purchase included an upgrade to new high resolution cameras, upgraded fiber cables, and upgraded hard drive storage, installation and programming. We are in need of renewing the Full Replacement Prime Shield Service Agreement for 2024 which covers the camera system along with the Lenel Software Support Agreement for both systems. The Lenel System handles the access control security system for the City buildings.

This renewal is our warranty plan that covers our installed equipment, D/A Solution Replacement Guarantee, and bundled support and maintenance for the system. The renewal for the City/Public Safety Division is $15,313.57.

It is my recommendation that the renew of our Full Replacement Prime Shield Service Agreement for our security systems with D/A Central located at 13155 Cloverdale, Oak Park, MI 48237. With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on January 17th, 2024 for purposes of a waiver of bid request and purchase approval.

Adequate funding has been budgeted for this purchase.

Respectfully,

Joseph L. Marsh
Director of Public Safety

cc: Finance Director, City Administrator, Police Chief, file

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

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GREG KOWALSKY

January 12, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Request to Approve Purchase of Two (2) Police Patrol Vehicles **(Waiver of Bid)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Safety Director's recommendation to waive the bid procedure and approve the award for the purchase of two (2) 2024 Ford Police Interceptor Utility AWD patrol vehicles from Southgate Ford (Southgate, MI) for the total purchase amount of $87,038.00. The price of the vehicles matches the State of Michigan low bid price.

Your concurrence on this matter would be greatly appreciated.

Funds are available in the Capital Projects Fund budget.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/djm

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

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GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: January 12, 2024

RE: Request to Approve Purchase of Two (2) Police Patrol Vehicles **(WAIVER OF BID)**

I have reviewed the above with the Director of Public Safety and concur with his recommendation to waive the bidding process and purchase two (2) 2024 Ford Police Interceptor Utility AWD patrol vehicles from Southgate Ford (Southgate MI) for the total purchase amount of $87,038.00. Southgate Ford has agreed to match the State of Michigan bid award price.

Adequate funds are available in the Capital Projects Fund budget.

Proposed Motion

Waive the bidding process, accept the State of Michigan MiDEAL bid award price, and approve the purchase of two (2) 2024 Ford Police Interceptor Utility AWD patrol vehicles from Southgate Ford in the total amount of $87,038.00.

SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Joseph G. Kuspa

From: Joseph Marsh, Director of Public Safety

Re: **Request for Purchase Approval**

Date: January 9th, 2024

Dear Mayor,

The Police Department is requesting to purchase (2) two 2024 Ford Police Interceptor Utility AWD patrol vehicles. Adequate funding has been set aside by the Finance Director for this purpose.

Southgate Ford has agreed to match the State of Michigan bid award price (State Reference #3003) for each Ford Police Utility Patrol Vehicle. The two vehicles will be 2024 Ford Police Utility Interceptor all black, with All Wheel Drive, the total cost per vehicle is $43,519.00 per vehicle.

It is my recommendation that the purchase of (2) two 2024 Ford Police Utility Interceptor AWD Black in color, be awarded to Southgate Ford, 16501 Fort St., Southgate, Michigan in the amount of $87,038.00. With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on January 17th, 2024 for purpose of purchase approval.

Sincerely,

Joseph L. Marsh

Director of Public Safety

cc: Finance Director, City Administrator, Chief Mydlarz, COA Pres. Klonowski, POLC Union Pres. Merony, Public Safety Commission (7), file

SOUTHGATE FORD

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Phone 734-282-3636 • Fax 734-282-1770
southgateford.com

January 9, 2024

City of Southgate
Attention: Joe Marsh
Director of Public Safety
Southgate Police Department

Dear Joe,

The following bid (with attachment) reflects the State Bid Award for;
2024 Ford Police Interceptor Utility AWD (State Reference #3003).

Your price = $43,519.00 (per vehicle) with the following breakdown;

State Bid Award = $42,589.00
City of Southgate Upgrades = $915.00
Title Fee = $15.00

A total of 2 Police Interceptor Utility's requested = $87,038.00 Total Due.

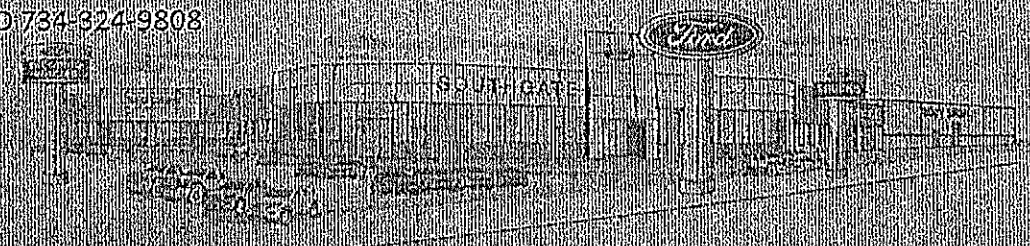
Delivery is expected within 4-6 months.

Sincerely yours,

Don Daniel

Sales/Fleet Specialist
Southgate Ford

D 734-324-9808



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CNGP530                    VEHICLE ORDER CONFIRMATION                01/09/24 09:51:52
==> ________ ________________________________________________          Dealer: F48026
                          2024 EXPLORER 4-DOOR                          Page: 1 of 2
Order No: 5818    Priority: C1  Ord FIN: QD688  Order Type: 5B Price Level: 420
Ord PEP:  500A Cust/Flt Name: CITY OF SGTE        PO Number:      PER JOE
                        RETAIL                                    RETAIL
K8A  4DR AWD POLICE  $47165                 51S  DUAL LED LAMPS     $620
     .119" WHEELBASE                        59B  KEY CODE 1284X       50
UM   AGATE BLACK                            59W  LESS WIFI HSPOT     (20)
9    CLTH BKTS/VNL R                        60A  GRILL WIRING         50
6    EBONY                                  61B  OBD-II SPLT CON      55
500A EQUIP GRP                              65X  HUB CAP CREDIT      (50)
     .AM/FM STEREO                          68G  RR DR/LK INOP        75
99B  3.3L V6 TI-VCT    (2830)
44U  10SPD AUTO TRAN      NC                TOTAL BASE AND OPTIONS 46950
     JOB #2 ORDER                           TOTAL                  46950
     FLEET SPCL ADJ       NC                *THIS IS NOT AN INVOICE*
18D  GBL LOCK/UNLOCK      NC                *TOTAL PRICE EXCLUDES COMP PR
19K  H8 AGM BATTERY      110
425  50 STATE EMISS       NC                * MORE ORDER INFO NEXT PAGE *
43D  COURTESY DISABL      25                          F8=Next
F1=Help                 F2=Return to Order                F3/F12=Veh Ord Menu
F4=Submit    F17=Delete Entry       F9=View Trailers
S006 - MORE DATA IS AVAILABLE.                                          QC02761
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CNGP530                    VEHICLE ORDER CONFIRMATION                01/09/24 09:52:34
==> ____________________________________________________________________ Dealer: F48026
                              2024 EXPLORER 4-DOOR                        Page: 2 of 2
Order No: 5818    Priority: C1  Ord FIN: QD688  Order Type: 5B Price Level: 420
Ord PEP:  500A Cust/Flt Name: CITY OF SGTE        PO Number:       PER JOE
                        RETAIL                                        RETAIL
794  PRICE CONCESSN                    *TOTAL PRICE EXCLUDES COMP PR
85R  RR MOUNT PLATE        45
86T  RR TAILLAMP HSG       60          SHIP-TO: 48B026
87R  RR VIEW MIR/CAM       NC                   Southgate Ford
     FLEX-FUEL                                  Southgate, MI
     SP DLR ACCT ADJ
     SP FLT ACCT CR
     FUEL CHARGE
B4A  NET INV FLT OPT       NC
     PRICED DORA           NC
     DEST AND DELIV      1595

TOTAL BASE AND OPTIONS 46950
TOTAL                  46950
*THIS IS NOT AN INVOICE*                                  F7=Prev
 F1=Help                 F2=Return to Order                  F3/F12=Veh Ord Menu
 F4=Submit    F17=Delete Entry       F9=View Trailers
S099 - PRESS F4 TO SUBMIT                                                QC02761
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JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PHILLIP J. RAUCH
PRISCILLA AYRES-REISS
GREG KOWALSKY

January 12, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Request to Approve Extension of Ice Rink Janitorial Services **(Waiver of Bid)**

Ladies and Gentlemen:

I have reviewed the above and concur with the City Administrator's recommendation to waive the bid procedure and extend the agreement with Services to Enhance Potential (STEP) (Dearborn, MI) for ice rink janitorial services through April 30, 2024 at the current rate of $2,800/month.

Your concurrence on this matter would be greatly appreciated.

Funds are available in the Parks and Recreation Department Budget.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/djm

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

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PRISCILLA AYRES-REISS
GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director DWD

DATE: January 11, 2024

RE: Request to Approve Extension of Ice Rink Janitorial Services **(WAIVER OF BID)**

I have reviewed the above with the City Administrator and concur with his recommendation to waive the bidding process and extend the agreement with Services To Enhance Potential – STEP (Dearborn MI) for ice rink janitorial services through April 30, 2024 at the current rate of $2,800.00 per month.

Adequate funds are available in the appropriate Parks & Recreation Dept budget.

Proposed Motion

Waive the bidding process and extend the service agreement with Services To Enhance Potential – STEP for ice rink janitorial services through April 30, 2024 at the current rate of $2,800.00 per month.

STEP
Services To Enhance Potential

10/20/2023

BID-PROPOSAL TO PROVIDE JANITORIAL SERVICES FOR:
City of Southgate – Recreation Center
14700 Reaume Pkwy, Southgate, MI 48195

1. **CONTRACTOR INFORMATION:**

This proposal is presented by Services To Enhance Potential (STEP). Established in 1973, STEP is a private, not-for-profit, 501(c) 3 corporation, Federal I.D. # 28-7289763. Our corporate offices are located at 2941 S. Gulley Rd. Dearborn, MI. 48124. Our President/CEO is Mr. Brent Mikulski. This contract would be administered by our Employment and Training Services Department (account manager for this contract will be Holly Mullins, our Transitional Employment Manager).

STEP is a fully licensed and bonded Michigan corporation and qualifies as a Community Rehabilitation Organization (CRO) for contracting with the State. STEP provides vocational training and employment services to more than 1,000 persons with a disability or other barriers to employment, throughout Wayne County.

2. **PRIOR EXPERIENCE & CAPABILITIES:**

STEP currently manages ten commercial cleaning crews under contract to a variety of customers (including the State of Michigan). Last year our janitorial contracting totaled approximately $250,000. We hold multi-year contracts with the State of Michigan (at a Secretary of State office and at MDOT) and the U.S. Federal Government (cleaning the FAA tower at the Detroit Metropolitan Airport). Additionally, we provide service for the City of Wayne Courthouse and City of Taylor Municipal Buildings; STEP also holds contracts with numerous private companies including Detroit-Wayne Mental Health Authority, Feast Detroit, and Lincoln Bowman Archery Center. STEP also holds several custodial contracts with the Federal Government through the national AbilityOne Program.

We are experienced in cleaning office and professional spaces, as well as industrial (multi use) plants. All these contracts are, and have been, performed by crews consisting of workers chosen from the agency's referral base of adults with developmental or other disabilities along with staff supervision, training, and support. The references we have provided can attest to the integrity, quality, and dependability of our workers and staff.

Reference 1: City of Wayne – 29th District Court
Contact: Denise Kelley (Court Administrator)
Phone: 734-419-0109
Janitorial services provided July 2017 to present.

Reference 2: Detroit Wayne Mental Health Authority
Contact: Niecy Jones (Facility Manager)
Phone: 313-833-2500
Janitorial services provided February 2016 to present date.

Reference 3: State of Michigan
Contact: Harold Inman
Phone: 313-965-6350
Janitorial services provided September 2013 to present date.

3. **WORK PLAN & STAFFING:**

If awarded this contract, STEP will provide 2-3 custodians per day and 1 on-site supervisor to oversee the cleaning operations and ensure quality expectations are being met.

- STEP will provide transportation to/from STEP facility to ensure that all members work as a team throughout the assigned building.
- STEP has two warehouse facilities located in Dearborn, where we have over 30 supervising staff members that work full time and part time. We also have over 80 participants in our supported employment training programs. These locations are where our people learn janitorial tasks. Custodians for this contract will be from that referral base.
- Custodians and supervisors will all participate in outlined tasks; onsite supervisors are responsible for ensuring that all tasks are completed and for reporting any issues to off-site management.
- All services will be completed by STEP employees and supervising personnel; no work shall be subcontracted unless otherwise collaborated with City of Southgate approval.

4. **HEALTH, SAFETY & ENVIRONMENTAL PROTECTION:**

STEP's Supervisor will be responsible for the daily implementation of the health and safety program. STEP has a comprehensive safety/emergency procedures policy, and a copy of procedures has been included with this bid proposal. In addition, a worksite disaster control plan will be developed that will include specifics of this location to include medical & first aid, fire alarm procedures, location of devices – extinguishers, etc., evacuation plan, and MSDS information. STEP will use the supply storage spaces provided by the City of Southgate and will ensure that all materials are maintained safely and by OSHA standards.

5. **SUPPLIES & EQUIPMENT:**

City of Southgate will furnish all supplies, equipment, and expendables related to the services being performed by STEP. However it is STEP's responsibility to communicate with City's designated POC of any supply needs to ensure that everything stays stocked and maintained.

6. **PRICING & INVOICING INFORMATION:**
STEP will invoice City of Southgate once monthly for each visit. Terms are net 30 from date of invoice. STEP will remain as employer of record and be responsible for all liability, workers' compensation coverage, and payroll processing for crew members. A certificate verifying coverage's can be made available upon request.

Option #1: Includes ALL items discussed at walkthrough on 10/15/2023
Fee = $140.00 per visit (approx. 20 visits per month)
Monthly fee estimated $2,800.00

Option #2: Does NOT include the interior glass/partitions
Fee = $100.00 per visit
Monthly fee estimated $2,000.00

7. **QUALITY ASSURANCE & CUSTOMER SERVICE:**
STEP has been CARF Accredited since 1985, and we are currently accredited through 2023 for Community Integration, Community Services Coordination, Community Employment Services, Job Development, Job-Site Training, Job Supports, Employment Services Coordination, and Organizational Employment Services.

- All employees will have annual certification through Spartan CleanCheck training segments.
- Contract Supervisor will assist with cleaning tasks as needed and is on-call for any immediate concerns during non-operational hours. Contract supervisor is also responsible for daily quality assurance and training of employees.
- Program Manager will receive and respond to all customer concerns communicated by the City and will conduct on-site walkthroughs each quarter, to ensure that services remain consistent; may act as Key Personnel in emergency situations to ensure that services at the facility go uninterrupted.

Customer Service Contact(s):

Holly Mullins– Transitional Employment Manager
313.319.1526
hmullins@stepcentral.org

Lori Dika – Transitional Employment Supervisor
313.498.4773
ldika@stepcentral.org

SERVICES TO ENHANCE POTENTIAL

JANITORIAL SPECIFICATIONS

WORKSITE: Southgate Recreation Center - 14700 Reaume Pkwy, Southgate, MI 48195

A. COMMON AREAS / HALLWAYS / ENTRANCES / ARENA PERIMETER	**FREQUENCY**
Sweep/wet mop entrances (2)	5x per week (M,T,W,TH,F)
Wipe/disinfect tables, chairs, & counters in main lobby (between arenas)	5x per week (M,T,W,TH,F)
Sweep/wet Main area between arenas	5x per week (M,T,W,TH,F)
Disinfect and Polish drinking fountains	5x per week (M,T,W,TH,F)
Clean glass on doors and all 1st floor partitions (NOT ARENA BOARDS)	2x per week (T & F)
Vacuum all carpeting and runners accessible	5x per week (M,T,W,TH,F)
Empty wastebaskets & replace liners throughout all rooms accessible	5x per week (M,T,W,TH,F)
Spot Clean smudges on walls and baseboards throughout facility	1x per week (W)
ARENA #1: Sweep bleachers and spot mop	2x per week (M & TH)
ARENA #1: Sweep & Mop perimeter of room	2x per week (M & TH)
ARENA #2: Sweep bleachers and spot mop	2x per week (T & F)
ARENA #2: Sweep & Mop perimeter of room	2x per week (T & F)
B. RESTROOMS / LOCKER ROOMS	**FREQUENCY**
Clean/disinfect all toilet bowls, urinals and sinks	5x per week (M,T,W,TH,F)
Clean and polish all chrome	5x per week (M,T,W,TH,F)
Clean glass (mirrors)	5x per week (M,T,W,TH,F)
Empty Sanitary Napkin receptacles and disinfect	5x per week (M,T,W,TH,F)
Empty wastebaskets, disinfect, and replace liners	5x per week (M,T,W,TH,F)
Spot clean walls and partitions	5x per week (M,T,W,TH,F)
Wipe down benches & partitions	5x per week (M,T,W,TH,F)
Re-stock paper products and hand soap	5x per week (M,T,W,TH,F)
Sweep and wet mop floor w/germicidal solution	5x per week (M,T,W,TH,F)
D. SPECIAL SERVICES(S)	**FREQUENCEY**
High Dusting not reached in daily dusting	1 Time per month (1st Thurs)
Report when light bulbs need replaced	*As Needed*
*****All supply needs will be communicated with City Hall Supplies*****	

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH
PRISCILLA AYRES-REISS
GREG KOWALSKY

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator DM

Date: January 10, 2024

Re: Update to City Code Section 1292.03(k)

On Monday, January 8 2024, the City Planning Commission approved and recommended changes to City Code Section 1292.03(k). These recommended changes involve allowing homes with a driveway approach of greater than 20 feet the option to widen the driveway approach by up to 10 feet to add an additional space of off street parking. Attached is a copy of the proposed ordinance language (changes underlined) and a diagram. Please note, in the language the Planning Commission reviewed and recommended, section 1292.03(k)(8)A called for four (4) inches of concrete. The ordinance being presented to Council calls for six (6) inches of concrete as that is consistent with the standards for driveway approaches.

As this is the first reading no action is required.

If you have any questions please contact me.

Southgate City Code 1292.03(k)

(k) (1) To construct or replace a driveway or an approach, serving a single family resident, a site plan shall be submitted, approved and a zoning permit issued by the Building Department to the homeowner or a contractor, to ensure proper placement as regulated by this Zoning Code.

(2) Driveways serving single-family residences shall be by means of clearly limited and defined drives which shall consist of either concrete, brick pavers, or a combination of both.

(3) Driveways and approaches must be the same width at the City sidewalk (Except as noted in 1292.03(k)(9)), and driveways must be located on the same side of the lot as adjoining properties, unless approved in advance in writing by the Building Department or, if denied, the applicant must seek approval of the Board of Zoning Appeals after review and approval by the Planning Commission.

(4) Single-family residences without a garage may install a driveway not more than twelve feet wide. When the width of the side yard between the house and the side lot line is less than twelve feet wide, in front of the house the driveway may be expanded to the maximum permitted width but may not extend across the front of the house more than two feet, and may extend to the street at that width.

(5) Single-family residences with a garage may install a driveway as wide as the garage wall subject to the requirements of Sections 1298.04(a)(1) and 1298.04(a)(3) containing the vehicle entrance door. When the width of the side yard between the house and the side lot line is less than twelve feet wide, in front of the house the driveway may be expanded to the maximum permitted width but may not extend across the front of the house more than two feet, and may extend to the street at that width.

(6) Single-family residences with an attached garage on a cul-de-sac or concaved curve lot at the street property line may install a driveway as wide as the front garage wall, subject to Section 1298.04(a)(1), containing the vehicle entrance door; however, the drive must gradually taper to the City sidewalk not to exceed forty percent of the front lot width.

(7) Front yard circle driveways may be installed on any lot that has a minimum front yard width of seventy-five feet. The driveway width for the circle cannot exceed twelve feet and shall have a minimum side yard setback of five feet for each side.

(8) Single-family residences on a corner lot with the garage entrance less than twenty (20) feet from the existing sidewalk may install an additional parallel paved parking area on the garage entrance side of the comer lot, within their existing road right-of-way, between the sidewalk and curb. Only one (1) parallel to the road space shall be permitted and shall meet the following requirements.

A. The paved (four (4) inches of concrete) parallel parking space shall be no wider than ten (10) feet and no less than eight (8) feet, and no longer than twenty (20) feet, unless otherwise approved by the Building Department.

B. The area between the sidewalk and curb to allow this parking area shall be a minimum of nine (9) feet. Any area not paved shall only be between the sidewalk and the new parking area, not the curb and the new parking area, unless otherwise approved by the Building Department.

C. The existing sidewalk shall not be included as part of the paved area and the existing sidewalk will in no way be blocked by the parking area.

D. If a tree, landscaping or other is required to be removed from the ROW the homeowner shall be solely responsible. City policy on tree removal and replacement shall be required.

E. The existing sidewalk shall not be obstructed in any way, this includes overhanging mirrors, bumpers, trailer hitches, etc.

F. The parking pad shall not be within thirty (30) feet of the approach to a flashing beacon, stop sign, or traffic-control signal located at the side of a street.

G. A site plan shall be submitted, approved and a zoning permit issued by the Building Department to the homeowner or a contractor, to ensure proper placement of the parking area as regulated by this Zoning Code.

(9) Single-family residences with an approach (sidewalk to curb) of greater than twenty (20) feet deep are allowed to add, with the building official's approval, an additional paved parking area, contiguous to the existing approach, within their existing road right-of-way, between the sidewalk and curb. Only one (1) perpendicular to the road space shall be permitted and shall meet the following requirements.

A. The paved (four (6) inches of concrete) parking space shall be no wider than ten (10) feet unless otherwise approved by the Building Department.

B. The area between the sidewalk and curb to allow this parking area shall be a minimum of twenty (20) feet. Any area not paved shall only be between the sidewalk and the new parking area, not the curb and the new parking area, unless otherwise approved by the Building Department.

C. The existing sidewalk shall not be included as part of the paved area and the existing sidewalk will in no way be blocked by the parking area.

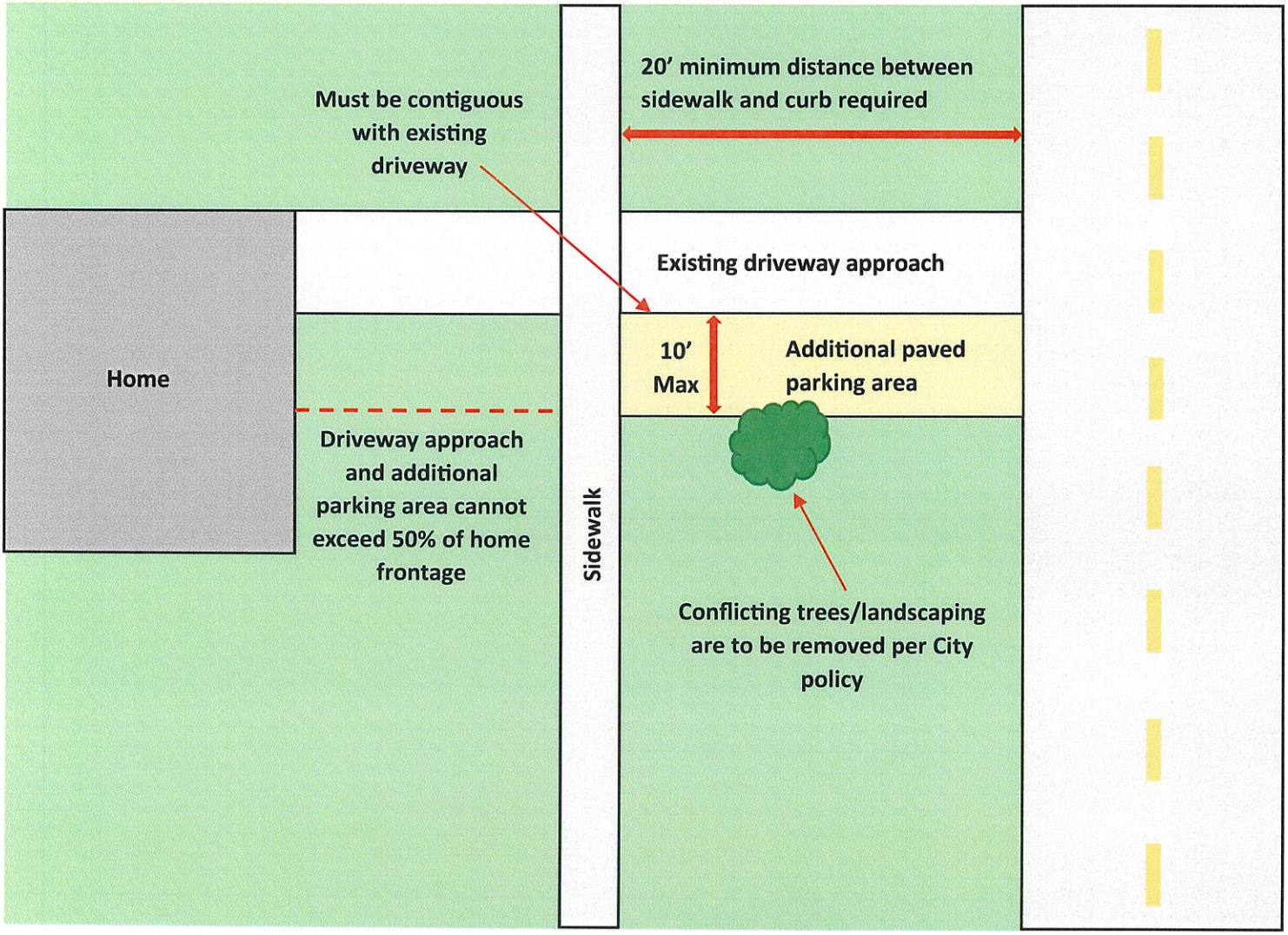
D. If a tree, landscaping or other is required to be removed from the ROW the homeowner shall be solely responsible. City policy on tree removal and replacement shall be required.

E. The existing sidewalk shall not be obstructed in any way, this includes overhanging mirrors, bumpers, trailer hitches, etc.

F. A site plan shall be submitted, approved and a zoning permit issued by the Building Department to the homeowner or a contractor, to ensure proper placement of the parking area as regulated by this Zoning Code.

G. The total width of the approach, including the additional parking space, may not exceed 50% of the lot frontage.

(Ord. 458. Passed 1-4-89; Ord. 555. Passed 4-20-94; Ord. 673. Passed 3-31-99; Ord. 674. Passed 3-31-99; Ord. 722. Passed 8-15-01; Ord. 17-993. Passed 9-20-17.)


20' minimum distance between sidewalk and curb required
Must be contiguous with existing driveway
Existing driveway approach
Home
10' Max
Additional paved parking area
Driveway approach and additional parking area cannot exceed 50% of home frontage
Sidewalk
Conflicting trees/landscaping are to be removed per City policy

City of Southgate
Planning Commission Meeting
January 8, 2024

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, January 8, 2024 and called to order by Chairperson Ed Gawlik, at 7:00 p.m.

PRESENT: James Yoos, Leticia Crawford, Mark Nemeth, Linda Clark, Ed Gawlik

ABSENT: Patricia Anderson, Chad Godbout (both excused), Jerry Orman, Eric Codrington

ALSO PRESENT: City Planner Joe Pezzotti, City Attorney Amelia Zelenek, Building Official Tim Leach, City Administrator Dan Marsh, Council Member Ayers-Reiss

Agenda:

Moved by Clark, supported by Yoos, to revise the agenda by adding item 3. Appointment of Planning Commission Consultant and item 4. 2024 Planning Commission Meeting Dates. MOTION APPROVED UNANIMOUSLY.

Minutes:

The first order of business is approval of the minutes from the August 14, 2023 Planning Commission meeting.

Moved by Yoos, supported by Clark, that the minutes of the Planning Commission Meeting dated August 14, 2023 be approved. MOTION APPROVED UNANIMOUSLY.

Administrative Reports:

They are making progress at the Southgate Towers project.

New Business:

1. Driveway approaches in residential districts.

Discussion was held on revising the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H.

Moved by Clark, supported by Crawford, to refer to council to approve the revision to the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H. MOTION APPROVED UNANIMOUSLY.

2. Election of Officers.

Election of Chairperson for 2024

Moved by Yoos, supported by Clark, to nominate Ed Gawlik to serve as Chairperson of the Planning Commission for the year 2024, and having no other nominations for Chairperson, Ed Gawlik is hereby elected to serve as Chairperson of the Planning Commission for the year 2024. MOTION APPROVED UNANIMOUSLY.

Election of Vice Chairperson for 2024

Moved by Clark, supported by Crawford, to nominate Patricia Anderson to serve as Vice Chairperson of the Planning Commission for the year 2024, and having no other nominations for Vice Chairperson, Patricia Anderson is hereby elected to serve as Vice Chairperson of the Planning Commission for the year 2024. MOTION APPROVED UNANIMOUSLY.

Election of Secretary for 2024

Moved by Yoos, supported by Crawford, to nominate Linda Clark to serve as Secretary of the Planning Commission for the year 2024, and having no other nominations for Secretary, Linda Clark is hereby elected to serve as Secretary of the Planning Commission for the year 2024. MOTION APPROVED UNANIMOUSLY.

3. Appointment of Planning Commission Consultant.

Moved by Crawford, supported by Clark, that Carlisle/Wortman Associates, Inc. 117 North First Street Suite 70, Ann Arbor, MI 48104, be retained as the Planning Consultant Firm for the City of Southgate, for the year 2024. MOTION APPROVED UNANIMOUSLY.

4. 2024 Planning Commission Meeting Dates.

Moved by Crawford, supported by Nemeth, that the Planning Commission adopts the scheduled meeting dates and times as presented, for the year 2024. The meetings will be held January 8, March 11, May 13, July 8, September 9 and November 18. If additional meetings are required they will be scheduled accordingly. MOTION APPROVED UNAMINOUSLY.

Old Business:

None.

Adjournment:

Moved by Yoos, supported by Nemeth, that this meeting of the Planning Commission be adjourned at 7:09 p.m. MOTION APPROVED UNANIMOUSLY.

_____

Ed Gawlik,
Chairperson, Planning Commission
as

CITY OF SOUTHGATE

PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by Ed Gawlik on January 8, 2024 at 7:00 p.m. the following resolution was offered:

Moved by Clark, supported by Crawford, to refer to council to approve the revision to the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H. MOTION APPROVED UNANIMOUSLY.

I, Ed Gawlik, Chairman of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on January 8, 2024.

_____

Chairperson

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys