

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday October 16, 2024

6:30pm

Work Study Session

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm

Regular Meeting

Pledge of Allegiance

Roll Call:

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

Minutes:

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

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

- | | |
|--|---------|
| 1. Letter from Mayor; Re: Purchase of CellHawk Tier 3 Service Package | Page 5 |
| 2. Letter from Mayor; Re: Purchase of Ice Arena Replacement doors | Page 9 |
| 3. Memo from Administrator; Re: EPA Community Change Grant Partnership Agreement | Page 14 |

Communications "B" – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1507 \$ See Warrant

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

October 2, 2024

An Informal Meeting of the Council of the City of Southgate was held on October 2, 2024 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Victoria Araj, Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Zoey Kuspa, Phil Rauch

Absent: Christian Graziani (excused)

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, Public Safety Director Joseph Marsh, Police Chief Mark Mydlarz, City Engineer John Hennessey, DPS Director Kevin Anderson & Building Inspections Director Tim Leach

Discussed the following agenda items:

- Mayor Kuspa Awarded Past Councilman Greg Kowalsky with the Crystal Gate Award
- Boy Scout Troop #1783-Selling Wreaths
- Martell Bivings Re: Candidate for US Congress
- Approve Master Plan Services with Carlisle Wortman Associates, Inc.
- Resolution Request – Water Fees

This meeting ended at 6:43 p.m.

City of Southgate

Regular City Council Meeting

October 2, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, October 2, 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: Victoria Araj, Priscilla Ayres-Reiss, Edward Gawlik Jr., Karen George, Zoey Kuspa, Phil Rauch

Absent: Christian Graziani (excused)

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, Director of Public Safety Joseph Marsh, Police Chief Mark Mydlarz, City Engineer John Hennessey, DPS Director Kevin Anderson & Building Inspections Director Tim Leach

Amend the Agenda to move Boy Scout Troop 1783-Selling Wreaths to Communications "A". Moved by Rauch, supported by George. Motion carried unanimously.

Minutes:

Moved by George, supported by Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated September 18, 2024 be approved as presented. Carried unanimously.

Moved by Rauch, supported by George, RESOLVED, that the minutes of the Regular City Council Meeting dated September 18, 2024 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Gawlik, RESOLVED, that the minutes of the Public Hearing Meeting dated September 18, 2024 be approved as presented. Carried unanimously.

Scheduled Persons in the Audience

1. Martell Bivings-Candidate for US Congress: Martell Bivings introduced himself and explained that he is running as the republican candidate for Michigan 13th Congressional District.

Communications "A":

1. Memo from Administrator; Re: Master Plan Services with Carlisle Wortman Associates, Inc. moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the City planning consultant, Carlisle Wortman Associates, Inc. (Ann Arbor, MI) to provide Master Plan Services in the not to exceed amount of \$24,000. Motion carried unanimously.
2. Memo from DPS Director; Re: Resolution Request-Water Fees moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council concur with the Southgate Water Board and amend City Ordinance 1046.09 and increase the following fees for service disconnect for 1" or less from \$500.00 + concrete to \$1,000.00 + concrete and service disconnect for above 1" from \$750.00 + concrete to \$1,500.00 + concrete. Motion carried unanimously.
3. Boy Scout Troop 1783-Selling Wreaths moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve Boy Scout Troop 1783 to sell wreaths at the Southgate Shopping Center

Regular City Council Meeting October 2, 2024

on November 29 & 30, plus December 1, 7 & 8 and possibly December 14 & 15, 2024 and to waive the city's permit fee. Motion carried unanimously.

New Business:

1. Councilman Rauch asked for guidance regarding a post on facebook regarding a rodent issue in an area of the city. City Administrator Marsh advised residents that they could contact the City's Ordinance Officer, who will evaluate the situation, and at no cost to the residents, have All Season Pest Control set bait boxes in the needed areas. Residents were also reminded to please assist with any rodents issues by cleaning up after their pets, keeping their property kept up and keeping garage in their garbage can carts. It was also discussed that Priority Waste has been able to address the majority of their transition issues they were having and that garbage can carts can be placed at the curb the night before your collection day.

Unscheduled Persons In Audience

1. Portia Lamb, P.O. Box 608, Bloomfield Hills, spoke on a matter that she was discussing with the Police Department.

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1506 for \$16,446,850.92. Motion carried unanimously.

Adjournment:

Moved by George, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:20 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

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ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

October 9, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of CellHawk Tier 3 Service Package

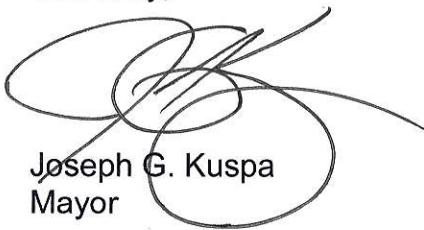
Ladies and Gentlemen:

I have reviewed the above and concur with the recommendation of the Director of Public Safety to approve the purchase of CellHawk Tier 3 Service Package from LeadsOnline, Plano, Texas, in the amount of \$4,995.00. This technology will work with the Cellebrite Forensic Phone Technology equipment, which has been used since 2013.

Sufficient funds are available in the Federal Forfeiture Fund for this purchase.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director
DATE: October 9, 2024
RE: Recommendation to Approve Purchase of CellHawk Tier 3 Service Package

DWD

I have reviewed the above item with the Director of Public Safety and concur with his recommendation to approve the purchase of the CellHawk Tier 3 Service Package from LeadsOnline (Plano TX) in the amount of \$4,995.00 for a one-year term starting November 1, 2024.

This service package will provide technology that aides in the organization of digital data collected from electronic devices during police investigations. This technology will work with the Cellebrite Forensic Phone Technology equipment, which has been used since 2013.

Sufficient funds are available in the Federal Forfeiture Fund for this purchase.

Proposed Motion

Approve the purchase of the CellHawk Tier 3 Service Package from LeadsOnline (Plano TX) in the amount of \$4,995.00, for a one-year term beginning November 1, 2024.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joseph L. Marsh, Director of Public Safety

Re: **Purchase approval**

Date: October 4th, 2024

Dear Mayor Kuspa,

In 2013, the City Council approved the purchase for Cellebrite Forensic Phone Technology equipment. Since being approved, this technology has been instrumental in aiding our detectives with phone and digital forensic criminal investigations.

The increasing complexity of digital, phone, and electronic forensic criminal cases has created a greater challenge in data collection and organization for our investigators. Cellebrite is a great tool for our investigators to aide in data extraction from electronic devices. Another challenge has been the need to organize and read the collected data. Recently our detectives have participated in a free trial of CellHawk which is powered by LeadsOnline. CellHawk is a technology that aides in the reading, mapping, and organization of collected digital data that we receive through digital extractions or search warrant collections.

The cost of this service through CellHawk is \$4,995 for a year term which will start on November 1st, 2024 and end on October 31, 2025. It is my recommendation that we purchase the CellHawk Tire 3 Service Package from LeadsOnline, located at 6900 Dallas Parkway, Suite 825, Plano, Texas 75024-4200. This purchase will be covered using Federal Forfeiture funds.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on October 16th, 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



Real Time Crime • CellHawk • Toolbox

6900 Dallas Parkway, Suite 825
Plano, Texas 75024-4200

QUOTE

CUSTOMER:

Southgate MI PD
14710 Reaume Parkway Civic Cir
Southgate, Michigan 48195

Date: 10/4/2024
Quote#: Q-8311-3
Terms: Quote Only
Agency ID: 8311

Service Dates:

11/1/2024 – 10/31/2025

DESCRIPTION		TOTAL
CellHawk Tier 3 Service Package Up to 3 Users Unlimited Records Unlimited Support Team Access Plus Over 30 One-Hour On-Demand Training Webinars on the Technology & Relevant Topics		\$4,995
Thank you for your interest in LeadsOnline! Please contact your LeadsOnline representative to move forward with this quote. We accept Checks, Credit Cards, and EFT/ACH Payments		Total: \$4,995

LeadsOnline may include a purchase order number on Customer's invoice solely for Customer's internal payment and record keeping processes. Any terms within any purchase order provided to LeadsOnline in response to a quote, order form, invoice or otherwise will not modify or enlarge the obligations or liabilities of either party. If Customer cannot agree to receive Services without material changes to these terms, please contact your LeadsOnline representative for a revised quote or invoice.

Update Your Billing Contact Information:

www.leadsonline.com/update

Download our W-9:

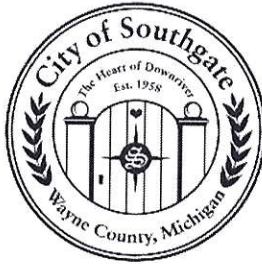
www.leadsonline.com/w9

Please call (800) 311-2656 or email accounting@leadsonline.com should you have any questions about this quote.

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

ED GAWLIK JR.

VICTORIA ARAJ

October 9, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Ice Arena Replacement Doors

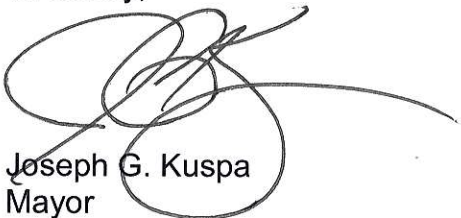
Ladies and Gentlemen:

I have reviewed the above and concur with the recommendation of the Parks & Recreation Director to approve the purchase of two (2) sets of replacement doors for the ice arena from the City's approved construction contractor Rally Point Partners, in the amount of \$4,366.30.

Sufficient funds are available in the Parks & Recreation Budget.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: October 9, 2024

RE: Recommendation to Approve Purchase of Ice Arena Replacement Doors

I have reviewed the above item with the Parks & Recreation Director and concur with her recommendation to approve the purchase of two (2) sets of replacement doors for the ice arena from the city's approved construction contractor Rally Point Partners (Ann Arbor MI), in the total amount of \$4,336.30.

Sufficient funds are available in Parks and Recreation Budget.

Proposed Motion

Approve the purchase of two (2) sets of replacement doors for the ice arena from the city's approved construction contractor Rally Point Partners (Ann Arbor MI) in the total amount of \$4,336.30.

Southgate Michigan

PARKS & REC

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

To: Dan Marsh, City Administrator
From: Julie Goddard, Parks & Recreation Director
Date: October 9th, 2024
RE: Ice Arena Door Replacement

The Ice Arena is in need of having two sets of double doors replaced. One in Arena B Lobby area that leads outside to Reaume Parkway and the one set in the back of Arena B – which is used to enter in and out of the building in the back. It is the primary door used by the maintenance staff. It is my recommendation that we have our new general contractor Rally Point Partners replace and install the doors in the amount of \$4336.60. There is sufficient fund available in the Parks & Recreation Budget under Repairs and Maintenance.

Thank you for your consideration of this matter.

Respectfully Submitted,



Julie Goddard
Parks & Recreation
City of Southgate

ESTIMATE

Rally Point Partners LLC
1355 Ardmoor Ave
ANN ARBOR, MI 48103

rppowner@gmail.com
+1 (734) 834-1963



Bill to

City of Southgate
14400 Dix-Toledo Hwy.
Southgate, Michigan 48195
United States

Ship to

City of Southgate
14400 Dix-Toledo Hwy.
Southgate, Michigan 48195
United States

Estimate details

Estimate no.: 1034
Estimate date: 10/04/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/16/2024	Reconstruction Services	1 set of double doors, Remove and replace existing double metal exterior doors with, the doors are with panic on one door, hold opens on both closer, threshold weather seal, and sweeps.	1	\$1,824.41	\$1,824.41
2.	10/16/2024	Reconstruction Services	Laborer	6	\$21.82	\$130.92
3.	10/16/2024	Reconstruction Services	Laborer	6	\$21.82	\$130.92
4.	10/16/2024	Reconstruction Services	Journeyman	3	\$27.35	\$82.05

Total **\$2,168.30**

Accepted date

Accepted by

ESTIMATE

Rally Point Partners LLC
1355 Ardmoor Ave
ANN ARBOR, MI 48103

rppowner@gmail.com
+1 (734) 834-1963



Bill to

City of Southgate
14400 Dix-Toledo Hwy.
Southgate, Michigan 48195
United States

Ship to

City of Southgate
14400 Dix-Toledo Hwy.
Southgate, Michigan 48195
United States

Estimate details

Estimate no.: 1035

Estimate date: 10/08/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/16/2024	Reconstruction Services	1 set of double doors, Remove and replace existing double metal exterior doors with, the doors are with panic on one door, hold opens on both closer, threshold weather seal, and sweeps.	1	\$1,824.41	\$1,824.41
2.	10/16/2024	Reconstruction Services	Laborer	6	\$21.82	\$130.92
3.	10/16/2024	Reconstruction Services	Laborer	6	\$21.82	\$130.92
4.	10/16/2024	Reconstruction Services	Journeyman	3	\$27.35	\$82.05
Total						\$2,168.30

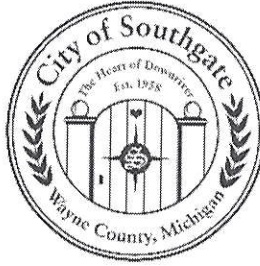
Accepted date

Accepted by

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator 

Date: October 8, 2024

Re: EPA Community Change Grant Partnership Agreement

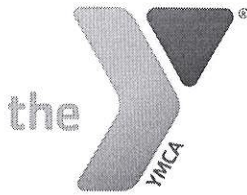
The YMCA is applying for an EPA Community Change Grant to develop a four seasons structure, green space, and outdoor walkway on the site of the former Splash Park. The grant application requires a partnership agreement between the Lead Applicant (The YMCA), and a statutory partner (the City). Attached is the proposed agreement which details each partner's responsibilities should the EPA award the grant. Please note, the City is not contributing any financial support to the project, and the YMCA will be responsible for all costs associated with grant management and the operation and maintenance of the completed facility.

The proposed four seasons structure will include athletic courts which will be maintained by the YMCA and be available to the public (non-YMCA members) at established days and times during the week. The facility will also be designed as a resiliency hub with back up generators so that it can be used to temporarily shelter individuals during extreme weather events, widespread power outages, or apartment fires.

The proposed project would be 100% funded by an EPA Community Change Grant with all legacy costs involving the operation of the facility being the YMCA's responsibility. Therefore, the Administration believes it is in the best interest of the City to engage with the YMCA by signing the attached partnership agreement to support the YMCA's EPA Change Grant Application.

If you have any questions please contact me.

Proposed Motion: *To approve the City Administrator to sign on behalf of the City the attached EPA Change Grant Partnership Agreement with the YMCA of Metropolitan Detroit.*



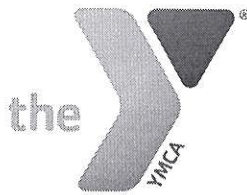
I. AGREEMENT

This Partnership Agreement (the "Agreement") is made and entered into this _____, 2024. The Partners in this Agreement are as follows:

The City of Southgate, a Michigan municipal corporation (the "City") serving as the **Statutory Partner**, and the Young Men's Christian Association of Metropolitan Detroit, a Michigan non-profit corporation (the "YMCA") serving as the **Lead Applicant** agree to fulfill the roles and responsibilities of the EPA Community Change Grant (NOFO EPA-R-OEJECR-OCS-23-04) within and in addition to the existing, binding agreement between the parties as amended on November 17, 2003.

The YMCA shall serve as the **Lead Applicant** to the EPA Community Change Grant and be responsible for:

1. The overall management, performance, oversight, and reporting responsibilities under the grant, and for making subawards to Collaborating Entities, the receipt of federal funds from EPA and the proper expenditure of these funds and will bear liability for unallowable costs,
2. Compliance, legal issues, and managing risks associated with the project.
3. If the Statutory Partner cannot perform for some unforeseen reason under the terms of this agreement, the Statutory Partner will assign all rights and obligations to another comparable Statutory Partner to ensure successful grant completion within three years. Replacement may be necessary for various reasons, including, but not limited to, performance issues. The



replacement Statutory Partner will require prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)6) and the Statutory Partner will provide assistance in finding a replacement with due haste.

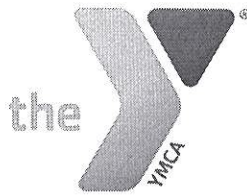
4. If the proposed application is selected for award, to enter into a subaward that complies with the subaward requirements in the grant regulations at 2 CFR 200.331 and in EPA's Subaward Policy and related guidance that contains terms and conditions, including those listed above.

II. PARTNERSHIP

The Partners intend to make contribution to the Partnership as follows:

The City of Southgate shall serve as the **Statutory Partner** to the EPA Community Change Grant: No monetary contributions will be made in addition to the grant funds. The City will

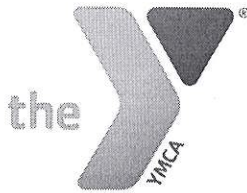
1. Assist in securing permits for construction,
2. Co-facilitate the Community Engagement & Collaborative Governance Plan Task Force,
3. Provide forestry services annually for the new shade tree canopy, making care recommendations to the YMCA,
4. Co-deliver annual emergency preparedness classes with the YMCA,
5. Provide snow removal for Centre Road,
6. Help coordinate transportation to the Resilience Hub from the senior center, including the use of the senior busses, and
7. Provide emergency responders/public safety officers support during extreme weather events, as needed.



Further, through this agreement, the City of Southgate grants the YMCA site control to alter the interior of the existing building, construct a new four-season building, and make capital improvements to the grounds as detailed in the EPA Community Change Grant application.

The YMCA: No monetary contributions will be made in addition to the grant funds. The YMCA will oversee all program operations and capital improvement design and construction associated with the following strategies detailed in the proposed grant application titled "Building Community Downriver."

1. Pollution Reduction Strategy 1: Indoor Air Quality and Community Health Improvements, and
2. Pollution Reduction Strategy 2: Outdoor Air Quality and Community Health Improvements as detailed in the Work Plan Narrative, and
3. Pollution Reduction Strategy 3: Clean Water Infrastructure to Reduce Pollution Exposure and Increase Overall System Resilience as detailed in the Work Plan Narrative, and
4. Climate Action Strategy 1: Green Infrastructure and Nature-Based Solutions, and
5. Climate Action Strategy 3: Electrification, weatherization, and HVAC replacement/upgrades to the Community Benefit Organization building to serve as Resilience Hub, and
6. Climate Action Strategy 4: Microgrid Installation for Community Energy Resilience, and
7. Climate Action Strategy 5: Community Resilience Hub as detailed in the Work Plan Narrative.
8. The YMCA will designate specific days and times the new four season structure will be open to the public.



III. ACCOUNTING

1. All accounts related to the Partnership, including contribution and distribution accounts, will be audited upon agreement of both Partners.
2. Both Partners will maintain individual contribution and distribution accounts. Partners will keep accurate and complete books of account for all accounts related to the Partnership.
3. Each Partner will be responsible for their own tax returns.
4. Accounting records will be kept on a cash basis.
5. The fiscal year will be completed on December 31st each year. All Partners will present their position on the state of the partnership within sixty (60) days of the completion of each fiscal year.

IV. NEW PARTNERS

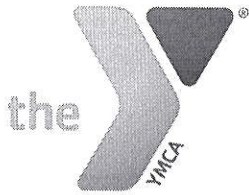
The Partnership will amend this agreement to include new partners upon both Partners' written and unanimous vote.

The name of the Partnership may be amended if a new Partner is added upon both Partners' written and unanimous vote.

The Partners acknowledge that EPA is not a party to the Partnership Agreement, and any disputes between the parties must be resolved under the law applicable to the Partnership Agreement.

Lead Applicant:

Parrish Underwood, President & CEO, YMCA of Metropolitan Detroit



Statutory Partner:

_____, City of Southgate, Michigan