

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday December 17, 2025

6:30pm **Work Study Session**

1. Officials Reports
2. Audit Presentation – Plante Moran
3. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

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

Minutes:

1. Work Study Meeting Minutes dated December 3, 2025
2. Regular City Council Meeting Minutes dated December 3, 2025

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

- | | |
|--|---------|
| 1. Memo from ACA/Fin. Dir.; Re: Resolution for Accepting and Approving FY 25/24 Audit Report | Page 6 |
| 2. Memo from ACA/Fin. Dir.; Re: Approve Corrective Action Plan for MERS | Page 8 |
| 3. Memo from Administrator; Re: Support for Public Schools CTE Program | Page 17 |
| 4. Memo from Administrator; Re: Consulting Services for Capital Improvement Plan | Page 18 |
| 5. Memo from Administrator; Re: Contract for Legal Services for PFAS Litigation | Page 23 |
| 6. Memo from Administrator; Re: Ice Arena Entrance Sliding Glass Door Repairs (Waiver of Bid) | Page 30 |
| 7. Letter from Mayor; Re: Appointment to Board of Zoning Appeals | Page 33 |
| 8. Letter from Mayor; Re: Appointment to Building and Mechanical Board of Appeals | Page 34 |
| 9. Letter from Mayor; Re: Appointment to Building Authority | Page 35 |
| 10. Letter from Mayor; Re: Appointment to Compensation Commission | Page 36 |
| 11. Letter from Mayor; Re: Appointment to Dangerous Buildings Hearing Board | Page 37 |
| 12. Letter from Mayor; Re: Appointment to Downtown Development Authority | Page 38 |
| 13. Letter from Mayor; Re: Appointment to Municipal Employees Civil Service Commission | Page 39 |
| 14. Letter from Mayor; Re: Appointment to Police and Fire Civil Service | Page 40 |
| 15. Letter from Mayor; Re: Appointment to Tax Increment Finance Authority | Page 41 |

Communications "B" – (Receive and File):

- | | |
|---|---------|
| 1. Memo from Administrator; Re: Duty Disability Separation Agreement | Page 42 |
| 2. Letter from Mayor; Re: Appointment to Police and Fire Retirement Board | Page 43 |
| 3. Letter from Mayor; Re: Appointment to Public Safety Commission | Page 44 |

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1535 \$11,905,155.73

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

December 3, 2025

An Informal Meeting of the Council of the City of Southgate was held on December 3, 2025 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Priscilla Ayres-Reiss, Karen George, Christian Graziani, Zoey Kuspa, Adriene Price, Phil Rauch

Absent: *Edward Gawlik, Jr. *excused

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

Discussed the following agenda items:

- Closed Session to Discuss Contract Extension IAFF Local 1307
- Contract Extension IAFF Local 1307
- Request for Public Hearing-Southgate Tower
- Resolution Request-Wayne County Permits
- City Council Rules and Procedures
- Southgate Veteran's Memorial Library Mural Services
- Southgate Veteran's Memorial Library Copier Lease
- Emergency Purchase of Arrow Board for DPS
- Appointment to CASE Commission (Receive & File)

This meeting ended at 6:39 p.m.

City of Southgate

Regular City Council Meeting

December 3, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, December 3, 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, Karen George, Christian Graziani, Zoey Kuspa, Adriene Price, Phil Rauch

Absent: *Edward Gawlik, Jr. *excused

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

Moved by Graziani, supported by Rauch, RESOLVED THAT the Southgate City Council amend the agenda to add Item #7 to Communication "A": Emergency Purchase of Arrow Board.

Minutes:

Moved by George, supported by Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated November 19, 2025 be approved as presented. Motion carried unanimously.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that the minutes of the Regular City Council Meeting dated November 19, 2025 be approved as presented. Motion carried unanimously.

Closed Session:

Closed Session re: Contract Extension IAFF Local 1307.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED that the Southgate City Council hereby enters into a closed session at 7:01 p.m.

ROLL CALL	
Ayres-Reiss	Yes
Gawlik	Excused
George	Yes
Graziani	Yes
Kuspa	Yes
Price	Yes
Rauch	Yes
Motion Passes	6-0

Moved by George, supported by Rauch, RESOLVED that the Southgate City Council hereby closes the closed session at 7:09 p.m.

ROLL CALL	
Ayres-Reiss	Yes
Gawlik	Excused
George	Yes
Graziani	Yes
Kuspa	Yes

Regular City Council Meeting December 3, 2025

Price Yes
Rauch Yes
Motion Passes 6-0

Communications "A":

1. Memo from Administrator; Re: Contract Extension-IAFF Local 1307 moved by Ayres-Reiss, supported by Price, RESOLVED THAT the Southgate City Council adopt the proposed two-year Collective Bargaining Agreement with the IAFF Local 1307 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: Request for Public Hearing Southgate Tower Redevelopment Brownfield Plan moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council set a public hearing to review and take public comment regarding Southgate Tower Redevelopment Brownfield Plan Amendment #1 during the Regular City Council Meeting on January 7, 2026 at 7:00 p.m. in the Council Chambers. Motion carried unanimously.
3. Memo from Administrator; Re: Resolution Request – Wayne County Permits (A-26069, A-26124 & A-26154) moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the attached blanket resolution and the execution of the Wayne County 2026 Annual Permits for Annual Maintenance (Permit No. A-26069), Pavement Restoration (Permit No. A-26124), and Special Events (Permit No. A-26154), and to designate Kevin Anderson, DPS Director, to sign said permit on behalf of the City of Southgate. Motion carried unanimously.
4. Memo from City Council President; Re: Rules and Procedures moved by George, supported by Rauch, RESOLVED THAT the Southgate City Council adopt the City Council and Work Study Rules and Procedures as presented. Motion carried unanimously.
5. Letter from Mayor; Re: Southgate Veteran's Memorial Library Mural Services moved by Rauch, supported by Price, RESOLVED THAT the Southgate City Council approve the proposal from Rhiannan Sibbald for the Southgate Veteran's Memorial Library mural services in the amount of \$4,175.00. Motion carried unanimously.
6. Letter from Mayor; Re: Southgate Veteran's Memorial Copier Lease-Waiver of Bid moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the bid process and approve the proposal from Applied Innovation, as the lowest cost from the proposals received, for a 5-year lease of a Canon copier with coin box and card reader at a total cost of \$17,861.00. Motion carried unanimously.
7. Memo from Administrator; Re: Emergency Purchase of Arrow Board moved by Graziani, supported by Rauch, RESOLVED THAT the Southgate City Council approve the Administration's emergency purchase of the Arrow Board from Truck & Trailer Specialties, Inc. in the amount of \$6,150.00. Motion carried unanimously.

Communications "B": (Receive & File)

1. Letter from Mayor; Re: Appointment to CASE Commission moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council receive and file the Letter from the Mayor appointing Victoria Araj, 14036 Flanders, to the Cultural Arts & Special Events Commission expiring December 2027. Motion carried unanimously.

Regular City Council Meeting
December 3, 2025

Claims and Accounts:

Moved by Rauch, supported by Graziani, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1534 for \$1,355,235.87. Motion carried unanimously.

Adjournment:

Moved by Ayres-Reiss, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:18 P.M. Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PRISCILLA AYRES-REISS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: December 10, 2025

RE: Recommendation to Adopt Resolution Accepting & Approving the Fiscal Year 2024-25 Audit Report and Restating Fund Balances

Under separate cover, you have previously received the draft Fiscal Year 2024-25 audit report from Plante & Moran. The matter will also have been reviewed during your work-study session.

As in prior years, the City has received an unmodified opinion from Plante Moran, which indicates that the financial statements present fairly, in all material respects, the respective financial position of the City. Therefore, it is recommended that the City Council adopt a resolution, which accepts and approves the audit report for Fiscal Year 2024-25.

Also due to GASB #54 (Fund Balance Reporting and Governmental Fund Type Definitions) the City Council is requested to restate the fund balance as follows:

General Fund

Nonspendable - Prepays	\$	574,570
Restricted		
Unspent Property Tax - Rubbish	\$	1,137,668
Unspent Property Tax - P&F Pension	\$	574,570
Low Income Housing	\$	9,163
Building Dept	\$	402,696
Committed		
County Property Tax Chargeback's	\$	300,000
Computer Software Acquisition	\$	50,000
Fire Rescue Equipment	\$	1,250,000
SINC	\$	136,000

General Fund

Assigned

Workers Compensation	\$	600,000
Severance Reserve	\$	1,700,000
Future Working Capital	\$	500,000
Future OPEB	\$	500,000
Future Budget Shortfalls due to Deficiencies in Court Revenue	\$	500,000
Capital Projects	\$	500,000

Capital Projects Funds

Committed

Police Cars	\$	200,000
Property Acquisition	\$	95,897
Fire Rescue Equipment	\$	250,000

Assigned

Capital Projects	\$	100,000
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Your favorable consideration of this matter is therefore requested.

Proposed Motion

Adopt resolution accepting and approving the audit report from Plante Moran for Fiscal Year 2024-25, and restating the fund balance as indicated above.

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

PRISCILLA AYRES-REISS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*
DATE: December 8, 2025
RE: Recommendation to Approve Corrective Action Plan for MERS Southgate Municipal Employees' Retirement System

Mayor and City Council:

The City of Southgate was notified that a corrective action plan was required for the MERS Southgate Employee's Municipal Employees' Retirement System, due to the funding status at June 30, 2024 falling below the 60% threshold required under Public Act 202 of 2017.

Administration has prepared the attached Michigan Department of Treasury's Form 5598 ("Corrective Action Plan: Defined Benefit Pension Retirement System"), which details the changes that have occurred over the past number of years. In addition, the most recent actuarial valuation report prepared by Gabriel, Roeder, Smith & Company (GRS) is included which shows that the System anticipates attaining the 60% funding threshold by fiscal year 2026/27.

This corrective action plan requires the local governing body to approve the plan, and submit the plan to the Municipal Stability Board for review and approval.

Proposed Motion

Approve the Corrective Action Plan request for the MERS Southgate Municipal Employees' Retirement System, and authorize the Finance Director to submit the Corrective Action Plan to the Michigan Department of Treasury.

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017 (The Act).

1. LOCAL GOVERNMENT INFORMATION

Local Government Name: City of Southgate MI Six-Digit Muni Code: 822270
Defined Benefit Pension System Name: Southgate Municipal Employees Pension System
Contact Name (Administrative Officer): Douglas Drysdale
Title if not Administrative Officer: Finance Director Telephone: (734) 258-3017
Email (Communication will be sent here): ddrysdale@southgatemi.gov
Fiscal Year System was Determined to be Underfunded: 2023

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local government shall develop and submit for approval a corrective action plan for the local government. The local government shall determine the components of the corrective action plan. This corrective action plan shall be submitted by any local government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local government is a city, village, township, or county, the actuarially determined contribution (ADC) for all of the defined benefit pension retirement systems of the local government is greater than 10% of the local government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of PA 202 of 2017 (the Act), this corrective action plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this corrective action plan and attach the documentation as a separate PDF document.*** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a disapproval of the corrective action plan.

The submitted plan must demonstrate through distinct supporting documentation how and when the local government will reach the 60% funded ratio. Or, if the local government is a city, village, township, or county, the submitted plan may demonstrate how and when the ADC for all defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ADC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local government must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to**

complete separate plans and send a separate email for each underfunded system. Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-20XX, Local Government Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Board shall review and vote on the approval of a corrective action plan submitted by a local government. If a corrective action plan is approved, the Board will monitor the corrective action plan and report on the local government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will receive the corrective action plan submission at the Board's next scheduled meeting. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local government may also include in its corrective action plan a review of the local government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Closing the current defined benefit plan;
- (ii) Implementing a multiplier limit;
- (iii) Reducing or eliminating new accrued benefits;
- (iv) Implementing final average compensation standards.

Implementation: The local government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local government's compliance with this Act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local government is in substantial compliance with the Act. If the Board determines that an underfunded local government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local government detailing the reasons for the determination of noncompliance with the corrective action plan. The local government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

- If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local government done to improve its underfunded status, and which attachment(s) supports your actions).

- Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- ☒ **System Design Changes** - System design changes may include the following: lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: *The system's multiplier for current employees was lowered from 2.5X to 2X for the **General Employees' Retirement System** on **January 1, 2019**. On **page 8** of the attached actuarial supplemental valuation, it shows our funded ratio will be **60%** by fiscal year **2022**.*

Employees hired after Jul 1, 2011 do not received a defined benefit pension; all employees are entered into a defined contribution system for new hires. Employee contribution percentage was increased from 10% to 12% effective Jul 1, 2022.

- ☐ **Additional Funding** – Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local government provided a lump sum payment of **\$1 million** to the **General Employees' Retirement System** on **January 1, 2019**. This lump sum payment was in addition to the ADC of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2027**. Please see **page 10** of the attached enacted budget, which highlights this contribution of **\$1 million**.*

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2017**. Attached is an updated actuarial valuation from **2019** that shows our funded ratio has improved to **62%** as indicated on **page 13**.*

The most recent actuarial valuation shows a funded ratio of 63% and 64% as of Dec 31, 2023 and Dec 31, 2024, respectively. In addition, the actuarial valuation projects increasing funded ratios over the next five years based on a 6.93% investment return. See attached tables and charts.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funding status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local government do to improve its underfunded status, and which attachment(s) supports your actions).

Category of Prospective Actions:

- ☐ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: Beginning with **summer 2019** contract negotiations, the local government will seek to lower the system's multiplier for current employees from 2.5X to 2X for the **General Employees' Retirement System**. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio would be **60%** funded by **fiscal year 2021** if these changes were adopted and implemented by **fiscal year 2020**.

- ☐ **Additional Funding** - Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: Beginning in **fiscal year 2020**, the local government will provide a lump sum payment of **\$1 million** to the **General Employees' Retirement System**. This lump sum payment will be in addition to the ADC of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2026**. Please see page 10 of the attached enacted budget, which highlights this contribution of **\$1 million**. Please see page 12 of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.

- ☐ **Other Considerations** - Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: Beginning in **fiscal year 2020**, the local government will begin amortizing the unfunded portion of the pension liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the retirement system to reach a funded status of **62% by 2023** as shown in the attached actuarial analysis on page 13.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for your local government to make, at a minimum, the ADC payment for the defined benefit pension system according to your long-term budget forecast?

☒ **Yes**

☐ **No, Explain:**

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a PDF to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming Convention: When attaching documents, please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention:

☒ Attachment – 1

☒ Attachment – 1a

☒ Attachment – 2a

☐ Attachment – 3a

☐ Attachment – 4a

☐ Attachment – 5a

☐ Attachment – 6a

Type of Document:

This corrective action plan form (required);

Documentation from the governing body approving this corrective action plan (required);

An actuarial projection, an actuarial valuation, or an internally developed analysis (in accordance with GASB and/or actuarial standards of practice), which illustrates how and when the local government will reach the 60% funded ratio. Or, if the local government is a city, village, township, or county, how and when the ADC will be less than 10% of governmental fund revenues, as defined by the Act (required);

Documentation of additional payments in past years that are not reflected in your audited financial statements (e.g. enacted budget, system provided information);

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance);

A separate corrective action plan that the local government has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio;

Other documentation not categorized above.

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the three corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria:

Description:

☒ Underfunded Status

Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local government is a city, village, township, or county, how and when the ADC of all pension systems will be less than 10% of governmental fund revenues? Do the corrective actions address the underfunded status in a reasonable timeframe?

☒ Legality

Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included?

☒ Affordability

Do the corrective action(s) listed allow the local government to make the ADC payment for the pension system now and into the future without additional changes to this corrective action plan?

8. LOCAL GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Douglas Drysdale, as the government's administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) **(insert title)** Finance Director approve this corrective action plan and will implement the prospective actions contained in this corrective action plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The Southgate Municipal Employees Pension System **(insert retirement pension system name)** will achieve a funded status of at least 60% by fiscal year 2025 as demonstrated by required supporting documentation listed in Section 6.

OR, if the local government is a city, village, township, or county:

☐ The ADC for all the defined benefit pension retirement systems of the local government will be less than 10% of the local government's annual governmental fund revenues by fiscal year _____ as demonstrated by required supporting documentation listed in Section 6.

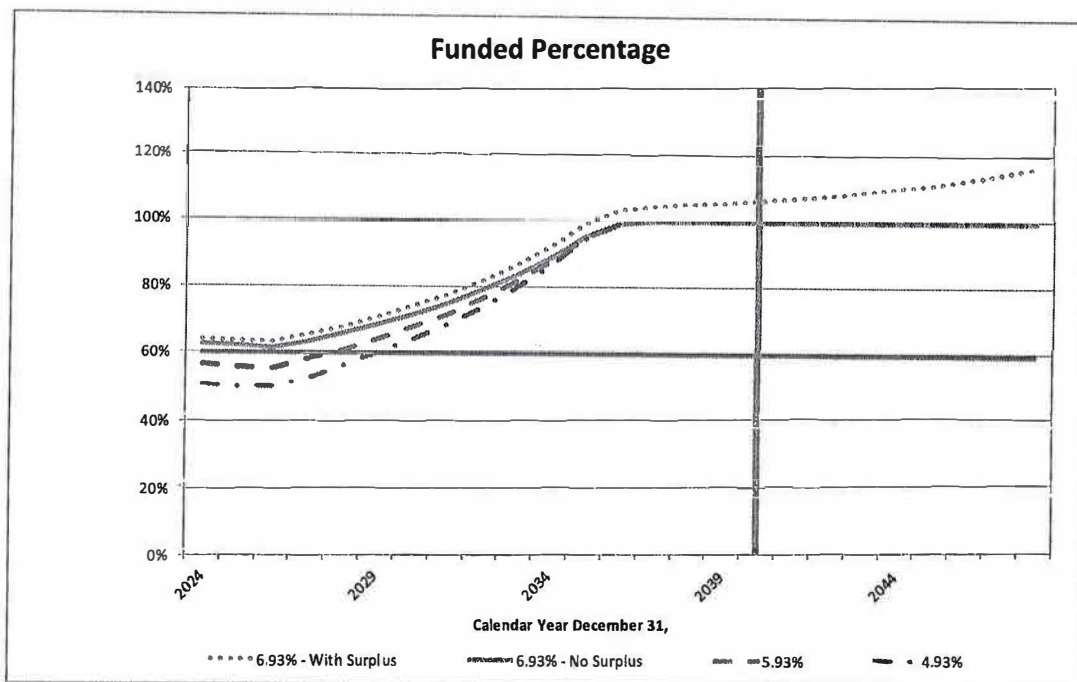
Signature: _____

Date: _____

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets ²	Funded Percentage	Estimated Annual Employer Contribution
6.93%¹					
2024	2026	\$ 34,431,177	\$ 21,466,162	62%	\$ 1,530,396
2025	2027	\$ 34,800,000	\$ 21,600,000	62%	\$ 1,660,000
2026	2028	\$ 34,900,000	\$ 21,400,000	62%	\$ 1,810,000
2027	2029	\$ 34,800,000	\$ 22,100,000	63%	\$ 1,860,000
2028	2030	\$ 34,700,000	\$ 22,800,000	66%	\$ 1,910,000
2029	2031	\$ 34,400,000	\$ 23,600,000	69%	\$ 1,960,000
5.93%¹					
2024	2026	\$ 38,136,483	\$ 21,466,162	56%	\$ 1,957,260
2025	2027	\$ 38,400,000	\$ 21,400,000	56%	\$ 2,090,000
2026	2028	\$ 38,500,000	\$ 21,300,000	55%	\$ 2,240,000
2027	2029	\$ 38,300,000	\$ 22,200,000	58%	\$ 2,300,000
2028	2030	\$ 38,100,000	\$ 23,100,000	61%	\$ 2,350,000
2029	2031	\$ 37,700,000	\$ 24,100,000	64%	\$ 2,410,000
4.93%¹					
2024	2026	\$ 42,551,516	\$ 21,466,162	50%	\$ 2,435,916
2025	2027	\$ 42,800,000	\$ 21,200,000	50%	\$ 2,580,000
2026	2028	\$ 42,700,000	\$ 21,200,000	50%	\$ 2,730,000
2027	2029	\$ 42,500,000	\$ 22,300,000	52%	\$ 2,790,000
2028	2030	\$ 42,100,000	\$ 23,600,000	56%	\$ 2,850,000
2029	2031	\$ 41,600,000	\$ 24,900,000	60%	\$ 2,920,000

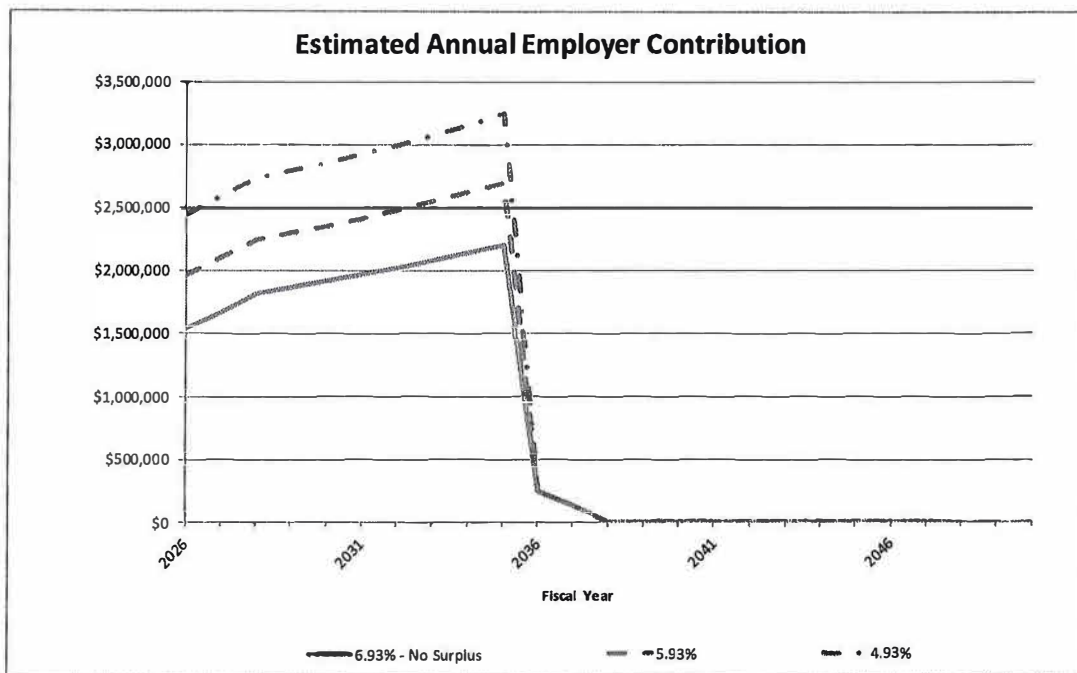
¹ Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

² Valuation Assets do not include assets from Surplus divisions, if any.



Notes:

Assumes assets from the Surplus division(s) will grow at the denoted investment return assumption and will not be used to lower employer contributions of non-surplus divisions during the projection period. Also assumes no additional contributions in future years to the surplus division(s). The green indicator lines have been added at 60% funded and 16 years following the valuation date for PA 202 purposes.



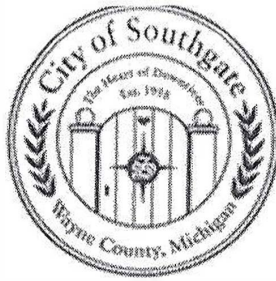
Notes:

Projected employer contributions do not reflect the use of any assets from the Surplus division(s).

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

PRISCILLA AYRES-REISS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

Memorandum

To: Honorable Mayor and City Council Members

From: Dan Marsh, City Administrator 

Date: December 11, 2025

Re: Recommended City Support for Southgate Public Schools CTE Program

As the Council is aware, the Southgate Public School District has plans for a construction trades program where students will build homes that the District will alter sell to the public. The Administration recently had the opportunity to visit a similar program in the Ann Arbor area in an effort to learn more about how the program runs and how the City can best support its success. Based on that visit the Administration is recommending Council approve the following optional forms of support to the School District's Fordline Condominium Project located between Fordline and Helen next to Fordline Elementary:

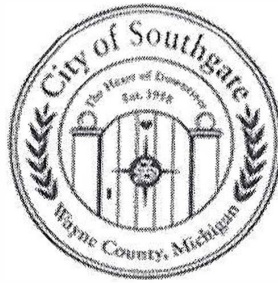
1. Refund building permit fees for approved plans
2. Provide one additional inspection walk through at no additional cost for educational purposes
3. Provide an expedited permit review process

Proposed Motion: To authorize the Administration's request to optionally refund building permit fees for approved plans associated with the Southgate Public Schools Construction Trades Education Fordline home building program, provide one additional inspection at no additional cost for educational purposes, and to provide an expedited permit review process.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

Memorandum

To: Honorable Mayor and City Council Members

From: Dan Marsh, City Administrator

Date: December 11, 2025

Re: Carlisle Wortman and Associates Consulting Services for Capital Improvement Plan

The Administration is recommending the City's Planning Consultant, Carlisle Wortman, to provide Capital Improvement Plan (CIP) consulting services. Included in your packet is a detailed scope of work and estimated timeline for the completion of the plan. The proposed CIP is for six years. Once completed the City will have a framework to make periodic updates moving forward.

The proposed plan also will meet one of the remaining requirements specified by MEDC to become a Certified Redevelopment Ready Community. Redevelopment Ready Communities® is an initiative that assists and recognizes communities for establishing best practices for planning, zoning, and economic development.

Adequate funds are available in the General Fund.

If you have any questions please let me know.

Proposed Motion: To approve the City's Planning Consultant, Carlisle Wortman and Associated Inc. to provide Capital Improvement Plan services in accordance with the attached proposal for a not to exceed amount of \$11,000.00.



Carlisle | Wortman

ASSOCIATES, INC.

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

December 11, 2025

Dan Marsh, City Administrator
City of Southgate
14400 Dix-Toledo Road
Southgate, MI 48195

Dear Mr. Marsh,

I am pleased to submit this proposal to assist the City of Southgate in the development of its updated Capital Improvement Plan (CIP). This effort will provide the City with a clear, well-structured roadmap for prioritizing and funding essential capital projects over the next several years.

Our proposed work program includes a full review of departmental needs, structured interviews with key staff, development of a project prioritization framework, preparation of a six-year draft CIP, and completion of a final document suitable for Planning Commission and City Council adoption. The process will include close coordination with Administration, Finance, Engineering, and Public Services to ensure accuracy, transparency, and alignment with community priorities.

The attached scope of work outlines five major tasks:

1. Project Initiation & Data Collection
2. Departmental Interviews & Needs Assessment
3. Project Prioritization Framework
4. Draft Capital Improvement Plan Preparation
5. Final CIP and Presentation

This project will be completed within 10–12 weeks, depending on staff availability for interviews and review sessions. The total cost for all services described will not exceed \$11,000.

We appreciate the opportunity to support the City of Southgate in preparing this vital planning document, and we look forward to working collaboratively with your team. If you have any questions or would like to initiate the project, please feel free to contact me at any time.



CARLISLE/WORTMAN ASSOC., INC.
John L. Enos, AICP
Vice-President

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal* Brent Strong, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

City of Southgate – Capital Improvement Plan (CIP) Development

Work Program & Scope of Services

1. Project Purpose

The purpose of this work program is to guide the preparation of an updated Capital Improvement Plan for the City of Southgate. The CIP will identify, prioritize, and schedule major capital projects over a 5–6 year period, ensuring alignment with the City’s Master Plan, departmental needs, and fiscal capacity.

2. Scope of Work

Task 1 – Project Initiation & Data Collection

Estimated Cost: \$1,500

- Kickoff meeting with Administration, Clerk/Treasurer, Engineering, Finance, Fire, Police, Parks and Recreation, Information Technology, Building and Public Services Staff.
 - Create worksheets and instruct department representatives on completion.
 - Review city documents, master plan, budget, and existing capital asset lists.
 - Establish minimum improvement cost and other controls, communication protocols, schedule, and deliverables.
-

Task 2 – Departmental Interviews & Needs Assessment

Estimated Cost: \$3,000

- Conduct structured interviews with Administration, Clerk/Treasurer, Engineering, Finance, Fire, Police, Parks and Recreation, Information Technology, Building and Public Services representatives.
 - Document requested capital projects, equipment needs, facility upgrades, and infrastructure priorities.
 - Verify rough cost estimates, timelines, and potential funding source eligibility.
 - Prepare a summary of needs across departments.
-

Task 3 – Project Prioritization Framework

Estimated Cost: \$1,500

- Develop a scoring and ranking system (condition, safety, regulatory need, service impact, economic value, community benefit, etc.).
 - Review and refine prioritization criteria with City leadership.
 - Apply the framework to all proposed projects.
-

Task 4 – Draft CIP Preparation

Estimated Cost: \$3,000

- Prepare a full draft CIP document including:
 - Project descriptions
 - Cost estimates (short- and long-term)
 - Priority rankings
 - Recommended timelines (Year 1–6)
 - Funding source options (general fund, grants, bonds, ARPA, enterprise funds, etc.)
 - Maps or tables as needed
 - Submit draft to City Administrator and staff for review.
 - One round of revisions included.
-

Task 5 – Final CIP & Presentation

Estimated Cost: \$2,000

- Prepare final Capital Improvement Plan document (PDF + editable format).
 - Provide summary tables and a project implementation matrix.
 - Present final CIP to City Council and/or Planning Commission.
 - Deliver all supporting files and datasets.
-

3. Schedule

Total project duration: **10 – 12 weeks**, depending on staff availability.

- Week 1: Kickoff + data collection
 - Weeks 2–5: Interviews/needs assessment
 - Week 6: Prioritization framework
 - Weeks 7 -10: Draft CIP
 - Week 10+ Final CIP + presentation
-

4. Cost Summary (Not to Exceed \$10,000)

Task	Estimated Cost
Task 1 – Project Initiation	\$1,500
Task 2 – Interviews & Needs Assessment	\$3,000
Task 3 – Prioritization Framework	\$1,500
Task 4 – Draft CIP	\$3,000
Task 5 – Final CIP & Presentation	\$2,000
Total (Not to Exceed)	\$11,000

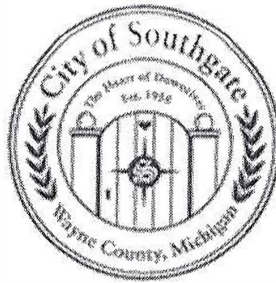
5. Deliverables

- Departmental needs assessment summary
- Prioritization rubric and scoring sheets
- Draft CIP (complete 6-year plan)
- Final CIP ready for Council/Planning Commission adoption
- Optional presentation materials (PowerPoint)

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

Memorandum

To: Honorable Mayor and City Council Members

From: Dan Marsh, City Administrator

Date: December 11, 2025

Re: Contract for Legal Services for PFAS Litigation

The Administration has reviewed the recommendation from the City Attorney Edward Zelenak regarding potential PFAS litigation. The law firms of Stag Liuzza L.L.C and Shumaker, Loop, and Kendrick LLP have undertaken litigation on behalf of individual communities to seek recovery for costs associated with damages to the public drinking water system and/or public wastewater system against companies that manufactured, marketed, distributed, and/or sold aqueous film-forming foam. The proposed law firms are currently representing other cities Downriver in this matter. There is no charge or cost to the City to enter this litigation. Therefore the Administration recommends approving the attached Contract for Legal Services for AFFF PFAS Litigation.

If you have any questions please let me know

Proposed Motion: To approve the attached Contract for Legal Services AFFF PFAS Litigation with Stag Liuzza L.L.C and Shumaker, Loop, and Kendrick LLP and to authorize the City Administrator to sign said agreement on behalf of the City.

EDWARD M. ZELENAK
City Attorney

AMELIA ZELENAK
Assistant City Attorney



City of Southgate

NORMA J. WURMLINGER
MUNICIPAL BUILDING

December 12, 2025

Honorable Maor and Council
City of Southgate
Southgate, Michigan 48195

RE: PFAS Litigation

Dear Mayor Kuspa and Members of the Council:

The attached documents reflect a separate form of litigation involving the PFAS contamination of the water and sewer systems. I have met with counsel for the city of Trenton, who has voluntarily joined other communities in undertaking a class action form of recovery with the law firms reflected in the attachment.

There is no cost or assessment to the city of Southgate. The attorneys are particularly skilled in this sort of claim. They will advise on the suitability and probability of recovery. I have been advised that the recovery monies for the communities will be in discretionary funds should there be success.

I recommend that mayor and council permit the participation in this matter under the watch and guidance of my office; I will steadily report the progress of the case and the potential for recovery.

Very truly yours,

EDWARD M. ZELENAK

EMZ:sh

**CONTRACT FOR LEGAL SERVICES
AFFF PFAS LITIGATION**

The _____ (hereinafter the "Client") hereby retains, STAG LIUZZA, LLC (through attorney Michael Stag, LLC) and SHUMAKER, LOOP, & KENDRICK, LLP (through attorney Douglas Haynam) (hereinafter the "Attorneys") for the purpose of providing legal services related to the filing of a civil action and/or claims in Aqueous Film-Forming Foams Litigation MDL No. 2873 ("AFFF") related to the pending settlements for recovery of costs associated with damages to the public drinking water system and/or public wastewater system against Defendants who manufactured, marketed, distributed, and/or sold aqueous film-forming foam, (hereinafter the "Client's Claims").

CLIENT DESIGNATES FOR COMMUNICATION PURPOSES THE FOLLOWING:

Water Department: _____
Name Telephone E-mail

Business Matters: _____
Name Telephone E-mail

Client acknowledges and understands that court ordered deadlines and documentation requirements exist for the pending DuPont and 3M settlements. Client agrees to provide the required documentation and assist in performing testing in a timely manner, sufficient to allow Attorneys time to process and file the settlement claim within the court ordered deadlines. Any failure of Client to comply with the testing and documentation requirements of the settlement may result in forfeiture of the Client's right to recover money from DuPont, 3M, and future settlements. Documentation requirements and deadlines may further apply to settlements currently pending court approval or approved in the future.

The Client specifically authorizes the Attorneys to undertake negotiations, file suit, file settlement claims, or institute legal proceedings necessary on the Client's behalf in the AFFF Product Liability Multi-District Litigation. The Client further authorizes the Attorneys to retain and employ the services of any expert, as well as the services of other outside contractors, as the Attorneys deem necessary or expedient in representing the interests of the Client. The Client understands and authorizes Attorneys to share attorney fees with any legal counsel that Attorneys choose to associate to assist with providing the legal services contracted herein.

Unless otherwise agreed in writing by Client and Attorneys, Attorneys will not provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the above-referenced legal proceeding ("Action") or (b) proceedings before any federal or state administrative or governmental agency, department, or board including, but not limited to, the United States Environmental Protection Agency. Client acknowledges that the Attorneys are not tax, regulatory, or bankruptcy legal experts. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

The Attorneys are not the attorneys for any matter and officers, agents, employees, attorneys, or consultants of the Client regarding this matter, and shall not become so unless the Attorneys specifically agree in the future in writing to undertake such a representation. The Attorneys will confer, as needed, with such persons to perform the services specified in this Agreement, but no attorney-client relationship shall be created with such persons merely because the Attorneys work with and/or request or receive information from any such persons during their representation of the Client.

The Client has disclosed all potential adverse parties to the Attorneys, and neither the Attorneys nor the Client perceive any conflict of interest in the Attorneys undertaking this engagement on behalf of the Client. If either the Client or the Attorneys, during the representation, receive information indicating that a potential conflict of interest may develop or exist, the Client and the Attorneys agree to bring such information to the immediate attention of the other, and the Attorneys shall proceed to take such steps as may be appropriate in the circumstances.

1. ATTORNEYS' FEES. As compensation for legal services, the Client agrees to pay the Attorneys for legal services rendered and to be rendered on account of the Client's Claims (hereinafter "Attorneys' Fees"). The Attorneys' Fees shall be one-third (1/3) of the Gross Amount Recovered for the Client's Claims. For any recovery made, Client understands and agrees that the total Attorneys' fee will be divided as follows: 25% to SHUMAKER, LOOP, & KENDRICK, LLP and 75% to STAG LIUZZA, LLC.

These Attorneys' Fees shall all be calculated before the deduction of costs and expenses, as set forth in Section 2 herein. "Gross amount recovered" herein means principal, interest, penalties, punitive damages, treble damages, attorney's fees, and all other amounts recovered, or value received, including the value of any structured settlement, future payments, or other relief achieved, whether by settlement, judgment or otherwise. "Constituent claims" herein means any one or more claims of the Client constituting less than the entirety of the Client's Claims, including a partial settlement or judgment with less than all defendants. The Client agrees to pay all costs and expenses, as set forth in Section 2 herein, which, in the event of a successful recovery, shall be deducted from the Client's share of that recovery. The Client acknowledges that multiple lawsuits have been filed relating to the same subject matter as Client's Claims. The Client acknowledges that these suits, including any suit for the Client's Claims, might be removed to a federal court as part of multi-district litigation. Further, the Client acknowledges that the court governing the multi-district litigation might appoint committees of attorneys to litigate common issues of law and fact to facilitate the resolution of those lawsuits for the common benefit of all claimants, including the Client. As a result, the Client might be obliged to pay from any Gross Amount Recovered a share of its recovery to satisfy an assessment of common benefit fees, costs, and expenses in an amount as determined by the court. Neither the Attorneys nor the Client shall have the right, without the written consent of the other, to settle, compromise, release, discontinue, or otherwise dispose of the Client's Claims. **Client shall only pay attorney fees contingent upon a recovery and shall not pay any attorney fees if there is no recovery.**

2. COSTS AND EXPENSES. In addition to paying Attorneys' Fees, in the event of a successful recovery, the Client agrees to reimburse all costs and expenses, as set forth herein only in the event of a recovery, which shall be deducted from the Client's share of that

recovery. Attorneys shall advance all litigation expenses on behalf of Client, and Client shall not be responsible for incurring or reimbursing costs of the litigation even if the amount of recovery is less than the costs incurred. **Client shall only reimburse litigation costs or expenses in the event of a recovery by settlement or judgment.** If no recovery is made, Attorneys shall bear all unreimbursed costs and expenses incurred, and client shall not be liable for any such costs or expenses incurred by Attorneys. Further, if recovery is insufficient to fully reimburse litigation costs, Attorneys shall bear, and Client shall not be liable for, all costs in excess of the amount of recovery. Subject to the foregoing terms, the Client agrees to reimburse the Attorneys' litigation costs and expenses upon receipt of any settlement funds or collected judgment.

The Attorneys shall have the right and authority, without prior approval of the Client, to incur such litigation costs and expenses as may be necessary or advisable in furtherance of Client's Claims. Litigation costs and expenses may include (but are not limited to) the following: filing fees; deposition costs; expert witness fees; transcript costs; witness fees; subpoena costs; sheriff's and service of process fees; trial consultant fees; mock trial costs; shadow jury fees; mediation fees; court costs; trial exhibit costs; copy costs; photographic, electronic or digital evidence production or presentation; investigation fees; travel expenses; and any other case-specific expenses directly related to the representation undertaken. Additionally, the Client specifically authorizes the Attorneys to charge as recoverable costs such items such as: computer legal research charges (e.g. Westlaw and/or Lexis); long distance telephone expenses; postage charges; Federal Express, UPS, and other delivery service charges; internal photocopying at a rate of \$.30 per page; facsimile costs at a rate of \$.25 per page; and mileage and outside courier charges, all of which must be incurred solely for the purposes of the representation undertaken. Finally, the Client acknowledges that Client will not be charged costs and expenses for any overhead costs of the Attorneys' practice, including office rent; utility costs; charges for local telephone service; office supplies; fixed asset expenses; and ordinary secretarial and staff services.

3. NO GUARANTEE. The Client acknowledges that the Attorneys have made no promise or guarantee regarding the outcome of my legal matter. The Client acknowledges that the Client's Claims may be subject to defenses that could lead to dismissal before, at, or after trial, and no recovery. The Client further acknowledge that the Attorneys shall have the right to cancel this agreement and withdraw from this matter if, in the Attorneys' professional opinion, the matter does not have merit, the Client does not have a reasonably good possibility of recovery, the Client refuses to follow the recommendations of the Attorneys, the Client fails to abide by the terms of this agreement, the Client fails to provide requested information or to produce witnesses to appear for deposition or trial, if the Attorneys' continued representation would result in a violation of the Rules of Professional Conduct, or at any other time as permitted under the Rules of Professional Conduct. No guarantee or representation has been made to the Client as to what type or amount of recovery, if any, may be expected on the Client's Claims.

4. ELECTRONIC DATA COMMUNICATION AND STORAGE. In the interest of facilitating our services to the Client, the Attorneys may communicate by facsimile transmission, send data over the internet, store electronic data via computer software applications hosted remotely on the internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to the Client may be transmitted or stored using these methods. The Attorneys may use third-party service providers to store or transmit this data. In using these data communication and storage methods, the Attorneys employ measures designed to

maintain data security. The Attorneys will make reasonable efforts to keep such communications and data access secure in accordance with the Attorneys' obligations under applicable laws and professional standards. The Attorneys also require all the Attorneys' third-party vendors to do the same. However, the Client acknowledges that some information transmitted to the Attorneys will be public records, and the Client has no expectation that public records will be confidential. Client acknowledges that the Attorneys have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors, and the Client consents to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

5. PRIVILEGE. The Client acknowledges that this contract is intended to and does hereby assign, transfer, set over, and deliver unto the Attorneys as its fee for representation of the Client in this matter an interest in the claim(s), the proceeds, or any recovery therefrom under the terms and conditions aforesaid, in accordance with the provisions any state law that applies to this contract.

6. MODIFICATION. It contains the entire and complete understanding between the parties and can only be modified by a written amendment signed by all parties.

7. TERMINATION OF REPRESENTATION. The Client acknowledges that the Client has the right to terminate the representation upon written notice to that effect. The Client acknowledges that Client will be responsible for any contingent attorneys' fees or costs incurred prior to the discharge or termination, based on all the facts and circumstances, including the risk taken by the Attorneys in accepting Client's legal representation on a contingency fee basis. The Client agrees to cooperate with Attorneys and to comply with all reasonable requests of Attorneys. The Client warrants and represents to the Attorneys that all information the Client has provided to, or will in the future provide to, the Attorneys regarding the Client's Claim is true and correct to the best of the Client's knowledge, information, and belief. The Attorneys have the right to withdraw from this representation after giving reasonable notice. If the Attorneys resign, are discharged, or are disqualified or otherwise cease to serve as the Client's legal counsel prior to a settlement or final judgment, then the withdrawing, discharged, or disqualified Attorneys shall receive as compensation for services reasonable fees based on all the facts and circumstances of its representation. At the conclusion of this matter, the Attorneys will retain the Client's legal files for a period of five (5) years after the Attorneys close their files. At the expiration of the five-year period, the Attorneys may destroy these files unless the Client notifies the Attorneys in writing that the Client wishes to take possession of the files. The Attorneys reserve the right to charge administrative fees and costs associated with retrieving, copying, and delivering such files.

8. ENTIRE AGREEMENT. The undersigned representative of Client has read this agreement, a copy of which Client has received, in its entirety, and Client agrees to and understands the terms and conditions set forth herein. Client acknowledges that there are no other terms or oral agreements existing between the Attorneys and Client. This agreement may not be amended or modified in any way without the prior written consent of the Attorneys and the Client.

9. AUTHORITY. Client acknowledges having been advised to and given the full

opportunity to obtain independent representation in the making of this agreement and voluntarily entering into this agreement after such opportunity. The Client representative signing below represents that the Client enters into this agreement with proper authorization and approval under state and local law, and that the Client representative is specifically authorized to execute this agreement.

EFFECT OF SIGNING

Client understands that this is a binding legal document. Client further understands that this Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

Date

XXXX

Date

**MICHAEL STAG, LLC FOR STAG LIUZZA,
L.L.C.**

Date

**DOUGLAS HAYNAM FOR SHUMAKER,
LOOP, & KENDRICK, LLP**

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PRISCILLA AYRES-REISS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

Memorandum

To: Honorable Mayor and City Council Members

From: Dan Marsh, City Administrator 

Date: December 12, 2025

Re: Purchase of Ice Arena Entrance Sliding Glass Door Repairs (Waiver of Bid)

The Administration has reviewed the above and concurs with the Recreation Director's recommendation to waive the bid and hire Allegion (Wixom, MI), the parent company to Stanley Access Technologies, to repair the sliding glass entrance doors at Arena A for the not to exceed amount of \$6,651.30. The doors are nearing ten years old, and require a new motor, gear box, and sensor to be operable. The Administration recommends waiving the bid because Stanley Access Technologies is the door manufacturer and, Allegion can complete the repairs in a timely manner.

There are sufficient funds in the Parks and Recreation Millage Fund for this purchase.

If you have any questions please let me know

Proposed Motion: To waive the bid and hire Allegion (Wixom, MI), the parent company of Stanley Access Technologies (the manufacturer), to perform door repairs to the sliding glass doors at Arena A in the not to exceed amount of \$6,651.30.



ACCESS - DETROIT BRANCH
47930 WEST RD
WIXOM, MI 48393
USA
PHONE:
EMAIL:

AAT.Branch.Detroit.Service@allegion.com

Service Proposal

Proposal # : QUO-33226-L6V7H5
Effective from : 12/10/2025
Effective to : 1/9/2026

WO # : 0000156484
PO # : Dan Budzinski
Attention :

Service Address:

Customer No: 0010373789
Southgate Civic Center Arena
14700 Reaume Parkway, South Gate,
MI, 48195, US

Invoice Address:

Customer No: 0010373789
Southgate Civic Center Arena
14700 Reaume Parkway, South Gate,
MI, 48195, US

Phone: **E-Mail:**

Proposal # : QUO-33226-L6V7H5
Effective from : 12/10/2025
Effective to : 1/9/2026

WO # : 0000156484
PO # : Dan Budzinski
Attention :

Qty	UoM	Door ID	Part#	Part Description	Unit Price	Extended Price
1.00	ea		314321	KIT-CONTROLLER-IQ-DUAL-RPC	\$885.00	\$885.00
1.00	ea		314328	KIT-MOTOR & GEAR BOX-D/G-IQ-RPC	\$2,036.00	\$2,036.00
2.00	ea		700447	SENSOR-OPTEX X-ZONE ST	\$1,153.00	\$2,306.00
1.00	hr		RTNTRAVEL	Return Travel	\$140.00	\$140.00
4.00	hr		RTNLABOR	Return Labor	\$140.00	\$560.00
1.00	hr		TRVLABOR	Travel Labor	\$140.00	\$140.00
1.00	hr		STDLABOR	Standard Service Labor	\$140.00	\$140.00
						\$0.00
Sub Total						\$6,207.00
Transportation & Handling						\$444.30
Tax*						\$0.00
Total Service Proposal Price						\$6,651.30

*This is merely an estimate and does not assume final taxability or the actual calculated amount. Please adjust your NTE to reflect inclusion of applicable taxes. The invoice will contain the correct taxability and associated tax amount.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Printed Name: _____

Date: _____

Signature: _____

PO#(if needed): _____

Customer will be invoiced for work already performed, including travel and labor at (1) hour minimums, if quote is not approved within 30 days.

Thank you for Letting Us Serve You

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUS
Council Preside

CHRISTIAN GRAZIA

KAREN E. GEOR

PRISCILLA AYRES-REI

PHILLIP J. RAUC

ADRIENE PRH

ED GAWLIK J

December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

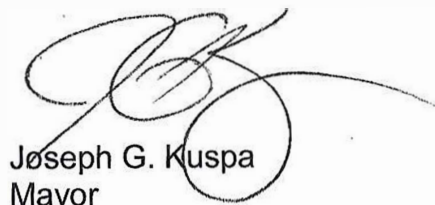
Please be advised I have made the following appointments:

Board of Zoning Appeals— for a term expiring December 2028:

Pat Poirier
Ray Grupczynski

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUBA
Council President

CHRISTIAN GRAZIA

KAREN E. GEORGE

PRISCILLA AYRES-REID

PHILLIP J. RAUB

ADRIENE PRINCE

ED GAWLIK JR.

December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

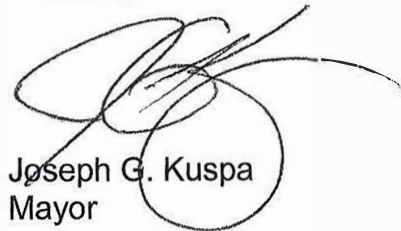
Please be advised I have made the following appointments:

Building and Mechanical Board of Appeals— for a term expiring December 2030:

Mike Quint
Bob Hines

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUS
Council Presia

CHRISTIAN GRAZIA

KAREN E. GEOR

PRISCILLA AYRES-REI

PHILLIP J. RAUC

ADRIENE PRIK

ED GAWLIK J

December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

Please be advised I have made the following appointments:

Building Authority— for a term expiring December 2031:

Bob Hines

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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ED GAWLIK JR.

December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

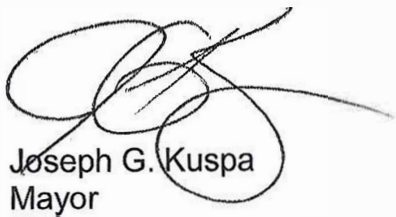
Please be advised I have made the following appointments:

Compensation Commission for a term expiring December 2032:

Aaron Bertera
Brian Clark

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

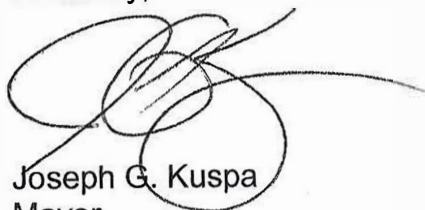
Please be advised I have made the following appointments:

Dangerous Buildings Hearing Board— for a term expiring December 2028:

Bob Hines

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

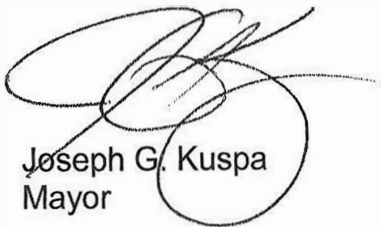
Please be advised I have made the following appointments:

Downtown Development Authority – for a term expiring December 2029:

Mark Tremper

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

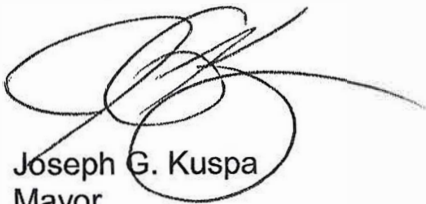
Please be advised I have made the following appointments:

Municipal Employees Civil Service Commission – for a term expiring December 2029:

Sam Galanis

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

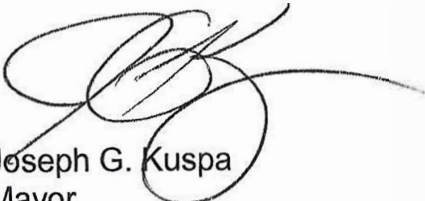
Please be advised I have made the following appointments:

Police and Fire Civil Service— for a term expiring December 2031:

Chris Poirier

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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KAREN E. GEOR

PRISCILLA AYRES-RE

PHILLIP J. RAU

ADRIENE PRI

ED GAWLIK

December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: **Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointments:

Tax Increment Finance Authority – for a term expiring December 2029:

Peter Heggie

Your concurrence on these appointments would be greatly appreciated.

Sincerely,



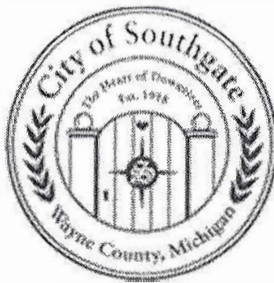
Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSP
Council President

CHRISTIAN GRAZIAN

KAREN E. GEORGE

PRISCILLA AYRES-REIS

PHILLIP J. RAUCH

ADRIENE PRICE

ED GAWLIK JR.

Memorandum

To: Honorable Mayor and City Council Members

From: Dan Marsh, City Administrator

Date: December 11, 2025

Re: Duty Disability Separation Agreement for Nathan Mosczynski

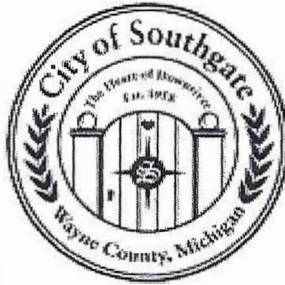
Attached to this communication is a supplementary actuarial report, commonly referred to as a PA 728 analysis. The purpose of this report is to show the potential financial impact regarding a separation agreement for former City of Southgate Lieutenant Nathan Mosczynski.

Unfortunately, due to a personal medical issue, Mr. Mosczynski sought a duty disability retirement from the City of Southgate. The City and the Command Officers Association Union acknowledged his eligibility for this benefit, which he is currently provided, and request Council to receive the file of this communication. Should you have any questions, please do not hesitate to contact me.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KU
Council Pres

CHRISTIAN GRAZI

KAREN E. GEOI

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ADRIENE PRI

ED GAWLIK

December 10, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

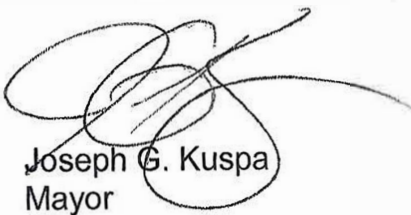
Ladies and Gentlemen:

Please be advised I have made the following appointments:

Police and Fire Retirement Board – for a term expiring December 2027:

Marc Hatfield
Gordon Mydlarz

Sincerely,



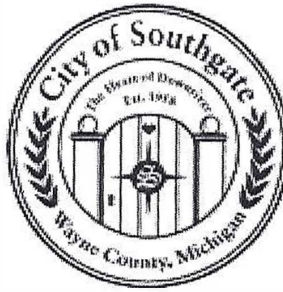
Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KU
Council Pres

CHRISTIAN GRAZI

KAREN E. GEOI

PRISCILLA AYRES-RE

PHILLIP J. RAU

ADRIENE PRI

ED GAWLIK

December 12, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

Please be advised I have made the following appointments:

Public Safety for a term expiring December 2026:

Greg Hass 13193 Superior

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk