

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday November 4, 2020

WEB MEETING @ <https://us02web.zoom.us/j/89858253634>

CALL-IN @ + 1-312-626-6799 Passcode: 89858253634

6:30pm Work Study Session

1. Proclamation for National American Indian Heritage Month
2. Officials Reports
3. Discussion regarding agenda items

7:00 pm Regular Meeting

Pledge of Allegiance

Roll Call: Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

Minutes:

1. Work Study Session Minutes dated October 21, 2020.
2. Regular City Council Meeting Minutes dated October 21, 2020.

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from Mayor; Re: Purchase of Lions Park Site Furnishings
2. Letter from Mayor; Re: Purchase of Cobb Park Site Furnishings
3. Letter from Mayor; Re: Library Pathway Improvements

Page 6
Page 15
Page 27

Scheduled Hearings:

Communications "A" –

1. Letter from Administrator; Re: MERS Agreement Addendum
2. Letter from Mayor; Re: Columns and Fencing for the Trenton Road Kiwanis Park Project

Page 31
Page 67

Communications "B" – (Receive and File)

Ordinances:

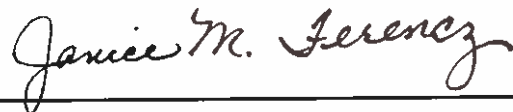
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1412 \$1,497,442.49

Adjournment:



Janice M. Ferencz, City Clerk

PROCLAMATION

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

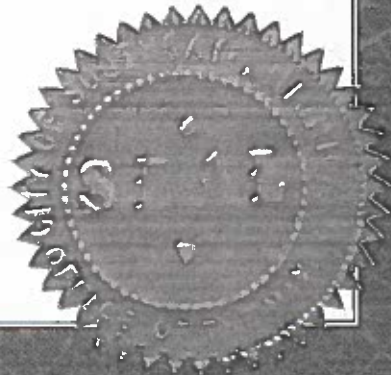
WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned;

NOW THEREFORE, I, Joseph G. Kuspa, by virtue of the authority vested in me as Mayor of the City of Southgate, Michigan do hereby proclaim November 2020 as the National American Indian Heritage Month, in the City of Southgate and urge all citizens to observe this month with appropriate programs, ceremonies and activities.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Southgate, Michigan be affixed this 4th day of November, Two-thousand and Twenty.

Mayor Joseph G. Kuspa



Work Study Session

October 21, 2020

_ An Informal Meeting of the Council of the City of Southgate was held on October 21, 2020 at 6:30 P.M. *(Due to the Covid-19 virus, this meeting was via Zoom in accordance with Governor Whitmer's executive order).*

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Chris Rollet

Absent: *Phil Rauch, *Dale Zamecki, *excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, City Clerk Jan Ferencz, City Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, Acting DPS Director Kevin Anderson, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard.

Discussion took place on the following Agenda Items:

- Upgrades to the DPS Fire/Gas Safety System
- Pickup Truck for Water Dept
- Amend the Library Policy
- Traffic Control Order (Schafer Ct & Reaume Pkwy)
- Traffic Control Order (Reaume Pkwy)
- SMART CARES Funding Act
- SMART Municipal and Community Credit Program
- Appointment to Police & Fire Retirement Board

This meeting ended at 6:52 pm.

City of Southgate

Regular City Council Meeting

October 21, 2020

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, October 21, 2020 and was called to order at 7:00 PM by Council President John Graziani. **(DUE TO COVID-19 VIRUS, THIS MEETING WAS HELD VIA ZOOM, IN ACCORDANCE WITH GOVERNOR WHITMER'S EXECUTIVE ORDER)**

This meeting began with the Pledge of Allegiance, followed by roll call.

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Chris Rollet

Absent: *Phil Rauch, *Dale Zamecki, *excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, City Clerk Jan Ferencz, City Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, Acting DPS Director Kevin Anderson, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard

Minutes:

Moved by Colovos, supported George, RESOLVED, that the minutes of the City Council Work Study Session dated October 7, 2020 be approved as presented. Carried unanimously.

Moved by George, supported by Rollet, RESOLVED, that the minutes of the Regular City Council Meeting dated October 7, 2020 be approved as presented. Carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Purchase of Upgrades to the DPS Fire/Gas Safety System moved by Colovos, supported by George, RESOLVED THAT the Southgate City Council authorizes the purchase of Upgrades to the DPS Fire/Gas Safety System to Ideal Calibrations Inc. (2750 Oakwood, Melvindale, MI 48122) in the amount of \$11,237.50.

Motion carried unanimously.

2. Letter from Mayor; Re: Purchase of Pickup Truck for Water Department moved by Farrah, supported by Rollet, RESOLVED THAT the Southgate City Council waives the bid procedure and authorizes the purchase of a Pick Up Truck for the Water Department through the State Bid to Southgate Ford (16501 Fort St, Southgate, MI 48195) in the amount of \$25,771. BE IT FURTHER RESOLVED THAT sufficient funds are available in the Water Department Budget to cover costs associated with this purchase.

Motion carried unanimously.

3. Memo from Librarian; Re: Proposal to amend Library Policy moved by George, supported by Farrah, RESOLVED THAT the Southgate City Council approves the proposed changes to the Library Policy.

Motion carried unanimously.

4. Memo from Director of Public Safety; Re: Traffic Control Order (Schafer Ct & Reaume Pkwy) moved by Farrah, supported by Colovos, RESOLVED THAT the Southgate City Council approves the Traffic Control Order for posting (No Thru Traffic) posted in front of both the entrance points of the DPW. **page 4**

Motion carried unanimously.

Regular City Council Meeting

October 21, 2020

5. Memo from Director of Public Safety; Re: Traffic Control Order (Reaume Pkwy) moved by Farrah, supported by George, RESOLVED THAT the Southgate City Council approves the Traffic Control Order for posting six (6) traffic signs (R4-7) posted in locations to promote proper traffic flow on Reaume Parkway.

Motion carried unanimously.

6. Memo from Laura Walsh; Re: SMART CARES Funding Act moved by Colovos, supported by George, RESOLVED THAT the Southgate City Council approves the SMART CARES Act Funding Agreement to aid in the purchase of PPE supplies for the safety of our drivers and riders. BE IT FURTHER RESOLVED the Council authorizes Laura Walsh to sign said agreement on behalf of the City.

Motion carried unanimously.

7. Memo from Laura Walsh; Re: SMART Municipal and Community Credit Program moved by Farrah, supported by Colovos, RESOLVED THAT the Southgate City Council approves the contract for the SMART Municipal and Community Credits Program for FY 2021. BE IT FURTHER RESOLVED THAT Council approves Laura Walsh to sign said contract on behalf of the City.

Motion carried unanimously.

Communications "B" (Receive and File):

1. Letter from Mayor; Re: Appointment to Police & Fire Retirement Program moved by Colovos, supported by George, RESOLVED THAT the Southgate City Council hereby receives and files the appointment letter of Marc Hatfield (4343 Pheasant Run, Newport, MI 48166) to the Police & Fire Retirement Board for a term expiring December 2021.

Motion carried unanimously.

Claims and Accounts:

Moved by Farrah, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1411 in the amount of \$13,979,503.48.

Motion carried unanimously.

Adjournment:

Moved by Colovos, supported by George, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:13 P.M. Carried unanimously.

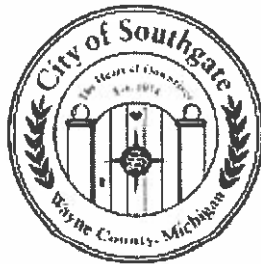
John Raziani
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN CRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

October 30, 2020

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Lions Park Site Furnishings

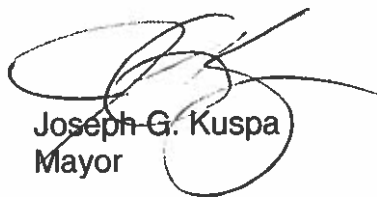
Ladies and Gentlemen:

It is recommended by the Parks & Recreation Director and I concur, to award the purchase of Lions Park Site Furnishings to Midstates Recreation, Pataskala, Ohio, in the amount of \$59,975.00 plus a 10% contingency for a total of \$65,972.50. This is the lowest bid received and in the best interest of the City.

Parks and Recreation Millage Funds will cover \$15,972.50 of this Capital Improvement, with \$50,000.00 being covered by a grant from the office of Wayne County Commissioner Joe Palamara.

Your favorable consideration of this matter is greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
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PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

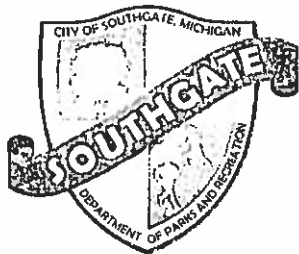
FROM: David Angileri, ACA/Finance Director 

DATE: October 30, 2020

RE: Recommendation for Lions Park Site Furnishings

I have reviewed the above with the Parks & Recreation Director and concur with her recommendation to award this bid to Midstates Recreation, Pataskala Ohio in the amount of \$59,975.00, plus a 10% contingency for a total of \$65,972.50. This is the lowest bid and is in the best interest of the City.

Parks and Recreation Millage Funds will cover \$15,972.50 of this Capital Improvement with \$50,000 being covered by a grant from the office of Joe Palamara Wayne County Commissioner.



Southgate Parks & Recreation Department

14700 Reaume Parkway

Southgate, MI 48195 (734)258-3035

To: Dustin Lent, City Administrator
From: Julie Goddard, Parks & Recreation Director
Date: September 29th, 2020
Re: Lions Park & Cobb Park - Playgrounds/Shelters

It is the recommendation of Hennessey Engineers and I concur, that we award the Lions Park Bid for a playscape, swings and also two shade structures for the Dog Park to Midstates Recreation of Pataskala, Ohio in the amount of \$59,978.00 plus a 10% contingency for a total of \$65,972.50. They were the lowest bid. We have received a grant from the office of Joe Palamara for \$50,000.00 and the rest will be covered by funds from the Recreation Millage.

I also concur that we award the Cobb Park Bid to Penchura, LLC of Brighton, Michigan in the amount of \$122,423.55 plus a 10% contingency for a total of \$134,665.90 for new playscape, swings and a 24x28 Pavilion. There are sufficient funds from the Recreation Millage.

We have worked with Penchura several times in the past and have been very pleased with their work. Midstate Recreation has done numerous projects throughout the State of Michigan and I am comfortable awarding them with their first bid for the City of Southgate.

I appreciate your consideration in this matter.

Respectfully Submitted,

Julie Goddard
Parks & Recreation
City of Southgate



HENNESSEY ENGINEERS, INC

October 27, 2020

Dustin Lent, City Administrator
City of Southgate
14400 Dix-Toledo Road
Southgate, Michigan 48195

**Re: Southgate Lions and Cobb Park Playground Improvements
City of Southgate RFP 11000-20**

Dear Mr. Lent:

As you are aware, the City of Southgate opened bids on Monday, October 19, 2020 for the above referenced project. Attached is a copy of the bid tabulation.

Our office has reviewed the bids received and Midstates Recreation of Pataskala, Ohio is the lowest bidder with a base bid of \$59,975.00 for Lions Park and Penchura, LLC of Brighton, Michigan is the lowest bidder with a base bid of \$122,423.55 for Cobb Park to complete the work under this Contract.

This project involves the installation of new playground equipment and shade structures at each park. Both Midstates Recreation and Penchura are very familiar with this type of work having completed numerous projects throughout the State of Michigan.

Therefore, based on the outcome of the bids, past experience and references provided, it is our recommendation to award the Lions Park Improvements project to Midstates Recreation in the amount of \$59,975.00 plus a 10 % contingency for a total of \$65,972.50. For Cobb Park it is our recommendation to award the project to Penchura, LLC in the amount of \$122,423.55 plus a 10 % contingency for a total of \$134,665.90.

If you have any questions, or if additional information is necessary, please do not hesitate to call me at (734) 759-1600.

Very Truly Yours,

HENNESSEY ENGINEERS, INC.

By:

A handwritten signature in black ink that reads 'Raymond Parker'. The signature is written in a cursive, flowing style.

Raymond Parker, RA
Project Architect



1279 Hazelton-Etna Road SW
 Pataskala, OH 43062
 614-855-3790
 www.midstatesrecreation.com

QUOTATION

Lions Playground

Sold To	City of Southgate 1440 Dix-Toledo Road Southgate, MI, 48195 United States	Ship To	
----------------	--	----------------	--

Date	Quote #	Terms	Rep	Project	Ship Contact
2020-10-15	QTN-05966 Valid Until 11-15-2020		Brion Kilpela	2020 10 MI Southgate City Of - Cobb & Lions Parks - MI General Contractor - Bids	

Item Code	Description	Qty	Rate	Amount
Drawing #	Drawing #20-1796A Playground Equipment	1.0 Unit	\$ 32,626.00	\$ 32,626.00
Customer Discount	Customer Discounts	1.0 Unit	\$ -8,259.00	\$ -8,259.00
Freight	Shipping Charges are estimated and are subject to actual shipping charges incurred at time of shipment.	1.0 Unit	\$ 2,250.00	\$ 2,250.00
Installation Charges	Installation Charges - includes playground equipment, concrete, and excavation	1.0 Unit	\$ 14,252.50	\$ 14,252.50
Wood Fiber	(230cy) Playground Engineered Wood Fiber Safety Surfacing - ASTM Compliant	1.0 Each	\$ 6,325.00	\$ 6,325.00
Installation Charges	Installation Charges of Engineered Wood Fiber	1.0 Unit	\$ 2,350.00	\$ 2,350.00
Miscellaneous Charges	50 tons of pea stone - includes Install	1.0 Each	\$ 2,375.00	\$ 2,375.00
APS-Swing Mat	3' x 5' x 2" Wear Mat - Black	7.0 Unit	\$ 125.00	\$ 875.00
GV106G	6' Picnic Table - Portable	2.0 Unit	\$ 939.00	\$ 1,878.00
TJ3B33I	Receptacle - w/liner & Bonnet Lid - Slat - Ingr	2.0 Unit	\$ 1,245.00	\$ 2,490.00
Installation Charges	Installation Charges of site furnishings	1.0 Unit	\$ 1,562.50	\$ 1,562.50



1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

Item Code	Description	Qty	Rate	Amount
Miscellaneous Charges	Bld/Performance bonds	1.0 Each	\$ 1,250.00	\$ 1,250.00
Subtotal				\$ 59,975.00
Michigan Sales Tax				\$ 0.00
Total				\$ 59,975.00

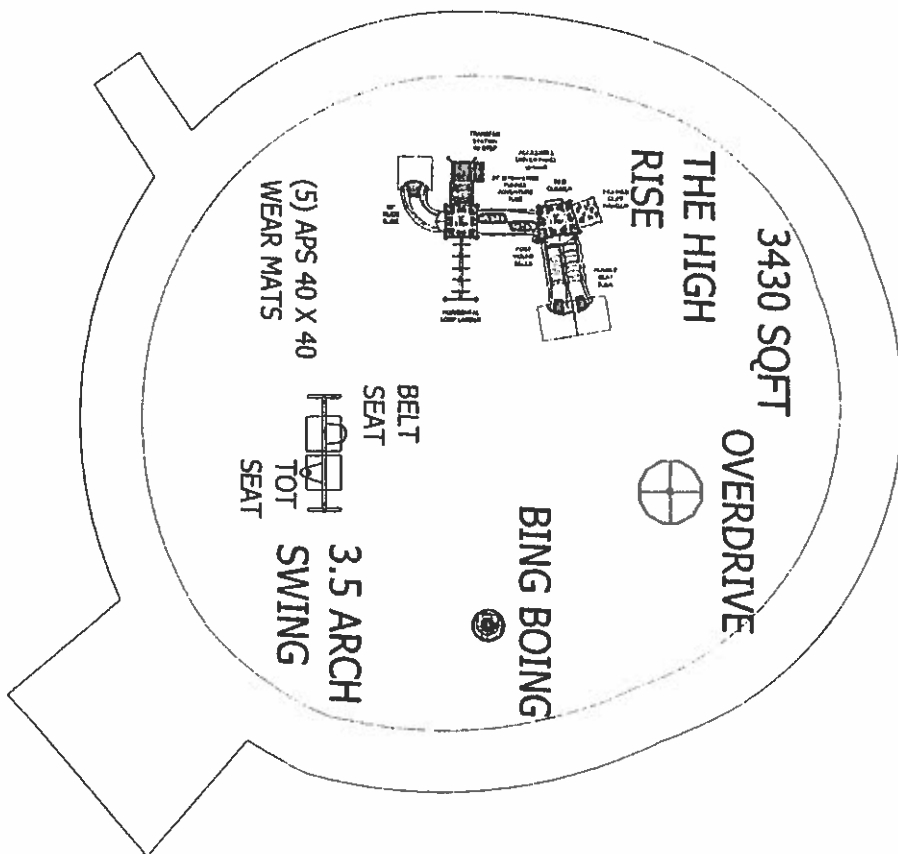
Signature _____
(Approval)

Printed Name _____

Title _____

Date _____

PLAYGROUND SUPERVISION REQUIRED



PLAYWORLD

EQUIPMENT SIZE
SEE DWG

USE ZONE
SEE DWG

AREA PERIMETER
SEE DWG SEE DWG

FALL HEIGHT
8 FT

USER CAPACITY AGE GROUP
50 5-12

ADA SCHEDULE

Total Elevated Play Activities		Total Elevated Play Activities		Total Elevated Play Activities	
Required	Provided	Required	Provided	Required	Provided
3	3	2	2	2	2

✓ ASTM F1487-17
✓ CPSC #325



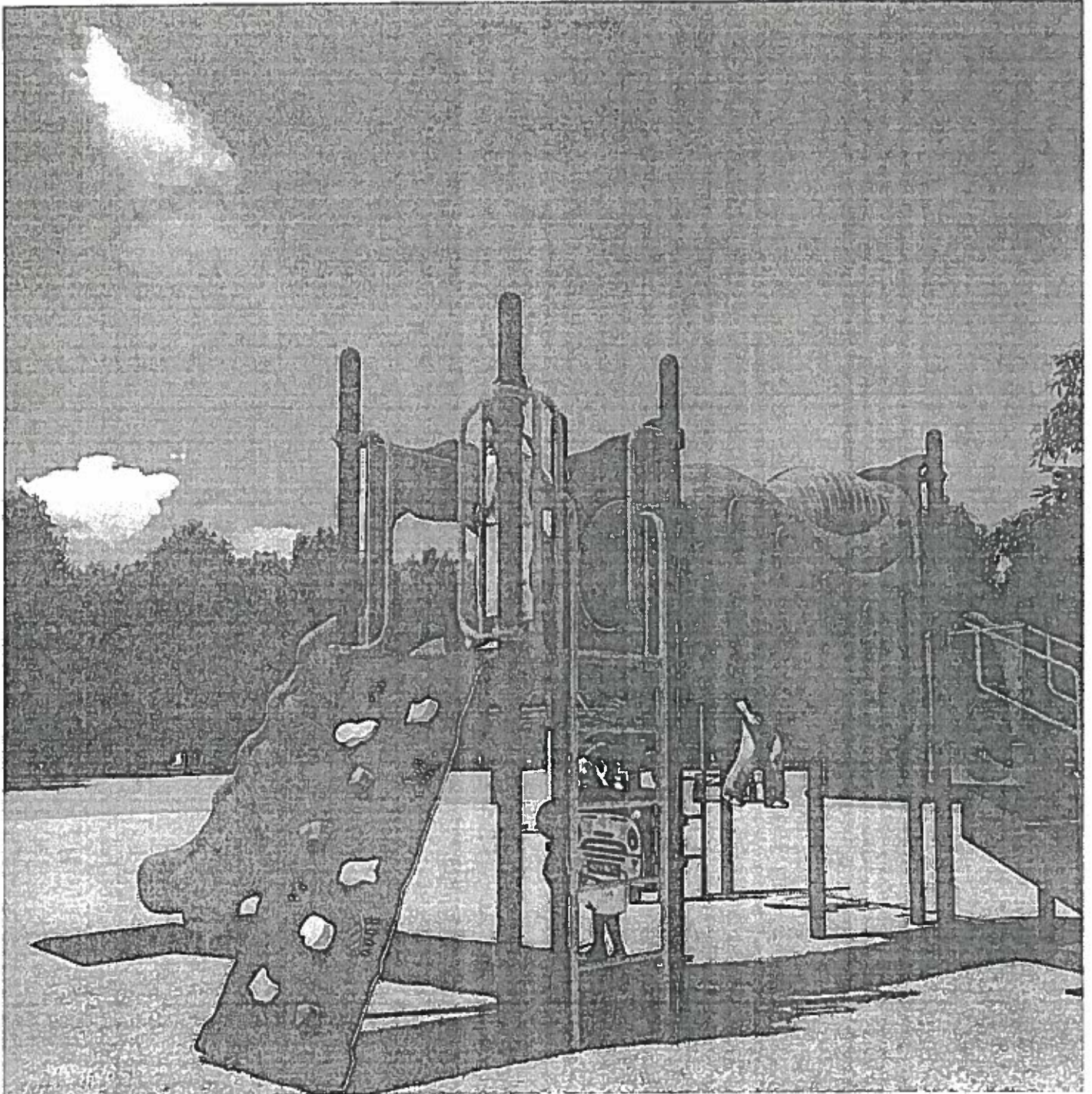
PROJECT NO
20-17978

SCALE
3/16"=1'-0"

DRAWN BY
DATE

Paper Size
B

LIONS PARK



COLORS USED



GRAY

TEAL

COBALT

LAVENDER

LIONS PARK

20-1797A

Bid Tab

PROJECT: Southgate Cobb and Lions Park Improvements

Bid Opening Date: October 19, 2020 2:30pm

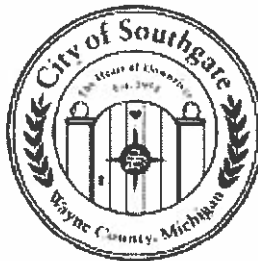
Company/Address	Bid Amount	notes
Penchurn Jennifer Smith 2153 Wealthy St Grand Rapids, MI 49506	LIONS - 65,126.70 COBB - 99,004,55 - 1 122,428.55 - 0	✓ bid bond
Sinclair Recreation 128 E. Lakewood Blvd Holland, MI 49424	LIONS - 107,745.45 COBB - 143,856.44	✓ bid bond
Midwest MIDSTATES Recreation 1279 Hazelton Ct PATASKALA OHIO 43062	LIONS 59,915.00 COBB 150,137.00	✓ bid bond
Play Environments Design LLC 563 College Avenue Holland, MI 49423	LIONS - 81,500.00 COBB - 124,000.00	✓ bid bond

Ray Parker 10/19/2020
Cobb - 124,000.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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CHRISTOPHER P. ROLLET

October 30, 2020

To the Honorable
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Southgate, Michigan 48195

Re: Purchase of Cobb Park Site Furnishings

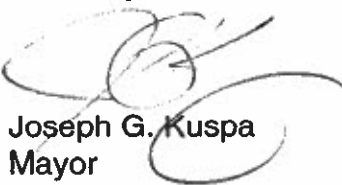
Ladies and Gentlemen:

It is recommended by the Parks & Recreation Director and I concur, to award the purchase of Cobb Park Site Furnishings to Penchura LLC, Brighton, Michigan, in the amount of \$122,423.5500 plus a 10% contingency for a total of \$134,665.90. This is the lowest bid received and in the best interest of the City.

Parks and Recreation Millage Funds will cover \$134,665.90 of this Capital Improvement.

Your favorable consideration of this matter is greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
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City of Southgate

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CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, ACA/Finance Director 

DATE: October 30, 2020

RE: Recommendation for Cobb Park Site Furnishings

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14700 Reaume Parkway

Southgate, MI 48195 (734)258-3035

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From: Julie Goddard, Parks & Recreation Director
Date: September 29th, 2020
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Julie Goddard
Parks & Recreation
City of Southgate



HENNESSEY ENGINEERS, INC

October 27, 2020

Dustin Lent, City Administrator
City of Southgate
14400 Dix-Toledo Road
Southgate, Michigan 48195

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City of Southgate RFP 11000-20**

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If you have any questions, or if additional information is necessary, please do not hesitate to call me at (734) 759-1600.

Very Truly Yours,

HENNESSEY ENGINEERS, INC.

By:

A handwritten signature in black ink that reads 'Raymond Parker'. The signature is written in a cursive, flowing style.

Raymond Parker, RA
Project Architect



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
10/14/2020	20-885-2

Bill To
Southgate Parks & Recreation 14400 Dix-Toledo Highway Southgate, MI 48195 United States

Ship To
Cobbs Park Alternate Bid

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Julie Goddard	(734) 258-3032		Net 30		JRS

Item	Description	Qty	Weight	Price	Total
Custom	Treetops Structure	1		39,950.00	39,950.00
Landscape Stru...	2-Bay Swings	1		2,950.00	2,950.00
173592A	Oodle Swing	1		5,110.00	5,110.00
71-60PL	DuMor 6' Picnic Table, Plastic	3		1,033.05	3,099.15
71-68-1PL	DuMor Picnic Table w/Plastic, 8' Top & 6' Seat	1		1,251.30	1,251.30
84-32-DM	DuMor 32 Gallon Steel Receptacle with Dome Top	2		960.30	1,920.60
ICON	ICON Shelter 24x28 Hip	1		19,045.00	19,045.00
Freight	Freight	1		5,019.00	5,019.00
Install	Professional Certified Installation	1		29,630.00	29,630.00
Stone Base	3" Pea Stone	39		150.00	5,850.00
GEO-TXT	Geo Textile Fabric (2 Layers)	4,141		0.50	2,070.50
EWf-I	Engineered Wood Fiber - Installed	192		34.00	6,528.00
	Does Not Include Excavation or Removal of Existing				

Proposal good for 30 days.

Ship Via: common carrier

Delivery contact name and number: _____

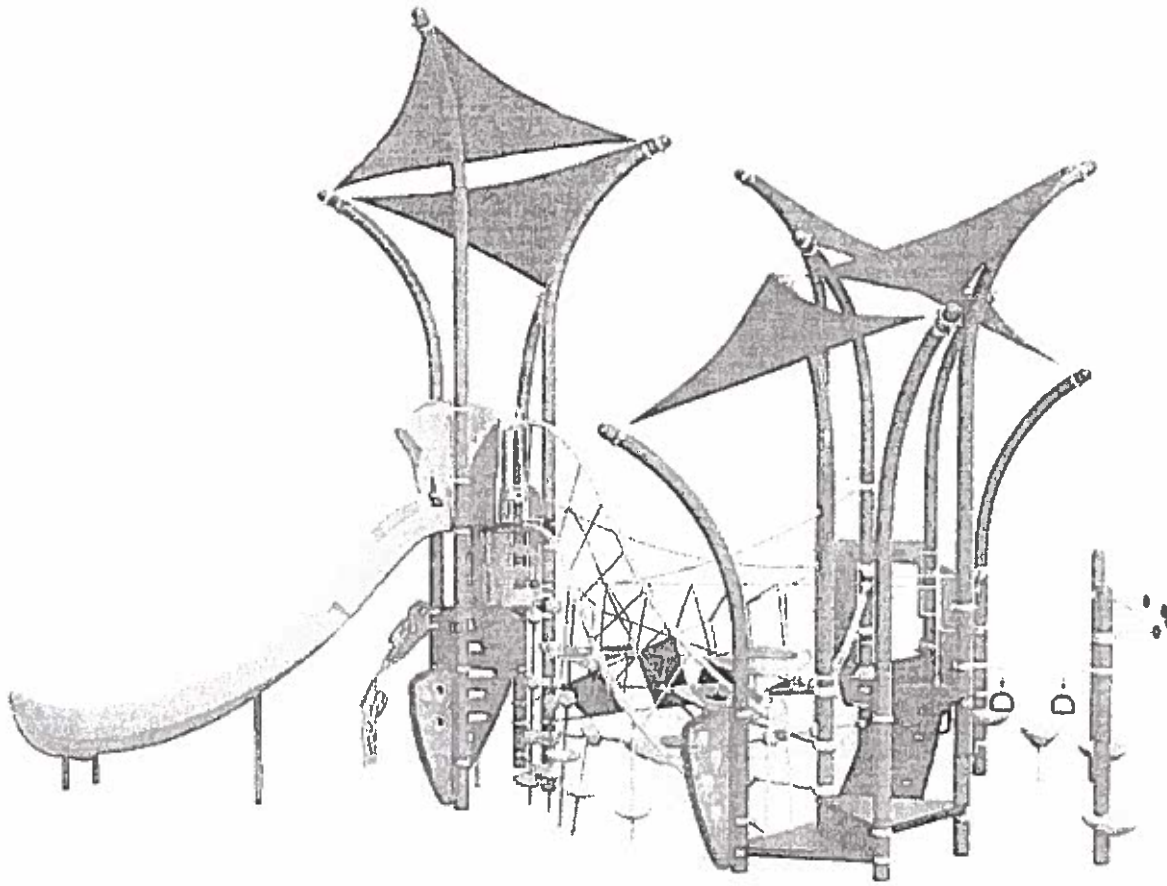
Customer signature below constitutes a purchase order.

Subtotal \$122,423.55

Sales Tax (0.0%) \$0.00

Total \$122,423.55

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



PLAYGROUND EQUIPMENT

PROPOSAL FOR:

RFP 11000-20: Lions and Cobb Park Playgrounds

October 19th, 2020, at 2:30PM

DELIVERED TO:

City of Southgate

Janice Ferencz, City Clerk-Treasurer

14400 Dix Toledo Rd

Southgate MI 48195

Prepared By:

Jennifer Smith, CPSI

Jennifer@Penchura.com

616-516-5562

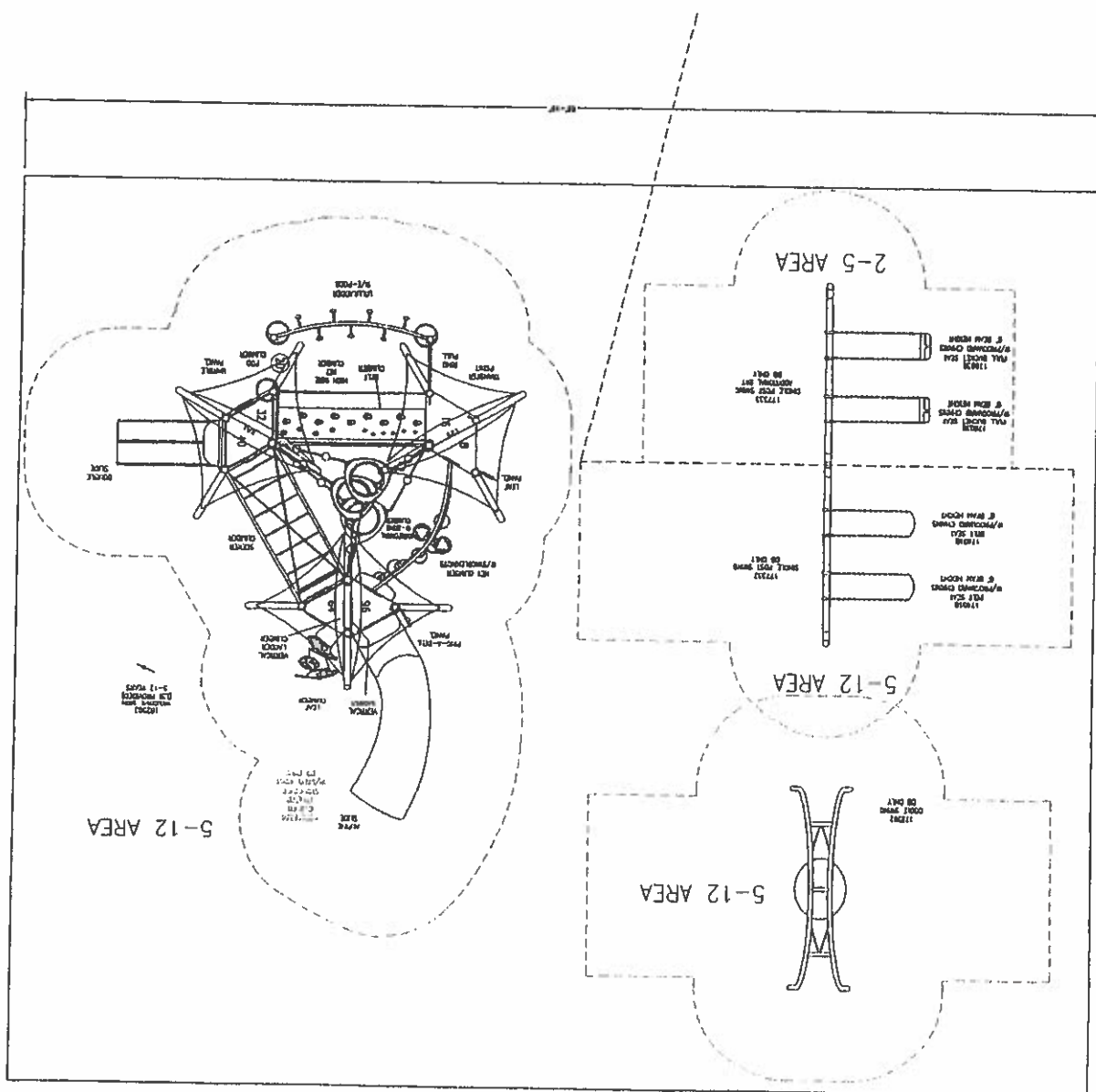
Penchura, LLC

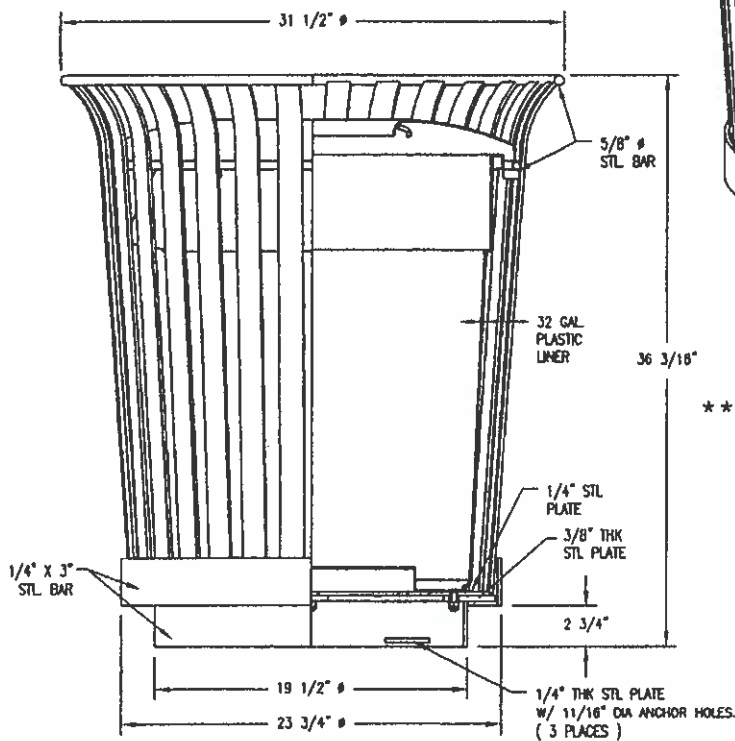
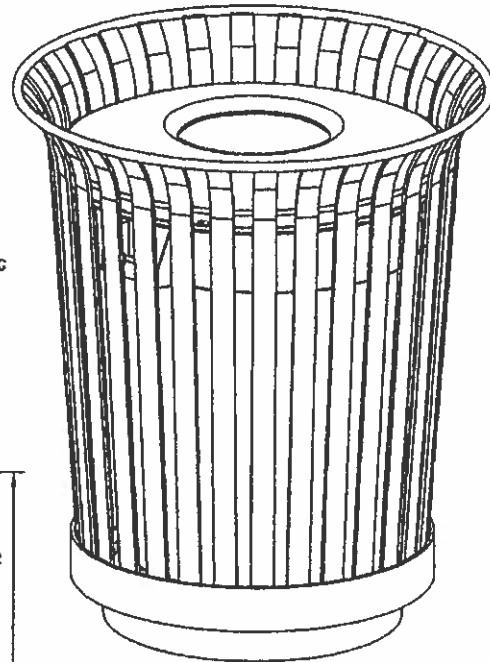
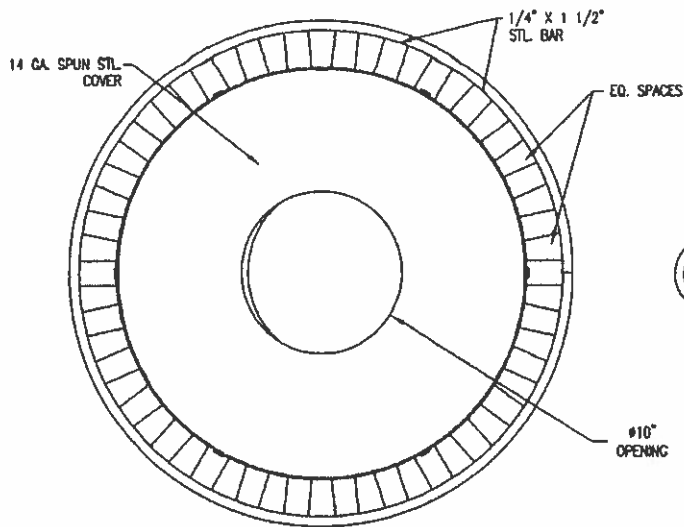


		Southgate Cobb Option Two Southgate, MI	Penchura LLC Jennifer Smith	1
--	--	---	--------------------------------	---

1	TOTAL ELEVATED PLAY COMPONENTS	0
0	TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0
0	TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0
0	TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	2
1	TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	1

0	REORDERED	5
5	REORDERED	5
5	REORDERED	5
5	REORDERED	5





INCLUDES DM DOME COVER

NOTES:

- 1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
- 2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED.
- 3.) RECEPTACLE FULLY ASSEMBLED AT FACTORY.

DuMor, inc.

P.O. Box 142 Mifflintown, PA 17059-0142

SCALE : NONE

DATE DRAWN : 12/12/96

DRAWN BY : AH

DATE REV. : 12/3/12

REV. BY : JSB

TITLE :

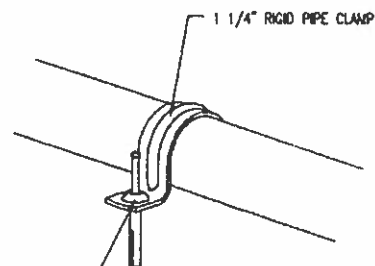
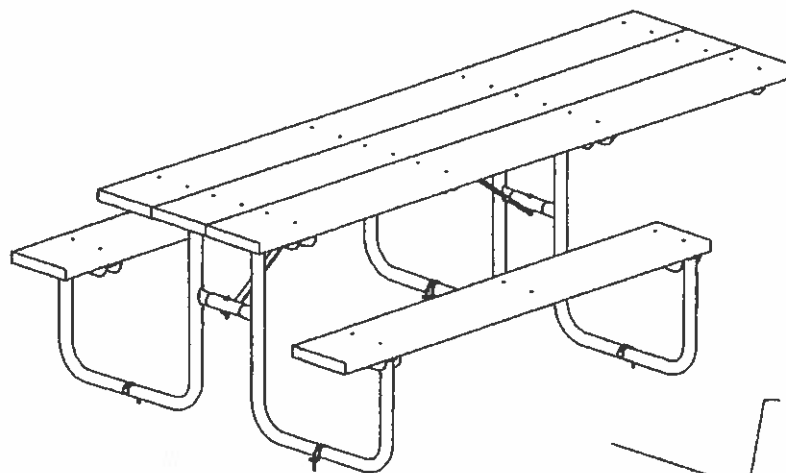
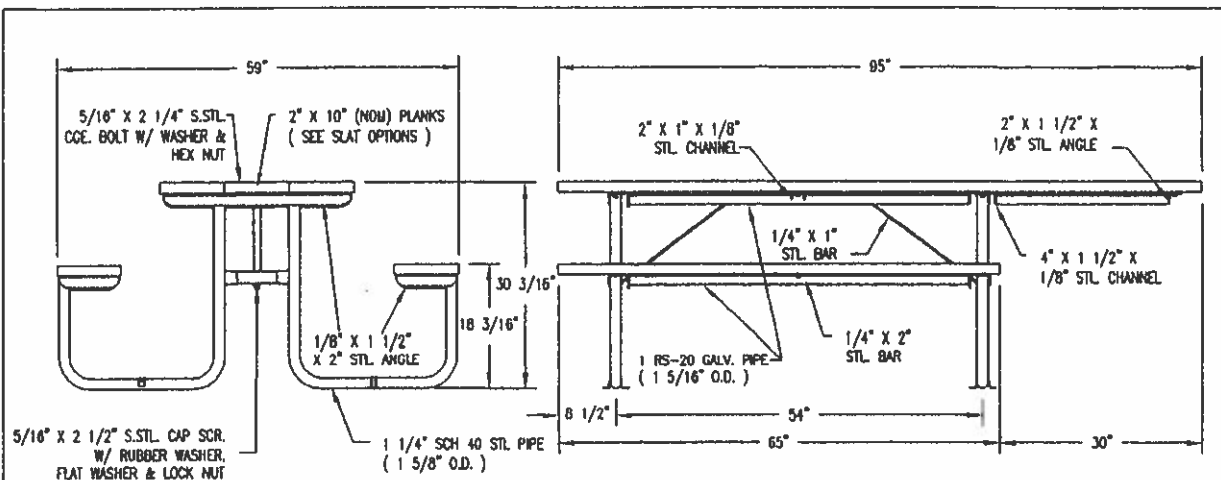
RECEPTACLE

REV.

DRAWING
NUMBER

84-32-FT0

SHEET
1 OF 2



ANCHORING DETAIL

NOTES

- 1.) 1/4" X 1 1/2" HAMMERSET ANCHORS AND 1 1/4" PIPE CLAMS PROVIDED (4 - PCS)

FINISH OPTIONS:

- ☐ ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
- ☐ HOT DIP GALV. AFTER FABRICATION.

SLAT OPTIONS

- ☐ "CEDAR" RECYCLED PLASTIC
- ☐ "GREY" RECYCLED PLASTIC
- ☐ "REDWOOD" RECYCLED PLASTIC
- ☐ "WALNUT" RECYCLED PLASTIC
- ☐ OTHER _____

DuMor, inc.
P.O. Box 142 Millintown, PA 17059-0142

SCALE : NONE
DATE DRAWN : 3/22/94
DRAWN BY : CDC
DATE REV. : 10/27/11
REV. BY : RDH

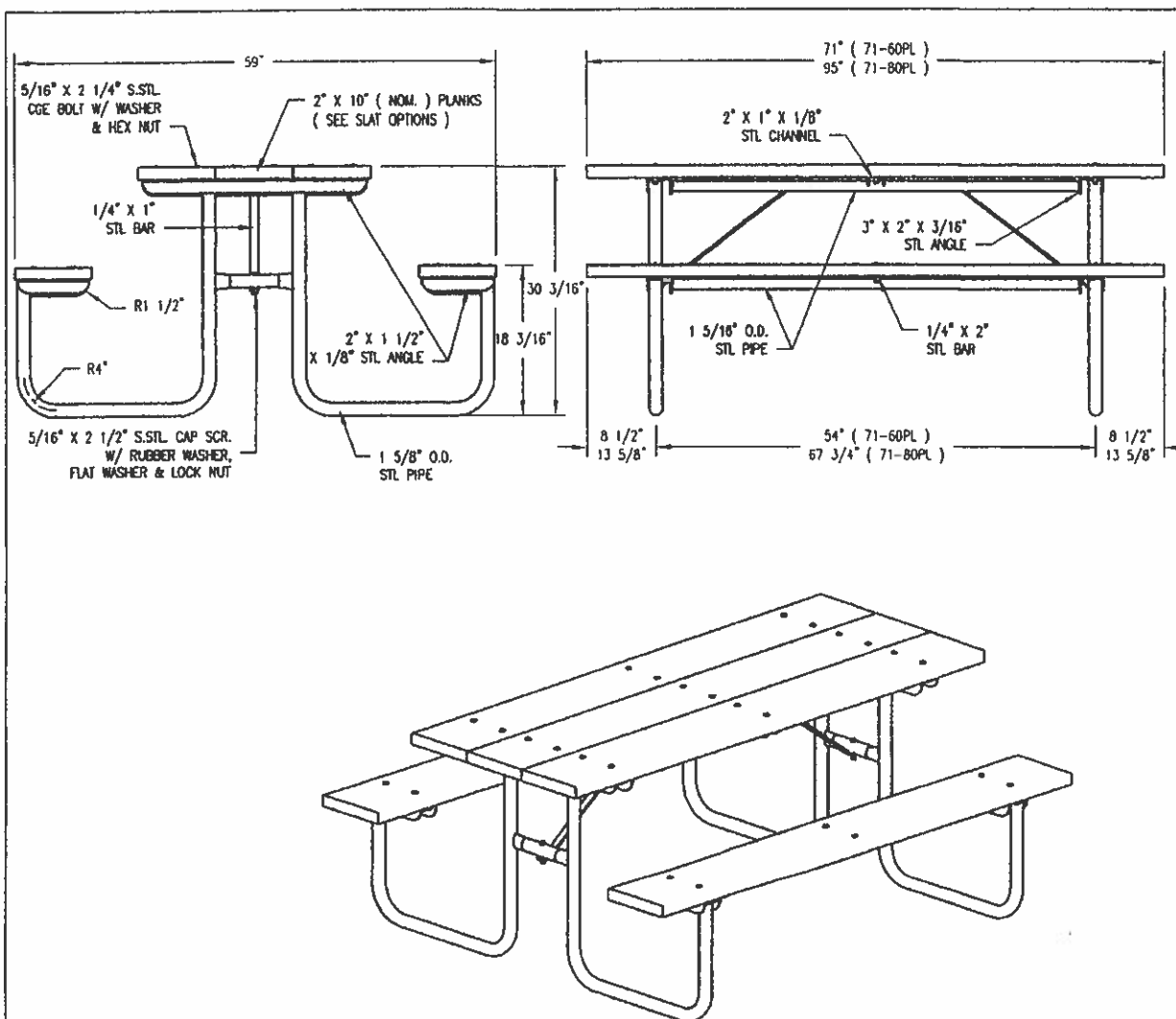
TITLE : PICNIC TABLE

REV.
H

DRAWING
NUMBER

71-68-1 PL

SHEET
1 OF 2



LENGTH OPTIONS

- ☐ 6' TABLE
- ☐ 8' TABLE

FINISH OPTIONS:

- ☐ ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
- ☐ HOT DIP GALV. AFTER FABRICATION.

SLAT OPTIONS

- ☐ "CEDAR" RECYCLED PLASTIC
- ☐ "GREY" RECYCLED PLASTIC
- ☐ "REDWOOD" RECYCLED PLASTIC
- ☐ "WALNUT" RECYCLED PLASTIC
- ☐ OTHER _____

DuMor, inc.
P.O. Box 142 Mifflintown, PA 17059-0142

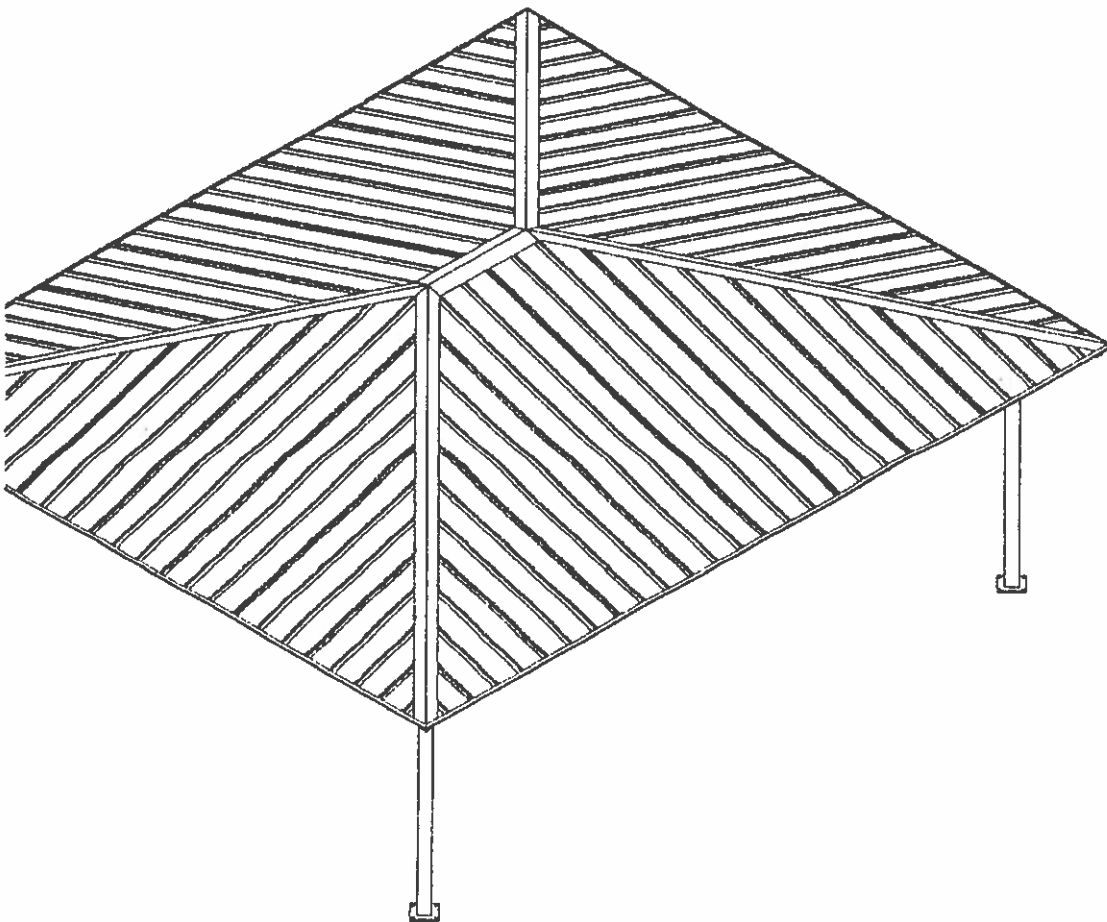
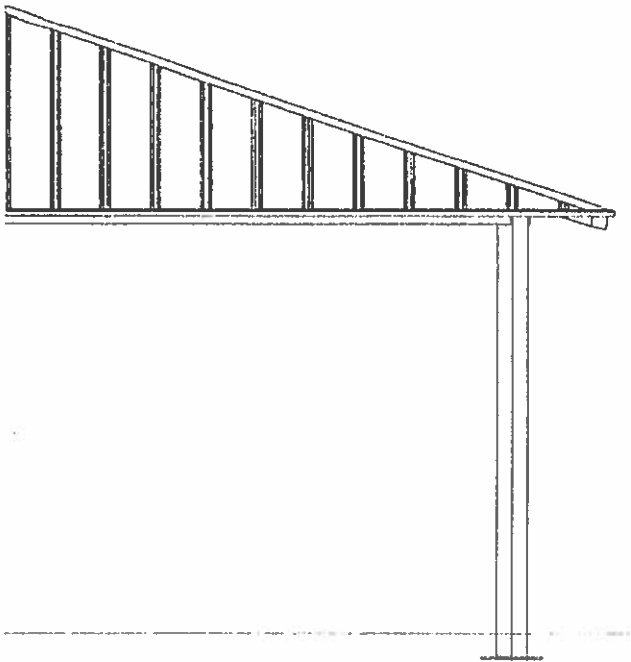
SCALE : NONE
DATE DRAWN : 3/22/94
DRAWN BY : CDC
DATE REV. : 10/27/11
REV. BY : RDH

TITLE : PICNIC TABLE

REV. G DRAWING NUMBER 71 SERIES PL

SHEET 1 OF 2

PRELIMINARY: NOT FOR
CONSTRUCTION



ST
DIST
WI
COP

B
R
PI

Bid Tab

PROJECT: Southgate Cobb and Lions Park Improvements

Bid Opening Date: October 19, 2020 2:30pm

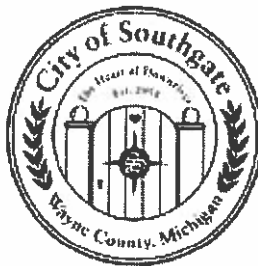
Company/Address	Bid Amount	notes
Penchura Jennifer Smith 2153 Wantha St Grand Rapids, MI 49506	LIONS - 65,126.70 COBB - 99,064.55 - 1 122,428.55 - 0	✓ bid bond
Sinclair Recreation 128 E. Lakewood Blvd Holland, MI 49424	LIONS - 107,745.45 COBB - 143,856.44	✓ bid bond
Midwest MIDSTATES Recreation 1279 Hazelton Ct PATASKALA OHIO 43062	LIONS 59,915.00 COBB 150,137.00	✓ bid bond
Play Environments Design LLC 563 College Avenue Holland, MI 49423	LIONS - 81,500.00 COBB - 124,000.00	✓ bid bond

Ray Parker 10/19/2020

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

October 30, 2020

To the Honorable
City Council
Southgate, Michigan 48195

Re: Library Pathway Improvements

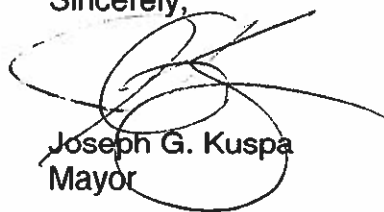
Ladies and Gentlemen:

It is recommended by the Parks & Recreation Director and I concur, to award the bid for Library Pathway Improvements to C&S Construction, Wyandotte, Michigan, in the amount of \$78,500.00 plus a 10% contingency for a total of \$90,275.00. This is the lowest bid received and in the best interest of the City.

Library Millage Funds (Fund Balance) will cover \$90,275.00 of this Capital Improvement.

Your favorable consideration of this matter is greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

City of Southgate

Library Plaza Walkway Improvement

Bid Date: Monday, October 19, 2020 @ 2:00pm

<u>Contractor</u>	<u>Contractor Location</u>	<u>Bid Amount</u>
C & S Construction Management	Wyandotte, MI	\$78,500.00
WCI Contractors, INC	Detroit, MI	\$117,340.00
Premier Group Associates	Detroit, MI	\$85,684.90



October 19, 2020

PROPOSAL COVER LETTER

RFP # and TITLE:

RFP #13121

Library Plaza Walkway Improvements

Name and Address Entity:

C & S Construction Management

1202 6th Street

Wyandotte, MI 48192

Contact Info:

Company Representation and authorized
signature:

Chuck Schimmel

Cell: 734-320-0689

Email: csconstruction@yahoo.com

C & S Construction Management

1202 6th Street

Wyandotte, MI 48192

C & S CONSTRUCTION MANAGEMENT
734-320-0689

1202 6TH STREET WYANDOTTE, MI 48192

csconstruction@yahoo.com

www.thecsconstruction.weebly.com

CITY OF SOUTHGATE
LIBRARY PLAZA WALKWAY IMPROVEMENTS

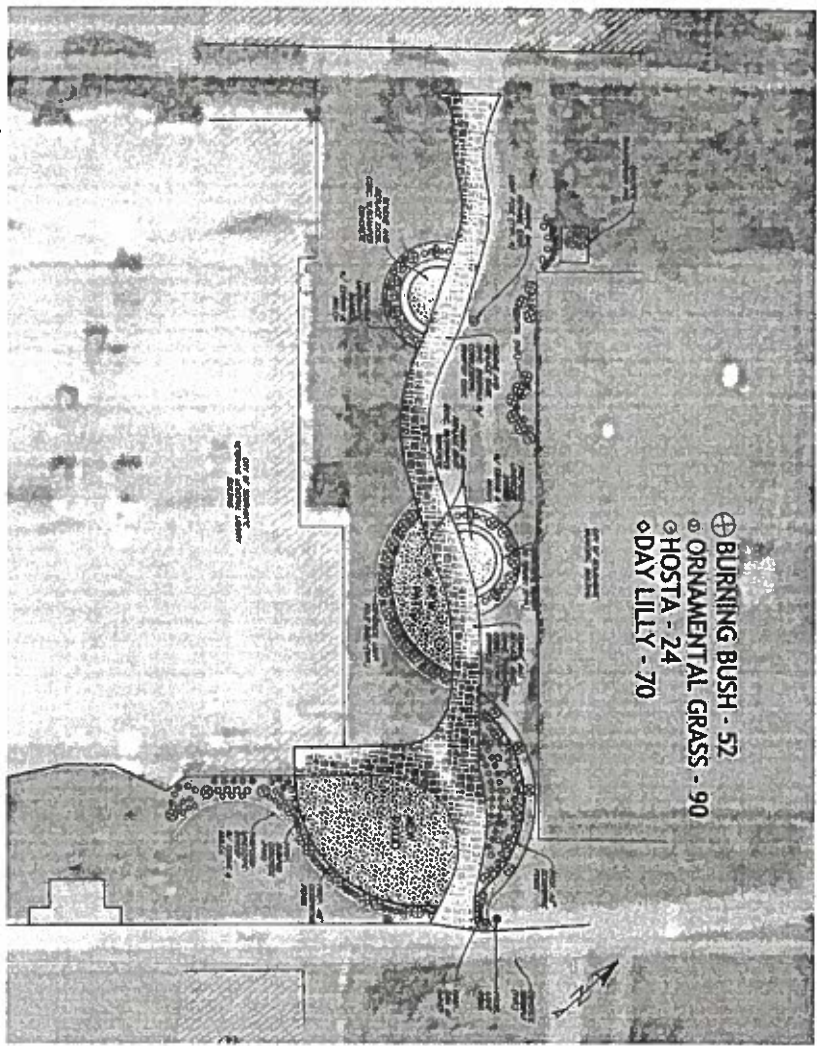
Bid Tabulation Form

Item	Quantity	Unit	Unit Price	Total
Remove Concrete Pavement	1100	SFT		47,000
Remove Tree, 6-inch to 18-inch	2	EACH		2,000
Remove Bush, Selective Thinning, Type II	50	SYD		1,000
Site Grading	1	LSUM		1,000
Concrete Sidewalk, 4-inch, Random Stone Pattern	770	SFT		5,200
Concrete Sidewalk, 4-inch, Cobblestone Pattern	1,005	SFT		6,030
LANDSCAPE / LIGHTING				
Burning Bush	52	EACH		2,600
Ornamental Grass	90	EACH		1,800
Hostas	24	EACH		1,200
Day Lilly	70	EACH		1,400
Weed Barrier, Edging and Mulch	1	LSUM		1,000
Ornamental Fence	78	LFT		3,900
Remove Light Pole	4	EACH		1,600
Install Light Pole	5	EACH		2,500
IRRIGATION				
Irrigation System Repairs and Activation	1	LSUM		1,500
LIBRARY PLAZA WALKWAY IMPROVEMENTS TOTAL				87,230

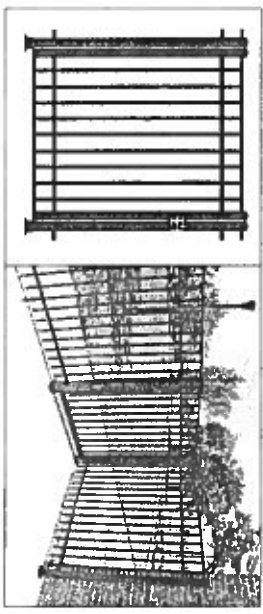
**SAMPLE
LAMP POSTS
SIMILAR TO
MARKET CENTER
PARK - REPLACE
4 AND ADD 1
ADDITIONAL
LIGHT POLE**

[illegible]

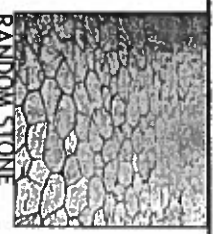
IESSEY ENGINEERS NOTES:

[illegible]

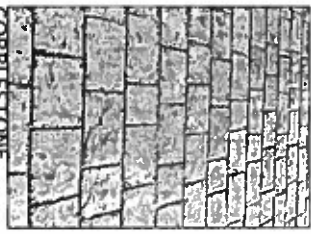
CONCEPTUAL SITE PLAN - LIBRARY PATHWAY IMPROVEMENTS



ORNAMENTAL FENCE CONCEPT - 50 LF



**RANDOM STONE
STAMPED CONCRETE
770 SF**



COBBLESTONE
STAMPED CONCRETE
-970 SF



BURNING BUSH



ORNAMENTAL
HOSTA



DAYLILY

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator

Date: October, 29 2020

Re: MERS Agreement Addendum

Attached please find an Adoption Agreement Addendum for MERS (Michigan Employee's Retirement System). This is a house keeping item requested from MERS. This addendum makes it easier for MERS to update their online portal for employees to see what their benefits are in retirement. The City of Southgate has currently has two retirement systems, a Defined Benefit for employee's hired before 7/1/2008, and a Defined Contribution agreement for employees hired after 7/1/2008. Administration is requesting council adopt the following agreement addendum from MERS.

Please do not hesitate to contact me with any additional questions.

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Southgate, City of

Municipality number 826201

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 826201110381

Division name Mun ee aft 7/1/08

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Clerical and non Clerical working >32 hours. No part Time or Elected Officials

Employee classification contains **public safety employees**: ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.) public works, and other skilled support personnel (equipment operators, etc.).

page 28

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110381

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>6</u> months in total.	☐	☒	☐
Part-Time Employees: Those who regularly work fewer than <u>32</u> per week.	☐	☒	☐
Seasonal Employees: Those who will work for the municipality from <u>May</u> to <u>November</u> only.	☐	☒	☐
Voter-Elected Officials	☐	☒	☐
Appointed Officials: An official appointed to a voter-elected office.	☒	☐	☐
Contract Employees	☐	☒	☐

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110381

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110381

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	☐ Base Wages	☐ Box 1 Wages	☒ Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

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Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110381

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☐ Salary or hourly wage X hours

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: _____

Other Wages apply: YES ☐ NO ☒

☐ Shift differentials

☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☐ NO ☒

☐ PTO cash-out

☐ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☒

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒

☐ 457 employee and employer contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☐ NO ☒

Taxable Fringe Benefits apply: YES ☐ NO ☒

☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

☐ Workers compensation settlement payments

☐ Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110381

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Southgate, City of

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

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II. Employer name Southgate, City of

Municipality number 826201

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Division number 826201110387

Division name City Admin

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

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Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employee classification contains **public safety employees**: ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110387

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Part-Time Employees: Those who regularly work fewer than <u>32</u> per week.	☐	☒	☐
Seasonal Employees: Those who will work for the municipality from <u>May</u> to <u>November</u> only.	☐	☒	☐
Voter-Elected Officials	☐	☒	☐
Appointed Officials: An official appointed to a voter-elected office.	☒	☐	☐
Contract Employees	☐	☒	☐

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110387

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Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110387

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	☐ Base Wages	☐ Box 1 Wages	☒ Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

page 37

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110387

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- ☐ Salary or hourly wage X hours
☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: _____

Other Wages apply: YES ☐ NO ☒

- ☐ Shift differentials
☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☐ NO ☒

- ☐ PTO cash-out
☐ Longevity
☐ Bonuses
☐ Merit pay
☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☒

- ☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
☐ Prizes, gift cards
☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- ☐ Gun, tools, equipment, uniform
☐ Phone
☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒

- ☐ 457 employee and employer contributions
☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- ☐ Health plan, dental, vision benefits
☐ Workers compensation premiums
☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☐ NO ☒

Taxable Fringe Benefits apply: YES ☐ NO ☒

- ☐ Clothing reimbursement
☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- ☐ Workers compensation settlement payments

☐ Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110387

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Southgate, City of

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Southgate, City of

Municipality number 826201

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 826201110386

Division name FT DDA EE

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employee classification contains **public safety employees**: ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110386

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>6</u> months in total.	☐	☒	☐
Part-Time Employees: Those who regularly work fewer than <u>32</u> per week.	☐	☒	☐
Seasonal Employees: Those who will work for the municipality from <u>May</u> to <u>November</u> only.	☐	☒	☐
Voter-Elected Officials	☐	☒	☐
Appointed Officials: An official appointed to a voter-elected office.	☒	☐	☐
Contract Employees	☐	☒	☐

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110386

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110386

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

Types of Compensation	☐ Base Wages	☐ Box 1 Wages	☒ Gross Wages
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110386

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☐ Salary or hourly wage X hours

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: _____

Other Wages apply: YES ☐ NO ☒

☐ Shift differentials

☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☐ NO ☒

☐ PTO cash-out

☐ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☒

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒

☐ 457 employee and employer contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☐ NO ☒

Taxable Fringe Benefits apply: YES ☐ NO ☒

☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

☐ Workers compensation settlement payments

☐ Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110386

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Southgate, City of

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Southgate, City of

Municipality number 826201

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 826201110395

Division name FT Library Employees

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employee classification contains **public safety employees**: ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110395

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>6</u> months in total.	☐	☒	☐
Part-Time Employees: Those who regularly work fewer than <u>32</u> per <u>week</u> .	☐	☒	☐
Seasonal Employees: Those who will work for the municipality from <u>May</u> to <u>November</u> only.	☐	☒	☐
Voter-Elected Officials	☐	☒	☐
Appointed Officials: An official appointed to a voter-elected office.	☒	☐	☐
Contract Employees	☐	☒	☐

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110395

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110395

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	☐ Base Wages	☐ Box 1 Wages	☒ Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110395

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☐ Salary or hourly wage X hours

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: _____

Other Wages apply: YES ☐ NO ☐

☐ Shift differentials

☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☐ NO ☐

☐ PTO cash-out

☐ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☐

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐

☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐

☐ 457 employee and employer contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐

☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☐ NO ☐

Taxable Fringe Benefits apply: YES ☐ NO ☐

☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐

☐ Workers compensation settlement payments

☐ Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 826201110395

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Southgate, City of

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

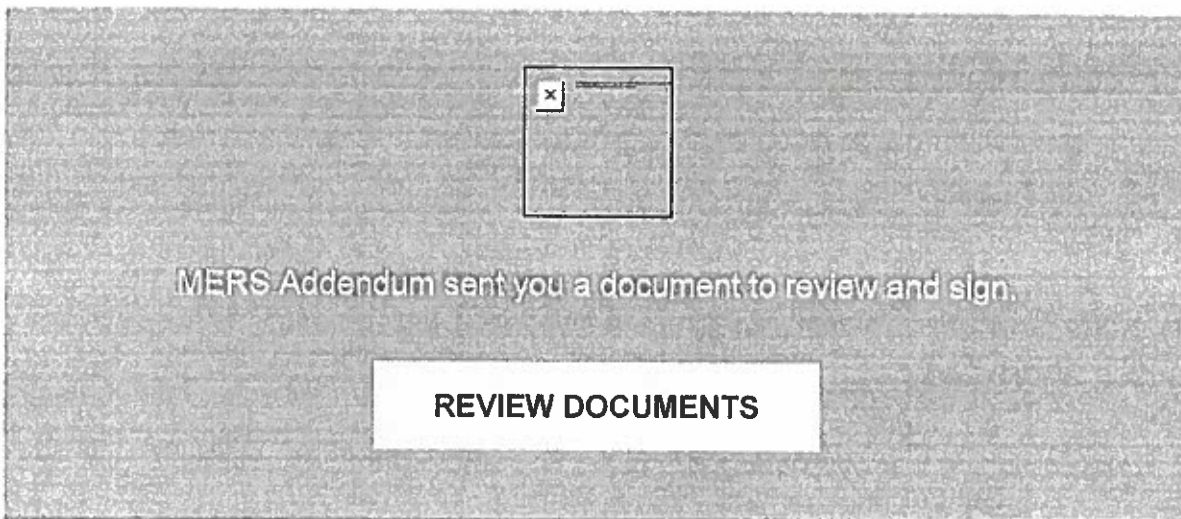
Printed Name: _____

Title: _____

Date: _____

David Angileri

From: DocuSign NA3 System <dse_NA3@docusign.net> on behalf of MERS Addendum via DocuSign <dse_NA3@docusign.net>
Sent: Friday, October 09, 2020 6:39 PM
To: David Angileri
Subject: MERS Defined Contribution Addendum for Southgate, City of - 826201



MERS Addendum
no-reply@mersofmich.com

PRIVATE MESSAGE

Please complete the required form fields and click "Finish" to advance it for signature. The information collected in this agreement is legally binding and governing body approval is required. Please note the date of approval is also required to complete the submission of this document. If you believe you have received this request in error, please contact MERS at DataCollectionProject@mersofmich.com.

Please review and complete this addendum for each division in your Reporting Unit. Your review is necessary to ensure the details of your plan are accurately documented and on file with MERS. This information will be used to supplement previous information on file with the effective date of your plan, and will support accurate benefit calculations on a moving forward basis. All details are effective as of 1/1/2021 and do not impact existing benefits on file. The information collected in this document is legally binding and governing body approval is required. Please note the date of that approval is also required to complete the submission of this document.

For additional details on the information contained in this request, please visit the resource page on our website <https://www.mersofmich.com/employer/>. If you have any

questions, please contact your Benefit Plan Coordinator
<https://www.mersofmich.com/mers/about-mers/contact-us/> or send a direct message to
DataCollectionProject@mersofmich.com.

Best regards,
MERS of Michigan

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Defined Benefit Plan Adoption Agreement Addendum



1184 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Southgate, City of

Municipality number 826201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 82620101

Division name on file with MERS Gnr1 hired bfr 7/1/11

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Muni Hired before 7/1/2011, No Elected Officials.

Employee classification contains **public safety employees**: ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 82620101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>6</u> months in total.	☐	☒	☐
Part-Time Employees: Those who regularly work fewer than <u>32</u> per <u>week</u> .	☐	☒	☐
Seasonal Employees: Those who will work for the municipality from <u>May</u> to <u>November</u> only.	☐	☒	☐
Voter-Elected Officials	☐	☒	☐
Appointed Officials: An official appointed to a voter-elected office.	☐	☒	☐
Contract Employees	☐	☒	☐

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 82620101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 120 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☒
Other: Sick and Accident For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: _____ Additional leave types as above	☐	☒

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 82620101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	☐ Base Wages	☐ Box 1 Wages	☐ Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

page 57

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 82620101

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☒ On-call pay

☐ Other: _____

Other Wages apply: YES ☒ NO ☐

☒ Shift differentials

☐ Severance issued over time (weekly/bi-weekly)

☒ Overtime

☐ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐

☐ PTO cash-out

☐ Educational degrees

☒ Longevity

☐ Moving expenses

☒ Bonuses

☐ Sick payouts

☒ Merit pay

☐ Severance (if issued as lump sum)

☐ Job certifications

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☒

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Car allowance

☐ Personal use of a company car

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

☐ Gun, tools, equipment, uniform

☐ Mileage reimbursement

☐ Phone

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Fitness

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒

☐ 457 employee and employer contributions

☐ IRA contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☒ NO ☐

☒ Health plan, dental, vision benefits

☐ Group term or whole life insurance < \$50,000

☐ Workers compensation premiums

☐ Other: _____

☐ Short- or Long-term disability premiums

Mandatory Contributions apply: YES ☒ NO ☐

☒ Defined Benefit employee contributions

☐ Other: _____

☐ MERS Health Care Savings Program employee contributions

Taxable Fringe Benefits apply: YES ☒ NO ☐

☐ Clothing reimbursement

☐ Group term life insurance > \$50,000

☒ Stipends for health insurance opt out payments

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

☐ Workers compensation settlement payments

☐ Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Southgate, City of

DIV: 82620101

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Southgate, City of

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

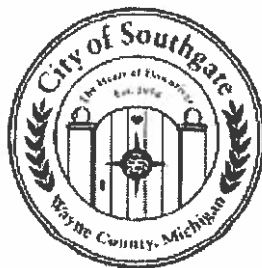
Title: _____

Date: _____

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

October 30, 2020

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Columns and Fencing for the Trenton Road Kiwanis Park Project
(Waiver of Bid)

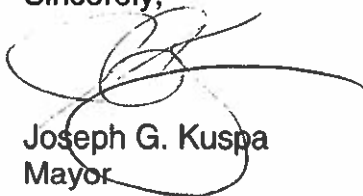
Ladies and Gentlemen:

It is recommended by Hennessey Engineers and I concur to waive the bid and award the purchase Columns and Fencing for the Trenton Road Kiwanis Park Project to Sole Construction of Westland, Michigan in the amount of \$17,050.00 with a 10% contingency for a total cost of \$18,755.00.

Adequate funds are in the Major Street Fund for this purchase.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: October 30, 2020

RE: Recommendation for Purchase of Columns and Fencing for the Trenton Road Kiwanis Park Project **(Waiver of Bid)**

I have reviewed the above with Hennessey Engineering and concur with their recommendation to award this purchase to Sole Construction, Westland Michigan in the amount of \$17,050.00 plus a 10% contingency for a total cost of \$18,755.00.

Adequate funds are in the Major Street Fund for this purchase.



HENNESSEY ENGINEERS, INC

October 30, 2020

Dustin Lent, City Administrator
City of Southgate
14400 Dix-Toledo Road
Southgate, Michigan 48195

**Re: Southgate Trenton Road Kiwanis Park
Columns and Fencing
City of Southgate
Hennessey Project 13112**

Dear Mr. Lent:

As you are aware, the City of Southgate solicited quotes from contractors for the installation of concrete block columns with cultured stone facing with decorative aluminum fencing. This fencing is required for safety protection between the sidewalk and drain headwall. Three quotes were received and attached for the above referenced project.

Our office has reviewed the bids received and Sole' Construction of Westland, Michigan provided the lowest quote with a bid of \$17,050.00 to complete the work under this Contract.

This project involves the installation of 4 concrete block columns with cultured stone veneer and decorative aluminum black fencing between the columns. Sole' Construction is very familiar with this type of work having completed numerous projects for Southgate and throughout the State of Michigan.

Therefore, based on the outcome of the bids, past experience and references provided, it is our recommendation to award the Southgate Trenton Road Kiwanis Park – Columns and Fencing project to Sole' Construction of Westland, Michigan in the amount of \$17,050.00 plus a 10 % contingency for a total of 18,755.00.

If you have any questions, or if additional information is necessary, please do not hesitate to call me at (734) 759-1600.

Very Truly Yours,
HENNESSEY ENGINEERS, INC.

By:

A handwritten signature in black ink that reads 'Raymond Parker'.

Raymond Parker, RA
Project Architect



PROPOSAL

October 15, 2020

RAY PARKER
HENNESSEY ENGINEERING
13500 REECK ROAD
SOUTHGATE, MI 48195

**RE: SOUTHGATE TRENTON ROAD SIDEWALK EXTENSION
CMU PIER AND DECORATIVE FENCE PROPOSAL**

The following is a description of work and related cost:
Per drawings titled "SOUTHGATE TRENTON ROAD SIDEWALK EXTENSION"
Dated 8-7-2020 as prepared by Hennessey Engineers, per sheet CE2 Decorative Fence and Headwall Details.

Work includes: 4 piers and related decorative fence

- 4 each piers
- CMU built with cultured stone veneer all four sides
- Cap 30" x 30" x 3" pre cast cap
- install 4 each #4 bars per pier, drill into existing footing and epoxy in rebar
- decorative fence between piers total approx. 72lf

Excludes;
-Precast Kiwanis Sign (we can bid that if needed)
-Footings for cmu piers (already in place)
-No winter conditions included

- can start within 1 week of approval**
- Proposal good for 20 days**

Total \$18,000.00

Thank you
C & S CONSTRUCTION MANAGEMENT
734-320-0689

1202 6TH STREET WYANDOTTE, MI 48192
csconstruction@yahoo.com

www.thecsconstruction.weebly.com

ELC, INC

PROPOSAL

October 26, 2020

Ray Parker
Hennessey Engineering, INC
13500 Reeck Road
Southgate, Mi 48195

Project: Southgate, MI Kiwanis Park Piers and Ornamental Fence

Scope of Work:

- 4 piers CMU w Cultured Stone Veneer, 48" tall
- Pre cast cap per plans
- Ornamental Fence total 72lf height to match piers
- Footings are existing or by others
- Need written approval before start of work
- Invoice at end of work, paid within 30 days of invoice

Total \$22,500.00

EARL LOS CONSTRUCTION, INC
Masonry Construction
Madison Heights, MI

Jamy Kletko
Cell 248-930-0308



5940 Commerce Dr.
Westland, MI 48185

734-326-5455

734-326-5810 Fax

email: solebuildingcompany@comcast.net

Date: October 26, 2020

Estimate

TO:

City of Southgate/ Hennessey Engineering

RE: Column Masonry / Fence Work

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
4		Foundation Rebar. Drill / Epoxy 4 per foundation		
71	1	72 LFT Decorative Aluminum Fence Per Specs Provided By Engineer		
4	1	CMU Masonry, Cultured Stone, Stone Caps per plans		
Total				\$17,050.00

Sole' Building Company

Its _____

Its _____

Date: _____

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, ACA/Finance Director 

DATE: October 30, 2020

RE: Recommendation for Library Pathway Improvements

I have reviewed the above with Hennessy Engineering and concur with their recommendation to award this bid to C&S Construction, Wyandotte Michigan in the amount of \$78,500.00, plus a 10% contingency for a total of \$90,275.00. This is the lowest bid and is in the best interest of the City.

Library Millage Funds (Fund Balance) will cover \$90,275.00 for this Capital Improvement.



HENNESSEY ENGINEERS, INC

October 27, 2020

Dustin Lent, City Administrator
City of Southgate
14400 Dix-Toledo Road
Southgate, Michigan 48195

**Re: Southgate Library Pathway Improvements
City of Southgate
Hennessey Project 13121**

Dear Mr. Lent:

As you are aware, the City of Southgate opened bids on Monday, October 19, 2020 for the above referenced project. Attached is a copy of the bid tabulation.

Our office has reviewed the bids received and C & S Construction Management of Wyandotte, Michigan is the lowest bidder with a base bid of \$78,500.00 to complete the work under this Contract.

This project involves the removal and replacement of the concrete pathway with new stamped concrete along with landscaping and lighting improvements. C & S Construction Management is very familiar with this type of work having completed numerous projects throughout the State of Michigan.

Therefore, based on the outcome of the bids, past experience and references provided, it is our recommendation to award the Southgate Library Pathway Improvements project to C & S Construction Management of Wyandotte, Michigan in the amount of \$78,500.00 plus a 15 % contingency for a total of 90,275.00.

If you have any questions, or if additional information is necessary, please do not hesitate to call me at (734) 759-1600.

Very Truly Yours,

HENNESSEY ENGINEERS, INC.

By:

A handwritten signature in cursive script that reads 'Raymond Parker'.

Raymond Parker, RA
Project Architect

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday November 4, 2020

WEB MEETING @ <https://us02web.zoom.us/j/89858253634>

CALL-IN @ + 1-312-626-6799 Passcode: 89858253634

6:30pm **Work Study Session**

1. Proclamation for National American Indian Heritage Month
2. Officials Reports
3. Discussion regarding agenda items

7:00 pm **Regular Meeting**

Pledge of Allegiance

Roll Call: Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

Minutes:

1. Work Study Session Minutes dated October 21, 2020.
2. Regular City Council Meeting Minutes dated October 21, 2020.

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from Mayor; Re: Purchase of Lions Park Site Furnishings
2. Letter from Mayor; Re: Purchase of Cobb Park Site Furnishings
3. Letter from Mayor; Re: Library Pathway Improvements

Scheduled Hearings:

Communications "A" –

1. Letter from Administrator; Re: MERS Agreement Addendum
2. Letter from Mayor; Re: Columns and Fencing for the Trenton Road Kiwanis Park Project

Communications "B" – (Receive and File)

Ordinances:

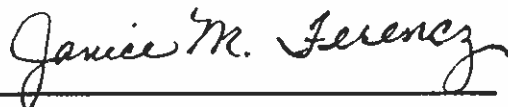
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1412 \$1,497,442.49

Adjournment:



Janice M. Ferencz, City Clerk