

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday December 3, 2025

6:30pm

Work Study Session

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm

Regular Meeting

Pledge of Allegiance

Roll Call:

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

Minutes:

1. Work Study Meeting Minutes dated November 19, 2025
2. Regular City Council Meeting Minutes dated November 19, 2025

Motion to enter into Closed Session – Contract Extension IAFF Local 1307

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

- | | |
|---|---------|
| 1. Memo from Administrator; Re: Contract Extension – IAFF Local 1307 | Page 5 |
| 2. Memo from Administrator; Re: Request for Public Hearing | Page 6 |
| 3. Memo from Administrator; Re: Resolution Request – Wayne County Permits | Page 7 |
| a. A-26069 | |
| b. A-26124 | |
| c. A-26154 | |
| 4. Memo from City Council President; Re: Rules and Procedures | Page 25 |
| 5. Letter from Mayor; Re: Southgate Veteran's Memorial Library Mural Services | Page 28 |
| 6. Letter from Mayor; Re: Southgate Veteran's Memorial Copier Lease | Page 32 |

Communications "B" – (Receive and File):

- | | |
|--|---------|
| 1. Letter from Mayor; Re: Appointment to CASE Commission | Page 44 |
|--|---------|

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: **Warrant #1534 \$1,355,235.87**

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

November 19, 2025

An Informal Meeting of the Council of the City of Southgate was held on November 19, 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 Edward Zelenak, City Administrator Daniel Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, City Engineer John Hernessey, Public Safety Director Joseph Marsh, Police Chief Mark Mydlarz, Fire Chief Justin Graves, DPS Director Kevin Anderson, Recreation Director Julie Goddard, Building Director Tim Leach

Mayor Kuspa announced the winners of the Halloween Home Decorating Contest.

- 3rd Place Timothy Leigeber & Rachel Smith, 14152 Irene
- 2nd Place Brianna Young, 13403 Fordline
- 1st Place Samano Family, 15480 Meadow

Discussed the following agenda items:

- Appointment of Legal Services-Zelenak
- Appointment of Legal Services-Shifman Fournier
- Appointment of City Auditors
- Appointment of City Engineers (Receive & File)
- Elected Officials Compensation (Receive & File)

This meeting ended at 6:43 p.m.

City of Southgate

Regular City Council Meeting

November 19, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, November 19, 2025 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

Present: 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 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, Recreation Director Julie Goddard, Building Director Tim Leach

Minutes:

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

Communications "A":

1. Letter from Mayor; Re: Appointment of Legal Services (Zelenak) moved by George, supported by Rauch, RESOLVED THAT the Southgate City Council concur with the Mayor's appointment of the Law Offices of Ed Zelenak, 2933 Fort Street, Lincoln Park, Michigan, 48146 as City Attorney and Prosecuting Attorney for the City of Southgate. Motion carried unanimously.
2. Letter from Mayor; Re: Appointment of Legal Services (Shifman Fournier) moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council concur with the Mayor's appointment of the Law Offices of Shifman Fournier, 31600 Telegraph Rd., Suite 100, Bingham Farms, Michigan 48025 as Labor Attorney and Assistant City Attorney for the City of Southgate. Motion carried unanimously.
3. Letter from Mayor; Re: Appointment of City Auditors moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council concur with the Mayor's appointment of Plante & Moran, 27400 Northwestern Hwy., PO Box 307, Southfield, Michigan 48037-0307 as the City Auditors for the City of Southgate. Motion carried unanimously.

Communications "B": (Receive & File)

1. Letter from Mayor; Re: Appointment of City Engineers & Memo from Compensation Commission; Re: Elected Officials Compensation moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council receive and file the Letter from the Mayor appointing Hennessey Engineers Inc., 13500 Reeck, Southgate, Michigan 48195 as the City Engineers for the City of Southgate and the Memo from the Compensation Commission regarding Elected Officials Compensation. Motion carried unanimously.

**Regular City Council Meeting
November 19, 2025**

Unscheduled Persons In Audience

1. Robert Pawlowski, 12757 Chestnut, voiced his support for City Council, Administration and for Southgate future.

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1533 for \$1,971,258.44. Motion carried unanimously.

Adjournment:

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

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- 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 City Council Members

From: Dan Marsh, City Administrator

Date: November 25, 2025

Re: Contract Extension with Union: IAFF Local 1307

As previously discussed at this evening's Closed Session, the Administration has presented the City Council with a tentative agreement for a two year extension to the Collective Bargaining Agreement with the IAFF Local 1307. The Administration believes that the adoption of this agreement is in the best interest of the City and we respectfully request authorization for the Mayor, City Clerk, and City Administrator to sign on behalf of the City.

Proposed Motion: *To 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.*

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 City Council Members

From: Dan Marsh, City Administrator

Date: November 25, 2025

Re: Request for Public Hearing for Southgate Tower Redevelopment
Brownfield Plan Amendment #1

On Wednesday, November 19, 2025 the Brownfield Redevelopment Authority met to review Amendment #1 of the Southgate Tower Brownfield Plan. The amendment, prepared and presented by the City's Brownfield Consultant, adds costs associated with the bridge to be reimbursed by Tax Increment Revenue capture.

The next step is to hold a public hearing to get public input on the amendment. The Administration requests that a public hearing be set for the January 7, 2026 Council Meeting.

If you have any questions please contact me.

Proposed Motion: To 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 7:00pm in the Council Chambers.

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 City Council Members

From: Dan Marsh, City Administrator

Date: November 25, 2025

Re: Resolution Request:

Annual Maintenance Permit No. A-26069

Annual Pavement Restoration Permit No. A-26124

Annual Permit for Special Events No. A-26154

Wayne County has provided the City with the 2026 Annual Permits Package. The 2026 Permits Package includes the Annual Permit for Special Events, the Annual Pavement Restoration Permit, and the Annual Maintenance Permit. The Administration respectfully requests the City Council pass the attached required blanket resolution which accomplishes the following:

1. Agrees to fulfill all permit obligations and conditions
2. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employee against any and all damage claims, suits or judgements of any kind or nature arising as a result of permitted activity
3. Designates and authorizes Kevin Anderson, Director of Public Services, to sign the permits on behalf of the City of Southgate

Please contact me if you have any questions.

Proposed Motion: To 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.



Warren C. Evans
County Executive

11/17/2025

CITY OF SOUTHGATE
14400 Dix Toledo Road
Southgate, MI 48195

RE: A-26069
2026 Annual Permit Package
Wayne County Department of Public Services
Engineering Division – Permit Office

Attention: Kevin Anderson

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
 - a. Sanitary sewer inspection, repair and routine maintenance;
 - b. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter);
 - c. Other utilities (i.e. natural gas, electric or fiber optic;
 - d. Application of dust palliatives; and
 - e. Repair and replacement of existing sidewalks.
2. **Annual Pavement Restoration Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of pavement repair and restoration.
3. **Annual Permit for Special Events:** The annual permit grants preliminary authorization to a municipality to perform the following:
 - a. Temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity;
 - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
 - c. Place a temporary banner within the County right-of-way.



In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, *if applicable*
- B. Annual Special Events Attachment for Municipalities, *if applicable*
- C. Banner Attachment for Municipalities, *if applicable*
- D. General Conditions and Limitations of Permits, *if applicable*
- E. Indemnity and Insurance Attachment, *if applicable*
- F. Model Community Resolution, *if applicable*

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
- B. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

******For all Annual Permits please review the insurance attachment carefully, since the insurance requirements have been recently updated.***

The WCDPS Permit Office has published its manual, *Rules, Specifications and Procedures for Permit Construction*. This manual replaces the Permit Specifications Document which was attached to annual permits in previous years. The manual is also incorporated by reference into this annual permit and is available online at:

www.waynecountymi.gov/Government/Departments/Public-Services/Engineering/Construction-Permits

Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.



Type the name of the designated signer below the signature line and submit these documents to:

Wayne County Department of Public Services
Permit Office
Attn: Ms. Indira Boda
33809 Michigan Avenue
Wayne, MI 48184

Once received, the Permit Coordinator will validate your permit and return an executed copy to you for your files.

The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **734.595.6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **734.858.2774**

Respectfully Submitted,

A handwritten signature in cursive script, reading "Randa H. Saghir", is written above the printed name.

Randa Saghir
Administration Management

C: file

Attachments: Annual Permit
Scope of Work and Conditions for Municipal Maintenance Permits
Annual Special Events Attachment for Municipalities
Banner Attachment for Municipalities
General Conditions and Limitations of Permits
Indemnity and Insurance Attachment
Model Community Resolution



Warren C. Evans
County Executive

11/14/2025

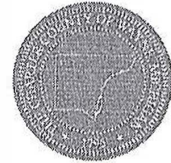
CITY OF SOUTHGATE
14400 Dix Toledo Road
Southgate, MI 48195

RE: A-26124
2026 Annual Permit Package
Wayne County Department of Public Services
Engineering Division – Permit Office

Attention: Kevin Anderson

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
 - a. Sanitary sewer inspection, repair and routine maintenance;
 - b. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter);
 - c. Other utilities (i.e. natural gas, electric or fiber optic;
 - d. Application of dust palliatives; and
 - e. Repair and replacement of existing sidewalks.
2. **Annual Pavement Restoration Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of pavement repair and restoration.
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 - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
 - c. Place a temporary banner within the County right-of-way.



In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, *if applicable*
- B. Annual Special Events Attachment for Municipalities, *if applicable*
- C. Banner Attachment for Municipalities, *if applicable*
- D. General Conditions and Limitations of Permits, *if applicable*
- E. Indemnity and Insurance Attachment, *if applicable*
- F. Model Community Resolution, *if applicable*

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
- B. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

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Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.



Type the name of the designated signer below the signature line and submit these documents to:

**Wayne County Department of Public Services
Permit Office
Attn: Ms. Indira Boda
33809 Michigan Avenue
Wayne, MI 48184**

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The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **734.595.6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **734.858.2774**

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Randa H. Saghir".

Randa Saghir
Administration Management

C: file

Attachments: Annual Permit
Scope of Work and Conditions for Municipal Maintenance Permits
Annual Special Events Attachment for Municipalities
Banner Attachment for Municipalities
General Conditions and Limitations of Permits
Indemnity and Insurance Attachment
Model Community Resolution

PERMIT OFFICE

33809 MICHIGAN AVE
WAYNE, MI 48184,
PHONE (734) 858-2774
FAX (734) 595-6356

72 HOURS BEFORE ANY
CONSTRUCTION, CALL

DM3 Permit Inspection Department
(734) 858-2778
FOR INSPECTION



**WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES**

PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No.

A-26124

ISSUE DATE

1/1/2026

EXPIRES

12/31/2026

REVIEW No.

WORK ORDER

79364

PROJECT NAME

Southgate - Pavement Restoration

LOCATION

Various

CITY/TWP

SOUTHGATE

PERMIT HOLDER

CITY OF SOUTHGATE
14400 Dix Toledo Road
Southgate, MI 48195

CONTRACTOR

CONTACT

CONTACT

Kevin Anderson

DESCRIPTION OF PERMITTED ACTIVITY

(72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO REPLACE AND REPAIR PAVEMENT CUTS DUE TO UTILITY REPAIRS WITHIN THE RIGHT-OF-WAY OF VARIOUS ROADS IN WAYNE COUNTY IN ACCORDANCE WITH THE WAYNE COUNTY RULES, SPECIFICATIONS AND PROCEDURES MANUAL & WAYNE COUNTY STANDARD PLANS FOR PERMIT CONSTRUCTION. AT LEAST 72 HOURS PRIOR TO CONSTRUCTION, THE PERMIT HOLDER SHALL SUBMIT WRITTEN NOTICE OF CONSTRUCTION, INCLUDING THE LOCATION AND DATE OF THE WORK ALONG WITH CONSTRUCTION PLANS TO THE PERMIT OFFICE FOR APPROVAL. THE FINAL AREA OF ANY PAVEMENT TO BE REPLACED AND/OR OVERLAID SHALL BE DETERMINED AND MARKED OUT BY THE COUNTY. FOR EACH PROJECT, ALL ACTUAL PLAN REVIEW AND INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIALS AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED TO THE PERMIT HOLDER ON A MONTHLY BASIS. ANY ROAD CLOSURE SHALL BE IN COMPLIANCE WITH THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES. <http://mutcd.fhwa.dot.gov> THE ATTACHMENTS LISTED BELOW ARE INCORPORATED BY REFERENCE AS PART OF THE CONDITIONS OF THIS PERMIT.

FINANCIAL SUMMARY		DEPOSITOR		APPROVED PLANS PREPARED BY	
PERMIT FEE	\$0.00	Bank	Check Type	Check NO.	PLANS APPROVED BY DATE PLANS APPROVED 1/1/2026
PLAN REVIEW FEE	\$0.00				
PARK FEE	\$0.00				
OTHER FEE	\$0.00				
BOND	\$0.00				
INSPECTION DEPOSIT	\$0.00	LETTER OF CREDIT DEPOSITOR		REQUIRED ATTACHMENTS GENERAL CONDITIONS SCOPE OF ALLOWABLE WORK AND CONDITIONS FOR ANNUAL UTILITY PERMITS INDEMNITY AND INSURANCE ATTACHMENT RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT www.waynecounty.com/tps_engineering_cpoffice.htm	
OTHER BOND	\$0.00				
TOTAL COSTS	\$0.00				
TOTAL CHECK AMOUNT \$0.00					
CASHIER	DATE				
	1/1/2026				

(PERMIT VALID ONLY IF ACCOMPANIED
BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

Kevin Anderson
PERMIT HOLDER NAME / AUTHORIZED AGENT

DATE

**WAYNE COUNTY DEPARTMENT
OF PUBLIC SERVICES**

PREPARED BY

page 15

CONTRACTOR NAME / AUTHORIZED AGENT

DATE

VALIDATED BY PERMIT COORDINATOR

DATE



Warren C. Evans
County Executive

11/12/2025

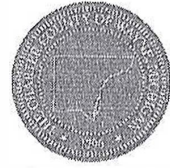
CITY OF SOUTHGATE
14400 Dix Toledo Road
Southgate, MI 48195

RE: A-26154
2026 Annual Permit Package
Wayne County Department of Public Services
Engineering Division – Permit Office

Attention: Kevin Anderson

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
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 - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
 - c. Place a temporary banner within the County right-of-way.



In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, *if applicable*
- B. Annual Special Events Attachment for Municipalities, *if applicable*
- C. Banner Attachment for Municipalities, *if applicable*
- D. General Conditions and Limitations of Permits, *if applicable*
- E. Indemnity and Insurance Attachment, *if applicable*
- F. Model Community Resolution, *if applicable*

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
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- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

*****For all Annual Permits please review the insurance attachment carefully, since the insurance requirements have been recently updated.**

The WCDPS Permit Office has published its manual, *Rules, Specifications and Procedures for Permit Construction*. This manual replaces the Permit Specifications Document which was attached to annual permits in previous years. The manual is also incorporated by reference into this annual permit and is available online at:

www.waynecountymi.gov/Government/Departments/Public-Services/Engineering/Construction-Permits

Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.



Type the name of the designated signer below the signature line and submit these documents to:

Wayne County Department of Public Services
Permit Office
Attn: Ms. Indira Boda
33809 Michigan Avenue
Wayne, MI 48184

Once received, the Permit Coordinator will validate your permit and return an executed copy to you for your files.

The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **734.595.6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **734.858.2774**

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Randa H. Saghir".

Randa Saghir
Administration Management

C: file

Attachments: Annual Permit
Scope of Work and Conditions for Municipal Maintenance Permits
Annual Special Events Attachment for Municipalities
Banner Attachment for Municipalities
General Conditions and Limitations of Permits
Indemnity and Insurance Attachment
Model Community Resolution

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184,
PHONE (734) 858-2774
FAX (734) 595-6356

72 HOURS BEFORE ANY
CONSTRUCTION, CALL
DM3 Permit Inspection Department
(734) 858-2778
FOR INSPECTION



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No. A-26154	
ISSUE DATE 1/1/2026	EXPIRES 12/31/2026
REVIEW No.	WORK ORDER

PROJECT NAME
Southgate - Special Events

LOCATION
Various

CITY/TWP
SOUTHGATE

PERMIT HOLDER
CITY OF SOUTHGATE
14400 Dix Toledo Road
Southgate, MI 48195

CONTACT
Kevin Anderson

CONTRACTOR

CONTACT

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO ALLOW TEMPORARY CLOSURE OF CERTAIN LOCAL AND COUNTY ROADS FOR A SPECIFIED PERIOD OF TIME IN ACCORDANCE WITH ALL GENERAL AND SPECIAL CONDITIONS OF THIS PERMIT. REFER TO ATTACHEMENT: ANNUAL SPECIAL EVENTS PERMIT FOR MUNICIPALITIES TO CONDUCT PARADES, BLOCK PARTIES, MARATHONS, CELEBRATIONS AND FESTIVALS. PERMIT TO INSTALL BANNERS WITHIN THE COUNTY ROAD RIGHT-OF-WAY. EACH REQUEST FOR A BANNER SHOULD BE SUBMITTED ONE MONTH PRIOR TO INSTALLMENT FOR APPROVAL. PLEASE REFER TO ATTACHEMENT: ANNUAL PERMIT FOR MUNICIPAL BANNERS. PERMIT HOLDER SHOULD CONTACT/INFORM THE LOCAL POLICE, HOSPITAL, FIRE MARSHAL, SCHOOL AND ANY OTHER LOCAL AGENCIES ARE/MAY BE AFFECTED BY THIS ROAD CLOSURE THREE (3) BUSINESS DAYS PRIOR TO SCHEDULED CLOSURE. THE PERMIT HOLDER SHOULD CONTACT THE WAYNE COUNTY TRAFFIC OFFICE AT (734) 955-2154 THREE (3) WORKING DAYS PRIOR TO ANY CLOSURE. THE CONTRACTOR/PERMIT HOLDER WILL SET UP AND MAINTAIN ALL BARRICADING AND SIGNS IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ([HTTP://MUTCD.FHWA.DOT.GOV](http://MUTCD.FHWA.DOT.GOV)) AND WILL BE THE RESPONSIBILITY OF THE PERMIT HOLDER. ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

FINANCIAL SUMMARY		DEPOSITOR	APPROVED PLANS PREPARED BY
PERMIT FEE	\$0.00	Bank	PLANS APPROVED BY
PLAN REVIEW FEE	\$0.00		
PARK FEE	\$0.00		
OTHER FEE	\$0.00		
BOND	\$0.00		
INSPECTION DEPOSIT	\$0.00	Check Type	DATE PLANS APPROVED
OTHER BOND	\$0.00	Check NO.	1/1/2026
TOTAL COSTS	\$0.00	REQUIRED ATTACHMENTS	
TOTAL CHECK AMOUNT	\$0.00	GENERAL CONDITIONS	
CASHIER	DATE	SCOPE OF ALLOWABLE WORK AND	
	1/1/2026	CONDITIONS FOR ANNUAL UTILITY PERMITS	
		INDEMNITY AND INSURANCE ATTACHMENT	
		RULES, SPECIFICATIONS AND PROCEDURES	
		FOR PERMIT CONSTRUCTION - AVAILABLE	
		ONLINE AT	
		www.waynecounty.com/dps_engineering_cpoffice.htm	
		(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)	

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

Kevin Anderson
PERMIT HOLDER NAME / AUTHORIZED AGENT

DATE

WAYNE COUNTY DEPARTMENT
OF PUBLIC SERVICES

PREPARED BY

page 19

CONTRACTOR NAME / AUTHORIZED AGENT

DATE

VALIDATED BY PERMIT COORDINATOR

DATE



**Wayne County Department of Public Services
Engineering Division – Permit Office
Scope of Allowable Work and Conditions
for Annual Pipeline Utility Permits**

General Conditions:

The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office, at (734) 955-9920, before starting any emergency underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County. For non emergency work, the Permit Holder shall call (734) 955-2154 at least 72 hours, excluding Saturdays Sundays and holidays, but not more than twenty-one (21) calendar days, before starting work.

Traffic shall be maintained in accordance with the current Manual on Uniform Traffic Control Devices and Wayne County Specifications.

A current copy of the, "Wayne County Rules, Specifications and Procedures for Construction Permits" shall be attached and incorporated as part of the conditions of the permit is available online at:

http://waynecounty.com/dps_engineering_cpoffice.htm

Annual Utility Permits are limited to the following scope of work:

Excavation within the right-of-way for the purpose of inspection, making repairs, and routine maintenance of the utility owned facilities.

Special Conditions for Annual Pipeline Utility Permits

1. Emergency repairs may be made provided notification is given to the Permit Office as soon as possible, and no later than the next Wayne County business day.
2. Immediate notification must be given for emergency (public safety, health and welfare) operations which involve cutting of pavement. An individual permit shall be obtained by the Permit Holder as soon as possible.
3. The Permit Office shall be notified of normal repairs in advance and in writing. The Permit Holder shall provide the approximate location and date of all work to be performed.
4. Utility companies shall submit monthly reports to the Permit Office listing location, date and type of activity for each activity performed under the blanket permit for that month. These reports may be faxed to 734.595.6356.



Wayne County Department of Public Services Engineering Division – Permit Office

Conditions & Limitations of Permits

Plan Approval and Specifications: All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current *Wayne County Rules, Specifications and Procedures for Permit Construction*, included as an attachment to this permit, the *Wayne County Standard Plans for Permit Construction*, and the *MDOT Standard Specifications for Construction*, as modified by WCDPS Special Provisions, and other WCDPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

Fees: The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

Bond: The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

Insurance: The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

Indemnification / Hold Harmless: Sub-Section 1 herein applies to all Permit Holders except Municipalities. Sub-Section 2 herein applies to Municipalities only.

1. To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.
2. To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

Permit on Site: The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

Notification for Start and Completion of Work: The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approved plans in their possession on the job site at all times.

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

Safety: The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current *Manual on Uniform Traffic Control Devices (MUTCD)*. The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOSHA requirements.

Underground Utilities: The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDH&Q or reported on appropriate release forms for underground storage tanks.

Assignability: The permit is neither transferable nor assignable without the written consent of the County.

Limitation of Permit: The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, federal or local agencies.

Access of Other Vehicles: The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

Restoration: The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

Acceptance: Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed or the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

Permit Expiration and Extension of Time: All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

Responsibility: The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

Revocation: The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

Violation: The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

Inspection and Testing of Materials: Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current *MDOT Standard Specifications for Construction* as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

Design: The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsoil conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

Drainage: Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

Permit Holder Compliance: The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment for Pipeline Permits**

The Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity whether the negligence is due to the Permit Holder or to joint negligence of the Permit Holder and the County, arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$2,000,000 each occurrence and \$5,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$2,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$2,000,000 for bodily injury each person, each occurrence and property damage liability \$2,000,000 each occurrence.

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

The WCDPS shall be a Certificate Holder on the policy of insurance worded as, "Wayne County, and its officers, agents and employees are named as additional insured parties." It is also required that the annual permit numbers are included on each certificate of insurance.

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by Certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office. The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.

**MODEL COMMUNITY RESOLUTION
AUTHORIZING EXECUTION OF
WAYNE COUNTY PERMITS**

Resolution No. _____

At a Regular Meeting of the _____ (Name of
Community Governing Board) on _____ (date), the following
resolution was offered:

WHEREAS, the _____ (hereinafter the "Community") periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs, annual maintenance work, and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 *et seq.*, the County permits and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary

signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Name	Title
_____	_____
_____	_____

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the _____
(name of Community), County of Wayne, Michigan, on _____.

#305299-v2

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSI
Council President

CHRISTIAN GRAZIAI

KAREN E. GEORG

PRISCILLA AYRES-REIS

PHILLIP J. RAUC

ADRIENE PRIC

ED GAWLIK JR

Memorandum

To: Honorable City Council Members

From: Zoey Kuspa, City Council President

Date: November 25, 2025

Re: City Council and Work Study Rules and Procedures

The City Council establishes its rules and procedures after each election

Attached for your review please find a copy of the current City Council and Work Study Rules and Procedures.

It will be necessary to pass a Resolution to adopt the City Council and Work Study Rules and Procedures either as presented or amended.

City of Southgate

COUNCIL RULES AND PROCEDURES

1. Meetings shall open with Pledge of Allegiance.
2. The order of roll call and roll call votes shall be rotated.
3. Matters referred to an ad hoc (impromptu or informal) committee shall appear on the next meeting's agenda unless otherwise specified.
4. Officials shall be referred to by their respective titles.
5. Only persons recognized by the Chair shall be noted in the minutes.
6. Individuals and organizations acknowledged by the Chair under Persons In The Audience – Scheduled and Unscheduled, will be afforded a three (3) minute time limit to address the City Council. The time limit may be extended at the discretion of the Chair.
7. All persons in attendance at a Council Meeting shall maintain a proper decorum in the Council Chambers. The use of vulgar, obscene, threatening or otherwise inappropriate language or gestures shall result in a verbal warning and/or ejection from the Council Chambers at the discretion of the Chair.
8. The deadline for matters (including communications) to appear on the agenda shall be Thursday at 4:00 P.M. prior to the Council meeting. This shall also apply to Council members. Those people desiring to be placed on the agenda shall state in writing their reasons and the subject matter to be presented.
9. All communications requiring Council action shall be listed and read under "Communications A"; all others shall be listed under "Communications B" and read only if required or requested.
10. All Council members shall receive copies of all communications with the tentative agenda. The agenda shall be available to the members on the Friday prior to the regular meeting.
11. Meetings are to be conducted according to rules of Parliamentary Procedure, as outlined in "Parliamentary Procedure at a Glance" by O. Garfield Jones.
12. All Council members are to be notified of any commission/committee meetings.
13. All emailed correspondence from the City (Administration, Departments, Personnel...) shall be sent directly to each Council Member's City Email Account.
14. The City Attorney shall act as Parliamentarian and Sergeant-At-Arms to the Council.
15. To reconsider a motion, the following procedure applies:
 - a) Only a Council member who voted with the prevailing side may bring a motion to reconsider, but the motion to reconsider may be seconded by any Council member.
 - b) A motion to reconsider must either be made at the same meeting as the motion sought to be reconsidered, or, if the City Clerk is notified within seventy-two (72) hours after said meeting, the motion to reconsider shall be placed on the agenda for the next scheduled Council meeting.
 - c) If a majority of the Council votes in favor of the motion to reconsider, the motion sought to be reconsidered shall then be independently voted upon by the Council.
 - d) Motions shall not be reconsidered twice.

City of Southgate

COUNCIL RULES AND PROCEDURES

16. Changing a vote:

- a) Any individual Council member may change his or her vote up to the time the vote is announced. After that he or she can make the change only with the permission of the Council. If no Council member objects, the change may be made. If an objection is raised, a motion may be made to allow the change, which motion is undebatable. A majority vote is necessary to adopt the motion and allow the change.
- b) A motion to allow a Council member to change his or her vote must be made either at the same meeting as the vote sought to be changed, or, if the City Clerk is notified within seventy-two (72) hours of said meeting. The motion to allow a vote to be changed shall be placed on the agenda of the next scheduled Council meeting.

17. Emergency Expenditures:

- a) Whenever an emergency expenditure is required, the matter shall first be referred to the Finance Director for pertinent information and written recommendation as to where the money to pay for said expenditure will come from.
- b) When other matters requiring emergency polling of the Council result, an attempt will be made to contact all members within a six-hour time frame. After the six-hour time frame, the results will be finalized. The results will be provided to Council members as soon as possible afterwards.

18. Ordinances:

- a) All ordinances which amend classifications of land (rezoning) and are recommended for approval by the Planning Commission after a public hearing, shall be forwarded to the next appropriate regular meeting of the Council for a first reading. A Work Study Session will be scheduled prior to the Regular Meeting in order to address specific Council questions.
- b) All other proposed ordinances, including zoning ordinance amendments, shall be placed on a Work Study Session Agenda for consideration by Council, prior to the first reading at a Regular Council Meeting.
- c) In the event the City Administrator deems a proposed ordinance requires immediate attention, the proposed ordinance may be placed on the next Council agenda for consideration by the Council.
- d) Ordinances shall be introduced at one meeting and adopted at the following meeting. In the event the Council deems it necessary to immediately adopt an ordinance, the ordinance may be introduced and adopted at the same meeting.
- e) If practical, ordinances shall be read once in their entirety. Otherwise, ordinances may be read by title only.

19. At any time during the effective period of these "Rules of Procedure", the Council may amend such rules and regulations by a majority vote.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSI
Council President

CHRISTIAN GRAZIAI

KAREN E. GEORG

PRISCILLA AYRES-REIS

PHILLIP J. RAUC

ADRIENE PRIC

ED GAWLIK JR

November 25, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approve Library Mural Services

Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to approve the proposal from Rhiannan Sibbald for Mural Services at the Southgate Veteran's Memorial Library in the amount of \$4,175.00.

Adequate funds are available in the Library Fund budget.

Your concurrence on this matter would be greatly appreciated.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

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

DATE: November 25, 2025 *DWD*

RE: Recommendation to Approve Proposal for Southgate Veterans Memorial Library Mural Services

I have reviewed the above item with the Library Director and concur with his recommendation to approve the proposal from Rhiannan Sibbald for the Southgate Veterans Memorial Library mural services in the amount of \$4,175.00. Waiver of the bid process is not required as this falls under professional services.

Adequate funds are available in the Library Fund for this project.

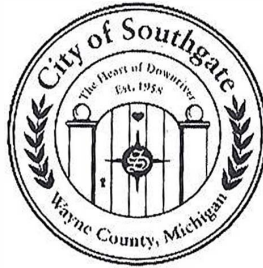
Proposed Motion

Approve the proposal from Rhiannan Sibbald for the Southgate Veterans Memorial Library mural services in the amount of \$4,175.00.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

November 18, 2025

To: Dan Marsh, City Administrator
From: Donald Priest, Library Director
Date: November 18, 2025
Re: Library mural

The Southgate library is interested in hiring a muralist to design and create two murals. One will be in the children's play area, in a space that had a mural before; it was in poor condition, and was painted over in 2020. The second mural is smaller, on a wall outside the children's play area.

I reached out to two muralists, who have worked at other local libraries and came recommended by their directors, Rhiannan Sibbald and Chelsea Hensbergen. Along with Children's Services Librarian Jennifer Pickles, I met with both muralists to discuss the project. They both submitted proposals, accompanied by examples of their previous work.

Rhiannan Sibbald proposal

\$3,825 (original proposal of \$4,500, but 15% off if we confirm the project before year's end)

Optional: \$500 inspiration session

Optional: \$350 sticker collection + coloring page

Total: \$3,825 - \$4,675

Chelsea Hensbergen proposal

\$2,500 - \$3,000 for large wall mural

\$500 for smaller mural

\$250 design fee

Total: \$3,250 - \$3,750

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI
BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

It is our recommendation that the library engage the services of Rhiannan Sibbald, for both murals, as well as the optional sticker collection + coloring page, for a total cost of \$4,175. The artwork of both muralists is of high quality, we simply prefer the style of Rhiannan, and like the sticker collection + coloring page option.

This project was anticipated as part of the budget for the current fiscal year, funds are available for it.

Donald C Priest II
Director
Southgate Veterans Memorial Library

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUS
Council Presid

CHRISTIAN GRAZIA

KAREN E. GEOR

PRISCILLA AYRES-REE

PHILLIP J. RAUC

ADRIENE PRIC

ED GAWLIK JR

November 26, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approve Library Copier Lease

Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to approve the proposal from Applied Innovation for a 5 year lease of a Canon copier with coin box and card reader at the Southgate Veteran's Memorial Library in the amount of \$17,861.00.

Adequate funds are available in the Library Fund budget.

Your concurrence on this matter would be greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

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: November 25, 2025

RE: Recommendation to Approve Proposal for Southgate Veterans Memorial Library Copier Lease (**WAIVER OF BID**)

I have reviewed the above item with the Library Director and concur with his recommendation to waive the city bid process and approve the proposal from Applied Innovation for a 5-year lease of a Canon copier with coin box and card reader at a total cost of \$17,861.00.

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

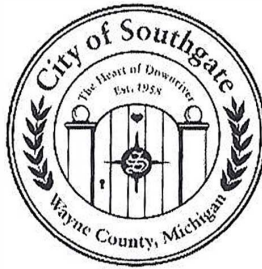
Proposed Motion

Waive the city 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.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

October 29, 2025

To: Dan Marsh, City Administrator
From: Donald Priest, Library Director
Date: October 29, 2025
Re: Copier lease

The Southgate library has a copier originally leased from Applied Innovation beginning in early 2018. The age of the copier means replacement parts are not readily available. Rather than wait for a problem that can't be fixed, we are seeking to replace it with a newer model.

I reached out to both Applied Innovation and Xerox for proposals. In addition to our existing copier services, we are planning to add fax and card payment options to the new devices. Both vendors provided quotes for machines that would meet our needs.

It is my recommendation that we accept the proposal from Applied Innovation, for a Canon imageRUNNER ADVANCE DX C3930i, as well as a Jamex 9557-MP3000 coin box and card reader, for a 5 year (60 month) lease, at a total cost of \$17,861.

While Xerox provided a quote that is slightly less expensive, their card reader solution includes a card processing fee per transaction, while the Applied Innovation solution covers up to 300 transactions per month, at a charge to the library of \$25/month. We have no way to estimate which will cost more in the long run, and I prefer the certainty of a flat fee.

Donald C Priest II
Director
Southgate Veterans Memorial Library

	Xerox VersaLink C7130	Xerox AltaLink C8255	imageRUNNER ADVANCE DX C3930i
Monthly Payment	\$ 292.91	\$ 371.93	\$ 198.00
Total Lease	\$ 17,574.60	\$ 22,315.80	\$ 11,880.00
B/W	\$ 0.00850	\$ 0.0075	\$ 0.00850
Color	\$ 0.06	\$ 0.05	\$ 0.06
Additional costs			
Jamex 9957			\$ 2,525.00
MP3000 card reader			\$ 1,485.00
Jamex setup			\$ 471.00
Monthly card reader subscription			\$ 25.00
Total card reader subscription			\$ 1,500.00
Monthly card reader transaction fees	\$ 9.95	\$ 9.95	
Total card reader transaction fees	\$ 597.00	\$ 597.00	
TOTAL	\$ 18,171.60	\$ 22,912.80	\$ 17,861.00
Included B/W per month	\$ 4.25	\$ 3.75	
Included Color per month	\$ 15.00	\$ 12.50	
Total included over lease	\$ 1,155.00	\$ 975.00	

Notes

Lease of Xerox machines includes EX200 coin-op

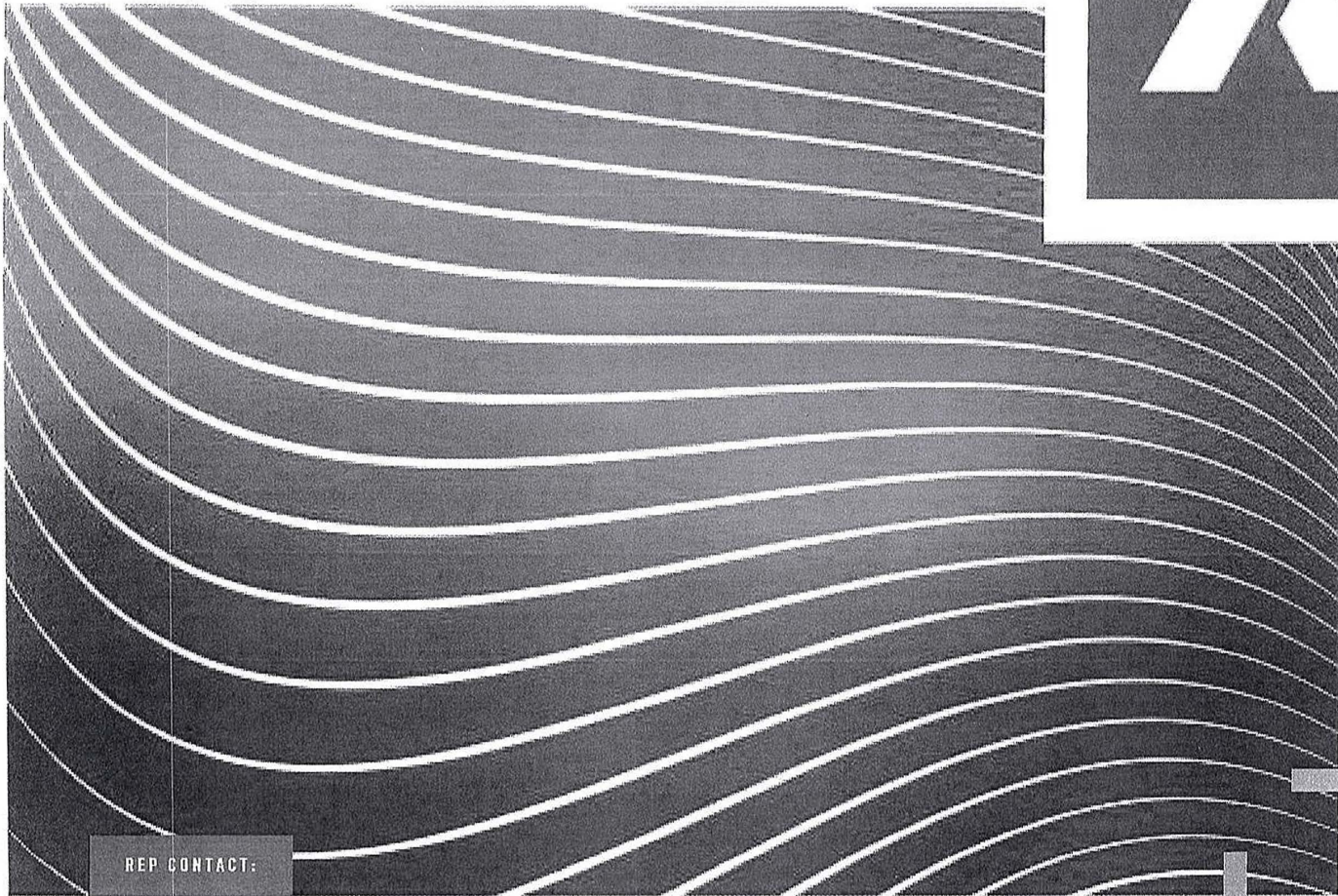
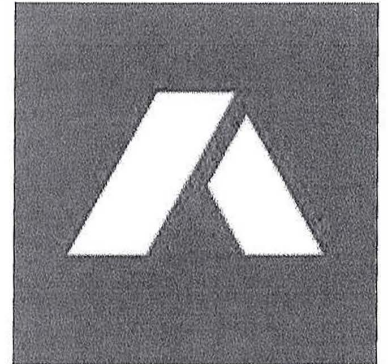
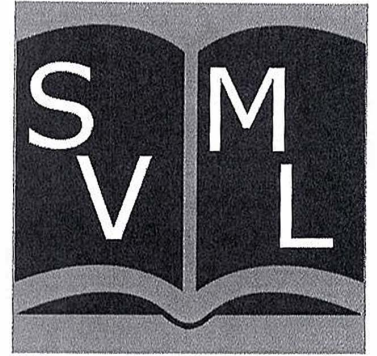
Xerox coin-op card reader also includes processing fees passed on to user. 5.95% for transactions under \$4.99, 2.5% + \$ 0.10 for transactions above \$5

Jamex monthly card reader subscription covers up to 300 card transactions per month

Per print costs may rise annually over course of lease. Applied Innovation increase not to exceed 15% yearly

PRESENTED TO:

Southgate Veterans Memorial Library



REP CONTACT:

Scott Barabas
Major Account Manager

(248) 728-4587
sbarabas@appliedinnovation.com

APPLIED
INNOVATION

+ FIRST CLASS SERVICE

Streamlined Invoicing //

Receiving multiple invoices for products & services can be complicated & often times, an Accounts Payable nightmare. With Applied Innovation you'll receive **ONE** single invoice for all services & solutions, which takes the stress out of paying bills.

Personalized Customer Service Experience //

When you call a customer service number, the last thing you want is to be greeted by a directory & wait to hear the available options to speak with someone & long wait times. You want service immediately. We're pleased to share that we have a **LOCAL** Customer Loyalty Center, located in our Grand Rapids headquarters. Rest assured your call will be answered by a **LIVE** specialist for all your service & supply requests, which minimizes any frustration & call transfers.

(800) 521-0983 | callcenter@appliedinnovation.com

GPS Tracking of Service Vehicles //

Curious where your service technician is & estimated time of arrival? Our Applied Innovation fleet is equipped with state-of-the-art GPS tracking devices & the Customer Loyalty Center can inform you of locations in real time to prioritize requests.

Hassle-Free Meter Readings //

Manually reporting your copier or printer meters is a thing of the past! Each new installed & networked device will come with Applied Innovation meter reading software. This allows us to quickly & efficiently obtain your meters so you can save time & money associated with managing your device.

Automatic Toner Replenishment //

When your copier or printer is out of toner, it can be a real burden to productivity. Auto supply replenishment is an option that is available to you upon request. For those that prefer to control the amount that is sent, you can still order your own toner through the Customer Loyalty Center or our Customer Portal online.

Removal of Current Fleet //

Old gear taking up room at your organization? Applied Innovation will pick up & remove of any printer, fax, and/or copier not covered under a contract that requires removal from the facility.

Total Solution Provider //

We offer end-to-end document solutions for your business - from output, workflow, storage, management, security & destruction. Trust one company for all your business needs.

The logo consists of the word "ALINK" in a bold, sans-serif font. The "A" is stylized with a triangle shape integrated into its left side. The logo is set against a dark background within a light-colored rectangular frame.

OUR 24/7 ONLINE
CUSTOMER PORTAL

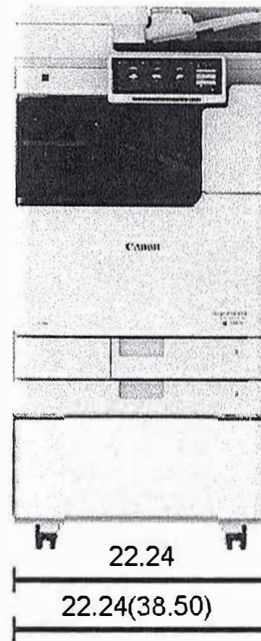
[Pay Invoices](#) / [Request Service](#) / [Order Supplies](#) / [Submit Meters](#) / [Recycle Toner](#) / [How to Reach Us](#)

WWW.APPLIEDINNOVATION.COM/HELP

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imageRUNNER ADVANCE DX C3930i



45.08

22.24

22.24(38.50)

Product Description

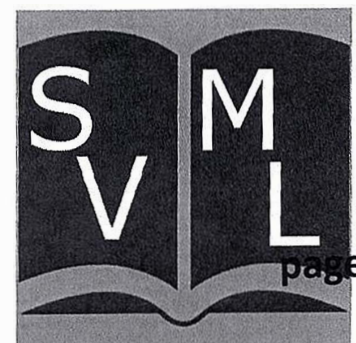
- Print/Copy Speed: up to 30 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control

Space And Power Requirements

- Total Dimensions (W x D x H):
22.24" x 28.43" x 45.08"
- Total Installation Space (W x D x H):
38.50" x 44.06" x 45.08"
- Main Unit Power Requirements: 110V/8.5A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageRUNNER ADVANCE DX C3930i	22.24	28.43	35.31		
Cabinet Type-W	22.24	24.21	9.76		
Inner 2way Tray-M1	-	-	-		
Copy Control Interface Kit-A1	-	-	-		
Total	22.24	28.43	45.08		

Dimensions shown for each accessory are its net size. The total dimensions shown include spacing and accessory overlap.





PROPOSED PROGRAM

Canon

MAKE	MODEL	QUANTITY
CANON	DX C3930I	1
CANON	CABINET	1
CANON	INNER 2-WAY TRAY	1
CANON	SUPER G3 FAX	1
CANON	COPY CONTROL INTERFACE	1

EQUIPMENT

LEASE TERM // 60 MONTH \$1 OUT

LEASE PAYMENT // \$198.00

COST PER BLACK & WHITE IMPRESSIONS // \$.0085

COST PER COLOR IMPRESSIONS // \$.06

SERVICE MAINTENANCE PROGRAM

Includes all maintenance, service calls, parts, labor & supplies [consumables], except paper & staples.

ADDITIONAL BLACK & WHITE IMPRESSIONS // \$0.0085

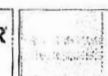
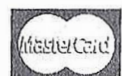
ADDITIONAL COLOR IMPRESSIONS // \$0.06

Included // Delivery, setup, installation, coordination with Big Brothers Big Sisters of Southeast MI Network Administrator, assistance with workstation tools installation & key operator training on all equipment features & operations. Removal of current Canon device.

TAXES NOT INCLUDED / PRICING SECURE FOR 30 DAYS / CONFIDENTIAL / DO NOT DISTRIBUTE



Network connectivity provides enhanced support features like in place firmware updates or remote diagnostics. You can add the optional Jamex Automated Reporting Software for email reporting of bypass use, low change condition, bill box status and cash out reports. This gives staff the ability to manage several Jamex 9550 series vend stations in different locations.



Dimensions: 17.25" x 31.5" x 10" | Shipping Weight 60 lbs.

OPTIONS

- High capacity changer
- Multiple mounting options
- Extended warranty
- Jamex Automatic Reporting Software (meter and event activity email reporting)
- Jamex's JPC protocol (for use with computer based vending applications such as print vending software)

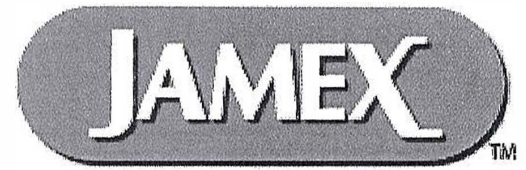
9550 SERIES SUPPORT

- One year warranty with unmatched technical support available by phone or email
- Warranty parts ship overnight at no charge
- Instructional video library for common service/support items

Model 9557-MP3000
(shown with optional base)



PROPOSED PROGRAM



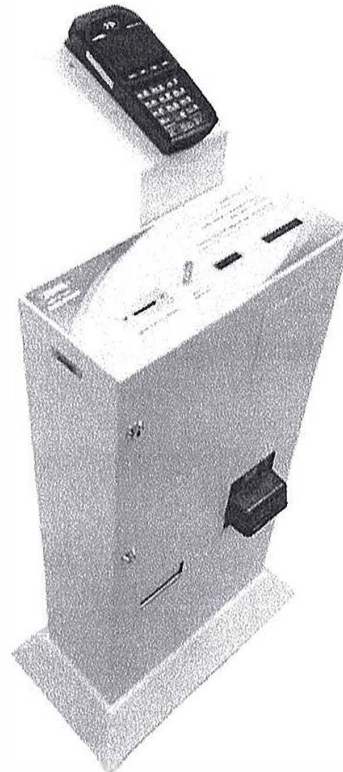
MAKE	MODEL	QUANTITY
JAMEX	9557	1

PURCHASE COST // \$ 2,525.00 - JAMEX 9557

MP3000 FOR 9500 // \$ 1,485.00

JAMEX PROFESSIONAL SERVICES AND INITIAL MERCHANT SET UP // \$ 471.00

MONTHLY PROCESSING SUBSCRIPTION FREEDOM PAY (300 TRANS) // \$ 25.00



Model 9557 MP3000





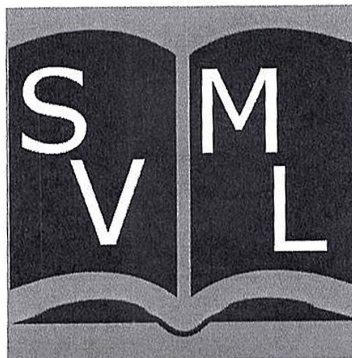
NEXT STEPS & IMPLEMENTATION

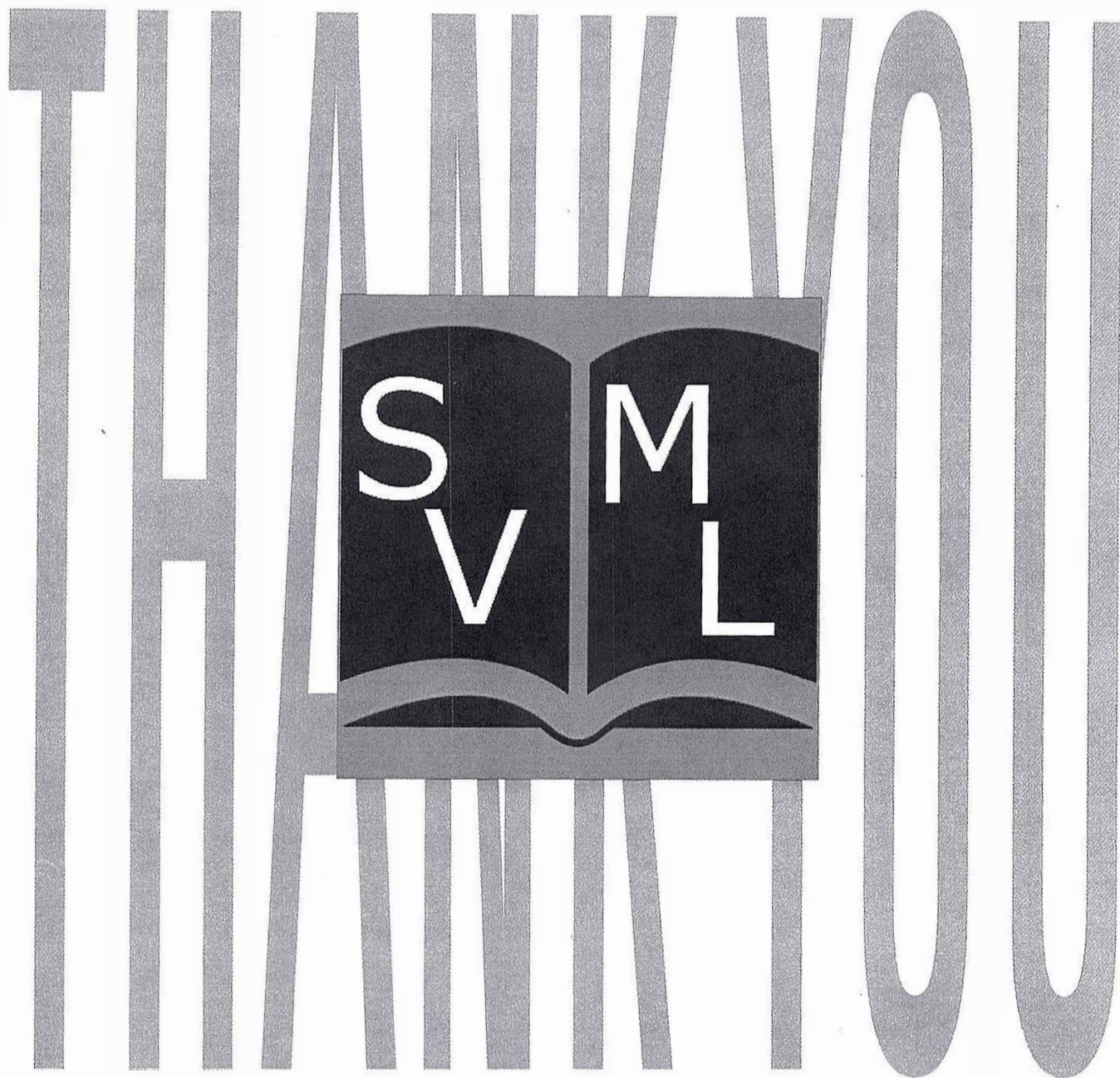
SIGN LEASE / PURCHASE ORDER

SOLIDIFY DELIVERY TIMEFRAME /

COORDINATE LOGISTICS WITHIN Southgate Veterans Memorial Library

SCHEDULE KEY-OPERATOR & STAFF





APPLIED
INNOVATION

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUR
Council Presid

CHRISTIAN GRAZIA

KAREN E. GEOR

PRISCILLA AYRES-REI

PHILLIP J. RAU

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ED GAWLIK J

November 21, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

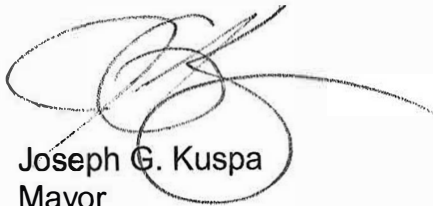
Ladies and Gentlemen:

Please be advised I have made the following appointments:

Cultural Arts & Special Events— for a term expiring December 2027:

Victoria Araj 14036 Flanders

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk