

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday June 5, 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 May 15, 2024
2. Regular City Council Meeting Minutes dated May 15, 2024
3. Public Hearing Minutes Echo Park Subdivision May 15, 2024

Scheduled Persons in the Audience: Tina Julian

Consideration of Bids:

Scheduled Hearings:

Communications "A"

1. Memo from ACA/Fin. Dir.; Re: Recommendation to approve 3-year Natural Gas Purchase Extension **Page 8**
2. Letter from Mayor; Re: Shower Enhancements to the Police Department Women's Locker Room **Page 10**
3. Letter from Mayor; Re: Library Design and Consulting Agreement **Page 14**
4. Letter from Mayor; Re: Police Time Management Platform Subscription Renewal **Page 19**
5. Letter from Mayor; Re: Purchase of Shredder **(Waiver of Bid) Page 23**

Communications "B" – (Receive and File):

1. Letter from Mayor; Re: Appointment to Water Board **Page 27**

Ordinances:

1. Memo from Administrator; Re: 2nd Reading of Proposed Amendment to City Code Chapter 1423 **Page 28**

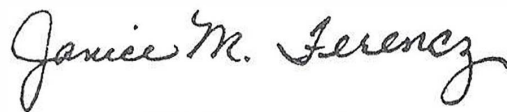
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1498 \$2,618,233.87

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

May 15, 2024

An Informal Meeting of the Council of the City of Southgate was held on May 15, 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

Mayor Kuspa announced the Arbor Day Poster Contest Winners.

Discussed the following agenda items:

- Scheduled Hearing for Special Assessment for Echo Park Subdivision
- Approval of Proposed 2024/25 Water/Sewer Rates
- Southgate Wyandotte Drainage District User Charge
- Adoption of Proposed FY 2024/25 Budget & Millage Rates
- Renewal of Online Storage Subscription
- City Hall & Library Irrigation System Repairs (Waiver of Bid)
- Extension of Rapid Response EMS ALS Services Agreement
- Consolidated Carlisle Wortman, Code Enforcement Services
- 1st Reading of Proposed Amendment to City Code Chapter 1423
- 1st Reading of Proposed Changes to Ordinance 1298.05

This meeting ended at 6:52 p.m.

City of Southgate

Regular City Council Meeting

May 15, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, May 15, 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 Marsh, Police Chief Mydlarz, DPS Director Kevin Anderson, Recreation Director Julie Goddard & Building Inspections Director Tim Leach

Minutes:

Moved by George, supported Rauch, RESOLVED, that the minutes of the City Council Work Study Session dated May 1, 2024 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Kowalsky, RESOLVED, that the minutes of the Regular City Council Meeting dated May 1, 2024 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by George, RESOLVED, that the minutes of the Public Hearing Meeting (User Charge System) dated May 1, 2024 be approved as presented. Carried unanimously.

Moved by Gawlik, supported by Rauch, RESOLVED, that the minutes of the Public Hearing Meeting (Water/Sewer Rate) dated May 1, 2024 be approved as presented. Carried unanimously.

Moved by Rauch, supported by George, RESOLVED, that the minutes of the Public Hearing Meeting (Budget & Millage Rates) dated May 1, 2024 be approved as presented. Carried unanimously.

Scheduled Hearing:

1. Memo from Administrator; Re: Special Assessment District for Echo Park Subdivision moved by Rauch, supported by George: resolved that the Southgate City Council hereby enters into a public hearing at 7:04 p.m. in order to entertain views and comments from interested individuals regarding: the Special Assessment District for the Echo Park Subdivision. Motion carried unanimously.

City Administrator Marsh stated that the state confirmed that the HOA is in good standing and no action is required.

No questions or comments from Council or audience.

Moved by Rauch, supported by George, RESOLVED that the Southgate City Council adjourn the public hearing at 7:05 p.m.

Motion carried unanimously.

Regular City Council Meeting May 15, 2024

Communications “A”:

1. Memo from ACA/Finance Dir.; Re: Approval of Proposed 2024/25 Water/Sewer Rates moved by Ayres-Reiss, supported by Gawlik, RESOLVED THAT the Southgate City Council approve the 2024/25 proposed Water Rate at \$35.70, the proposed Sewer Rate at \$46.00, the proposed Capital Rate at \$9.00, and the Non-Residential User Rate at \$1.53 per 1,000 cubic feet. Motion carried unanimously.
2. Memo from ACA/Finance Dir.; Re: Southgate Wyandotte Drainage District User Charge moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council approve the 2024/25 fiscal year apportionment of costs related to the operations, maintenance, and replacement of facilities constructed by the Southgate-Wyandotte Relief Drain Drainage District, in the amount of \$1,415,100. Motion carried unanimously.
3. Memo from ACA/Finance Dir.; Re: Adoption of Proposed FY 2024/25 Budget & Millage Rates moved by Kowalsky, supported by Rauch, RESOLVED THAT the Southgate City Council adopt the FY 2024/25 proposed operating budget and proposed millage rates as presented, and authorize the 1% administration fee for all taxes to be levied and collected during the fiscal year commencing July 1, 2024 through June 30, 2025. Motion carried unanimously.
4. Letter from Mayor; Re: Renewal of Online Storage Subscription moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council approve the renewal of the online document storage platform subscription for a term of one year, from July 6, 2024 to July 5, 2025, to PowerDMS (El Segundo, CA) in the amount of \$7,713.85. Motion carried unanimously.
5. Letter from Mayor; Re: City Hall & Library Irrigation System Repairs (Waiver of Bid) moved by George, supported by Kowalsky, RESOLVED THAT the Southgate City Council waive the bid process and approve the proposal from A-1 Lawn Sprinklers, Inc. for City Hall and Southgate Veterans Memorial Library irrigation system repairs, including optional items, in the total amount of \$5,440.00. Motion carried unanimously.
6. Memo from Administrator; Re: Extension of Rapid Response EMS ALS Services Agreement moved by Ayres-Reiss, supported by Kowalsky, RESOLVED THAT the Southgate City Council approves the city to enter into the attached contract extension (original contract executed on June 1, 2017) with Rapid Response EMS (Romulus, MI) beginning July 1, 2024 through June 30, 2025 for Advanced Life Support services and to authorize the Mayor to sign the contract. Motion carried unanimously.
7. Memo from Administrator; Re: Consolidated Carlisle Wortman, Code Enforcement Services moved by Ayres-Reiss, supported by Gawlik, RESOLVED THAT the Southgate City Council approves the Mayor and City Clerk to sign the attached Consolidated Agreement for Administration of Multifamily/Mobile Home Rental Housing and Exterior Home Sale Certification Programs with Carlisle/Wortman Associates, Inc. through its Code Enforcement Services division for a period ending June 30, 2026. Motion carried unanimously.

Unscheduled Persons In Audience

1. Jim Austin, Commander of the American Legion, gave details on the upcoming Memorial Ceremony.

Regular City Council Meeting May 15, 2024

Ordinances:

1. Memo from Administrator; Re: First Reading of Proposed Amendment to City Code Chapter 1423 First reading, no action taken.
2. Memo from Administrator; Re: First Reading of Proposed Changes to Ordinance 1298.05 Moved by Ayres-Reiss, supported by Gawlik, RESOLVED THAT the Southgate City Council hereby gives the first reading and waives the second reading to adopt the change to the code of ordinances, Section 1298.05, according to the proposed language. This ordinance will be otherwise known as Ordinance no. 1041. Motion carried unanimously.

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1497 for \$1,151,905.05. Motion carried unanimously.

Adjournment:

Moved by George, supported by Ayres-Reiss, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:21 P.M. Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

City of Southgate
PUBLIC HEARING
May 15, 2024

REGARDING: Special Assessment for Echo Park Subdivision

A Public Hearing of the Council of the City of Southgate was held on Wednesday, May 15, 2024 and was called to order at 7:04 P.M. 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 Marsh, Police Chief Mydlarz, DPS Director Kevin Anderson, Recreation Director Julie Goddard & Building Inspections Director Tim Leach

The purpose of this public hearing, duly advertised, is to entertain views, hear objections and comments from interested individuals regarding the Special Assessment of Echo Park Subdivision and Common Spaces Maintenance. Plans and Costs Estimates for the Special Assessment District are on file with the City Clerk and those Plans contain a Description of the Proposed Assessment District.

Moved by Rauch, supported by George, RESOLVED, that Council enters the public hearing.

City Administrator Marsh stated that the state confirmed that the HOA is in good standing and no action is required.

No questions or comments from Council or audience.

Moved by Rauch, supported by George, RESOLVED that the Southgate City Council adjourn the public hearing at 7:05 p.m.

Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

Request to Speak at Council Meeting

TODAY'S DATE: 5/29/24

Dan Marsh, on behalf of

YOUR NAME: Tina Julian

PLEASE PRINT

ADDRESS: 13084 Windemere
SOUTHGATE, MI

PHONE #: 734-552-6493

DATE OF MEETING YOU WISH TO SPEAK AT:

June 5, 2024

SUBJECT YOU WISH TO ADDRESS:

"Sidewalk Repair and how it is decided"

*Attach additional information if desired.

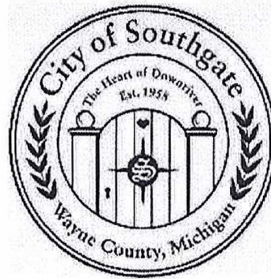
SIGNATURE: Form filled out by Dan Marsh

Spoke w/ Tina Julian by phone.

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 Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*
DATE: May 31, 2024
RE: Recommendation to Approve 3-Year Natural Gas Purchase Extension

Since 2016, the City of Southgate has purchased natural gas from Constellation Energy as opposed to DTE Energy. This practice has saved the city money each year as the Constellation gas rate has been lower than DTE Energy. In addition, the city has realized additional savings through lower distribution charges than charged by DTE Energy.

Our current contract with Constellation Energy expires 06/30/2025. However, future gas prices are depressed due to warmer winters, record production, and a surplus of storage. The city has the option to extend our contract with Constellation Energy for a three-year terms at rates lower than our current rate. In addition, DTE Energy has submitted an application to the Michigan Public Services Commission (MPSC) to raise rates.

The proposed three-year rate would be \$3.87 per MMBTU, which is lower than our current rate of \$4.29 per MMBTU. The price is based on the NYMEX futures, which fluctuate daily. Therefore, the Administration recommends a three-year extension with Constellation Energy at a rate not-to-exceed \$3.99 per MMBTU, which will allow a slight cushion if rates increase between this date and city council approval.

Proposed Motion

Approve three-year contract extension with Constellation Energy for the purchase and delivery of natural gas, effective July 1, 2025 through June 30, 2028, at a rate not-to-exceed \$3.99 per MMBTU.



Business Development Manager: Tupta, Matthew
matthew.tupta@constellation.com
Account Manager: Tupta, Matthew
matthew.tupta@constellation.com

Indicative Pricing Report

The Indicative Pricing Sheet provides representative volumes, parameters and dates as shown, and is **NON-BINDING** and on either party **Except** as specified.

Date of Indicative Pricing Sheet : 05/31/2024

Customer Legal Name : City of Southgate

Customer Id : PA-180114

Site Name : City of Southgate PHYS POOL ACCT

Delivery Period : Jul 2025 - Jun 2028

Nature of obligation : Firm

Product : Fixed Price Physical

Price & Contract Quantity: The price for all volumes consumed during the Delivery Period shall be 3.87 per MMBTU

***US\$ Rounded to four decimal places
Plus applicable taxes***

***Price : Per MMBtu price/10 = per THERM price
Volume : 1 MMBTU = 10 Therms***

The Price referenced herein is not inclusive of fuel.

Pipeline : MICHCON

Delivery Point(s)/Utility : MICHCON: MICHCON EASEMENT

This Indicative Pricing Sheet is **NON-BINDING** on either party **EXCEPT**, if (a) Constellation receives a retail natural gas base supply agreement and all applicable riders fully executed by Customer and acceptable to Constellation in its discretion within three (3) days of the date of this indicative pricing sheet, and (b) Constellation can in its discretion provide pricing that matches the volumes, parameters and dates shown above, then Customer agrees that the term of this Indicative Pricing Sheet will automatically and without further action become binding on Customer in which case Customer will receive a Transaction Confirmation evidencing the terms of the deal. If either (a) or (b) is not met for whatever reason, a refreshed estimated price will be provided which may vary from the original estimate.

Customer Legal Name:

City of Southgate

By: _____

Printed Name: _____

Title: _____

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.

May 31, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Shower Enhancements to the Police Department Women's Locker Room

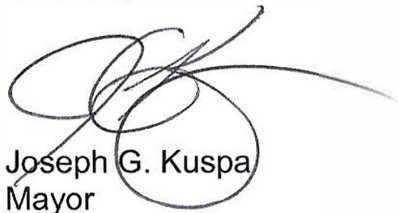
Ladies and Gentlemen:

I have reviewed the proposal from CS Construction Management for Shower Enhancements to the Police Department Women's Locker Room and concur with the Director of Public Safety's recommendation to approve these enhancements in an amount not to exceed \$21,000.00. CS Construction Management is the City's approved general contractor for construction projects.

Funds for this project are available in the Federal Forfeiture Fund.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- 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: May 30, 2024

RE: Recommendation to Approve Proposal for Shower Enhancements to the Police Department Women's Locker Room

I have reviewed the proposal with the Director of Public Safety and concur with his recommendation to approve the proposal from CS Construction Management (Wyandotte MI) for shower enhancements to the police department's women's locker room, in an amount not-to-exceed of \$21,000.00. CS Construction Management is the city-approved general contractor for construction projects.

Funds are available in the Federal Forfeiture Fund for this expenditure.

Proposed Motion

Approve proposal from CS Construction Management (Wyandotte MI) for shower enhancements to the police department women's locker room, in the not-to-exceed amount of \$21,000.00.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joe Marsh, Director of Public Safety

Re: **Request to Purchase – Shower Enhancement to Women's Locker Room**

Date: May 22nd, 2024

Dear Mayor Kuspa,

The Police Department is in need of enhancing the female locker room facilities. Currently, we have 9 female employees (four police officers and 5 civilian employees) on the Police Department and are looking to install a shower inside of the locker room for use by all female employees. Currently, the male locker room is equipped with a shower facility which is often useful after physical training and needed after exposure of some blood borne and other bodily fluid exposure following certain calls for service. We have received a quote to have a shower system installed in the women's locker room by the City Approved General Contractor – CS Construction Management. The quote for the shower installation in the women's locker room had a range from \$16,500 to \$21,000.00 based on level of materials for finish. CS Construction has confirmed in the quote that they will be following all approved City Council contract labor rates for this project. Further, it has been indicated that the project can be started immediately and will take about three weeks to complete the project.

It is my recommendation that we install the shower system in the women's locker room to bring their facilities to that of the men's facility. I recommend that we utilize the City Approved General Contractor – CS Construction Management for the maximum amount of \$21,000 and authorize payment to CS Construction Management, located at 1202 6th Street, Wyandotte, MI 48195 in the maximum project amount of \$21,000. We have recently utilized CS Construction for a major renovation project at the police department and have no issues with their service. Appropriate funds are available in the Federal Forfeiture account.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on June 5th, 2024, for purpose of purchase approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph L. Marsh".

Joseph L. Marsh

Director of Public Safety

cc: City Administrator, Finance Director, Chief Mydlarz, Public Safety Commission (7), file



May 12, 2024

PRELIMINARY BUDGET FOR FUTURE PLANNING

Jerry Stacey / Joe Marsh

City of Southgate

14710 Reaume Parkway

Southgate, MI 48195

RE: Budget Southgate Police Station -Woman Locker Room

Scope of work:

1. Renovate the existing Police Woman's Locker Room.
2. Install new shower stall built in (located in northeast corner of bathroom), move existing location of sink/vanity, install new sink and vanity, patch floor, paint walls
3. Budget range is based on level of materials for finish
(ceramic tile, type of shower stall, vanity, fixtures, scope definition)

BUDGET \$16,500 - \$21,000

Rates Please note:

The rates used are the approved City Council rates of:

\$55/ hour for Journeyman Carpenter

\$77/hour for Journeyman Carpenter for weekends and Holidays

\$42/Hour for Laborer

\$63/ hour for laborer weekends and holidays

Schedule:

We understand this is the only area for woman's locker room and restroom.

Project will not start until all materials are approved and onsite for installation.

Work on site will be 3 weeks. There will not be full 8 jour days on site everyday however.

We anticipate a full week for plumbing underground and tie ins.

A full week for installation finishes. A 3rd and final week for clean up and punchlist.

C & S Construction will work with end users to allow usage of bathrooms and locker area during construction as best as possible. We do not need to shut down the entire area during the 3 week construction period.

Please call with any questions,

Sincerely,

Chuck Schimmel cell 734-320-0689

C & S Construction Management

C & S CONSTRUCTION MANAGEMENT

734-320-0689

csconstruction@yahoo.com

WYANDOTTE, MI 48192

www.thecsconstruction.com

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.

May 31, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Library Design and Consulting Agreement

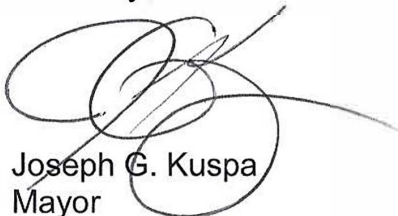
Ladies and Gentlemen:

I have reviewed the proposal from Library Design Associates, Inc., Plymouth, Michigan for the Library Design and Consulting Agreement and concur with the Library Director's recommendation to approve this agreement in an amount not to exceed \$7,000.00.

Funds for this project are available in the Library Fund.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ,
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



- CITY 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 Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*
DATE: May 31, 2024
RE: Recommendation to Approve Library Design and Consulting Agreement

I have reviewed the proposal with the Library Director and concur with his recommendation to approve the library design consulting and planning agreement with Library Design Associates, Inc. (Plymouth MI) for an amount not-to-exceed \$7,000.00.

Funds are available in the Library Fund budget for this expenditure.

Proposed Motion

Approve library design consulting and planning agreement with Library Design Associates, Inc. for an amount not-to-exceed \$7,000.00.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

May 30th, 2024

To: Dan Marsh, City Administrator
From: Donald Priest, Library Director
Date: May 29th, 2024
Re: Professional Services with Library Design Associates

I recommend accepting a proposal from Library Design Associates, Inc., to provide consultation services in the purchase of a variety of new pieces of furniture at the Southgate Veterans Memorial Library. Library staff need assistance in creating bid specifications and drawings for new shelves and a circulation desk, and the expertise of Library Design Associates will help us find furniture well suited to the heavy use seen in a public setting like the library. The cost of consulting services should be worthwhile, helping us make sure we purchase furniture that will be exactly what we want.

Donald C Priest II
Director
Southgate Veterans Memorial Library



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

May 29, 2024

Southgate Veterans Memorial Library
Attn: Mr. Don Priest, Director
14680 Dix Toledo Rd.
Southgate, MI 48195

SUBJECT: Southgate Veterans Memorial Library Consulting

Dear Mr. Priest:

We are pleased to submit our consulting proposal and qualifications following our recent on-site meeting. After having a brief discussion with you to gain further insight into your plans for the Library, I feel confident that our background and capabilities are a perfect match for your needs.

Our proposal includes the following service phases:

1. Consult with staff and administration to obtain detailed requirements for the new Circulation Desk and shelving, as well as new loose furnishings for the Teen and front lounge areas.
2. Develop drawings and specifications for the new Circulation Desk, as well as specifications for the new shelving.
3. Provide finish and fabric selections for specified items.
4. Prepare budget estimates for the new Circulation Desk and shelving.

All consulting and planning services above will be provided as described at a rate of \$200.00 per hour, not to exceed (35) hours or \$7,000.00. This includes all travel and incidentals. All consulting hours will be recorded. This includes all meetings on site, and all in-office time by LDA's project management team, and interior designer.

Once all specifications has been approved and a final budget established, all furniture and shelving work will be provided through LDA, unless a bid is required. If LDA is to provide these new items, the consulting fee above will not be invoiced. If this project is bid out and LDA is not awarded the bid, we will invoice for the total space planning hours as noted above.

Southgate Veterans Memorial Library
Mr. Don Priest, Director
Page 2

With over (30) combined years of experience in Planning and Project Management for Libraries, we will work as a single source point of contact and also serve as your Owner Representative for the interior scope of work. Our installation crew is highly trained and experienced with Library shelving, furniture and moving. They are factory trained, and are a key component of our service team with extensive experience in all facets of library furniture installation and assembly.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Please let me know if you have any questions or need further information.

Sincerely,



Matt de Bear
Library Specialist

ACCEPTED BY:

TITLE:

DATE:

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

May 31, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Renewal of Police Time Management Platform Subscription

Ladies and Gentlemen:

It is recommended by the Director of Public Safety and I concur with his recommendation to approve the renewal of the subscription for Police Time Management Platform with PowerDMS, Inc., El Segundo, CA in the amount of \$3,550.58 for a one year term.

Sufficient funds are available in the General Fund to cover costs associated with this subscription.

Your favorable consideration of this matter is requested.

Sincerely,

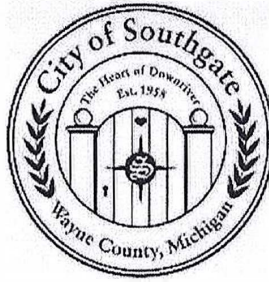

Joseph G. Kuspa
Mayor

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: May 31, 2024

RE: Recommendation to Approve Renewal of Police Time Management Platform Subscription

I have reviewed the proposal with the Director of Public Safety and concur with his recommendation to approve the renewal of the PowerTime time management platform subscription for a term of one year to PowerDMS Inc. (El Segundo CA) in the amount of \$3,550.58. PowerDMS is the vendor providing our current time management platform.

Funds are available in the General Fund operating budget for this expenditure.

Proposed Motion

Approve renewal of time management platform subscription for a term of one year, from July 6, 2024 to July 5, 2025, to PowerDMS (El Segundo CA) in the amount of \$3,550.58.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa
From: Joe Marsh, Director of Public Safety
Re: Request to Purchase – Waiver of Bid PowerDMS
Date: May 14th, 2024

Dear Mayor Kuspa,

In February of 2023, City Council approved the purchase of our PowerDMS PowerTime time management platform to help track the day to day scheduling of personnel and time management on the police department. The yearly renewal of our PowerTime subscription is up for renewal as of July 6th, 2024 at a cost of \$3,550.58. This renewal will allow the police department continued access to this time management platform until July 5th, 2025.

It is my recommendation that we continue the service with PowerDMS and their PowerTime platform and authorize payment to PowerDMS, Inc, located at 2120 Park Pl, Suite 100, El Segundo, CA 90245 in the amount of \$3,550.58.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on June 5th, 2024, for purpose of purchase approval so that we can continue the use of our PowerTime platform.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph L. Marsh".

Joseph L. Marsh

Director of Public Safety

cc: City Administrator, Finance Director, Chief Mydlarz, Public Safety Commission (7), file



INVOICE

2120 Park Pl, Suite 100
El Segundo, CA 90245

P: 1.800.749.5104
F: 407.210.0113
Receivables@powerdms.com
EIN: 59-3668885

Invoice No.: INV-51549
Invoice Date: 05-13-2024

Due Date: 07-12-2024
Payment Terms: Net 60
Purchase Order No.
Customer No. A-208658

Billing Information

Joseph Marsh
Southgate Police Department (MI)
14710 Reaume Parkway
Southgate, MI 48195-2596
United States

Shipping Information

Southgate Police Department (MI)

14710 Reaume Parkway
Southgate, MI 48195-2596
United States

Product	Start Date	End Date	Quantity	Total Price
PowerTime Subscription	07-06-2024	07-05-2025	1	\$3,550.58

SUBTOTAL	\$3,550.58
Sales Tax	\$0.00
TOTAL	\$3,550.58
Payments/Credits	\$0.00
Balance Due	\$3,550.58

Questions or concerns regarding this invoice? Please contact receivables@powerdms.com or call (800) 749-5104.
Need a W-9? Click here on the electronic version of this invoice: [PowerDMS W-9 PDF](#)

Please remit checks to:

PowerDMS, Inc.
PO Box 749609
Atlanta, GA 30374-9609

Please remit electronic payments to:

PNC Bank
East Brunswick, NJ 08816

Routing #: 031207607
Account #: 8026392336

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.

May 31, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Shredder **(Waiver of Bid)**

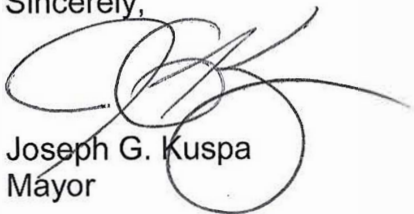
Ladies and Gentlemen:

It is recommended by the Assistant City Administrator/Finance Director and I concur with his recommendation to approve the purchase of a new shredder for the Finance Department. It is requested that City Council waive the bid procedure and approve the purchase from Whitaker Brothers, Rockville, MD, in the amount of \$5,968.97. The purchase price includes a one year warranty and supplies.

Sufficient funds are available in the Finance Department Operating budget to cover costs associated with this purchase.

Your favorable consideration of this matter is requested.

Sincerely,



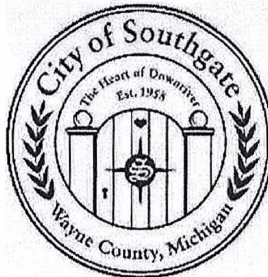
Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

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: May 31, 2024

RE: Recommendation to Approve Purchase of Shredder (**WAIVER OF BID**)

The finance department has budgeted funds in their fiscal year 2023-24 budget for the purchase of a new shredder that will meet security needs related to sensitive information. Quotes were requested from three vendors, but only two responded. Quotes for the shredder ranged from \$5,199.99 to \$5,625.00, with the low quote coming from Whitaker Brothers; this was quoted under the General Services Administration (GSA) contract, which is a cooperative bid for all government entities.

I am recommending that city council waive the bid process and approve the purchase of a MBM DestroyIt 4005 Cross Cut Paper Shredder (Level 4 / P-5 shredder) from Whitaker Brothers (Rockville MD) in the amount of \$5,199.99, plus a 1-year warranty in the amount of \$499.00 and supplies in the amount of \$269.98, for a total cost of \$5,968.97.

Funds are available in the Finance Dept operating budget for this expenditure.

Proposed Motion

Waive bid process and approve purchase of MBM DestroyIt 4005 Cross Cut Paper Shredder from Whitaker Brothers (Rockville MD) in the total amount of \$5,968.97, under the GSA contract terms.

Doug Drysdale

From: Paul Steffens <Psteffens@whitakerbrothers.com>
Sent: Tuesday, May 14, 2024 3:35 PM
To: Doug Drysdale
Subject: Re: [WB] RAQ from ddrysdale@southgatemi.gov in 48195 on 05/14/2024 at 10:57 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Douglas,

Thank you for contacting us today, much appreciated!

As requested, please see price quote below for the MBM Destroyit 4005 Cross Cut Paper Shredder

In addition to the price of the shredder I've included some optional items such as bags and oil, along with an annual maintenance agreement.

Let me know if you have any questions or if I can be of further assistance.

Thank you!



SALESPERSON	PAYMENT OPTIONS	ACTIVE GSA CONTRACT	EIN
Paul Steffens	Credit card, check, purchase order, lease	GS-35F-309DA	52-1357073

PRODUCT	COMMENTS	PRICE
MBM Destroyit 4005 Cross Cut Paper Shredder	Price includes shipping and handling to a loading dock.	\$5,199.99
-----	<u>Options and Accessories</u>	-----
Annual Service Contract	Covers non-wearable parts, labor, and travel. Renewable annually.	\$499.00
Shredder Oil	4-1 gallon jugs	\$149.99
Whitaker Brothers Shredder Bag 800	100 bags	\$119.99

Prices do not include sales tax which is collected in most states unless exempted. Purchase order and net 30 terms available with approved credit, no credit check required for government organizations. An interest rate of 1.5% per month will be added to any overdue accounts. Service contracts offered where available and billed annually, terms and conditions apply. Freight deliveries to locations without a loading dock are made as close to the entrance of the building as the carrier can get them, more premium delivery options can be quoted upon request. Make notes of any damage to packaging prior to signing the delivery ticket. Setup and installation not included unless otherwise indicated, and is usually unnecessary within our product lines. Thank you for considering Whitaker Brothers.

Whitaker Brothers W-9

Service Department Request

Order Update Request

Paul Steffens

National Sales Representative

Whitaker Sales Division

p:301-354-3035 | [w:www.whitakerbrothers.com](http://www.whitakerbrothers.com)

On Tue, May 14, 2024 at 11:57 AM ddrysdale@southgatemi.gov <info@formssubmitapp.com> wrote:

Product Name	MBM Destroyit 4005 Cross Cut Paper Shredder Level 4/P-5
Firs tan dLast Name	Douglas Drysdale
Phone Number	
Email	ddrysdale@southgatemi.gov
Company Name	City of Southgate MI
Zipcode	48195
Do you have a loading dock?	No
Comments	Have a forklift to unload shredder
product_title	MBM Destroyit 4005 Cross Cut Paper Shredder Level 4/P-5

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.

May 30, 2024

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointment to Boards/Commissions

Ladies and Gentlemen:

Please be advised I have made the following appointment:

Water Board – for a term expiring April 2026:

Peter Potoski 13237 Backus

This appointment fills the vacancy created by the resignation of James Havican.

Sincerely,



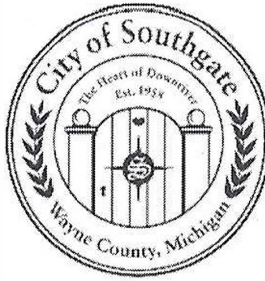
Joseph G. Kuspa
Mayor

Cc: City Clerk

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: May 28, 2024

Re: 2nd Reading of Proposed Amendment to City Code Chapter 1423 to Include
Mobile/Manufactured Homes

In June of 2023 City Council adopted the current language in City Code Chapter 1423 regarding the required inspection and certification of multi-family housing. The Administration recommends amending Chapter 1423 to include the attached language that requires non-owner occupied manufactured and mobile homes be subject to inspection and certification. At present the only rental housing in the City not subject to inspection and certification are non-owner occupied manufactured/mobile homes. The adoption of the proposed ordinance will ensure a consistent approach to maintaining high quality rental properties in the City.

If you have any questions please contact me.

Proposed Motion: To amend City Code Chapter 1423 to include the proposed language with an effective date of no later than September 30th, 2024.

**CITY OF SOUTHGATE
WAYNE COUNTY, MICHIGAN**

ORDINANCE NO. XX

**AN ORDINANCE TO AMEND PART FOURTEEN ~~THE CODE OF ORDINANCES –~~
BUILDING AND HOUSING CODE, TITLE TWO – BUILDING STANDARDS, OF
THE CODE OF ORDINANCES BY AMENDING CHAPTER 1423 ENTITLED
“MULTIFAMILY HOUSING CERTIFICATION” OF THE CITY OF SOUTHGATE
CODE OF ORDINANCES.**

The City of Southgate ordains:

The City of Southgate Code of Ordinances, Part Fourteen, Title Two, Chapter 1433 entitled, Multifamily Housing Certification is hereby amended to include mobile/manufactured homes and shall read as follows:

Sec. 1423.01 – Purpose.

The purpose of this article is to establish certain responsibilities and duties of landlords and tenants essential to make such dwellings safe, sanitary, and fit for human habitation, to provide for registration with the Building Department, to provide for biennial property maintenance inspections, to require a certificate of compliance issued by the Building Department in order to occupy residential rental dwellings, and to designate penalties for violations of this chapter. Further, the purposes of this article are:

- (a) to ensure that all non-owner-occupied multifamily and mobile/manufactured home housing units are being maintained in conformance with all applicable building and safety codes, rules, and regulations for the protection of the public health and safety of the residents of the rental units and the community;
- (b) to proactively identify blighted and deteriorated rental housing stock and to ensure the rehabilitation or abatement of rental properties that do not meet minimum building and housing code standards, exterior maintenance standards, fire code standards, and site maintenance standards all in an attempt to create and maintain a healthy, safe and crime and nuisance free environment to further preserve and enhance the quality of life for the residents of the City living in multifamily and mobile/manufactured home dwellings, as well as the community as a whole;

- (c) to regulate multifamily and mobile/manufactured home rental housing through registration, inspection, and certification to protect the public health, safety, and welfare, and to achieve the goals of this Chapter; and
- (d) to assist the City with information to provide more adequate police, fire, and emergency protection; more equal and equitable real and personal property taxation; better efficiency and economy in furnishing public utility services; and more comprehensive and informed planning and zoning for uses of land and structures within the City.

Sec. 1423.02 – Definitions.

The following words and phrases shall have the following meanings respectively given to them in this article:

Apartment means an attached dwelling unit with party or common walls, contained in a building with other dwelling units or sharing the occupancy of a building with other than a residential use. Apartments are commonly accessed by common stair landing or walkway. Apartments are typically rented to the occupants. Apartment buildings often may have a central heating system and other central utility connections. Apartments typically do not have their own yard space. Apartments are also known as garden apartments or flats.

Apartment complex means one or more parcels of land containing a group of multifamily structures owned or managed by the same person or entity. Apartment complexes typically provide parking lots and other site amenities for tenants and guests.

Building Code means Chapter 1420, as amended, of the Code of Ordinances of Southgate, Michigan.

Building Official means the City employee or his/her designee responsible for conducting inspections under the building code, rental inspection guidelines, and property maintenance code for residential rental structures and residential rental units.

Certificate of compliance means a certificate issued by the City's Building Department indicating that the residential rental structure or dwelling unit identified on the certificate complies with all the applicable provisions of this code and other applicable state laws and City ordinances, particularly the property maintenance code and the fire prevention code.

Certificate of compliance incentive bonus means an additional twelve (12) months period of time that a certificate of compliance is valid.

Department means the City of Southgate Building Department.

Dwelling means a building or portion thereof which is used exclusively as a residence and provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Duplex dwelling means a detached building, designed exclusively for, and occupied by two families living independently of each other, with separate housekeeping, cooking, and bathroom facilities for each family.

Fee means a monetary fee determined from time to time by City Council resolution.

Initial phase-in period means the period from the effective date of this Chapter through completion of the first inspection cycle, a duration of approximately two (2) years, during which time all multifamily residential rental structures and residential rental units in existence on the effective date of this article shall be required to be inspected and issued a Certificate of Compliance. It shall be permissible for a tenant to continue to occupy an existing residential rental unit during the initial phase-in period barring any order of the Building Official or Fire Marshal to the contrary.

Inspection guidelines means the provisions of Chapter 1422 of the Southgate City Code entitled International Property Maintenance Code.

Lease means any written or oral agreement that sets forth conditions concerning the use and occupancy of residential rental structures or residential rental units between an owner and tenant.

Life/safety code violation means any physical condition or violation of the City's property maintenance code, fire code, building code, mechanical code, electrical code, plumbing code, blight ordinance, or county, state and federal health and safety regulations that, in the opinion of the Building Official or Fire Marshal, poses an immediate threat to the life, health, and safety of occupants of a structure or the general public.

Manufactured home means homes built as dwelling units of at least 320 square feet in size with a permanent chassis to assure the initial and continued transportability of the home. All transportable sections of manufactured homes built in the U.S. after June 15, 1976 must contain a label that certifies that the manufacturer has built the home in accordance with the U.S. Department of Housing and Urban Development's Manufactured Home Construction and Safety Standards.

Mobile home means any vehicle designed or constructed so as to permit its being used as a conveyance upon the public streets or highways, and constructed in such a manner as will permit occupancy thereof as a dwelling or sleeping place for one or more persons.

Mobile home park means any plot of ground upon which three or more mobile/manufactured homes, occupied for dwelling or sleeping purposes, are located.

Multifamily accessory facility means a common hallway or stairs, mechanical room, boiler room, laundry room, storage area, recreation facility, or other similar facility located within a multifamily structure or on the property of one or more multifamily structures.

Multifamily structure means a building consisting of three or more dwellings.

Owner means a person or entity with legal or possessory interest in a dwelling unit.

Registration means submittal of an official City application form and fee to the Building Department reporting ownership of a multifamily residential rental structure including all required data and information regarding said structure, dwellings, and accessory facilities contained within said structure, and upon said premises, and including the Responsible Local Agent where applicable.

Rent means the consideration paid for the right to use and possess property, examples of which include, but are not limited to, the payment of money, the payment of taxes, the payment of utilities, the exchange of goods or services, the performance of home improvements or routine maintenance, the occupancy of a dwelling to maintain security, a form of employment compensation, the bartered or discounted exchange(s) of merchandise or services, labor, and the like.

Responsible local agent means an individual person, corporation, partnership, or other legal entity that represents the owner and/or manages a residential rental structure and its residential rental units on behalf of the owner. The responsible local agent must have a place of business or residence in the United States within fifty (50) miles of the Southgate City limits. The responsible local agent shall be designated by the owner as responsible for operating such premises in compliance with all the provisions of the City codes and ordinances. The owner may act as the responsible local agent provided that the owner resides or has a place of business in the United States within fifty (50) miles of the Southgate City limits.

Temporary certificate of compliance means a certificate issued for a residential rental structure or unit, following an inspection, which is found to be in substantial compliance with the Code and which, in the opinion of the building official, has no life/safety code violations. Such certificate shall state any remaining violations to be corrected and the date it expires. A reasonable extension may be granted at the discretion of the department. Failure by the owner to correct the violations within the specified time shall constitute a violation of this article.

Tenant means the person, under a lease or who pays rent, entitled to the use and occupancy of a dwelling unit or any portion thereof.

Sec. 1423.03 – Registration of multifamily and mobile/manufactured residential rental structures required.

No person shall engage, or be engaged, in the operation, rental or leasing of a multifamily or mobile/manufactured residential rental unit without first registering the residential rental structure and reporting all residential rental units and accessory facilities, if any, contained therein with the City in the manner provided herein.

- (a) The owner of any existing multifamily or mobile/manufactured residential rental structure(s) shall register each such structure with the City within 30 days of the effective date of this article.

- (b) All newly constructed multifamily or mobile/manufactured residential rental structures shall be registered concurrently with the issuance of a certificate of occupancy by the City. Newly constructed multifamily or mobile/manufactured residential rental structures shall not be assessed a registration fee.
- (c) Structures not subject to the provisions of this article on the effective date of this article that later become multifamily or mobile/manufactured residential rental structures shall immediately be registered and comply with all other provisions of this article prior to occupancy.
- (d) The registration shall include a description of all residential rental dwelling units and accessory facilities, if any, within each structure and upon said premises.
- (e) One registration is required for each structure even though multiple units occupied by multiple individuals may be contained within the structure.
- 1) Duplex dwellings shall require one registration.
- ~~1)2)~~ Mobile/manufactured dwelling shall require one registration.
- ~~2)3)~~ Each multifamily structure/building shall require one registration.
- (f) The registration of one multifamily or mobile/manufactured residential rental structure shall not relieve the owner from the necessity of registering all other multifamily or mobile/manufactured residential rental structures that he/she/it owns in the City.

Sec. 1423.04 – Responsible local agent.

An owner of a multifamily or mobile/manufactured residential rental structure may designate a person or entity as the responsible local agent. If the owner of a multifamily or mobile/manufactured residential rental structure resides more than fifty (50) miles from the City of Southgate or outside of the United States, the owner shall designate a person or entity as the responsible local agent.

The responsible local agent shall maintain a place of business or residence in the United States within fifty (50) miles of the City of Southgate and shall be responsible for operating and providing access to the multifamily or mobile/manufactured residential rental structure or residential rental unit.

All official notices and correspondence from the City related to administration of this article may be issued to the responsible local agent, and any notice or correspondence so issued shall be deemed to have been issued upon the owner.

Sec. 1423.05 – Registration forms.

- (a) Application for registration shall be made on a form supplied by the City and filed with the Building Department and shall include the following information:

- 1) The address of the structure, type of structure, number of dwelling units, and whether an owner occupies any portion of the structure.
 - 2) The individual owner's name, birthdate, driver's license number, address, phone number, and email address. No post office box shall be accepted as a legal address, however, may be accepted as a mailing address upon written request of the owner.
 - 3) If the owner is a corporation, the registration shall include the corporate name, Michigan corporate entity number, name and mailing address of the resident agent, corporate mailing address, phone number, and email address.
 - 4) The owner's signature or alternate method of conveying consent by a person or entity lawfully authorized to do so representing the owner or owner's estate.
 - 5) If applicable, the designation of a responsible local agent, the agent's birthdate if an individual, driver's license number if an individual, mailing address, phone number, and email address.
 - 6) The responsible local agent's signature (if applicable).
 - 7) The registration shall include the unit number and description of each dwelling unit, the number of separate exterior dwelling entrances, and all multifamily accessory facilities as requested on the form.
 - 8) A registration fee as established by City Council resolution.
- (b) The owner shall provide a site plan or drawing showing details of the property including locations of structures, parking areas and accessory facilities on the site, and a complete layout of each building showing building addresses, dwelling unit numbers and floor plans.

Sec. 1423.06 – Certificate of compliance required.

- (a) The Department shall provide for the systematic inspection of all multifamily or mobile/manufactured residential rental structures, residential rental units, and multifamily accessory facilities, which are subject to provisions of this article for the purpose of determining whether the structures, units, and facilities comply with all applicable City codes and with provisions of this article. Those structures, units, and facilities that are determined to be in compliance shall be issued a certificate of compliance.
- 1) The exterior building/grounds and each interior dwelling unit of duplex dwellings shall require separate certificates of compliance.
 - 1)2) The exterior building/grounds and the interior dwelling space of mobile/manufactured homes shall require a single certificate of compliance.
 - 2)3) The exterior building/grounds of each multifamily structure, each multifamily accessory facility, and each residential rental unit within a multifamily structure shall require separate certificates of compliance.
- (b) An owner shall provide the Department with a certificate of insurance, issued by an insurance company, that certifies that the structure(s) and unit(s) is insured against structural loss or

damage, including, but not limited to, fire damage. The certificate of insurance shall state the name of each person named on the policy and its expiration date. The certificate of insurance shall be in force at the time a certificate of compliance is issued or at the time a renewed certificate of compliance is issued.

- (c) No person or entity, either the owner or the owner's responsible local agent, shall rent or lease a residential rental unit unless that owner or agent has first obtained valid certificates of compliance from the Department except during the limited period of time until the unit is first inspected during the initial phase-in period of this article. For new construction the original certificate of occupancy shall serve as the certificate of compliance for a period of 24 months, after which the owners of said units shall apply for a standard biennial certificate of compliance renewal. Structures not subject to the provisions of this article on the effective date of this article that later become residential rental structures shall be registered, obtain a certificate of compliance, and comply with all other provisions of this article prior to occupancy of any dwelling unit.

Sec. 1423.07 – Issuance of certificate of compliance.

- (a) A certificate of compliance shall not be issued until all cited code violations have been corrected and approved, and until all fees have been paid in full.
- (b) A certificate of compliance shall be issued on the condition that the subject structure, unit, or facility remain in compliance with the City's property maintenance code and all other applicable ordinances and laws. If, after certification, the Department determines that violations exist, the certificate may be temporarily suspended as to the affected areas or the full certificate may be revoked, and the areas of violation may be ordered vacated until the subject structure, unit, or facility is brought into compliance.

Sec. 1423.08 – Term and renewal.

- (a) *Registration* of a residential rental structure shall be valid for as long as ownership or designation of a responsible local agent remains unchanged.
- (b) *Certificates of compliance* shall be renewed on a biennial basis and are valid until the expiration date recorded on the certificate of compliance unless administratively extended, suspended, or revoked by the Department. The period of time the certificate is valid shall begin on the date of the scheduled first inspection and shall expire at midnight on 24 months following issuance. If an owner or agent cancels or fails to appear for a scheduled inspection or takes an unreasonable period of time to correct code violations, the time delay to certify the structure or unit shall not serve to extend the period of time the certificate is valid. The date of issuance and expiration shall be recorded on the certificate. It is the duty of the owner or responsible local agent of the subject property to arrange for the inspection necessary for the renewal of the certificate of compliance at least 60 days prior to its expiration.

- (c) Any owner or responsible local agent shall be afforded the opportunity to earn a *certificate of compliance incentive bonus* that extends the period of time a certificate of compliance is valid from 24 months to 36 months. An additional twelve (12) months bonus time shall be granted when all of the following conditions are met:
 - 1) There are no life/safety code violations cited during the initial inspection;
 - 2) There are no more than four (4) code violations cited during the initial inspection;
 - 3) All cited code violations are corrected and verified during the first scheduled re-inspection;
 - 4) There are no outstanding fees, fines, or taxes owed to the City for the subject property;
 - 5) All required permits for work done within the structure have been obtained.
- (d) If an owner or responsible local agent fails to arrange for the inspection necessary to renew the certificate of compliance at least 60 days prior to its expiration, the Department shall schedule the inspection and send notification to the owner or responsible local agent.
- (e) The department may, in the absence of any life/safety code violations, administratively extend the expiration date of a certificate of compliance of any residential rental unit due to circumstances beyond the control of an owner or responsible local agent including, but not limited to, the department's inability to perform an inspection in a timely manner.

Sec. 1423.09 – Transfer of Ownership or Responsible Local Agent.

- (a) Certificates of compliance shall be transferable when the ownership of a multifamily or mobile/manufactured residential rental structure changes provided that all certificates of compliance required for the property are valid at the time of transfer.
- (b) It shall be the duty of the new owner to immediately register with the Department consistent with Sec. 1423.03 and pay a fee established by the City.
- (c) It shall be unlawful for the owner of any multifamily or mobile/manufactured residential rental structure or residential rental unit, who has received a notice of violation of any code or ordinance of the City for that location, including zoning violations, building code violations, violations of rental inspection guidelines, fire code, or nuisance code violations, to transfer, convey, sell, including by land contract, ownership and/or interest in any way to another, unless such owner shall have first furnished to the grantee, vendee, or transferee a copy of any notice of violation and shall have furnished to the Department a signed and notarized statement from the grantee, vendee, or transferee acknowledging receipt of such notice of violation and acknowledging legal responsibility for correction of the violation.
- (d) An owner may at any time designate a new responsible local agent to replace the responsible local agent, if any, on file with the department by submitting a form provided by the department and paying a fee established by the City.

Sec. 1423.10 – Initial Inspections.

- (a) The Department shall schedule initial inspections, at its discretion, of multifamily or mobile/manufactured residential rental structures, units, and accessory facilities which are

subject to provisions of this article to determine if the structures and units qualify for a certificate of compliance. The owner or responsible local agent of the property shall receive prior notice of the Department's intent to inspect; the owner may voluntarily waive the notice period and consent to an inspection at an earlier date. The owner shall provide to the tenant(s) a minimum of 72 hours written notice of the Department's intent to inspect the unit he/she occupies.

- (b) Inspection fees established by the City shall be paid in full prior to the date of inspection.
- (c) After the initial phase-in period, all residential rental structures, units, and accessory facilities which are subject to provisions of this article shall be required to be inspected at not less than 24-month intervals nor more than 36-month intervals unless adjusted by the Department.
- (d) The Department shall inspect multifamily or mobile/manufactured residential rental structures, units, or accessory facilities pursuant to any of the following circumstances:
 - 1) Upon receipt of a new rental registration application for a structure that was not previously registered.
 - 2) Upon receipt of any certificate of compliance renewal request for any structure, unit, or accessory facility that has been previously certified.
 - 3) Upon receipt of a complaint from an owner or tenant that a structure, unit, or accessory facility is in violation of the property maintenance ordinance or any other ordinance or code of the City of Southgate, or is in violation of Michigan's housing law, Section 125.401 et seq. of the Michigan Compiled Laws.
 - 4) Upon receipt of a report or a referral from the Southgate Police Department, Department of Public Works, Fire Department, other law enforcement agency, public agency or department, or any individual indicating that the premises may be in violation of this article. The request shall be based on the personal knowledge of the person making the report.
 - 5) If an exterior survey of the premises gives the building official probable cause to believe that the premises is in violation of this article.
 - 6) Upon receipt of information that the multifamily or mobile/manufactured residential rental structure is not registered with the City as required by this chapter.
- (e) If entry to a multifamily or mobile/manufactured residential rental structure, unit, or accessory facility requiring inspection is refused, the Building Official and/or their designee shall have recourse to the remedies provided by law to secure entry, including but not limited to obtaining a warrant for an administrative search. Inspections shall be limited to only the areas necessary to ascertain compliance with applicable ordinances, codes, and state law. Every reasonable effort shall be made to obtain consent to voluntarily enter the premises for the purpose of conducting a property maintenance inspection.

Sec. 1423.11 – Reinspection required; presumptions.

- (a) *Reinspections required.* An owner or responsible local agent who is provided with written notice of a code violation or violations, shall correct the code violations within the period of time specified in the notice of violations. Failure to correct a code violation within the

specified period of time constitutes a nuisance per se and may result in the residential rental structure or residential rental unit being posted for non-compliance with the City's property maintenance code and/or any other applicable codes or regulations.

- (b) *Failure to have property timely reinspected.* Following inspection and notice of violations, should the owner, the owner's responsible local agent, or the person responsible for the structure fail to facilitate a reinspection prior to the date specified for correction of the violations or by any extended date granted by the department, it shall be presumed that any violations in the notice of violations that have not been previously reinspected and approved have not been corrected and the owner or responsible local agent shall be responsible for failing to repair those violations as if they had not been corrected.
- (c) *Inability to conduct reinspection.* Should the department not be able to gain entry to a residential rental structure or residential rental unit for a scheduled reinspection then it shall be presumed that any violations in the notice of violations that have not been previously reinspected and approved have not been corrected and the owner or responsible local agent shall be responsible for failing to repair those violations as if they had not been corrected.

Sec. 1423.12 - Notice of intent to inspect.

If the owner or the owner's responsible local agent shall not register a residential rental structure or apply for a certificate of compliance for a residential rental structure, unit, or accessory facility, the department will send notice of its intent to inspect the subject structure, unit(s), and/or accessory facilities to the owner or responsible local agent at the mailing address of record with the Assessor's Office for the property owner and the mailing address provided on the registration form if different. Owners or responsible local agents shall have 14 days from the date of mailing to submit the completed registration forms, fees, and request for inspection appointment.

Sec. 1423.13 – Inspection guidelines and property maintenance standards.

The inspection guidelines and property maintenance standards required by this article shall be governed by those guidelines set forth in Chapter 1422 of the Southgate City Code entitled International Property Maintenance Code.

Sec. 1423.14 – Notices and Orders

- (a) Official notices and orders issued pursuant to this article, including but not limited to inspection scheduling notices, inspection reports, notices of code violations, and invoices, shall be served upon the owner or designated responsible local agent by first class mail to the address reported on the registration form, in person, or by email to the email address reported on the registration form upon written consent of the owner or agent.
- (b) Whenever the Building Official or his/her designee determines that there has been a violation of any section of this article, he/she shall give notice of such alleged violation and order for correction of the violation as provided for in the International Property Maintenance Code, Chapter 1422 of the Code of Ordinances.

Sec. 1423.15 – Appeal Process

(a) Appeal of Applicability of the Article.

- 1) If the owner or responsible local agent disagrees with the opinion of the Building Official or his/her designee as to whether the subject property is subject to provisions of this Chapter other than the International Property Maintenance Code, the owner or responsible local agent may appeal to the City Council.
- 2) Any owner or responsible local agent requesting such an appeal shall file a written request therefor to the Building Department within ten (10) days after the date of the opinion of the Building Official. The appeal shall be made in writing and mailed, or hand delivered to the Building Department.
- 3) As soon as practical, the City Council shall fix a time, date and place for a hearing and provide notice of the same to the owner or responsible local agent ten (10) days before the scheduled hearing date.
- 4) The City Council shall hear evidence and testimony by City Departments and other concerned individuals regarding the appeal. The owner or responsible local agent, and/or their representatives, shall be allowed to present evidence and testimony at the hearing on the issues that are the subject of the appeal. After the hearing, the City Council shall decide by Resolution whether the subject structure or dwelling shall be regulated pursuant to provisions of this article. The decision of the City Council shall be final and shall be binding on the owner, responsible local agent, tenant, and the City.
- 5) The owner may appeal the final decision of the City Council to the Wayne County Circuit Court within 21 days of the date of the final decision.

(b) Appeal of Notice of Violation of the International Property Maintenance Code.

- 1) If the owner or responsible local agent disagrees with the opinion of the Building Official or his/her designee as to the existence of an alleged violation, or the period of time that will be reasonably required to correct the alleged violation as set forth in the notice of violation, the owner or responsible local agent may appeal as provided for in the International Property Maintenance Code, Chapter 1422 of the Code of Ordinances.

Sec 1423.16 – Fees.

- (a) Reasonable fees to receive and process registrations, to schedule and conduct inspections and reinspections, to invoice and collect fees, to issue certificates of compliance, and for other miscellaneous requirements to administer this chapter shall be established by resolution adopted by the City Council and shall be placed on file and made available to the public by the City Clerk's Office.
- (b) A fee will be charged when an inspector is unable to conduct an inspection because the person responsible for facilitating access was not present to do so, when the inspector is effectively locked out of the area to be inspected, when an inspection is canceled less than

72 hours prior to its scheduled date/time of occurrence, and when an administrative search warrant is necessary to facilitate an inspection.

Sec. 1423.17 – Right to examine certificate of compliance; registry of certificate holders.

- (a) The owner or responsible local agent shall provide a copy of a valid certificate of compliance to the tenant or prospective tenant upon request.
- (b) The Building Department shall maintain a registry of all multifamily residential rental structures and residential rental units that have been granted valid certificates of compliance or have had a certificate of compliance denied, suspended, or revoked. Such registry shall be available for public inspection.

Sec. 1423.18 – Harassment.

- (a) Any owner or responsible local agent who harasses or threatens a tenant or person who pays rent with loss of occupancy because of filing a verified complaint shall be responsible for a municipal civil infraction.
- (b) Any tenant or person who pays rent who shall maliciously or frivolously cause an inspection to be made for the purpose of harassing any individual, owner or responsible local agent, corporation, or governmental agency when no violation is present shall be responsible for a municipal civil infraction.
- (c) Building Officials and/or his/her designees shall not be harassed, stalked, threatened, hindered, assaulted, or otherwise interfered with in the performance of their duties. Notwithstanding any other section in this article, a violation of this subsection shall be a municipal civil infraction.

Sec. 1423.19 – Penalties.

- (a) Any person who shall violate the provisions of this Chapter, or who shall fail to comply with any of the requirements thereof, shall be guilty of a municipal civil infraction. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues. The enforcing agency for the City shall be the Building Department.
- (b) The civil fines payable to the City's Municipal Ordinance Violations Bureau for admissions of responsibility shall be as follows:
 - 1) \$100 for a first offense.
 - 2) \$300 for a second repeat offense within two years.
 - 3) \$500 for a third and each subsequent repeat offense within two years.