

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday September 2, 2026

6:30pm

Work Study Session

1. Proclamation – Constitution Week
2. Officials Reports
3. Discussion of Agenda Items

7:00 pm

Regular Meeting

Pledge of Allegiance

Roll Call:

Ayres-Reiss, Gawlik, George, Graziani, Kuspa, Price, Rauch

Minutes:

1. Work Study Meeting Minutes dated August 19, 2026
2. Regular City Council Meeting Minutes dated August 19, 2026

Scheduled Persons in the Audience:

1. Southgate VFW Post

Consideration of Bids:**Scheduled Hearings:****Communications "A"**

1. Letter from Mayor; Re: Renewal of Fire Reporting Software (Waiver of Bid)
2. Letter from Mayor; Re: Kiwanis Park South End Clean Up (Wavier of Bid)

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Communications "B" – (Receive and File):**Ordinances:****Old Business:****New Business:****Unscheduled Persons in the Audience:**

Claims & Accounts: Warrant #1552 \$7,891,456.15

Adjournment:


Janice M. Ferencz, City Clerk



PROCLAMATION

Constitution Week 2026

Whereas, September 17, 2026 marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

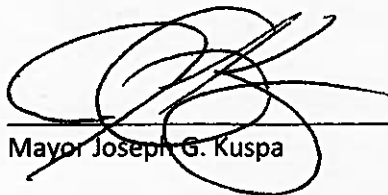
Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

NOW, THEREFORE, I, Joseph G. Kuspa, Mayor of the City of Southgate do hereby proclaim September 17 through 23, 2026 to be

Constitution Week

And ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand this Second day of September, two thousand twenty-six.



Mayor Joseph G. Kuspa



Request to Speak at Council Meeting

TODAY'S DATE: 26 August 2026

YOUR NAME: Southgate VFW Post / Karol Clancy
PLEASE PRINT

ADDRESS: 16200 Dix Toledo Rd.
SOUTHGATE, MI

PHONE #: (734) 788-2792

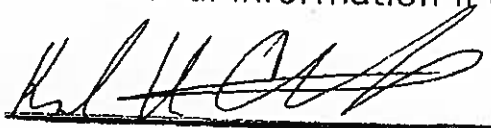
DATE OF MEETING YOU WISH TO SPEAK AT:

2 September 2026

SUBJECT YOU WISH TO ADDRESS:

Waiving of Fees for an event

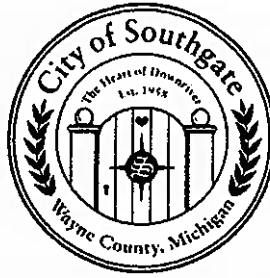
*Attach additional information if desired.

SIGNATURE: 

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

PRISCILLA AYRES-REISS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

August 27, 2026

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approval of Renewal of Fire Reporting Software (Waiver of Bid)

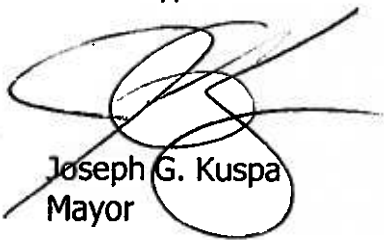
Ladies and Gentlemen:

I have reviewed the above and concur with the Fire Chief's recommendation to waive the bid and renew the current contract with ImageTrend (Egan, MN) for reporting software in the amount of \$5,082.50. This one year renewal (through August 21, 2027) continues to allow the City to combine all Fire and EMS incident reporting on a single platform.

Funds for this renewal in the Fire Department Budget

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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ADRIENE PRICE

ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*
DATE: August 26, 2026
RE: Approve Renewal of Fire Reporting Software Agreement (**WAIVER OF BID**)

I have reviewed the above with the Fire Chief and concur with his recommendation to waive the city bidding process and approve the renewal of the fire incident reporting software agreement with ImageTrend (Egan MN) in the amount of \$5,082.50.

Funds for this purchase are available in the Fire Department budget.

Proposed Motion

Waive the city bid process and approve the renewal of the fire incident reporting software agreement with ImageTrend in the amount of \$5,082.50.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195

(734) 258-3080 / FAX (734) 246-1352

Justin Graves, Fire Chief

(734) 258-3070

jgraves@southgatemi.gov



To: Honorable Mayor Kuspa

From: Fire Chief Justin Graves

Re: Request for Waiver of bid

Date: 08/24/2026

Mayor Kuspa,

The Fire Department respectfully requests a waiver of the bidding requirements to renew our existing contract with ImageTrend for an additional one-year term. ImageTrend provides the software necessary for the Fire Department to complete and submit all required EMS and Fire incident reports.

The Fire Department currently utilizes ImageTrend as its reporting platform for both fire and EMS incidents. The software is an essential component of our daily operations and allows us to maintain accurate incident records and meet required state and regulatory reporting requirements.

The cost of the one-year renewal is \$5,082.50.

Renewing the existing contract with ImageTrend will allow the department to maintain continuity with our current reporting system, avoid disruptions to our reporting processes, and ensure that our personnel can continue using a system with which they are familiar.

For these reasons, the Fire Department respectfully requests that City Council approve a waiver of the bidding requirements and authorize the renewal of the ImageTrend contract for an additional one-year term at a cost of \$5,082.50. Sufficient funds are available within the Fire Department's approved budget for this renewal.

Thank you for your consideration.

A handwritten signature of Justin Graves in black ink.

Justin Graves

Fire Chief



ImageTrend LLC
1305 Corporate Center Drive, Suite 500, Eagan, MN 55121
Phone: (952) 469-1589 | Toll Free: (888) 469-7789
Accounting: (952) 469-6200
Email: invoices@imagetrend.com

Invoice PS-INV127287

August 24, 2026

Southgate Fire Department (MI)

Justin Graves
14730 Reaume Pkwy
Southgate, MI 48195-2503

Customer ID	Customer PO	Schedule Number	Due Date	Payment Terms
4833		22435 (08/22/26 - 08/21/27)	September 23, 2026	Net 30

No.	Description	Quantity	Unit Price	Comment	Tax %	Line Amount Excl. Tax
1464	Advance Fire Package 2	1	3,745.00	Annual Fee	0	3,745.00

Notes:

43	CAD Distribution	1	1,337.50	Annual Fee	0	1,337.50
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Notes: Other CAD Vendor

Subtotal	5,082.50
Total Tax	0.00

Total \$ Incl. Tax 5,082.50

****Please send checks to our new lockbox****
ImageTrend
PO Box 850942
Minneapolis, MN 55485-0942



JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PRISCILLA AYRES-REISS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

August 28, 2027

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approval of Quote for Kiwanis Park South End Clean Up (**WAIVER OF BID**)

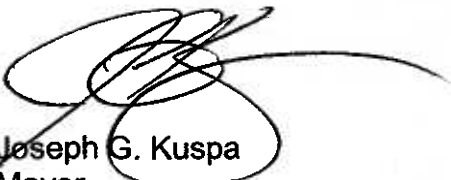
Ladies and Gentlemen:

It is recommended by the Parks & Recreation Director and I concur with her recommendation to waive the bid process and approve the quote from DJ's Landscape Management, Romulus, Michigan, in the amount of \$3,500.00 for the clean-up at the south end of Kiwanis Park.

Funds are available in the Parks & Recreation millage fund.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*
DATE: August 28, 2026
RE: Approve Quote for Kiwanis Park South End Cleanup (**WAIVER OF BID**)

I have reviewed the above with the Parks & Recreation Director and concur with her recommendation to waive the city bidding process and approve the quote from DJ's Landscape Management (Romulus MI) for the Kiwanis Park South End Cleanup in the amount of \$3,500.00.

Quotes were received from both of the city's current landscape companies, with DJ's Landscape being the lower amount.

Funds for this purchase are available in the Parks & Recreation Millage Fund budget.

Proposed Motion

Waive the city bid process and approve the the quote from DJ's Landscape Management for the Kiwanis Park South End Cleanup in the amount of \$3,500.00.

Southgate Michigan

PARKS & REC

14700 Reaume Parkway—Southgate, MI 48195 (734)258-3035

To: Dan Marsh, City Administrator
From: Julie Goddard, Parks & Recreation Director
Date: August 28, 2026
Re: Kiwanis Park South End Cleanup

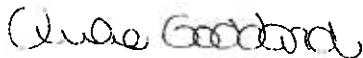
Kiwanis Park at the South end is in need of brush and debris clearing. This work will include the removal of brush, invasive vegetation, and trees measuring less than 12 inches while preserving the existing Eastern Redbuds and all trees 12 inches in caliber or greater. It will also relocate any utility poles or large debris for removal.

We received quotes from three vendors. The current Parks & Recreation Parks Landscape Company, DJ's provided the low quote at \$3,500.00. The City's current Grounds Maintenance Company, Davey provided a quote of \$6,031.60. First Class, the TIFA median landscape maintenance company provided a quote of \$15,000.

It is my recommendation to the Administration and Council that we waive the bid and approve DJ's Landscape Management, Romulus, Michigan in the amount of \$3,500.00 for the clearing and cleanup of Kiwanis Park at the South end.

Sufficient funds are available for this in the Parks & Recreation Millage Budget.

Respectfully Submitted,



Julie Goddard
Parks & Recreation Director
City of Southgate



Submitted To:

Southgate Parks & Rec
Julie Goddard
14719 Schafer Ct
Southgate, MI 48195

Project:

EST86520
Southgate - Kiwanis Park - Site Clean Up
- E26
Trenton Rd
Southgate, MI 48195

Return To:

36700 Northline Rd
Romulus, MI 48174
Ph: 616-698-2700 F: 616-698-2900

Proposal Date: 6/16/2026

SITE CLEAN UP

Crew will clear the designated area stopping at the berm above the creek. During a portion of the removal process, the crew will utilize a brush hog to clear dense vegetation. The work will include the removal of brush, invasive vegetation, and trees measuring less than 12 inches in caliper, while preserving the (3) existing Eastern Redbuds and all trees 12 inches in caliper or greater. The crew will relocate (2) large wooden utility poles and any large debris encountered to the designated debris pile within the center parking lot. All remaining debris generated from the clearing operation will be left on-site.

CONTRACTED SERVICES TOTAL

\$3,500.00

Project will be placed on schedule upon receipt of signed contract. Installation could be 4-8 weeks out as it is dependent upon time required to order material. All work will be invoiced upon its completion with payment due in fifteen (15) days from invoice date.

Terms and Conditions:

DJ's Landscape Management will call Miss Dig to locate all public utilities before work commences. DJ's Landscape Management uses measurements off of prints and is not responsible for incorrect measurements. DJ's Landscape Management is not responsible for drain tile not marked. Staking private lines, such as irrigation, drain tile, and other non-public utilities, are not included in this service but can be staked for an additional fee.

We propose hereby to furnish labor and material to complete in accordance with the provided specifications for the sum of the Contract Total above.

All materials and workmanship are guaranteed and covered through DJ's Landscape Management, Inc. written warranty and/or our extended warranty. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

The Contract Total amount will be billed upon completion. Payment terms of Net 15 days from invoice. A 1.5% finance charge (18% APR) will be applied to accounts past the due date each month until the balance is paid in full.

Owner will carry necessary property insurance. Our workers are fully covered by Workman's Compensation Insurance.

DJ's Landscape Management reserves the right to be notified of damages to property, including irrigation system, from services performed and the right to make all repairs.

Acceptance Agreement / Contract:

The above prices, specifications and conditions are satisfactory and are hereby accepted. DJ's is authorized to do the work as specified and payment will be made as outlined above. Both signees warrant they have full legal right to authorize the work as described above. Contract is binding between DJ's and Customer and shall survive any change in Agents. DJ's Landscape Management Terms and Conditions apply to this contract and shall be binding. To obtain a copy, please contact our offices. Please read carefully.

Pricing is valid for 90 days from the date it is received.

Please sign this copy and return it to our offices to start services. Thank you!

Respectfully Submitted By:

Acceptance:

kAren Gostlin
DJ's Landscape Management

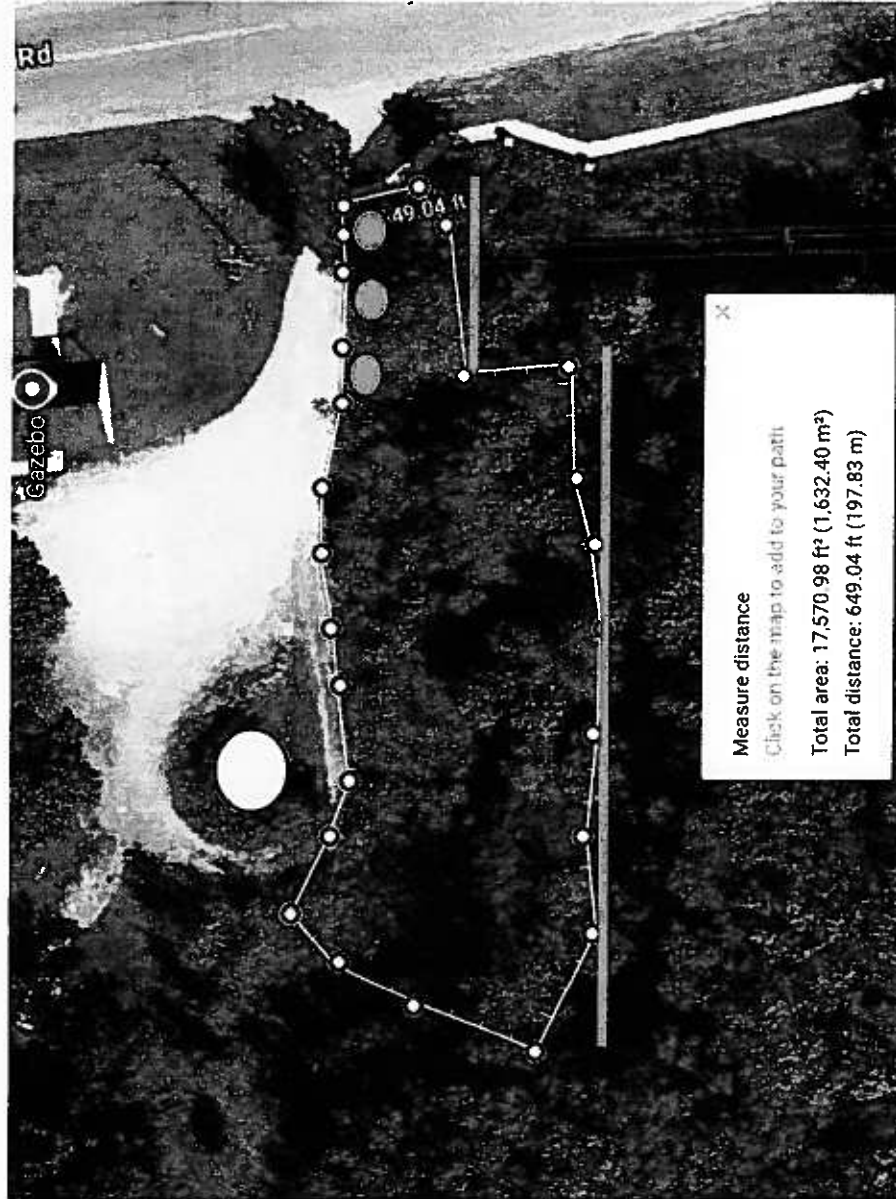
Date

Julie Goddard

Date

Southgate Kiwanis Park

Property Enhancement Opportunities



Clearing entire designated area,
stopping at the berm above the creek

Do not cross the creek

Do not remove x3 Eastern Redbuds

Trees larger than 12" caliber remain

Remove x2 large wooden telephone
polls and leave them in the center
parking lot pile and any large garbage

Southgate Kiwanis Park

Property Enhancement Opportunities



Clear cut with brush
hog

Mow down into mulch

Remove everything but
trees 12" caliber or
more

Keep x3 Eastern
Redbuds

Large trash items left
on site near large
debris pile



LANDSCAPE
MANAGEMENT
Four seasons. One team.

Southgate Kiwanis Park

Property Enhancement Opportunities



Redbud



LANDSCAPE
MANAGEMENT
Four seasons. One team.

Southgate Kiwanis Park

Property Enhancement Opportunities



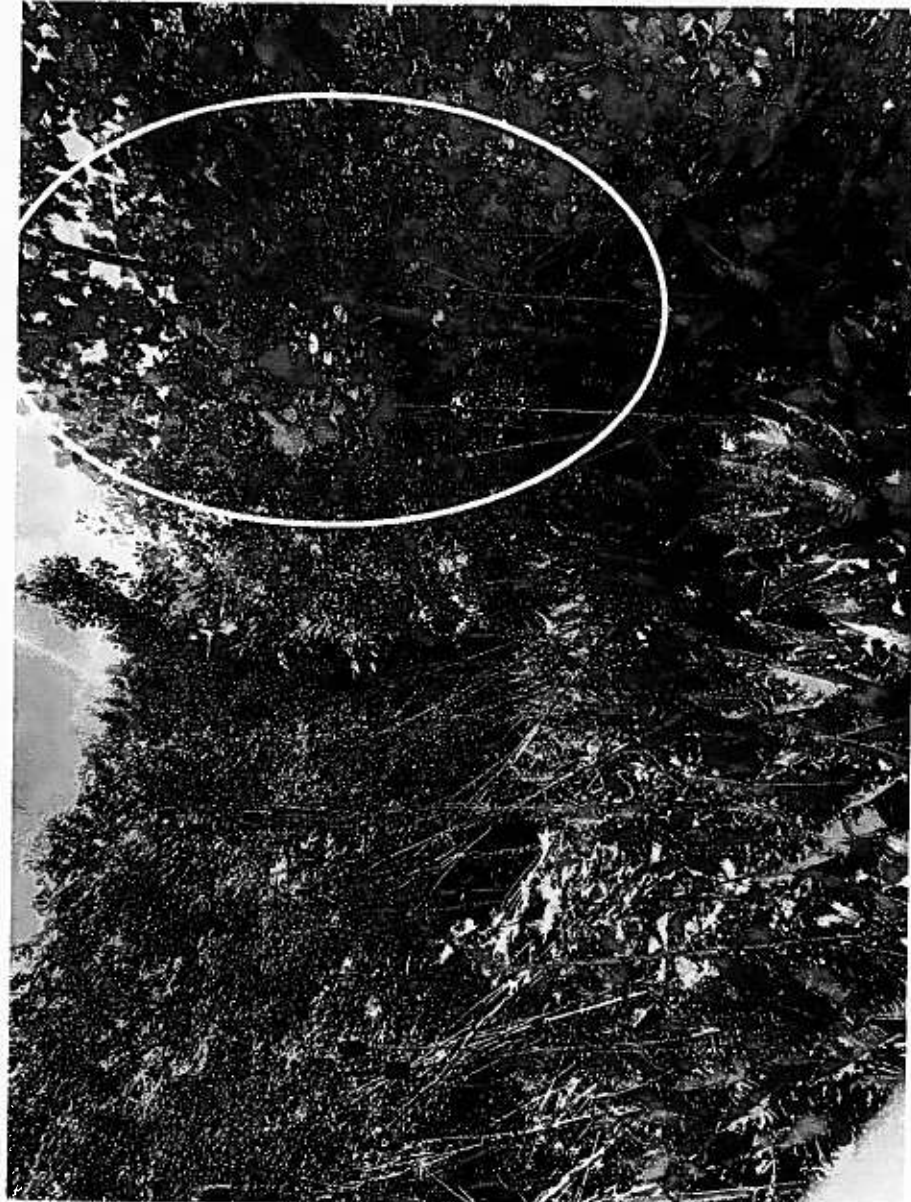


LANDSCAPE
MANAGEMENT
Four seasons. One team.

Southgate Kiwanis Park

Property Enhancement Opportunities





Redbud

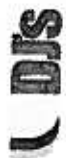


LANDSCAPE
MANAGEMENT
Four seasons. One team.

Southgate Kiwanis Park

Property Enhancement Opportunities

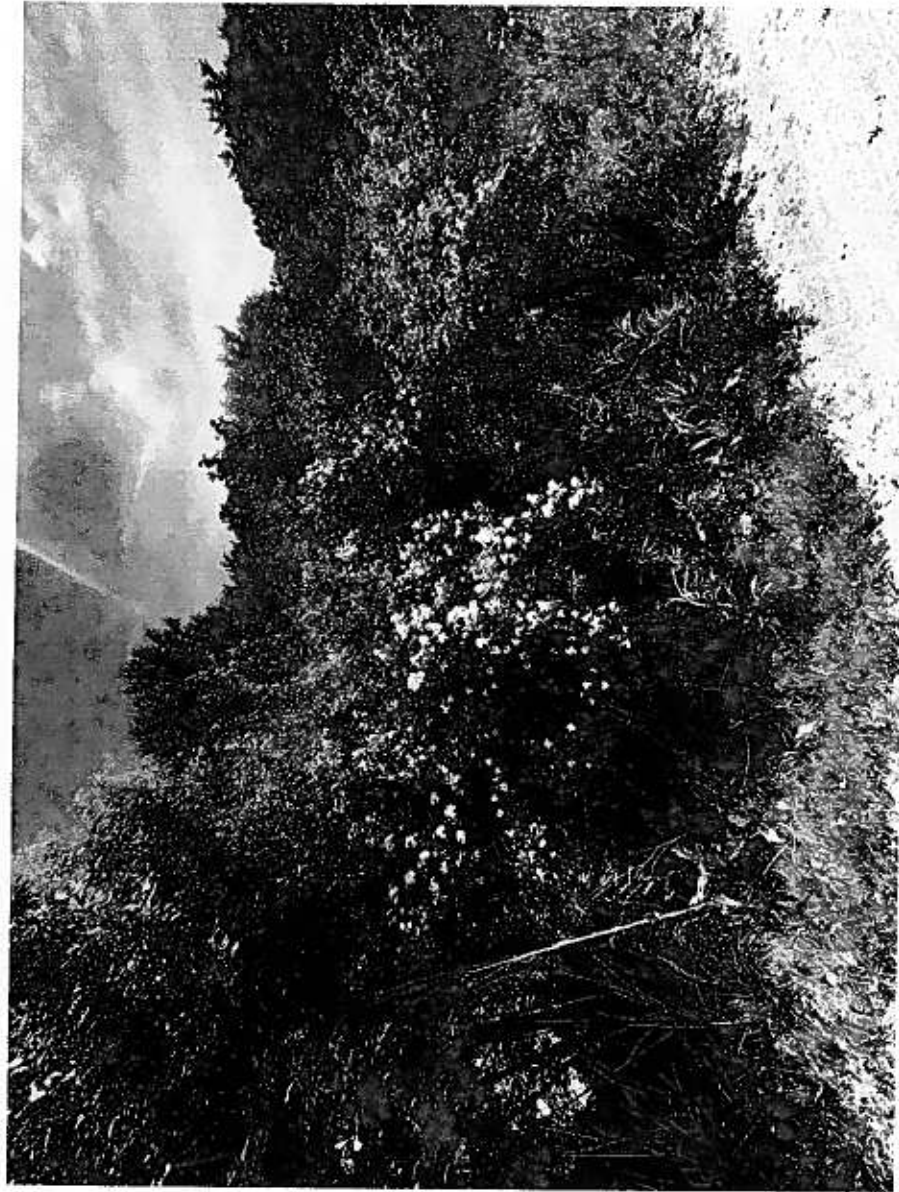




LANDSCAPE
MANAGEMENT
Four seasons. One team.

Southgate Kiwanis Park

Property Enhancement Opportunities





LANDSCAPE
MANAGEMENT
Four seasons. One team.

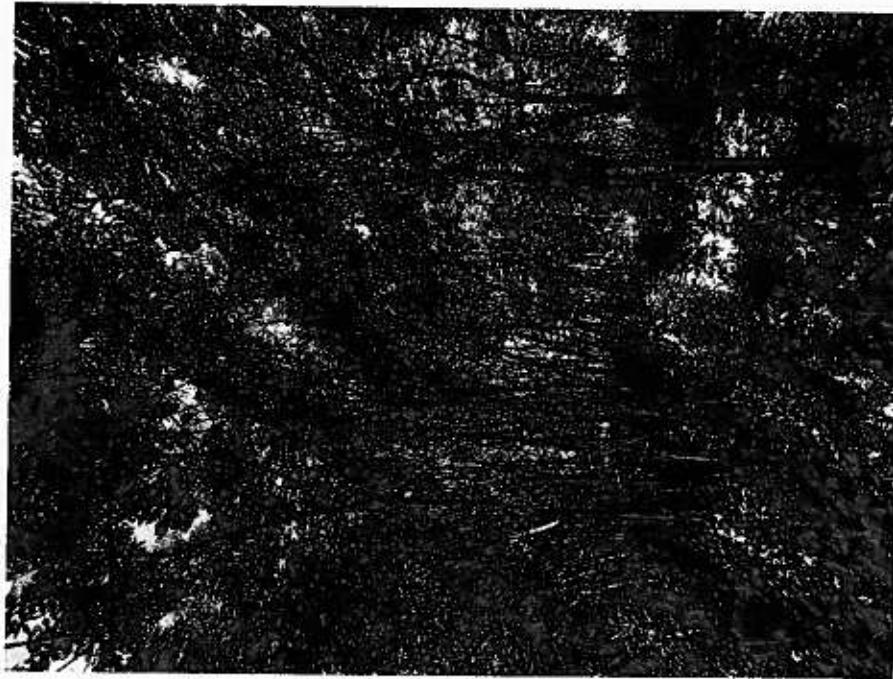
Southgate Kiwanis Park

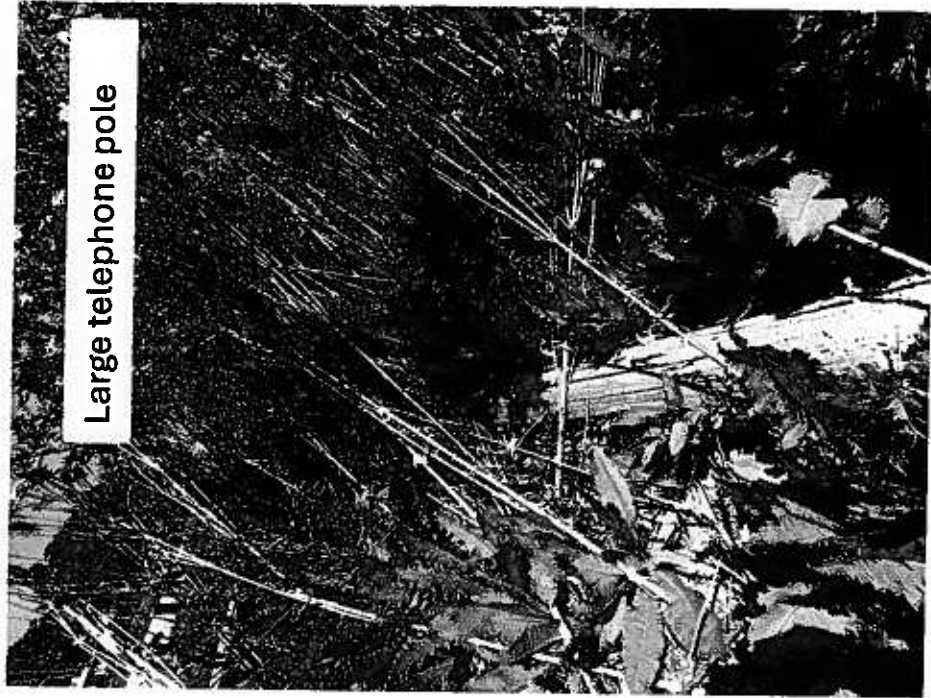
Property Enhancement Opportunities



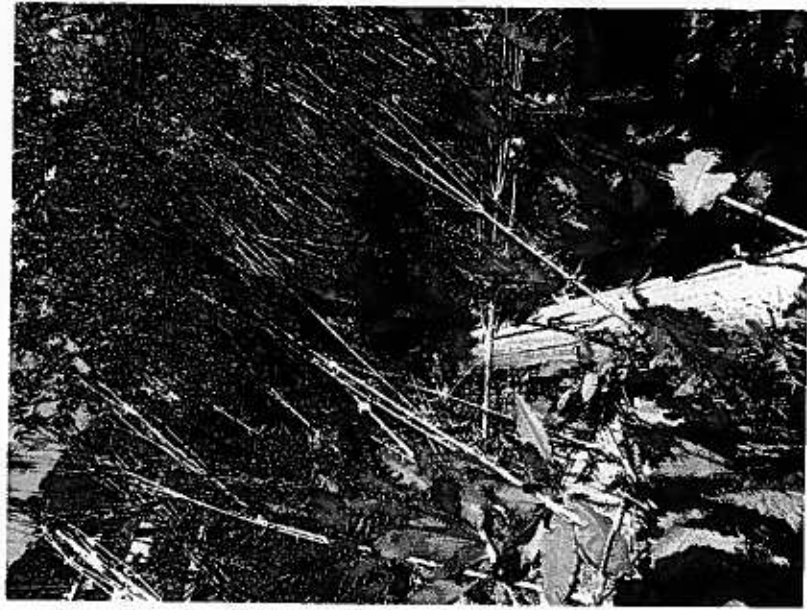
Southgate Kiwanis Park

Property Enhancement Opportunities





Large telephone pole



Large telephone pole



Leave on site on debris pile