Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday April 2, 2025

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 March 19, 2025 **Page 2**
2. Regular City Council Meeting Minutes dated March 19, 2025 **Page 3**

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

1. Letter from Mayor; Re: Purchase of Speed Display Sign **(Waiver of Bid)** **Page 5**
2. Letter from Mayor; Re: Approve Police Training Course Fees **Page 10**
3. Letter from Mayor; Re: Agreement with Carlisle Wortman Associates, Inc. **Page 14**
4. Letter from Mayor; Re: Renewal of Online Document Storage Subscription **Page 22**
5. Letter from Mayor; Re: Purchase of Replacement Engine 81 Radiator **(Waiver of Bid)** **Page 27**
6. Letter from Mayor; Re: Purchase of Fitness Equipment for Southgate Tower Park Project **(Waiver of Bid)** **Page 31**

Communications "B" – (Receive and File):

1. Letter from Mayor; Re: Appointment to Water Board **Page 36**

Ordinances:

Memo from Administrator; Re: Proposed changes to City Code Chapter 410.04 **Page 37**

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1518 $6,434,751.28

Adjournment:

Janice M. Ferencz

Janice M. Ferencz, City Clerk

City Council

Work Study Session

March 19, 2025

An Informal Meeting of the Council of the City of Southgate was held on March 19, 2025 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, Christian Graziani, Zoey Kuspa, Phil Rauch
Absent:	
Also Present:	Mayor Joseph G. Kuspa, City Attorney Edward Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, City Engineer John Hennessey, Director of Public Safety Joseph Marsh, Police Chief Mark Mydlarz, Fire Chief Justin Graves, DPS Director Kevin Anderson, Building Inspections Director Tim Leach, Recreation Director Julie Goddard & Library Director Don Priest

Discussed the following agenda items:

- Award Bid for Water Systems Supplies – Copper Tubing
- Award Bid for Water Systems Supplies – Lead-free Corp. Stops, Curb Stops & Couplings
- Award Bid for Library RFID Hardware and Services
- Award Bid for Purchase and Delivery of Trees
- Waive the Bid Process and Approve the Purchase of Police Patrol Prep Radios
- Approve Ordinance 25-1047 (Codification of 2024 Ordinances)

This meeting ended at 6:43 p.m.

City of Southgate
Regular City Council Meeting
March 19, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, March 19, 2025 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, Christian Graziani, Zoey Kuspa, Phil Rauch

Absent:

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

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Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated March 5, 2025 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that the minutes of the Regular City Council Meeting dated March 5, 2025 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Water Systems Supplies-Copper Tubing moved by George, supported by Gawlik, RESOLVED THAT the Southgate City Council award bid for water system supplies – copper tubing to Ferguson Waterworks at their bid of Cost + 5% and to Core and Main at their bid of Cost + 6%, for a two-year period ending March 18, 2027. Motion carried unanimously.

2. Letter from Mayor; Re: Water Systems Supplies-Lead-free Corp. Stops, Curb Stops & Couplings moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council award bid for water system supplies – lead-free corp. stops, curb stops & couplings, to Etna Supply LLC, Ferguson Waterworks LLC, and Core and Main LP, for a two-year period ending March 18, 2027. Motion carried unanimously.

3. Letter from Mayor; Re: Library RFID Hardware and Services moved by Rauch, supported by Gawlik, RESOLVED THAT the Southgate City Council award bid for Radio Frequency Identification (RFID) hardware and services to FE Technologies in the amount of $7,469.00. Motion carried unanimously.

4. Letter from Mayor; Re: Purchase and Delivery of Trees moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council award bid for purchase and delivery of trees to Schichtel's Nursery, Inc., expiring December 31, 2025. Motion carried unanimously.

Communications "A":

1. Letter from the Mayor; Re: Purchase of Police Patrol Prep Radios-Waiver of Bid moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bid process and approve the purchase of portable radios for the police department from Digicom Global 911 Inc. in the amount of $105,233.04, under the State of Michigan MiDeal extended purchasing program. Motion carried unanimously.

2. Memo from City Clerk; Re: Ordinance 25-1047 moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council approve the draft of Ordinance 25-1047 enacting and adopting the 2024 supplement to the code of ordinances for the City of Southgate. Motion carried unanimously.

Claims and Accounts:
Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1517 for $1,296,970.76. Motion carried unanimously.

Adjournment:
Moved by George, supported by Ayres-Reiss, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:07 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

March 27, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Fitness Speed Display Sign **(WAIVER OF BID)**

Ladies and Gentlemen:

It is recommended by the Director of Public Safety and I concur, that the City waive the bid process and purchase one Speed Display Sign from All Traffic Solutions Inc. (Chantilly, VA) in the amount of $5,032.23. This agreement falls under the Sourcewell Contract #090122-ATS. Sourcewell is the national purchasing cooperative that solicits bids and requests for proposals on behalf of state and local governments.

Funds for this purchase are available from the Federal Forfeiture Fund

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

City of Southgate

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: March 27, 2025

RE: Request to Approve Purchase of Speed Display Sign **(WAIVER OF BID)**

I have reviewed the above quote with the Director of Public Safety and concur with his recommendation to waive the city bid process and approve the purchase one (1) Speed Display sign from All Traffic Solutions Inc. (Chantilly VA) in the amount of $5,032.23, under the Sourcewell Contract #090122-ATS. Sourcewell is a national purchasing cooperative that solicits bids and requests for proposals on behalf of state and local governments.

Funds for this purchase are available in the Federal Forfeitures Fund.

Proposed Motions

Waive the city bid process and approve purchase of one (1) Speed Display sign from All Traffic Solutions Inc. in the amount of $5,032.23, under the Sourcewell Contract #090122-ATS.

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MEMO

To: Honorable Mayor Kuspa

From: Police Administration – Director Joe Marsh

Re: **Request for Waiver of bid/Purchase approval**

Date: March 27th, 2025

Dear Mayor,

The Police Department is requesting to purchase a new Shield 12 Speed Display Device from All Traffic Solutions. Currently, we possess a Shield 12 battery operated device that allows us to conduct traffic speed studies around the City. Shield 12 allows us to monitor traffic volumes, speeds, and the data received provides us valuable information as to where, if necessary, resources need to be deployed.

We have been in contact with All Traffic Solutions Inc., who is the vendor of Shield 12 with the goal of purchasing a second traffic monitoring device. This specific Shield 12 sign is solar powered and will not require continued battery replacement. We are seeking approval to purchase a second Shield 12 device. The purchase will be for a new Shield 12 device, the Traffic Management Suite, Solar Battery Kit, Solar panel, 3 year warranty. The total purchase will be $5,032.23.

It is my recommendation that the purchase of a new Shield 12 solar operated unit be awarded to All Traffic Solutions Inc. located at 3100 Research Dr. State College, PA 16801 in the amount of $5,032.23. All Traffic Solutions pricing is through Sourcewell 0900122-ATS, Sourcewell Account # 157781. With you concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on April 2nd, 2025 for the purposes of a waiver of bid request and purchase approval. This purchase would be made utilizing Federal Forfeiture Funds. The purchase falls within the guidelines that govern the use of these funds. Adequate funding exists in our Federal Forfeiture Account to cover this cost.

Sincerely,

Joseph L. Marsh
Director of Public Safety

ALL TRAFFIC SOLUTIONS

Mail Purchase Orders to:
3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
PO Box 221410
Chantilly, VA 20153
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

Contract:
Sourcewell 090122-ATS
Sourcewell Account #:
157781

QUOTE Q-84264

DATE: 03/20/2025 **PAGE NO:** 1

Questions contact:
MANUFACTURER:
All Traffic Solutions
Julie Styskin
(866) 366-6602
x 250
jstyskin@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:
Southgate Police Department
14710 Reaume Parkway
Southgate, MI 48195

Billing Contact:

SHIP TO:
Southgate Police Department
14710 Reaume Parkway
Southgate, MI 48195
Attn: Joe Marsh

PAYMENT TERMS: Net 30

CUSTOMER: Southgate Police Department

CONTACT:(734) 258-3046

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000561	Shield 12 Speed Display; base unit w/ mounting bracket	1	$2,849.00	$2,849.00
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	1	$1,500.00	$1,500.00
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, ($3000 Value, requires Traffic or Message Suite)	1	$0.00	$0.00
4000641	Shipping and Handling Common Carrier	1	$175.00	$175.00
4000716	Solar battery kit, (Sh12,Sh15,SA18,iA18): 26Ah batt & enclosure, w/ solar controller	1	$595.99	$595.99
4000659	Solar panel, 50W; includes bracket for pole and harness	1	$496.74	$496.74
4001299	3 Year Warranty	1	$0.00	$0.00
4001626	VZW communications prep	1	$0.00	$0.00
4001190	Discount - New Purchase	1	($584.50)	($584.50)

Special Notes:

SALES AMOUNT:	$5,032.23
TOTAL USD:	$5,032.23

Duration: This quote is good for 60 days from date of issue.
Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.
Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.
Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

I am authorized to commit my organization to this order. If your organization will be creating a purchase order for this order, please submit purchase order to either of the following: Email: sales@alltrafficsolutions.com or Physical Address: Listed at top of quote.

Signature: ______________________ Date: ______________________

Print 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

ED GAWLIK JR.

VICTORIA ARAJ

March 27, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approve Police Training Course Fees

Ladies and Gentlemen:

It is recommended by the Public Safety Director and I concur with his recommendation to approve payment of $4,475.00 to Command Presence LLC, (Brunswick, GA) for Police Training Course Fees.

Funds for this required training are being provided by State of Michigan funding appropriation.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

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MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DWD

DATE: March 27, 2025

RE: Request to Approve Police Training Course Fees

I have reviewed the above proposal with the Director of Public Safety and concur with his recommendation to approve police training course fees to Command Presence LLC (Brunswick GA), in the amount of $4,475.00.

Funds for this required training are being provided by a State of Michigan funding appropriation.

Proposed Motions

Approve police training course fees in the amount of $4,475.00 to Command Presence LLC, to be paid with funds provided by the State of Michigan for this required training.

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SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joseph L. Marsh, Director of Public Safety

Re: **Purchase approval**

Date: March 21st, 2025

Dear Mayor Kuspa,

On January 31st, 2023, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the MCOLES Act (1965 PA 203, MCL 28.611). The annual in-service training standards are referred to as Continuing Professional Education (CPE). Specific annual training courses required for all certified law enforcement officers are set each year by MCOLES. For the calendar year 2025, each officer is required to have 24 hours of specific focused training. To meet some of these hours, and to also change our Field Training Program model, we have scheduled officers for an approved training course that meets the CPE requirement. The new model for Field Training is called the CTE Model and has a strong emphasis on Coaching, Teaching, and then evaluating. This training is sponsored by Command Presence and does meet some CPE training credits

This request is to authorize payment to Command Presence LLC where we currently have 5 Officers registered for a 40 hour training course. To send these officers to training the total cost will be $4,475.00. We have received CPE Funds from the State of Michigan and will be using these funds to pay for this requested training.

It is my recommendation that we approve this training quoted by Command Presence LLC, located at 501 Gloucester St, Ste 203, Brunswick, GA 31520-7002. This purchase will be covered using CPE Training Funds.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on April 2nd, 2025 for purpose of purchase approval.

Sincerely,

Joseph L. Marsh
Director of Public Safety

INVOICE

Command Presence, LLC
501 Gloucester St
Ste 203
Brunswick, GA 31520-7002

info@commandpresence.net
+1 (833) 538-7246
www.commandpresence.net

COMMAND PRESENCE TRAINING™

Bill to
Mark Mydlarz
Southgate Police Department
14710 Reaume
Southgate, MI 48195

Ship to
Mark Mydlarz
Southgate Police Department
14710 Reaume
Southgate, MI 48195

Invoice details
Invoice no.: 2652
Terms: Due on receipt
Invoice date: 03/20/2025
Due date: 05/12/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	05/12/2025	C.T.E. FTO	Command Presence FTO Certification (C.T.E. Model) presented by Command Presence Training on May 12-16, 2025 in Livonia, MI - Registrations for Keith Shurkus, Jason Jones, Steven Trombly, Kevin Wasiukanis and Christopher Parsons	5	$895.00	$4,475.00

Total **$4,475.00**

Ways to pay

Pay VISA DISCOVER AMEX BANK PayPal VENMO

Note to customer

Invoices must be paid in full on or before the training date. Students may bring payment payment with them to class.

View and pay

City of Southgate

March 27, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Agreement with Carlisle Wortman Associates, Inc. for Building Dept. Inspection Services

Ladies and Gentlemen:

It is recommended by the City Administrator and I concur with his recommendation to approve the Agreement with Carlisle Wortman Associates, Inc. for Building Dept. Inspection Services at a rate of $90 per inspection (on an as needed basis) or $80 per inspection (if all trade inspections are performed for an extended period). The term of this agreement shall run through June 20, 2026.

Sufficient funds are available in the General Fund Building Department Budget.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

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JOSEPH G. KUSPA
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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: March 27, 2025

RE: Recommendation to Approve Agreement with Carlisle/Wortman Associates, Inc. for Building Dept Inspection Services

I have reviewed the above item with the City Administrator and concur with his recommendation to approve the agreement for building dept inspection services with Carlisle/Wortman Associates Inc. (Ann Arbor MI) at the rate of $90 per inspection (on an as-needed basis) or $80 per inspection (if all trade inspections are performed for an extended period). The term of this agreement shall run through June 20, 2026.

Adequate funds are available in the General Fund Building Dept budget.

Proposed Motion

Approve agreement with Carlisle/Wortman Associates, Inc. for building department inspection services at the rate of $90 per inspection (on an as-needed basis) or $80 per inspection (if all trade inspections are performed for an extended period), through June 30, 2026.

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Carlisle | Wortman
ASSOCIATES, INC.
117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

March 13, 2025

Dan Marsh
Southgate City Manager

Re: Updated contract to provide assistance to the Building Department.

Dear Mr. Marsh:

Thank you for the opportunity to continue assisting your Building Department with inspection needs. Please find attached an updated contract to replace the expired contract from last year. In addition to providing back up building inspections, we have included the option to also provide trade inspections on an as needed or permanent basis.

You will see that the rate for inspections has increased from $65 to $80. When we entered into this agreement last year we discussed keeping the rate the same as we were charging the City of Riverview, which was $65 per inspection. That Riverview rate had not been adjusted in many years. Over the course of the last year, we have adjusted the Riverview rate up to $80 per inspection to account for increased cost of living and inflation rates to ensure we can pay staff competitive wages for the important services they provide. For this reason, our new contract will reflect those increases to remain the same rate that the City of Riverview receives. We are looking forward to continuing to serve the citizens of Southgate, and please let me know if you have any questions.

Sincerely,

Carlisle | Wortman
ASSOCIATES, INC.

Brent Strong
Director/Building Official
Phone: 734-662-2200 | Mobile: 734-323-5613
117 N. 1st Street, Suite 70, Ann Arbor, MI 48104

Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

AGREEMENT FOR BUILDING DEPARTMENT INSPECTION SERVICES

THIS AGREEMENT, Entered into this ______ day of ______________, 2025, by the **City of Southgate**, hereinafter referred to as the Client and **Carlisle/Wortman Associates, Inc**. through its Code Enforcement Services division, hereinafter referred to as the Consultant.

WHEREAS, The Client desires to engage the Consultant to provide consulting services in accordance with Section 1.0 of this contract.

NOW, THEREFORE, In consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereto legally intending to be bound hereby do agree for themselves and their respective successors and assigns as follows:

SECTION 1.0 SERVICES

1.1 The Consultant agrees to provide building consultation services in connection with the scope of work as described below. The Client retains the right to make changes within the general scope of the agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original agreement.

1.2 Quality of Services under this agreement shall be of the level of professional quality performed by experts regularly rendering this type of service.

1.3 The Consultant shall perform its Services in compliance with all applicable laws, ordinances, standards, and regulations.

1.4 The Consultant agrees to provide **building and trade inspection services** on an as-needed basis when the Client's inspectors are not available.

1.5 Access to the Client's facility by Consultant shall be limited to the normal business hours of the City except under circumstances with prior permission granted by the City's Building Official.

1.6 Consultant shall provide an individual registered by the State of Michigan as a Building Inspector to work in and with the City on a scheduled basis as assigned by the Client's Building Official.

SECTION 2.0 REPRESENTATION

It is understood and agreed that **Brent Strong** or **Benjamin Carlisle** will represent the Consultant in all matters pertaining to this Agreement. From time to time, the Consultant may employ additional personnel or sub-consultants to assist in the execution of matters pertaining to this contract. Unless prior approval is granted by the Client the additional personnel or sub-consultants will not be charged to Client.

SECTION 3.0 PAYMENT FOR SERVICES

3.1 **Building Inspection Fees** – The Consultant shall be paid $80 for each building inspection performed pursuant to Section 1.0.

3.2 **Trade Inspection Fees** – The Consultant shall be paid $80 for each trade inspection performed pursuant to Section 1.0 if all trade inspections are performed through the Consultant. The Consultant shall be paid $90 for each trade inspection if only used on an as needed basis.

3.3 **Meeting Attendance** – For attendance at any scheduled meetings requested by the Client in accordance with the services rendered in this contract, the Consultant shall charge the following rates:

- Principal $150/hr.
- Operations Manager $120/hr.
- Regional Manager $90/hr.
- Building Inspector $80/hr.

3.4 **Testimony** – For any required court appearance or testimony on a state or local complaint or in relation to a subpoena or similar matter, consultant shall charge above listed hourly rates. If needed for testimony the consultant shall notify the City Building Official prior to providing said testimony. It is recognized that in some instances notification of the Building Official will not be possible prior to testimony due to time constraints. In these instances, the Building Official will be notified as soon as practical after said testimony.

3.5 **Terms of Payment** - The Consultant shall present the Client an invoice at the end of each month base

SECTION 4.0 CLIENT RESPONSIBILITY

Client shall provide building permit software and necessary computer hardware for use on City business.

SECTION 5.0 OWNERSHIP OF MATERIALS

All documents or other materials prepared by the Consultant under this Agreement shall be considered the property of the Client. In the case of pending or future litigation, the Client acknowledges the Consultant cannot produce any information or materials requested at any point in the litigation process with authorization from the City Attorney or designated Legal Counsel. The Client agrees to defend the Consultant against any and all claims when the Consultant is operating under the direction of the City Attorney, or other designated Legal Counsel.

SECTION 6.0 INSURANCE AND LIMITATION OF LIABILITY

6.1 During the term of this agreement, the Consultant agrees to procure and maintain in effect insurance policies naming the Township as an "Additional Insured" in the amounts and with the types of coverage shown below:

1. Professional liability insurance protecting the Consultant and its employees in an amount not less than $2,000,000.

2. Workers Compensation Insurance in the form and amount required by Michigan law.

3. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than $2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.

6.2 The Client and the Consultant shall have no liability to each other for any claim relating to this agreement in excess of the fees and expenses paid to the Consultant except pursuant to indemnification obligations concerning third party claims under Section 7.0. In no event shall the Client and the Consultant be liable to each other for indirect, special, incidental, or consequential damages, even if the Client and the Consultant have been advised of the possibility of such damages. Except as otherwise specifically provided in this agreement, neither party's liability to the other party under this Agreement shall exceed the total amounts paid or payable by the Client under this agreement.

SECTION 7.0 **INDEMNIFICATION**

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damages and losses arising from the negligent acts, errors or omissions of the Consultant in the performance of professional services under this Agreement, to the extent that the Consultant is responsible for such damages and losses on a comparative basis of fault and responsibility between the Consultant and the Client. The Consultant is not obligated to indemnify the Client for the Client's own negligence.

SECTION 8.0 **TERMS OF AGREEMENT**

The term of this Agreement shall be for a period from the effective date of this Agreement through June 30, 2026. The Agreement may be renegotiated or continued.

This Agreement may be terminated by either the Client or Consultant individually or jointly upon thirty (30) days written notice. Compensation during the notice period would be paid by the Client to the Consultant if services are faithfully rendered to the Client.

IN WITNESS WHEREOF, the Consultant and the Client execute this Agreement as of the date first set forth in this Agreement.

WITNESS

CLIENT

____

Joseph G. Kuspa
Mayor
City of Southgate

____

Janice Ferencz
Clerk
City of Southgate

CONSULTANT

Benjamin R. Carlisle

CARLISLE/WORTMAN ASSOC.,INC
Benjamin R. Carlisle, AICP, LEED AP
President

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

March 27, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Renewal of Online Document Storage 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 Online Document Storage subscription with PowerDMS, Inc., El Segundo, CA in the amount of $15,327.12, expiring July 5, 2026.

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

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: March 27, 2025

RE: Recommendation to Approve Renewal of Subscriptions for Document Storage Platform, Employee Scheduling Platform, and Employee Training / Personnel Files Platform

I have reviewed the proposal with the Director of Public Safety and concur with his recommendation for the renewal of subscriptions with PowerDMS (El Segundo CA) for document storage platform, employee scheduling platform, and employee training / personnel files platform. The subscription amount for the aforementioned platforms is $15,327.12, expiring July 5, 2026.

PowerDMS has been the vendor providing our current online platforms since 2020.

Funds are available in the General Fund, Police Dept Budget.

Proposed Motion

Approve renewal of subscriptions for document storage platform, employee scheduling platform, and employee training / personnel files platform for a term of one year, from July 6, 2025 to July 5, 2026, to PowerDMS (El Segundo CA) in the amount of $15,327.12.

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Mark A. Mydlarz, Chief of Police

Re: **Purchase approval / Renewal of software subscription**

Date: March 18th, 2025

Dear Mayor Kuspa,

In 2020, City Council approved the purchase of our PowerDMS document storage platform for the original purchase price of $6,175.96. Since the police department began using this storage platform we have increased our authorized users to now include the Fire Department personnel and have purchased the MACP Accreditation suite package which helps us organize our required accreditation documents to ensure that we are meeting all accreditation standards.

Additionally, since the implementation of the PowerDMS document storage platform the police department has also added their PowerTime system which is an employee scheduling platform, and PowerReady which is a system that supports our Field Training and employee personnel files.

All three systems subscriptions are set to expire on July 5th, 2025. It is my recommendation that we renew our subscriptions for the PowerDMS, PowerTime, and PowerReady software systems. Attached is a quote for renewal, which has been budgeted, in the amount of $15,327.12. The PowerDMS Company is located at 2120 Park Pl, Suite 100, El Segundo, CA 90245.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on April 2nd, 2025 for purpose of purchase approval and account subscription renewal.

Sincerely,

Joseph Marsh
Director of Public Safety

PowerDMS by NEOGOV

1 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245

NEOGOV

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-208658	Order #:	Q-370127
Customer:	Southgate Police Department (MI)	Valid Until:	7/6/2025
Effective Employee Count:	50		
Sales Rep:	Salesforce Administrator		

Customer Contact			
Billing Contact:	Southgate Police Department (MI) Joseph Marsh	Shipping Contact :	Southgate Police Department (MI) Joseph Marsh
Billing Address:	14710 Reaume Parkway Southgate, MI 48195-2596	Shipping Address:	14710 Reaume Parkway Southgate, MI 48195-2596
Billing Contact Email:	jmarsh@ci.southgate.mi.us	Shipping Contact Email:	jmarsh@ci.southgate.mi.us
Billing Phone:	(734) 258-3046	Shipping Phone:	(734) 258-3046

Payment Terms			
Payment Term:	Net 60	Notes:	OPTION: Reduce to Policy 50-59 user tier upon renewal date and PowerTime to 50 employees. All subscriptions on one order
PO Number:			

Subscription Service

July 2025 (OPTION)

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
PowerPolicy Professional Subscription	Recurring	7/6/2025	7/5/2026	59	User Count Based	$7,201.67
A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting.						
Michigan Association of Chiefs of Police Accreditation Manual	Recurring	7/6/2025	7/5/2026	1	Quantity Based	$0.00
View Standards manual electronically.						
PowerDMS Standards for MACP (Michigan) >50 employees	Recurring	7/6/2025	7/5/2026	1	Quantity Based	$650.00
Attach proofs to show compliance with Michigan Association of Chiefs of Police Accreditation Standard, assign assessment tasks, track revisions, and status-based grading. More than 50 employees.						
PowerReady Subscription	Recurring	7/6/2025	7/5/2026	50	Employee Based	$4,260.00
The PowerReady Annual subscription provides an agency-wide license for unlimited number of programs and includes; Mobile Accessibility, Email Notifications, Unlimited Late Form and Trainee Performance Alerts, Ongoing training resources, Ongoing software updates, Access to Industry Partnerships, Ongoing Support & Maintenance.						
PowerTime Subscription	Recurring	7/6/2025	7/5/2026	50	Employee Based	$3,215.45
Subscription for staff scheduling for a single agency. Includes public safety scheduling, rotations, time off, calendar editor, email notifications, payroll export and digital staffing board.						
					July 2025 (OPTION) TOTAL:	$15,327.12

Total:	$15,327.12

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

PowerDMS by NEOGOV

t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245

NEOGOV

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are due upon the invoice due date. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to PowerDMS, Inc. a wholly owned subsidiary of Governmentjobs.com, Inc. (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: https://www.neogov.com/service-specifications.

Special Condition:

Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By Authorized Representative of:
Southgate Police Department (MI)

Signature:

Printed Name: Joseph Marsh

Title: Director of Public Safety

Date 03-18-2025

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.

City of Southgate

March 28, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Replacement Engine 81 Radiator **(WAIVER OF BID)**

Ladies and Gentlemen:

It is recommended by the Fire Chief and I concur, that the bid process be waived and the purchase of one fire engine radiator from First Due Equipment Sales & Repair (Allendale, MI) in the amount of $7,795.99 be approved.

Funds for this purchase are available in the General Fund Fire Dept. budget.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

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JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

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Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: March 27, 2025

RE: Request to Approve Purchase of Replacement Radiator **(WAIVER OF BID)**

I have reviewed the above quote with the Fire Chief and concur with his recommendation to waive the city bid process and approve the purchase of one (1) radiator from First Due Equipment Sales & Repair Inc. (Allendale MI) in the amount of $7,795.99. First Due Equipment is the sole provider of replacement parts for our fire engine manufacturer.

Funds for this purchase are available in the General Fund Fire Dept budget.

Proposed Motions

Waive the city bid process and approve the purchase of one (1) radiator from First Due Equipment Sales & Repair Inc. in the amount of $7,795.99.

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Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352
Justin Graves, Fire Chief

(734) 258-3070

jgraves@southgatemi.gov

To: Honorable Mayor Kuspa
From: Fire Chief Justin Graves
Re: Request for Purchase Approval
Date: March 25, 2025

Dear Mayor Kuspa,

I am writing to request approval for the purchase of a new radiator for Engine 81 and to waive the bid process. The engine has developed a small leak, and after inspection by the mechanics at the Department of Public Services (DPS), it has been determined that the leak cannot be repaired, requiring a replacement radiator.

The recommended replacement radiator is available from First Due Equipment Sales & Repair Inc. for a total cost of $7,795.99. Once purchased, the radiator will be installed by DPS mechanics. Additionally, I would like to confirm that there are sufficient funds in the Fire Department's budget to cover this expense.

To ensure Engine 81 stays to full operational capacity, it is in the best interest of the Fire Department to proceed with this purchase and waive the bid. I respectfully request your approval to move forward with this purchase.

Sincerely,

Justin Graves
Fire Chief

WEST SHORE FIRE INC.
First Due Equipment Sales & Repair, Inc.
6620 Lake Michigan Dr.
P.O. Box 188
Allendale, MI 49401

Estimate

Date	Estimate #
1/28/2025	1197

Name / Address
SOUTHGATE FIRE DEPARTMENT 14730 REAUME PARKWAY SOUTHGATE, MI 48195

Ship To
2020 E-ONE S/O 142741

P.O. No.	Rep	Project
	SD	S/O 142741 PUM...

Description	Qty	Rate	Total
RADIATOR ONLY	1	7,795.99	7,795.99

Total $7,795.99

Phone # 616-895-4347 Fax # 616-895-7158

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

March 28, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Fitness Equipment for Southgate Tower Park Project **(WAIVER OF BID)**

Ladies and Gentlemen:

It is recommended by the Parks and Recreation Director and I concur, that the bid process be waived and the purchase be approved for fitness equipment at the Southgate Tower Park Project from Penchura, LLC (Brighton, MI) in the amount of $33,050.90. The purchase price is according the Sourcewell Cooperative Purchasing contract.

Funds for this purchase are available from the Wayne County ARPA grant.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

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JOSEPH G. KUSPA
Mayor

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CHRISTOPHER P. ROLLET
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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: The Honorable Mayor and City Council

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

DATE: March 27, 2025

RE: Recommendation to Approve Purchase of Fitness Equipment for Southgate Tower Park & Pedestrian Bridge Project **(Waiver of Bid)**

I have reviewed the above with the Parks & Recreation Director and concur with recommendation to waive the city bid process and approve the purchase of fitness equipment for the Southgate Tower Park from Penchura, LLC (Brighton MI) in the amount of $33,050.90, under the Sourcewell purchasing contract. Sourcewell is a national purchasing cooperative that solicits bids and requests for proposals on behalf of state and local governments.

Funds for this project will be provided from the Wayne County ARPA grant.

Proposed Motion

Waive the city bid process and approve the purchase of fitness equipment for the Southgate Tower Park from Penchura, LLC (Brighton MI) in the amount of $33,050.90, under the Sourcewell purchasing contract.

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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: March 26th, 2025

Re: Bank Tower Park Project - Fitness Equipment

The Parks & Recreation Department/City Administration was asked for input on the outdoor fitness equipment for the Bank Tower Park Project.

I have discussed the project with City Administrator Marsh and our playground representative from Penchura about the project and my recommended pieces for the project within a specific budget.

It is my recommendation that we waive the bid process and award the Bank Tower Fitness Equipment Project to Penchura, LLC., of Brighton, Michigan in the amount of $33,050.90. This includes the excavation, the fitness equipment and the install.

Penchura and the equipment company Landscape Structures are both members of the Sourcewell Cooperative Purchasing.

We have worked with Penchura several times in the past and have been very pleased with their design work, excavation and installation process.

There are sufficient funds to cover the amount of $33,050.90 from the Wayne County Grant for the Bank Tower Park Project.

I appreciate your consideration in this matter.

Respectfully Submitted,

Julie Goddard

Julie Goddard
Parks & Recreation
City of Southgate

Penchura

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

Proposal

Date	Project #
3/24/2025	25-507

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

Ship To
Bank Tower Park

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

Item	Description	Qty	Weight	Price	Total
192451B	New Ab Crunch/Leg Lift - Surface Mount	1		2,275.00	2,275.00
205944B	New Steel Post w/2 and 0 attachments	1		1,140.00	1,140.00
192454B	New Balance Steps - Surface Mount	1		3,090.00	3,090.00
205942B	New Steel Post w/1 Top Attachment - Surface Mount	1		1,140.00	1,140.00
205938A	New Hand Cycler	1		3,300.00	3,300.00
192463A	New Tai Chi Wheels	1		2,750.00	2,750.00
205946B	New Steel Post w/2 and 2 Attachments - Surface Mount	1		1,140.00	1,140.00
	Subtotal				14,835.00
discount	Sourcewell Discount			-6.00%	-890.10
Freight	Freight	1		2,121.00	2,121.00
Installation	Installation	1		16,985.00	16,985.00

Proposal good for 30 days.
Ship Via: common carrier
Delivery contact name and number: ______________________

Customer signature below constitutes a purchase order.

____

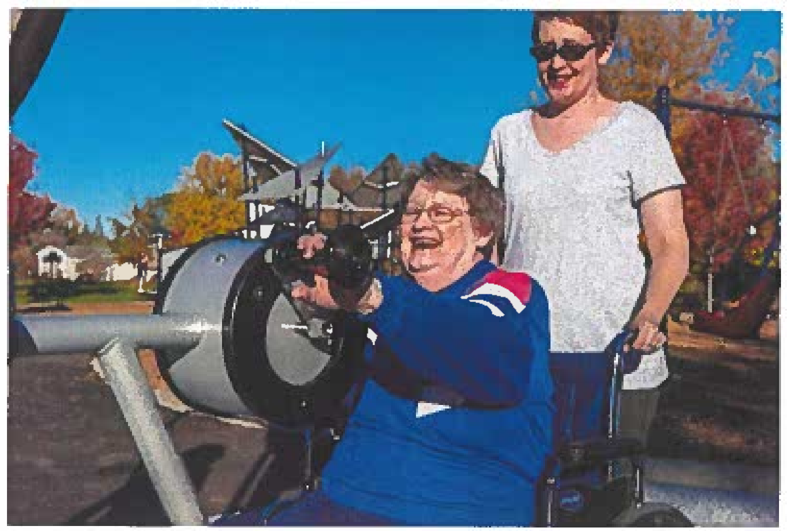
Subtotal	$33,050.90
Sales Tax (0.0%)	$0.00
Total	$33,050.90

Credit Card fee of 3% on all payments using a CC.
AMX fee of 5% on all payments using AMX

Ab Crunch/Leg Lift

Balance Steps

Hand Cycler & Tai Chi Wheels



JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

March 27, 2025

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:

Adriene Price 15192 Richmond

This appointment fills the vacancy created by the resignation of Jerry Dusik.

Sincerely,

Joseph G. Kuspa
Mayor

Cc: City Clerk

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ED GAWLIK JR.

VICTORIA ARAJ

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: March 27, 2025

Re: Proposed Changes to City Code Chapter 410.04

The Administration recommends removing all references to U.T.C 5.15 and replacing that section with the attached proposed language. This chapter of the City Code specifically pertains to driving under the influence. U.T.C 5.15 and its subsections do not reflect the most current State Laws and should be updated. The proposed language will keep Southgate up to date with any changes made to the State Law, and it will allow the City to prosecute so called "super drunk" offenders (those with a BAC of 0.17 or higher) to a greater degree. As this recommendation is to adopt State Law already in effect, the Administration recommends waiving the second reading. If you have any questions please contact me.

Proposed Motion: *To remove all references of U.T.C 5.15 from Chapter 410.04 of the City Code, and adopt Michigan Compiled Laws 257.625 in its entirety by reference and the penalties commensurate with the same under Chapter 410.04 of the City Code.*

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CITY OF SOUTHGATE

WAYNE COUNTY, MICHIGAN

ORDINANCE NO. ____

AN ORDINANCE TO CREATE ORDINANCE NO. ____, PART _____, TO PROVIDE FOR THE ADOPTION OF MICHIGAN COMPILED LAWS 257.625 BY REFERENCE AND THE PENALTIES COMMENSURATE WITH SAME.

THE CITY OF SOUTHGATE ORDAINS:

Section 1. **Purpose.** The purpose of this Ordinance is to adopt by reference the Michigan Compiled Law (MCL) 257.625 of the Michigan Motor Vehicle Code, that being Public Act (P.A.) 2008, No. 463, for enforcement of same by the City of Southgate authorities and the City Attorney pursuant to the authority granted pursuant to MCL 117.5b, MSA 5.2084(2).

Section 2. **Adoption of Provisions of the Michigan Vehicle Code By Reference.** MCL 257.625 (except felony provisions) of the Michigan Vehicle Code, P.A. 2008, No. 463, and all future amendments and revisions to said section when they are effective in this State, is hereby incorporated and adopted by reference.

Section 3. **Penalties.** Enforcement of this Ordinance shall be done in the 28th District Court of Michigan. Except for violations of MCL 257.625(1)(c), the penalties provided by the Uniform Traffic Code and the provisions of the state laws hereinabove adopted by reference are hereby adopted as the penalties for violations of the corresponding provisions of this Ordinance.

Pursuant to MCL 42.21(5) violations of MCL 257.625(1)(c) are a misdemeanor punishable by 1 or more of the following:

(a) Community service for not more than 360 hours.

(b) Imprisonment for not more than 180 days.

(c) A fine of $700.00.

Section 4. **Severability.** Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declarations shall now affect the validity of the Ordinance, as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 5. **Savings Clause.** A prosecution which is pending on the effective date of this Ordinance and which arose from a violation of an ordinance replaced by this Ordinance, or a prosecution which is started within one year after the effective date of this Ordinance arising from a violation of an ordinance replaced by this Ordinance and which was committed prior to the effective date of this Ordinance, shall be tried and determined exactly as if the ordinance had not been replaced.

Section 6. **Repeal.** All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extend necessary to give this Ordinances full force and effect.

Section 7. **Effective Date; Publication**. This Ordinance was approved and adopted by City Council of the City of Southgate, Wayne County, Michigan, on ____________, after introduction and a first reading on ___________, and publication after first reading. This Ordinance shall be effective immediately upon publication.

The undersigned hereby certifies that the foregoing is a true and accurate copy of the ordinance adopted by the City Council of the City of Southgate at a regular meeting held on ______________.

JOSEPH G. KUSPA, Mayor

JANICE M. FERENCZ, City Clerk