

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday August 7, 2024

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

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

Minutes:

1. Work Study Meeting Minutes dated July 17, 2024
2. Regular City Council Meeting Minutes dated July 17, 2024

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

- | | |
|---|---------|
| 1. Letter from Mayor; Re: Approve purchase of 3 Ford F150 Pick-up Trucks Waiver of Bid | Page 5 |
| 2. Letter from Mayor; Re: Approve purchase of a Ford F250 Pick-up Truck Waiver of Bid | Page 12 |
| 3. Memo from Administrator; Re: Sale of City Owned Vacant Lot – 14282 Fordline | Page 18 |
| 4. Memo from Administrator; Re: Public Hearing Requests for the Demolition of Properties | Page 27 |
| 5. Memo from Administrator; Re: Change Order No. 01 – Southgate Tower Bridge | Page 31 |

Communications "B" – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1502 \$4,612,587.90

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

July 17, 2024

An Informal Meeting of the Council of the City of Southgate was held on July 17, 2024 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent:

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

Discussed the following agenda items:

- Award Bid for Southgate Tower Pedestrian Bridge
- Award Bid for 2024 Alley Reconstruction Program
- Approve Redevelopment Ready Communities Engagement Resolution
- Approve Southgate Veteran's Memorial Library Exterior Maintenance

This meeting ended at 6:53 p.m.

City of Southgate

Regular City Council Meeting

July 17, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, July 17, 2024 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

Present: Priscilla Ayres-Reiss, Edward Gawlik Jr., Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent:

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

Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated July 3, 2024 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Graziani, RESOLVED, that the minutes of the Regular City Council Meeting dated July 3, 2024 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Award Bid for Southgate Tower Pedestrian Bridge moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council award base bid proposal and alternate options No. 4 and No. 5 to Bridge Brothers, Inc. for the design, fabrication, and delivery of the Southgate Tower Pedestrian Bridge in the total amount of \$678,589.00. Motion carried unanimously.
2. Letter from Mayor; Re: Award Bid for 2024 Alley Reconstruction Program moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council award bid proposal for 2024 Alley Reconstruction Program to Strata Construction, LLC, in the amount of \$218,033.60, plus 10% contingency in the amount of \$21,803.36, for a total amount of \$239,836.96, as the low bidder meeting specifications. Motion carried unanimously.

Communications "A":

1. Memo from Administrator; Re: Redevelopment Ready Communities Engagement Resolution moved by Gawlik, supported by Kowalsky, RESOLVED THAT the Southgate City Council approve the attached resolution approving the City of Southgate to engage in the Redevelopment Ready Communities Program, utilize the RRC Best Practices and evaluation process, and authorize the City Administration to proceed towards implementation of the recommendations necessary to receive RRC Certification from the MEDC. Motion carried unanimously.
2. Letter from Mayor; Re: Approve Southgate Veteran's Memorial Library Exterior Maintenance moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve proposal from C&S Construction Management (Wyandotte MI) for exterior maintenance of masonry and glass window systems at the Southgate Veterans Memorial Library, in the amount of \$28,640.00. Motion carried unanimously.

Regular City Council Meeting July 17, 2024

Unscheduled Persons In Audience

1. Ron Sheridan, 15247 Ludington, explained his concerns with Rotary Park and with refuge pickup.

Claims and Accounts:

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1501 for \$1,566,057.78. Motion carried unanimously.

Adjournment:

Moved by George, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:09 P.M. Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

July 31, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approve Purchase of 3 Ford F150 Pick-up Trucks **(Waiver of Bid)**

Ladies and Gentlemen:

It is recommended by the DPS Director and the Building Director and I concur with their recommendation to waive the bidding process and approve the purchase of 3 Ford F150 pick-up trucks from Southgate Ford, Southgate, Michigan, in the amount of \$127,095.00. The quote from Southgate Ford is based on the MiDeal Extended Purchasing Program state bid award.

Sufficient funds are available in the DPS and Water/Sewer fund and the Building Department budgets to cover costs.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: July 31, 2024

RE: Request to Approve Purchase of Three (3) Ford F-150 Pickup Trucks **(WAIVER OF BID)**

I have reviewed the above with the DPS Director and concur with his recommendation to waive the bidding process and approve the purchase of three (3) Ford F-150 pickup trucks from Southgate Ford (Southgate MI) in the amount of \$42,365.00 per vehicle, for a total amount of \$127,095.00. The quote from Southgate Ford is based on the MiDeal Extended Purchasing Program state bid award, adjusted for additional equipment requested by the City of Southgate over the bid award specifications.

Adequate funds have been budgeted in the Water & Sewer Fund for 2 pickup trucks and the Building Dept for 1 pickup truck.

Proposed Motions

Waive the bid process and approve the purchase of three (3) Ford F-150 pickup trucks from Southgate Ford in the total amount of \$127,095.00, under the MiDeal Extended Purchasing Program.



City of Southgate

DEPARTMENT OF PUBLIC SERVICES

14719 Schafer Court • Southgate, Michigan 48195

Ph: (734) 258-3079 • Fax: (734) 246-1333

Memorandum

To: The Honorable Mayor and Members of City Council

From: Kevin Anderson, DPS Director

Date: July 31, 2024

Re: Request for Waiver of Bid – Trucks

The Water Department is need of replacing 2 aging utility pick-up truck. Adequate funding has be set aside by the Finance Director for this purpose.

Southgate Ford has agreed to match the State of Michigan bid for F-150 Supercab 4x4 utility pick-up trucks. The following price includes standard manufacture equipment, options requested by the State contract, and options requested by the City. The cost for each F-150 is \$42,365.00. These trucks will replace current trucks in the Water Department fleet which in turn will be passed on to other departments.

I recommend that the purchase of two pick-up trucks be awarded to Southgate Ford, 16501 Fort St., Southgate, MI 48195 for the amount of \$84,730.00. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Enclosure

KA/sb



City of Southgate

DEPARTMENT OF PUBLIC SERVICES

14719 Schafer Court • Southgate, Michigan 48195
Ph: (734) 258-3079 • Fax: (734) 246-1333

Memorandum

To: The Honorable Mayor and Members of City Council

From: Timothy Leach

Date: July 31, 2024

Re: Request for Waiver of Bid – Truck

The Building Department is in need of replacing 1 aging inspection pick-up truck. Adequate funding has been set aside by the Finance Director for this purpose.

Southgate Ford has agreed to match the State of Michigan bid for an F-150 Supercab 4x4 utility pick-up trucks. The following price includes standard manufacture equipment, options requested by the State contract, and options requested by the City. The cost for the F-150 is \$42,365.00. This truck will replace the current truck in the Building Department fleet which in turn will be passed on to other departments.

I recommend that the purchase of this truck be awarded to Southgate Ford, 16501 Fort St., Southgate, MI 48195 for the amount of \$42,365.00. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Sincerely,

SOUTHGATE FORD



"The Home Of Quality Sales & Service"

16501 Fort St. • Southgate, Michigan 48196
Phone 734-282-3636 • Fax 734-282-1770



July 27, 2024

City of Southgate
Attention: John Iannucci
Vehicle Purchasing Supervisor

Dear John,

The following bid (with attachment) reflects the State Bid Award for;

2024 F-150 Super Cab 4x4 61/2' Bed Pickup (Reference Line #232).

Your Price = \$42,365.00 (per vehicle) with the following breakdown;

State Bid Award = \$40,910.00

City of Southgate Upgrade = \$1,440.00

Title Fee = \$15.00

A total of 3 vehicles requested = \$127,095.00 Total amount Due.

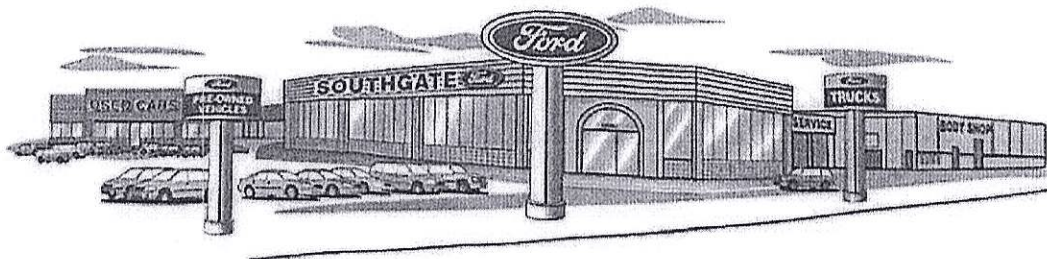
Delivery is expected within 2-4 months.

Sincerely yours

Don Daniel

Sales/Fleet Specialist
Southgate Ford

D 734-324-9808



7/23/24, 8:08 AM

IMS2 screen capture

CNGP530

VEHICLE ORDER CONFIRMATION

07/23/24 08:08:41

Dealer: F48026

Page: 2 of 2

==> _____ 2024 F-150
Order No: 0001 Priority: H4 Ord FIN: QD688 Order Type: 5B Price Level: 450
Ord PEP: 101A Cust/Flt Name: CITY OG SGTE PO Number: PER JOHN
RETAIL RETAIL

FUEL CHARGE

B4A NET INV FLT OPT NC
PRICED DORA NC
DEST AND DELIV 1995

TOTAL BASE AND OPTIONS 48520

TOTAL 48520

THIS IS NOT AN INVOICE

*TOTAL PRICE EXCLUDES COMP PR

SHIP-TO: 48B026

Southgate Ford
Southgate, MI

F7=Prev

F3/F12=Veh Ord Menu

F1=Help

F2=Return to Order

F4=Submit

F17=Delete Entry

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC02761

CNGP530

VEHICLE ORDER CONFIRMATION

07/23/24 08:08:17

==>

Dealer: F48026

2024 F-150

Page: 1 of 2

Order No: 0001 Priority: H4 Ord FIN: QD688 Order Type: 5B Price Level: 450

Ord PEP: 101A Cust/Flt Name: CITY OG SGTE

PO Number: PER JOHN

	RETAIL		RETAIL
X1L F150 4X4 S/C	\$45085	425 50 STATE EMISS	NC
145" WHEELBASE		EXT RANGE TANK	
JS ICONIC SILVER		67T TRL BRAKE CONTR	275
A VINYL 40/20/40	NC	794 PRICE CONCESSN	
S MED DARK SLATE		96W SPRAY-IN LINER	595
101A EQUIP GRP		SP DLR ACCT ADJ	
.XL SERIES		SP FLT ACCT CR	
.17"SILVER STEEL			
99P 2.7L V6 ECOBST		TOTAL BASE AND OPTIONS	48520
44G ELEC 10-SPDAUTO		TOTAL	48520
.265/70R-17		*THIS IS NOT AN INVOICE*	
XL6 3.73 ELEC LOCK	570	*TOTAL PRICE EXCLUDES COMP PR	
6550# GVWR			
JOB #2 ORDER		* MORE ORDER INFO NEXT PAGE *	
FLEET SPCL ADJ	NC	F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F17=Delete Entry

F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC02761

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

July 31, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approve Purchase of Ford F250 Pick-up Truck **(Waiver of Bid)**

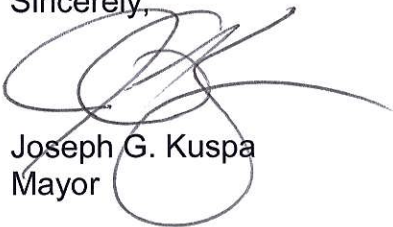
Ladies and Gentlemen:

It is recommended by the DPS Director and I concur with his recommendation to waive the bidding process and approve the purchase of a Ford F250 pick-up truck from Southgate Ford, Southgate, Michigan, in the amount of \$47,639.00. The quote from Southgate Ford is based on the MiDeal Extended Purchasing Program state bid award.

Sufficient funds are available in the DPS and Water/Sewer fund budgets to cover costs.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: July 31, 2024

RE: Request to Approve Purchase of Ford F-250 Pick-up Truck (WAIVER OF BID)

I have reviewed the above with the DPS Director and concur with his recommendation to waive the bidding process and approve the purchase of a Ford F-250 pick-up truck from Southgate Ford (Southgate MI) in the amount of \$47,639.00. The quote from Southgate Ford is based on the MiDeal Extended Purchasing Program state bid award, adjusted for additional equipment requested by the City of Southgate over the bid award specifications.

Adequate funds have been budgeted in the Water & Sewer Fund.

Proposed Motions

Waive the bid process and approve the purchase of a Ford F-250 pick-up truck from Southgate Ford in the amount of \$47,639.00, under the MiDeal Extended Purchasing Program.



City of Southgate

DEPARTMENT OF PUBLIC SERVICES

14719 Schafer Court • Southgate, Michigan 48195

Ph: (734) 258-3079 • Fax: (734) 246-1333

Memorandum

To: The Honorable Mayor and Members of City Council

From: Kevin Anderson, DPS Director

Date: July 31, 2024

Re: Request for Waiver of Bid – Truck

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Southgate Ford has agreed to match the State of Michigan bid for F-250 utility pick-up truck. The following price includes standard manufacture equipment, options requested by the State contract, and options requested by the City. The cost for the F-250 is \$47,639.00. This truck will replace a current truck in the Water Department fleet which in turn will be passed on to other departments.

I recommend that the purchase of one pick-up truck be awarded to Southgate Ford, 16501 Fort St., Southgate, MI 48195 for the amount of \$47,639.00. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Enclosure

KA/sb

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"The Home Of Quality Sales & Service"

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Phone 734-282-3636 • Fax 734-282-1770



July 27, 2024

City of Southgate
Attention: John Iannucci
Vehicle Purchasing Supervisor

Dear John,

The following Bid (with attachment) reflects the State Bid Award for;

2024 F-250 Super Cab 4x4 61/2' Bed Pickup (Reference Line #238).

Your Price = \$47,639.00 with the following breakdown;

State Bid Award = \$45,199.00

City of Southgate Upgrade = \$2425.00

Title Fee = \$15.00

One vehicle requested = \$47,639.00 Total amount Due.

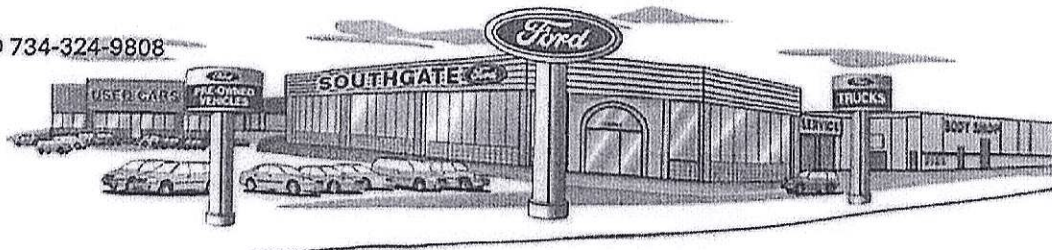
Delivery is expected within 3-5 months.

Sincerely yours

Don Daniel

Sales/Fleet Specialist
Southgate Ford

D 734-324-9808



CNGP530

VEHICLE ORDER CONFIRMATION

07/23/24 07:49:50

==>

Dealer: F48026

2024 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: H3 Ord FIN: QD688 Order Type: 5B Price Level: 430

Ord PEP: 600A Cust/Flt Name: CITY OF SGTE PO Number: PER JOHN

RETAIL

RETAIL

X2B	F250 4X4 S/C	\$50095	17X	FX4 OFF-ROAD PK	\$495
	148" WHEELBASE			.SKID PLATES	
JS	ICONIC SILVER			10000# GVWR PKG	
A	VNYL 40/20/40		425	50 STATE EMISS	NC
S	MED DARK SLATE		473	SNOW PLOW PREP	250
600A	PREF EQUIP PKG		512	SPARE TIRE/WHL2	NC
	.XL TRIM			JACK	
572	.AIR CONDITIONER	NC			
	.AMFM/MP3/CLK			TOTAL BASE AND OPTIONS	54515
99A	.6.8L DEV V8 ENG	NC		TOTAL	54515
44F	10-SPD AUTOMATC	NC		*THIS IS NOT AN INVOICE*	
TBM	LT245 BSW AT 17	165		*TOTAL PRICE EXCLUDES COMP PR	
X3E	3.73 ELOCKING	430			
	JOB #2 BUILD			* MORE ORDER INFO NEXT PAGE *	
	FLEET SPCL ADJ	NC		F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC02761

CNGP530

VEHICLE ORDER CONFIRMATION

07/23/24 07:51:15

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Dealer: F48026

2024 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: H3 Ord FIN: QD688 Order Type: 5B Price Level: 430

Ord PEP: 600A Cust/Flt Name: CITY OF SGTE PO Number: PER JOHN

RETAIL

RETAIL

66S UPFITTER SWCH \$165

*TOTAL PRICE EXCLUDES COMP PR

67B 410 AMP ALTRNTR 115

794 PRICE CONCESSN

SHIP-TO: 48B026

85S TOUGH BED 595

Southgate Ford

86M DUAL BATTERY 210

Southgate, MI

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 1995

TOTAL BASE AND OPTIONS 54515

TOTAL 54515

THIS IS NOT AN INVOICE

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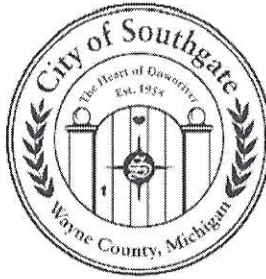
S099 - PRESS F4 TO SUBMIT

QC02761

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City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator *DM*

Date: July 31, 2024

Re: Sale of City Owned Vacant Lot – 14282 Fordline

The Administration recommends the attached RFP for the sale and redevelopment of the vacant lot located at 14282 Fordline. This lot was purchased by the City through tax foreclosure in July 2017. At that time, a house existed on the property. After an initial purchaser was unable to rehab the property, the property remained with the City, and it was determined that the house should be demolished. Since that time the lot has remained vacant.

The attached RFP details the requirements to bid on the purchase of the property. The RFP is designed to incentivize the development of a single family, owner occupied home. The proposed price of the property is \$10,000. Should the bid be awarded to an owner occupant, payment for the property will be held in escrow by the City, and released back to the owner provided they live in the house for at least five years from the closing date.

If you have any questions please contact me.

Proposed Motion: To approve the attached RFP for the sale of 14282 Fordline, Southgate, MI 48195, parcel ID #53-011-01-0037-000

City of Southgate
Request for Proposals (RFP)
Redevelopment of 14282 Fordline

I. PROPERTY DETAILS

- a. Parcel ID
53-011-01-0037-000
- b. Legal Description
25G37 to 40 LOTS 37 TO 40 INCL ALSO E 1/2 ADJ VAC ALLEY ROBERTS REALTY COS TRI
HIGHWAYS SUB T3S R10E L57 P87 WCR
- c. Zoning
R1-B
- d. Lot Size
Frontage: 87.00 feet
Depth 110.00 feet
Total Acres: 0.220
- e. School District
Southgate Community School District

II. INSTRUCTIONS AND CONDITIONS

- a. Delivery
Proposals shall be delivered to the Building Director at Southgate City Hall, 14400 Dix-Toledo Road, Southgate, Michigan 48195 between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday (note: City Hall is closed from 12:00p.m. – 1:00p.m. for lunch)
- b. Expeditious Agreement
The maker of the best proposal(s), as recommended by the City Administrator, Building Director, City Engineers, and Deputy Assessor, shall expeditiously enter into a purchase agreement, subject to the terms set forth in these Specification, for submission to the City Council.

c. As Is Condition

This property is being sold, in an "As Is" condition without express or implied warranty. The City of Southgate assumes no responsibility for the environmental conditions of the property.

Prospective purchaser(s) understands that, whether buildings were removed or not, the City of Southgate accepts no responsibility for underground conditions in cases where there were previous structures, with or without a basement.

d. Title Insurance

The City of Southgate will furnish a warranty deed. Title insurance must be obtained at the **purchaser's expense**.

e. Taxes and Prorated Items

All taxes and assessments which have become a lien upon the land as of the date of the Purchase Agreement shall be paid by the City as Seller. Current taxes, if any, INCLUDING CURRENT TAXES ON STRUCTURES ALREADY DEMOLISHED, shall be prorated and adjusted as of the date of closing in accordance with the "Due Date" basis of the City of Southgate.

f. Closing Fee

Purchaser is responsible for the payment of the TWO HUNDRED (\$200.00) DOLLARS closing fee. The closing fee will be paid at time of closing.

g. Dirt Removal

Said Agreement will provide that any dirt removed from the site shall be the responsibility of the Purchaser at Purchaser's expense.

h. Reservation

The City reserves the right to reject any or all proposals and the right to waive any formal defects in proposals when deemed in the best interest of the City.

i. Evaluation

In order to best serve the City's interest, proposals will be evaluated for highest and best use of the property, quality of development as measured by meeting or exceeding the suggested minimum features, and the demonstrated experience, qualifications, quality of workmanship, and readiness of the prospective purchaser. Past performance on other projects, including any adverse effects on neighboring properties, will be considered.

III. REQUIREMENTS

a. Proposal

Proposal makers must submit a site plan showing all yard setbacks; structure elevations; floor plan; characteristics of proposed home: (identify number of stories, number of bedrooms, number of bathrooms, square footage, fire place, etc.). **Construction plans are not required with proposal.**

b. Disclosure and Anti-Collusion

Proposal makers must complete the sworn affidavit included in this RFP, listing all persons, firms or corporations having any interest in the agreement that would result from acceptance of the proposal, and stating whether any member of the City Council or Officer, or Employee of the City is directly interested in said proposal.

c. Bid Deposits

A bid deposit of one thousand (\$1,000.00) dollars in the form of a cashier's check or bank money order payable to the City of Southgate is required for all bidders. The purpose of the bid deposit is to protect the integrity of this solicitation and review process. The bid deposit shall be applied to the purchase price at the time of closing. Deposits may be forfeited, at the City's sole discretion, in cases where an acceptable proposal is withdrawn by the bidder prior to execution of a purchase agreement.

IV. BUILDING REQUIREMENTS

a. Harmony with Adjoining Residential Properties

Proposed home should respect the existing character of the immediate neighborhood.

b. Building Features

Proposals must be attached to Signature Sheet and describe the proposed new single-family dwelling by specifying the following features:

- i. Number of stories
- ii. Estimated amount of square footage
- iii. If plans include a garage, the attached garage cannot exceed 75% of the frontage of the dwelling
- iv. Number of bathrooms
- v. Provisions for underground utilities.
- vi. Other desirable architectural features such as covered porches, extended soffits, picture windows, bay windows, doorwalls, fireplaces, vaulted ceiling
- vii. Provisions for brick exterior or other exterior materials
- viii. Trim on dwelling (vinyl, aluminum or painted wood)
- ix. Decks, porches, pool, and patios

c. Required Minimum Features

- i. Consist of a minimum living area of 900 sq.ft. This does not include basement or garage square footage.
- ii. Full brick exterior, vinyl, or aluminum exterior on the entire first floor, with required brick from the foundation to the first-floor joints.
- iii. Full basement
- iv. All utilities underground (electric, cable and telephone)
- v. Off street parking
- vi. All basements shall have a backflow prevention system, which shall include back water valves and sump pump.
- vii. All basements shall comply with the most current Michigan Residential Code

d. Suggested Minimum Feature

- i. Garage

e. Standards

Purchaser understands that development of the property is subject to all the current codes and ordinances of the City of Southgate applicable for construction and use, such as the following:

Maximum Height: 2 stories, no more than 35 feet

Maximum Lot Coverage: All structures can only cover thirty-five percent (35%)

Yard Requirements:

Front: Twenty-five (25) feet

Side: One side must be minimum of five (5) feet and the total must be a minimum of 15 (fifteen) feet.

Rear: Minimum of thirty-five (35) feet

NOTE: Submittals which exceed these minimum requirements should be clearly stated on the proposal. More specific information of the proposed project will aid the Administration in making its recommendation for acceptance to the City Council.

f. Protection of Adjoining Properties

Purchaser understands that they will be responsible to protect adjoining public and private property from damage during construction. Protection shall be made to control water runoff and erosion during construction activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining

buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.

Purchaser further understands they will be required to provide turf establishment before Final Certificate of Occupancy will be issued. (NOTE: Sod, seed and mulch blankets or hydro-seed will be acceptable means of turf establishment.)

V. BUILDER(S)/DEVELOPER(S) INSTRUCTIONS AND CONDITIONS

a. Prior to Closing

Purchaser will have 120 days to obtain a building permit from the date of executed purchase agreement. Building permit will only be issued to a licensed builder.

The City Building Official may grant one (1) thirty (30) day extension to secure the Building Permit provided a satisfactory reason is provided for the need for an extension.

b. Timely Development

Purchaser is required to undertake development of the accepted proposal no later than 180 days after the closing. "Undertake Development" shall mean completion of the basement foundation, walls and backfilling verified by inspection by the Engineering and Building Departments. Purchaser is required to complete the development within 365 days after closing. "Complete the Development" shall mean issuance of a final certificate of occupancy by the City.

c. Letter of Credit and City Repurchase Option

Time is of the essence in commencing and completing this development so that it will generate real property tax revenue for the City. The sum of five-thousand (\$5,000.00) dollars in certified funds shall be deposited by the Purchaser with the City Treasurer at closing to be held as a Letter of Credit (in lieu of a performance bond) to ensure commencement of the development within 180 days of the closing and completion of the development within 365 days of the closing. This Letter of Credit will require the City Treasurer to pay into the City's General Fund the sum of five-thousand (\$5,000.00) dollars in the event the Building Department notifies the City Treasurer that the "Undertake Development" or the "Complete the Development" requirement has not been timely satisfied.

The Letter of Credit will require the City Treasurer to refund the Letter of Credit to the Purchaser upon issuance of a Certificate of Occupancy within 365 days of the closing and provided the "undertake development" requirement was timely satisfied. In the event the Purchaser has not undertaken development within 180 days of the closing, the City may, at its option, repurchase the property for eighty (80%) percent of the purchase price (in lieu of applying the Letter of Credit). This right of repurchase will be evidenced by a recordable document to be executed at closing. In the event the City repurchases the property, the Letter of Credit will be refunded to Purchaser.

VI. OWNER – OCCUPANT INSTRUCTIONS AND CONDITIONS

a. Terms of Sale for Owner Occupant

The lot is being sold for ten thousand (\$10,000) dollars.

If you are an **Owner Occupant** who will live in the constructed home when completed, payment for the property (\$10,000) will be held in escrow in the Treasurer's office. The payment will be released back to the purchaser(s) if the home is occupied as their primary residence for five (5) years commencing from the date of closing.

SIGNATURE SHEET

Date: _____

TO: The City Building Department
Southgate, Michigan

THE UNDERSIGNED HEREBY CERTIFY AS FOLLOWS:

- ☐ INSPECTION: Familiarity with the present condition of premises based on recent inspection.
- ☐ COMPREHENSION: Understanding Specifications including expeditious agreement, Council approval, permit prior to closing, and commitment to undertake development within one hundred and eight (180) days.
- ☐ PROPOSED BUILDING FEATURES: **PROPOSAL MUST BE ATTACHED.**
- ☐ DEPOSIT: One Thousand (\$1,000) Dollars – Check # _____
- ☐ EXECUTED ANTI-COLLUSION AFFIDAVIT to be attached.

CHECK ONE:

- ☐ **Proposal Maker will build home to reside in.**
- ☐ **Proposal Maker will build home for sale for owner occupant.**
- ☐ **Builder/Developer Qualifications Attached**

SIGNATURE: _____

NAME: _____
Please Print

ADDRESS: _____
Please Print

Phone: _____

E-mail: _____

ANTI-COLLUSION AFFIDAVIT

NOTE: The affidavit set forth before MUST be executed on behalf of the proposal makers and furnished with every proposal.

STATE OF MICHIGAN

COUNTY OF WAYNE

_____, being first duly sworn, deposes and says

he/she is the _____ of _____

(Title) (Name of Company) the proposal maker which has submitted, on the _____ day of _____, 20__ to the City of Southgate, Michigan, a proposal for the property at 14282 Fordline, Southgate, MI 48195 all as fully set forth in said proposals. The aforementioned proposal maker constitutes the only person, firm or corporation having any interest in said proposal or in any contract, benefit or profit which may, might or could accrue to, or grow out of the acceptance in whole or in part of the said proposal, except as follows:

Affiant further states that said proposal is in all respects fair and is submitted without collusion or fraud; and that no member of the City Council, or officer or employee of said City is directly or indirectly interested in said proposal.

(Affiant Signature)

SWORN to and subscribed before me, a Notary Public, in for the above name State and County this _____ day of _____, 20_____.

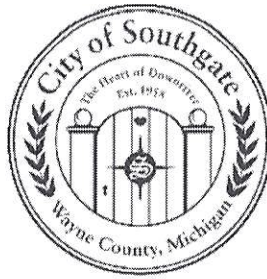
Notary Public: _____

My Commission Expires: _____

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

City of Southgate

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator *DM*

Date: July 31, 2024

Re: Public Hearing Requests for the Demolition of Properties

On July 17, 2024 the Dangerous Buildings Board met to discuss 12071 Devoe (residential garage structure), and 19364 Eureka (former Alibi bar). Both of these properties have sustained fire damage and have been classified as a "Dangerous Building." The Dangerous Buildings Board recommended that each property be demolished (see, Dangerous Buildings Board minutes attached). Therefore, the Administration recommends the City Council schedule a public hearing to take place during the August 21, 2024 regular City Council Meeting to discuss and affirm the recommendations of the Dangerous Buildings Board. A separate resolution is being requested for each public hearing.

Proposed Motion 1: To schedule a public hearing to discuss the Dangerous Buildings Board's recommendation to demolish the garage located at 12071 Devoe.

Proposed Motion 2: To schedule a public hearing to discuss the Dangerous Buildings Board's recommendation to demolish the commercial structure located at 19364 Eureka.

DANGEROUS BUILDING BOARD

MINUTES

19364 Eureka, 12071 Devoe, 12733 Venness

July 17, 2024

Present: Robert Hines, Ray Howard, Tim Leach Building Inspections Director, Ed Zelenak City Attorney, and Michelle Gendron Building Department.

Mike Yoos - excused

The meeting was called to order at 3:08pm with the Dangerous Building Board considering the residential property at 12071 Devoe, 12733 Venness and Commercial Property @ 19364 Eureka as Dangerous Buildings.

Roll Call was taken: Robert Hines and Ray Howard present to constitute a quorum.

Ray Howard nominated Bob Hines as chairman. All in favor.

Notices were sent out on June 26, 2024 regarding the Dangerous Building Board meeting on Wednesday July 17, 2024, no response.

19364 Eureka damaged extensively Tim Leach recommended Demo Ray Howard also recommended Demo –

Hines – Support, Motion Approved

12071 Devoe Tim Leach recommended Demo Photo's entered into evidence. (See Attached).

Hines motioned to Demo – Howard- Support

Motion approved

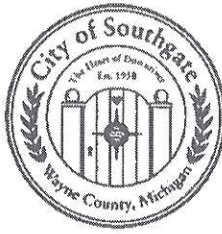
Dangerous Building Board Members and Building Director recommend to City Council that 19364 Eureka and 12071 Devoe be demolished.

Motion by Hines, supported by Howard

Meeting adjourned @ 3:18pm.

Respectfully submitted

Michelle Gendron



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING
14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195

PHONE: (734) 258-3027

FAX: (734) 281-6670

www.southgatemi.org

June 26, 2024

Charles Overmier
12071 Devoe
Southgate, MI 48195

To whom it may concern;

The garage structure at 12071 Devoe has been classified as a "Dangerous Building" per Section 1460.01 of the City of Southgate Ordinance. Also Section 1460.02 which states "No person shall keep or maintain any building, structure or swelling or part thereof, which is a dangerous building as defined in Section 1460.01.

A meeting with the Dangerous Building Board is scheduled for July 17th, 2024 to discuss the condition of said structure. The owner will have the opportunity to show cause why the building or structure should not be ordered to be demolished or otherwise made safe per code 1460.04.

Sincerely,

Timothy L. Leach
Building Inspections Director

TLL/mg



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING
14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195

PHONE: (734) 258-3027

FAX: (734) 281-6670

www.southgatemi.org

June 26, 2024

SAM KOMIS
27601 OAKLEY
LIVONIA, MI 48154

To whom it may concern;

The structure at 19364 Eureka has been classified as a "Dangerous Building" per Section 1460.01 of the City of Southgate Ordinance. Also Section 1460.02 which states "No person shall keep or maintain any building, structure or swelling or part thereof, which is a dangerous building as defined in Section 1460.01.

A meeting with the Dangerous Building Board is scheduled for July 17th, 2024 to discuss the condition of said structure. The owner will have the opportunity to show cause why the building or structure should not be ordered to be demolished or otherwise made safe per code 1460.04.

Sincerely,

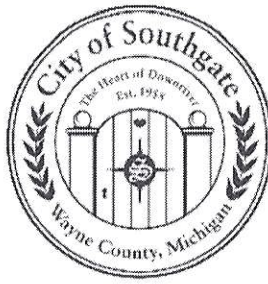
Timothy L. Leach
Building Inspections Director

TLL/mg

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



- CITY COUNCIL -

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ED GAWLIK JR.

City of Southgate

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator 

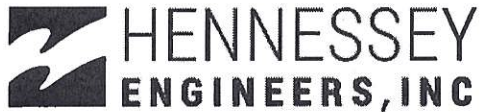
Date: August 1, 2024

Re: Change Order No. 001 for Southgate Tower Park and Bridge Design and Architecture Services

The Administration recommends the attached change order for the Southgate Tower Park and Bridge Design and Architecture Services. While the overall project is still on track to be completed by Summer of 2025, the design work experienced significant delays earlier this year while receiving approval from the Wayne County Permitting Office. In order to meet the County's spending requirements for the ARPA grant, the Administration requested an accelerated schedule from Constantine George Pappas, A.I.A., which will require additional labor hours. The proposed change order has been reviewed by Hennessey Engineers, and funds are available through the \$5,000,000 Wayne County ARPA Grant.

If you have any questions please let me know,

Proposed Motion: To approve Change Order No. 001 in the amount of \$19,980.00 to Constantine George Pappas, A.I.A. for Architecture and Design Services for the Southgate Tower Park and Bridge Project.



August 1, 2024

Mr. Dan Marsh, City Administrator
City of Southgate
14400 Dix-Toledo Highway
Southgate, Michigan 48195

**Re: Southgate Tower Pedestrian Bridge & Park
Change Order No. 001
City of Southgate
Hennessey Project No. 11096**

Dear Mr. Marsh:

Please find attached change order 001 for the above referenced project. The referenced project was awarded to Constantine George Pappas, A.I.A. and approved by the City Council at their regularly scheduled meeting of August 2, 2023.

It has been determined that an accelerated schedule for bid letting of individual bid packages for the above referenced project is required. Constantine George Pappas, A.I.A. (Consultant) has determined the additional costs for this accelerated schedule, and has reviewed the additional costs with the City of Southgate and Hennessey Engineers, Inc.

This change order is for an addition to the scope of services as outlined in the approved contract.

We request that the attached change order be approved at the regular City Council meeting scheduled for August 7, 2024. If you have any questions, or if additional information is necessary, please do not hesitate to contact me.

Very Truly Yours,

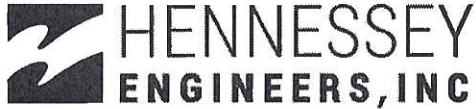
HENNESSEY ENGINEERS, INC

A handwritten signature in cursive script that reads 'John M. Miller'.

John M. Miller
Project / Construction Manager

cc: Doug Drysdale, Finance Director / Assistant City Administrator, City of Southgate
John J. Hennessey, P.E., Vice President, Hennessey Engineers, Inc.
Guss Pappas, President, Constantine George Pappas, A.I.A.

File B.3



CHANGE ORDER

Recommendation No. 001 Date: August 1, 2024

Project: Southgate Tower Pedestrian Bridge & Park

Project Number: 11096

Owner: City of Southgate

Consultant: Constantine George Pappas A.I.A.

1. Addition to the Scope of Services:

Due to an accelerated schedule for bid letting of individual bid packages for the Southgate Tower Pedestrian Bridge and Park, the Consultant has determined additional costs and has reviewed the additional costs with the City of Southgate and Hennessey Engineers, Inc.

The Consultant has submitted to the City of Southgate and Hennessey Engineers a summary itemization for this addition to the scope of services. (See attached).

This change order accounts for the additional requested costs for services for the Southgate Tower Pedestrian Bridge and Park Project.

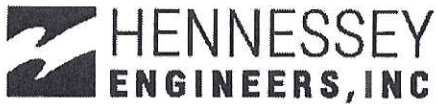
Increase Cost for Change in Service Scope: \$19,980.00

2. 10% Contingency:

A 10 percent contingency will not be required for this change order.

10% Contingency: \$0.00

Original Contract Price:	\$ 360,700.00
10% Contingency:	\$ 0.00
Change Order No. 1 Price Increase:	<u>\$ 19,980.00</u>
Revised Contract Price:	\$ 380,680.00



Changes Originated By Hennessey Engineers, Inc.:

Signature: John M. Miller

Title: Project / Construction Manager

Print Name: John M. Miller

Date: August 1, 2024

Accepted by: Constantine George Pappas, A.I.A

Signature: [Signature]

Title: PRESIDENT

Print Name: Guss Pappas

Date: AUGUST 1, 2024

Accepted by the City of Southgate:

Signature: _____

Title: _____

Print Name: _____

Date: _____

Constantine George Pappas AIA

Architecture / Planning

1025 S. Washington Ave. Royal Oak, MI 48067

P. 248.629.8998 F. 248.298.3192

July 31, 2024

Mr. Daniel Marsh, City Manager
City of Southgate
14400 Dix- Toledo Rd.
Southgate, Michigan 48195

Ref: **Southgate Tower Park and Pedestrian Bridge
Additional Service Request
Southgate, Michigan**

Dear Mr. Marsh,

As you are aware, the completion of the Architectural/ Engineering Construction Documents were scheduled and agreed to be issued on August 30, 2024. The date was set based on months of delays from Wayne County to determine the underside Road clearance on Trenton Rd.

Originally, we were to provide a two total Bid Packages e.g. one for the Southgate Tower Park, and one for the Pedestrian Bridge. It also allowed for a defined Budget Cost Breakdown between both Projects. With your most recent meeting with Wayne County, the requirements of accelerated cash flow to continue obtaining the Grant will necessitate an increased amount of overtime labor on our part. We will provide a limited amount of services at no additional cost to our Contract. However, the additional accelerated Bid Packages will require an increase of time to set up six (6) separate Bid Packages. Clarification Addendums will also be needed. ***This request will need an approval of additional fees as outlined below and herein:***

Original Issuance of Project (Three Bid Packages)

Bid Package	Date
Pre-Engineered Bridge Package	June 12, 2024 <i>completed</i>
Bid Package No. 1 – Park Documents	August 30, 2024
Bid Package No. 2 – Balance of Pedestrian Bridge	August 30, 2024

**Owner Directed Project Acceleration Schedule for Park (Bid Package No. 1)
(two Additional Bid Packages)**

Bid Package	Date	Cost
A. Park Power and Lighting Bid Package No. 1D	out by August 14, 2024	
Total Additional Hours - 16 manhours @ \$135.00/ hr. =		\$2,160.00

Constantine George Pappas AIA

Architecture / Planning

1025 S. Washington Ave. Royal Oak, MI 48067

P. 248.629.8998 F. 248.298.3192

B. Park Remaining Bid Package No. 1E which includes: out by September 15,2024

Total Additional Hours - 20 manhours @ \$135.00/ hr. = \$2,700.00

1. Site Demolition and Clearing
2. Mass Grading
3. Paving Walk
4. Golf Practice Green
5. Terrace Steps (near Pavilion)
6. Complete Landscaping (installation, irrigation, finish grading, and grass)
7. Pavilion ground paving
8. Sign

Owner Directed Project Acceleration Schedule for Bridge (Bid Package No. 2)
(Three Additional Bid Packages)

Bid Package	Date	Cost
C. Bridge Precast Ramp & Landings Bid Package No. 2A Total Additional Hours - 20 manhours @ \$135.00/ hr. =	out by August 14,2024	\$2,700.00
D. Bridge & Ramps Foundation Bid Package No. 2B Total Additional Hours - 16 manhours @ \$135.00/ hr. =	out by August 14,2024	\$2,160.00
E. Bridge & Ramps Power and Lighting Bid Package No. 2C Total Additional Hours - 16 manhours @ \$135.00/ hr. =	out by August 14,2024	\$2,160.00
F. Bridge Remaining Bid Package No. 2D which includes: Total Additional Hours - 20 manhours @ \$135.00/ hr. =	out by September 15,2024	\$2,700.00
1. Site Demolition and Grading 2. Grading 3. Ramp Portal frames 4. Ramp Mesh 5. Ramp Handrails 6. Landscape and Landscape Restoration 7. Signage		

Constantine George Pappas AIA

Architecture / Planning

1025 S. Washington Ave. Royal Oak, MI 48067

P. 248.629.8998 F. 248.298.3192

Additional Clarification Addendums needed throughout each Bid Package submittal as a result of an accelerated Project Schedule:

Additional Hours - 40 manhours @ \$135.00/ hr. = \$5,400.00

Total Additional Projected Hours

Total Additional Hours - 148 manhours @ \$135.00/ hr. = \$19,980.00**

** Based on our approved Contract, this work shall be proposed to be Invoiced at our Standard Hourly Rate of \$135.00/ hr., not to exceed to Twenty Five Thousand Three Hundred Eighty Dollars (\$25,380.00).

We trust this Proposal meets your approval and look forward to continuing to finish all Bid Packages outlined herein. Feel free to call me if you have any questions.

Respectfully submitted



Constantine George Pappas FAIA

Cc: Alex Begin – Southgate Tower LLC
Jason Grossi