

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday August 20, 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 August 6, 2025
2. Regular City Council Meeting Minutes dated August 6, 2025

Scheduled Persons in the Audience:

1. Pat Burns, 15840 Westcott Drive; Re: Reek Road Fence

Consideration of Bids:

Scheduled Hearings:

Communications "A"

1. Letter from Mayor Re: Purchase of Fire Reporting Software **(Waiver of Bid)**
2. Memo from Administrator; Re: Approval of Water Main Relocation
3. Letter from Mayor Re: Purchase of Library Outdoor Furniture **(Waiver of Bid)**
4. Memo from Administrator; Re: Public Hearing Requests for the Demolition of Properties
 - a. 15361 Flanders
 - b. 13581 Edison
 - c. 13567 Edison

Communications "B" – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1527 \$1,683,425.79

Adjournment:

Janice M. Ferencz, City Clerk

City Council

Work Study Session

August 6, 2025

An Informal Meeting of the Council of the City of Southgate was held on August 6, 2025 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, Zoey Kuspa, Phil Rauch

Absent: Victoria Araj (excused)

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

Discussed the following agenda items:

- Closed Session to discuss Contract Extension-MAP Patrol Union
- Approve Contract Extension – Patrol Union
- Approve Charitable Gaming License-Jude August Foundation, Inc.
- Approve First Amendment to the Intergovernmental Agreement for the Southgate Tower Park and Pedestrian Bridge Project
- Establish a Public Hearing for TIFA Document 10
- Approve Change Order No. 001 – Southgate Tower Park Landscape Material
- Receive & File Rally Point Partners Name Change to Restoration 1 of Clawson
- 1st Reading of Amendment to Chapter 1423.10 of the City Code

This meeting ended at 6:38 p.m.

City of Southgate

Regular City Council Meeting

August 6, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, August 6, 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: Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Christian Graziani, Zoey Kuspa, Phil Rauch

Absent: Victoria Araj (excused)

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

Minutes:

Moved by Rauch, supported George, RESOLVED, that the minutes of the City Council Work Study Session dated July 16, 2025 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by George, RESOLVED, that the minutes of the Regular City Council Meeting dated July 16, 2025 be approved as presented. Carried unanimously.

Closed Session:

Closed Session re: Contract Extension – MAP Patrol Union

Moved by Rauch, supported by Gawlik, RESOLVED that the Southgate City Council hereby enters into a closed session at 7:00 p.m.

ROLL CALL

Araj	excused
Ayres-Reiss	Yes
Gawlik	Yes
George	Yes
Graziani	Yes
Kuspa	Yes
Rauch	Yes
Motion Passes	6-0

Moved by Rauch, supported by George, RESOLVED that the Southgate City Council hereby closed the closed session at 7:08 p.m.

ROLL CALL

Araj	excused
Ayres-Reiss	Yes
Gawlik	Yes
George	Yes
Graziani	Yes
Kuspa	Yes
Rauch	Yes
Motion Passes	6-0

Regular City Council Meeting August 6, 2025

Communications “A”:

1. Memo from Administrator; Re: Contract Extension – Patrol Union moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the proposed two-year Collective Bargaining Agreement with the Michigan Association of Police and to authorize the Mayor, City Clerk and City Administrator to sign on behalf of the City. Motion carried unanimously.
2. Memo from Administrator; Re: Charitable Gaming License – Jude August Foundation, Inc. moved by Rauch, supported by Gawlik, RESOLVED THAT the Southgate City Council approve the resolution request of Jude August Foundation, Inc., of Southgate, MI to be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license. Motion carried unanimously.
3. Memo from Administrator; Re: First Amendment to the Intergovernmental Agreement for the Southgate Tower Park and Pedestrian Bridge Project moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council approve the First Amendment to Intergovernmental Agreement between Charter County of Wayne and the City of Southgate for Tower Park and Pedestrian Bridge and to approve the City Administrator to sign the amendment on behalf of the City. Motion carried unanimously.
4. Memo from Administrator; Re: Request for Public Hearing – TIFA Document 10 moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council establish a public hearing to take place during the regular City Council Meeting on September 3, 2025 to review and take public comment on Document #10 of the Development Plan and Tax Increment Financing Plan for the Southgate Tax Increment Financing Authority. Motion carried unanimously.
5. Letter from Mayor; Re: Change Order No. 001 – Southgate Tower Park Landscape Material moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve Change Order No. 001 for the Southgate Tower Park Landscape Material Purchase Contract (BP-1C) for additional scope of work activities, in the amount of \$673,541.49, plus 10% contingency for the landscaping installation portion of the project in the amount of \$59,354.15, for a total of \$732,895.64 using Wayne County ARPA grant funds. Motion carried unanimously.

Communications “B” – (Receive and File):

1. Memo from Administrator; Re: Rally Point Partners Name Change to Restoration 1 of Clawson moved by George, supported by Gawlik, RESOLVED, that the Southgate City Council receive and file the Letter from the City's approved general carpentry contractor, Rally Point Partners, stating the company will now be Legacy Restoration Group LLC, DBA Restoration 1 of Clawson. Motion carried unanimously.

Ordinances:

1. Memo from Administrator; Re: Amendment to City Code Chapter 1423.10 Moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council hereby approves to waive the second reading to amend City Code 1423.10 Multifamily Housing Certification, Initial Inspections to include the attached language. Motion carried unanimously.

Unscheduled Persons In Audience

1. Raymond Grupczynski, 13207 Fordline, voiced his concerns regarding people speeding and running the stop signs on Fordline.

Regular City Council Meeting
August 6, 2025

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1526 for \$4,777,334.99. Motion carried unanimously.

Adjournment:

Moved by George, supported by Ayres-Reiss, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:19 P.M. Carried unanimously.

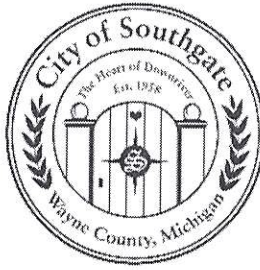
Zoey Kuspa
Council President

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

August 15, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approval of Purchase of Fire Reporting Software (Waiver of Bid)

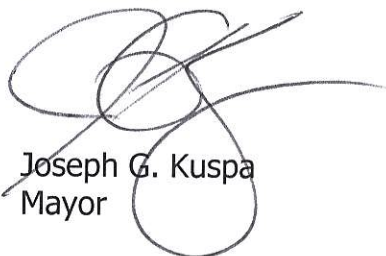
Ladies and Gentlemen:

I have reviewed the above and concur with the Fire Chief's recommendation to waive the bid and purchase ImageTrend (Egan, MN) reporting software in the amount of \$4,750.00. This purchase will allow the City to combine all Fire and EMS incident reporting on a single platform. The Fire Department is familiar with ImageTrend as it was previously provided to the City at no cost through the State of Michigan.

Funds for this purchase in the Fire Department Budget

Your favorable consideration of this matter is requested.

Sincerely,

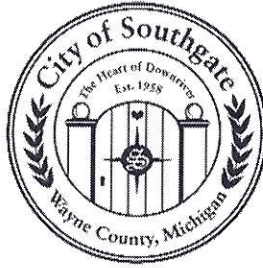


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
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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: August 15, 2025

RE: Approve Purchase of Fire Reporting Software **(WAIVER OF BID)**

I have reviewed the above with the Fire Chief and concur with his recommendation to waive the city bidding process and approve the purchase of fire incident reporting software from ImageTrend (Egan MN) in the amount of \$4,750.00.

The fire department is currently utilizing ImageTrend for their EMS reporting; transitioning to the fire incident reporting will bring both reporting systems under one platform.

Funds for this purchase are available in the Fire Department budget.

Proposed Motion

Waive the city bid process and approve the purchase of fire incident reporting software from ImageTrend in the amount of \$4,750.00.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195

(734) 258-3080 / FAX (734) 246-1352

Justin Graves, Fire Chief

(734) 258-3070

jgraves@southgatemichigan.gov



To: Honorable Mayor Kuspa

From: Fire Chief Justin Graves

Re: Request for Waiver of bid

Date: 07/28/2025

Mayor Kuspa,

The Fire Department respectfully requests a bid waiver to enter into a contract with ImageTrend for the provision of software necessary to complete all required EMS and Fire incident reports.

Currently, the Fire Department utilizes ImageTrend—provided at no cost through the State of Michigan—for EMS reporting. For fire incident reporting, we use ESO, for which the department pays a subscription fee. However, the State of Michigan has notified us that it will no longer offer ImageTrend free of charge.

By contracting directly with ImageTrend, the department will be able to consolidate both EMS and fire reporting under a single platform. This integration will streamline our reporting processes, reduce redundancies, and enhance overall efficiency. Furthermore, since staff are already trained on the ImageTrend platform for EMS reporting, transitioning fire reporting to the same system will require minimal additional training.

The total cost for this contract is \$4,750.

Entering into a contract with ImageTrend is in the best interest of the Fire Department, the City, and its residents. This approach ensures continuity, improves operational efficiency, and provides a cost-effective solution for our mandated reporting requirements. There are sufficient funds in the current budget to support this purchase.

Sincerely,


Justin Graves

Fire Chief

ORDER FORM

Prepared For:	Bill To:
Jeff Niemann Southgate Fire Department (MI) 14730 Reaume Parkway, Southgate, Michigan, United States, 48195 firemarshal@ci.southgate.mi.us	Southgate Fire Department (MI) 14730 Reaume PKWY, Southgate, Michigan, United States, 48195-2503

Salesperson	Quote Number	Order Form Date
Jess Bridley Mid-Market Account Executive	Q-13420v2	Jul 24, 2025
Contract Effective Date	Subscription Term (Months)	
Date of the last signature on this Order Form	12	

Recurring

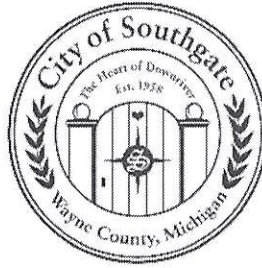
Description	Qty	Fee Type	Unit Price	Total
CAD Distribution	1	Recurring	\$1,250.00	\$1,250.00
Advance Fire Package 2	1	Recurring	\$3,500.00	\$3,500.00
Total Net Price				\$4,750.00

Total Year 1:	\$4,750.00
Total Recurring:	\$4,750.00
Total One time:	\$0.00
Total Contract Value:	\$4,750.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: August 15, 2025

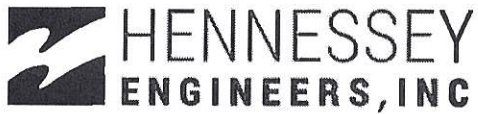
Re: Approval of Water Main Relocation

As part of the Southgate Tower Park and Bridge Project, a portion of water main had to be relocated to accommodate the foundations of the final location of the pedestrian bridge. RJ&J was selected for the relocation due to time constraints associated with the project, their immediate availability, and past experience safely performing similar work in the City

The total cost of the relocation is \$110,162.50 and adequate funds are available in the Water and Sewer Fund.

Please contact me with any questions.

Proposed Motion: *To approve R.J. & J. Enterprises of South Rockwood, MI for the water main relocation at 16333 Trenton Road, in the amount of \$110,162.50*



August 1, 2025

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

**Re: Southgate Tower Pedestrian Bridge – Water Main Relocation
Construction Recommendation – R. J. & J. Enterprises
City of Southgate
Hennessey Project No. 11096.E**

Dear Mr. Marsh:

Due to approval of the final design of the Trenton Road pedestrian bridge and the final location of the bridge determined, it was imperative that the City of Southgate's existing 12-inch water main in the Trenton Road Right of Way be relocated to fit the proposed bridge foundations. Hennessey Engineers designed and permitted the water main relocation and contacted R. J. & J. Enterprises to construct this water main relocation in a timely manner so that the installation of the bridge foundations can proceed.

The City of Southgate and Hennessey Engineers has utilized R. J. & J. Enterprises services in the past for emergency water main replacement, water main repairs and water valve replacement. Most recently, R. J. & J. Enterprises was authorized by the City to work in cooperation with the Water Department this past winter/spring for repairs due to numerous water main breaks. Therefore, R. J. & J. Enterprises was solicited to complete this water main relocation work in Trenton Road.

If you have any questions, or if additional information is necessary, please do not hesitate to contact me.

Very Truly Yours,

HENNESSEY ENGINEERS, INC

A handwritten signature in black ink that reads 'John M. Miller'.

John M. Miller
Project / Construction Manager

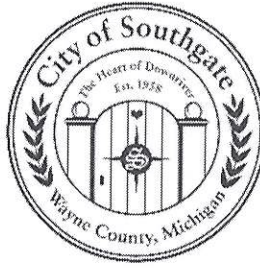
cc: Doug Drysdale, Assistant City Administrator / Finance Director, City of Southgate
Kevin Anderson, Director of Public Services, City of Southgate
Phil Ferro, Water & Sewer Superintendent, City of Southgate
John J. Hennessey, P.E., Vice President, Hennessey Engineers, Inc.

File B.3

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

August 15, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approval of Purchase of Outdoor Library Furniture (Waiver of Bid)

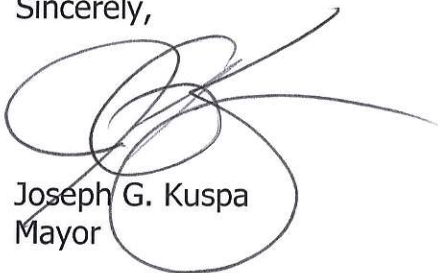
Ladies and Gentlemen:

I have reviewed the above and concur with the Library Director's recommendation to purchase outdoor bench furniture from Penchura, LLC (Brighton, MI) in the amount of \$3,935.00. These items are available under a Sourcewell cooperative purchasing contract, therefore I recommend waiving the City bid process.

Funds for this purchase in the Library Fund 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
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VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: August 15, 2025

RE: Approve Purchase of Library Outdoor Furniture (WAIVER OF BID)

DWD

I have reviewed the above with the Library Director and concur with his recommendation to waive the city bidding process and approve the purchase of outdoor bench furniture from Penchura, LLC (Brighton MI) in the amount of \$3,935.00, 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 purchase are available in the Library Fund budget.

Proposed Motion

Waive the city bid process and approve the purchase of outdoor bench furniture for the Southgate Veterans Memorial Library from Penchura, LLC in the amount of \$3,935.00, under the Sourcewell purchasing contract.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
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BILL COLOVOS

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PRISCILLA AYRES-REISS

GREG KOWALSKY

To: Dan Marsh
From: Donald Priest
Date: August 5, 2025
Re: Library benches

The Southgate Veterans Memorial Library would like to purchase two new benches, to be placed at the front entrance to the building. I obtained outdoor furniture catalogs from Julie Goddard, and selected a six foot, metal bench from Dumor, bench #94, that should look good, and fit well in the space.

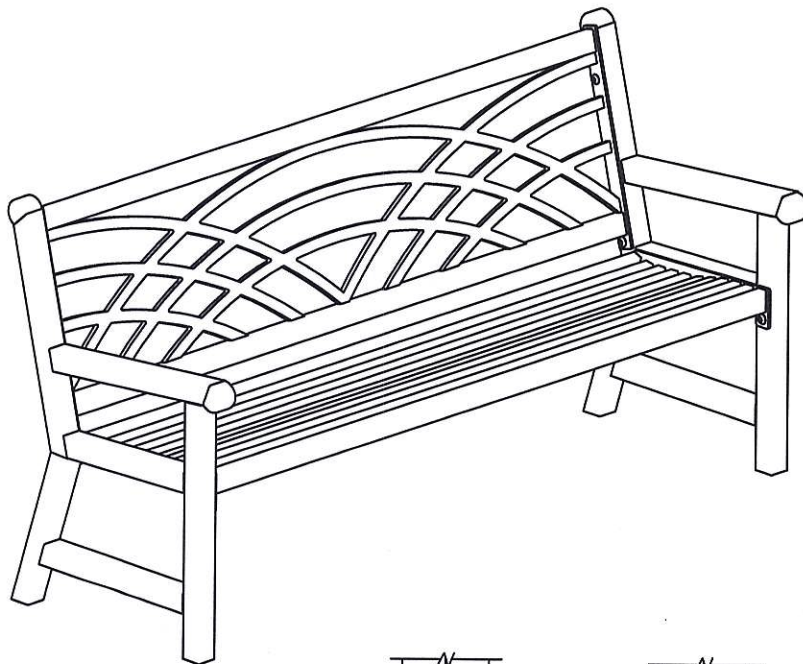
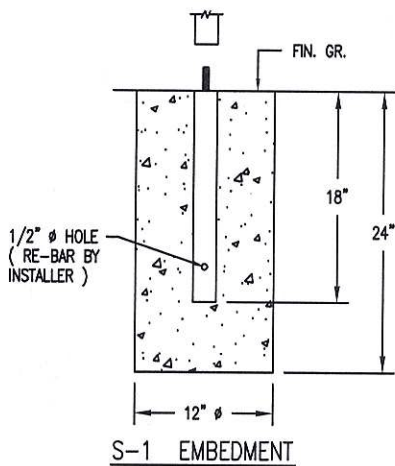
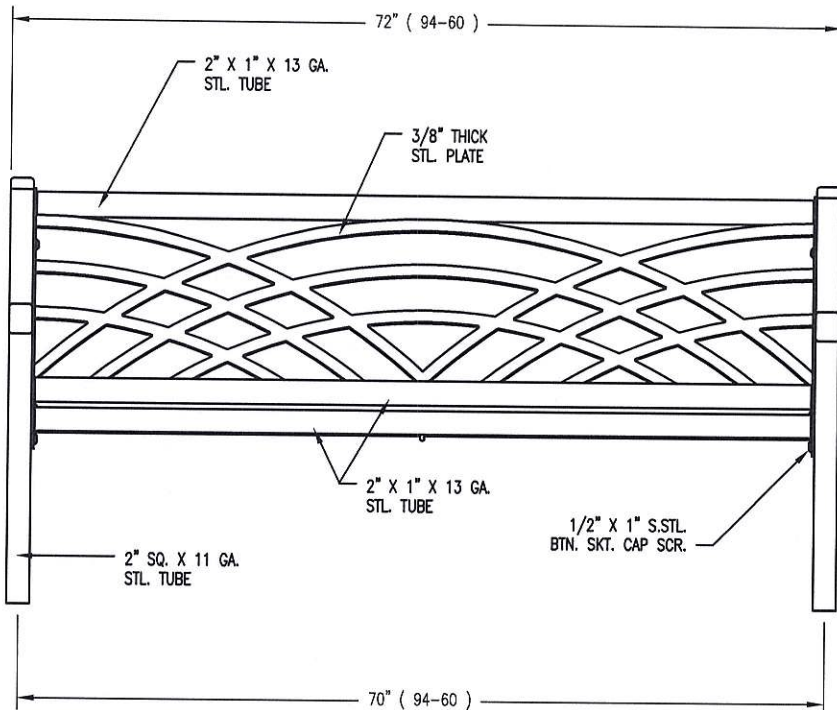
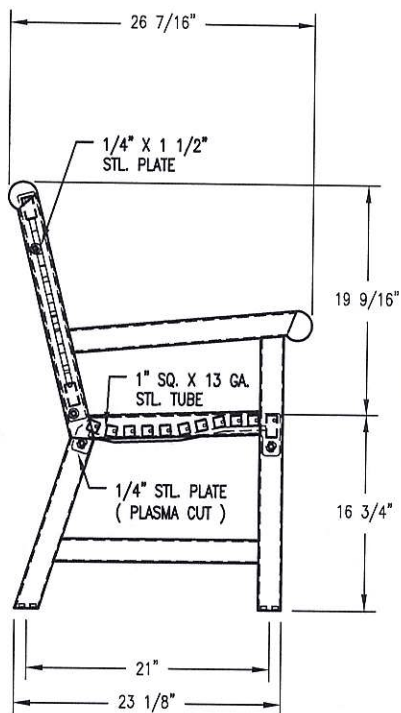
On my behalf, Julie reached out to her Penchura representative, through which the city has purchased for our parks, to obtain a pricing proposal. They have a Sourcewell contract, already bid out. Each bench is \$1,795, total \$3,590 for both, with shipping costs of \$345; grand total \$3,935.

The library budget allocated funds towards furniture this year, and the benches were an anticipated expense. It is my recommendation that we purchase these two benches through Penchura.

Penchura proposal, bench specifications and picture attached.

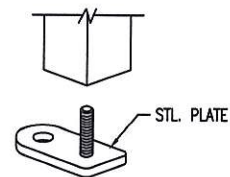
Donald C Priest II
Director
Southgate Veterans Memorial Library

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

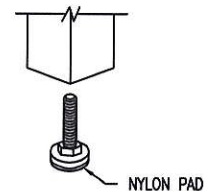


NOTES:

- 1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
- 2.) ALL WELDS CONT. THEN GROUND SMOOTH.
- 3.) BENCH SHIPPED UNASSEMBLED.
- 4.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED FOR S-2 OPTION.



S-2 SURFACE



S-5 FREE STANDING

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

SCALE : NONE
DATE DRAWN : 3/22/94
DRAWN BY : AH
DATE REV. : 6/5/09
REV. BY : AWH

TITLE : BENCH

REV. E
DRAWING NUMBER 94-60

SHEET 1 OF 2

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

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VICTORIA ARAJ

City of Southgate

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: August 15, 2025

Re: Public Hearing Requests for the Demolition of Properties

On August 6, 2025 the Dangerous Buildings Board met to review 15361 Flanders, 13581 Edison, and 13567 Edison. An owner for each property was present at the meeting. The board determined that each property should be demolished within 90 days. The Administration recommends public hearings be set for the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's findings and recommendations. Separate resolutions are requested for each property.

If you have any questions please contact me.

Proposed Motion 1: *To schedule a public hearing at the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's recommendation to demolish the house located at 15361 Flanders.*

Proposed Motion 2: *To schedule a public hearing at the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's recommendation to demolish the house located at 13581 Edison.*

Proposed Motion 3: *To schedule a public hearing at the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's recommendation to demolish the house located at 13567 Edison.*

DANGEROUS BUILDING BOARD

MINUTES

14789 Reeck Rd, 15361 Flanders, 13581 Edison, 13567 Edison

August 6, 2025

Roll Call: Ray Howard, Mike Yoos, Tim Leach Building Inspections Director, Ed Zelenak City Attorney. Robert Hines excused

Present: Ray Howard, Mike Yoos, Tim Leach Building Inspections Director, Ed Zelenak City Attorney, Dan Marsh, Priscilla Ayres-Reis and Michelle Kell and residents from 15361 Flanders, 13581 Edison, 13567 Edison.

The meeting was called to order at 3:02pm with the Dangerous Building Board considering the several residential properties listed above.

14789 Reeck Rd: Permit has been obtained and work has been started.

15361 Flanders: Resident stated they were going to rehab the house but the cost would be too much. Discussion took place that if the city has it Demo'd the owner would be responsible for the cost and if not paid it would be a lien on the property. Motion by Howard, supported by Yoos recommended 90 days to demo.

13581 Edison: In the process of finding a contractor to demo garage and foundation. Motion by Yoos, supported by Howard recommending 90 days to demo.

13567 Edison: In the process of getting Asbestos report so contractor could pull the required permits. Motion by Howard, supported by Yoos recommending 90 days to demo.

Howard motion to adjourn meeting, support by Yoos

Meeting adjourned @ 3:52pm

Respectfully submitted

Michelle Kell