

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday February 5, 2025

6:30pm

Work Study Session

1. Police Department Awards
2. Proclamation
3. Officials Reports
4. Discussion of Agenda Items

7:00 pm

Regular Meeting

Pledge of Allegiance

Roll Call:

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

Minutes:

1. Work Study Meeting Minutes dated January 15, 2025
2. Regular City Council Meeting Minutes dated January 15, 2025
3. Public Hearing Meeting Minutes dated January 15, 2025

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Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

1. Memo from ACA/Finance Director; Re: Proposed Schedule – FY 2025/26 Budget Process
2. Memo from the ACA/Finance Director; Re: Request for Public Hearings
3. Letter from Mayor; Re: Tree and Stump Removal (WAIVER OF BID)
4. Letter from Mayor; Re: Proposal for City Hall Roof Drains Repair
5. Letter from Mayor; Re: Janitorial Services – City Hall (WAIVER OF BID)
6. Memo from Administrator; Re: Emergency Purchase of Water Main Repair Services

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Communications "B" – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1514 \$ 7,491,207.99

Adjournment:



Janice M. Ferencz, City Clerk

PROCLAMATION

WHEREAS: During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS: Black History Month grew out of the establishment, in 1926, of Negro History Week by Carter G. Woodson and the Association for the Study of African American Life and History; and

WHEREAS: the observance of Black History Month calls our attention to build a society that lives up to its democratic ideals; and

WHEREAS: the City of Southgate continues to work toward becoming an inclusive community in which all citizens—past, present, and future—are respected and recognized for their contributions and potential contributions to our community, the state, the country, and the world; and,

WHEREAS: the City of Southgate is proud to honor the history and contributions of African Americans in our community, throughout our state, and nation.

Now, therefore, in recognition of African Americans – past and present – in our community and throughout this Great Nation I, Joseph G. Kuspa, Mayor of the City of Southgate, Michigan, do hereby proclaim February to be:

Black History Month

I encourage all citizens to celebrate our diverse heritage and culture, and continue our efforts to create a world that is more just, peaceful, and prosperous for all.

GIVEN UNDER MY HAND AND SEAL
This 5th day of February, two-thousand and twenty-five.

Joseph G. Kuspa, Mayor



Work Study Session

January 15, 2025

An Informal Meeting of the Council of the City of Southgate was held on January 15, 2025 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

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

Absent: *Karen George *excused

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

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

- 3rd Place The Ross and Furbaby Family, 13611 Peach
- 2nd Place Kevin & Kimberly Beaudrie, 13538 Karl
- 1st Place The Hughes Family, 12145 Devoe

Discussed the following agenda items:

- Award Bid for City Hall Parking and ADA Improvements CDBG Project
- Public Hearing for City of Southgate Parks and Recreation Master Plan
- Adopt Parks and Recreation 2025-2029 Master Plan
- Approve IT Software Services Agreement
- Approve March 2025 Board of Review Dates
- Approve 2025 Poverty Exemption Guidelines and Application
- Approve Heating and Cooling Maintenance (Waiver of Bid)
- Approve Ice Arena Heating and Cooling System Repairs (Waiver of Bid)
- Approve Police Training Course Fees
- 1st Reading of Proposed Disruptive Behavior Amendment to Chapter 670 of the City Code

This meeting ended at 6:51 p.m.

City of Southgate

Regular City Council Meeting

January 15, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, January 15, 2025 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

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

Absent: *Karen George *excused

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

Minutes:

Moved by Rauch, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated January 2, 2025 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Gawlik, RESOLVED, that the minutes of the Regular City Council Meeting dated January 2, 2025 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Award Bid for City Hall Parking and ADA Improvements CDBG Project moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council award bid for the City Hall CDBG Parking & ADA Improvements project to Great Lakes Contracting Solutions, Inc. in the amount of \$669,160.50, plus 10% contingency in the amount of \$66,916.05, for a total amount of \$736,076.55. Great Lakes Contracting Solutions was the lowest bidder and met all specifications. Motion carried unanimously.

Scheduled Hearings:

1. Memo from Administrator; Re: Public Hearing - City of Southgate Parks and Recreation Master Plan moved by Rauch, supported by Ayres-Reiss, RESOLVED that the Southgate City Council hereby enters into a public hearing at 7:03 p.m. in order to entertain views and comments from interested individuals regarding: Southgate 2025-2029 Parks and Recreation Master Plan. Motion carried unanimously.

A presentation was given by Chris Nordstrom of Carlisle Wortman and Associates, the City's Planning Consultant, on the Parks and Recreation Master Plan.

Council President asked for questions or comments from the audience and Council. Councilman Gawlik expressed his appreciation to those that worked on the plan and commented on the updates.

There were no comments or questions from the audience.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED that the Southgate City Council adjourn the public hearing at 7:10 p.m.

Motion carried unanimously.

Communications "A":

Regular City Council Meeting January 15, 2025

1. Memo from Administrator; Re: Parks and Recreation 2025-2029 Master Plan Request for Approval moved by Gawlik, supported by Araj, RESOLVED THAT the Southgate City Council adopt a resolution to adopt the City of Southgate 2025 – 2029 Parks and Recreation Master Plan.

WHEREAS, the Southgate Parks & Recreation Director & Commission has undertaken a planning process to determine the recreation needs and desires of its residents during a five-year period covering the years 2025 to 2029; and

WHEREAS, the Parks & Recreation Director & Commission began the process of developing a Parks & Recreation Plan in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources and made available to local communities; and

WHEREAS, the Parks & Recreation Director & Commission has developed the plan as a guideline for improving recreation opportunities for Southgate residents; and

WHEREAS, residents of Southgate were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the Plan; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

WHEREAS, a public hearing was held on January 15, 2025, at Southgate City Hall to provide an opportunity for all residents of the City to express opinions, ask questions, and discuss all aspects of the Parks & Recreation Master Plan; and

WHEREAS, the plan serves as a guideline for park land, open space, and recreation planning by the Parks & Recreation Commission; and

WHEREAS, the plan also serves as a planning tool for other City boards and commissions, such as the Planning Commission and City Council; and

WHEREAS, the adoption of a five-year plan is mandated by the Department of Natural Resources for eligibility for DNR-administered grants; and

NOW, THEREFORE, BE IT RESOLVED, that the Southgate City Council hereby adopts the City Southgate Parks and Recreation Master Plan for the years 2025 -2029.

Motion carried unanimously.

2. Letter from the Mayor; Re: IT Software Services Agreement moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council approve a 3-year agreement commencing February 1, 2025 and expiring January 31, 2028 with Electronic Tech Solutions (ETS) in the amount of \$5,365.00 per month for IT Software Services. Motion carried unanimously.
3. Memo from the ACA/Finance Director; Re: March 2025 Board of Review Dates moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council approve the March 2025 Board of Review dates per the Deputy City Assessor as follows:

Tuesday, March 4th from 9 AM until 7 PM
Tuesday, March 11th from 12 PM until 9 PM

Regular City Council Meeting January 15, 2025

Tuesday, March 18th from 9 AM until 7 PM

The following date may be utilized if necessary:

Thursday, March 20th from 9 AM until 7 PM

As well as the Board of Review member's compensation in the amount of \$200 per day or \$100 per half-day, and the amount of \$200.00 per day for additional expenses. Motion carried unanimously.

4. Memo from the ACA/Finance Director; Re: 2025 Poverty Exemption Guidelines and Application moved by Rauch, supported by Gawlik, RESOLVED THAT the Southgate City Council approve the 2025 Poverty Exemption Guidelines and Application, based on guidance from the Michigan State Tax Commission. Motion carried unanimously.
5. Letter from the Mayor; Re: Heating and Cooling Maintenance (Waiver of Bid) moved by Graziani, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the bid process and approve a 2-year extension with Flo-Aire Heating & Cooling, Inc. (Southgate, MI), commencing February 1, 2025 and expiring January 31, 2027 for heating and cooling maintenance services at their current fee schedule (original contract was awarded May 16, 2018). Motion carried unanimously.
6. Letter from the Mayor; Re: Ice Arena Heating and Cooling System Repairs (Waiver of Bid) moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bidding process and approve Quote #1883 in the amount of \$23,895.00, Quote #1834 in the amount of \$6,795.00, and Quote #1812 in the amount of \$5,115.00, from Flo-Aire Heating & Cooling (Southgate, MI), for ice arena heating and cooling repairs. Motion carried unanimously.
7. Letter from the Mayor; Re: Police Training Course Fees moved by Gawlik, supported by Rauch, RESOLVED THAT the Southgate City Council approve police training course fees in the amount of \$6,375.00 to Oakland Community College, Oakland Police Academy Training Center, to be paid with funds provided by the State of Michigan for this required training. Motion carried unanimously.

Ordinances:

1. Memo from Administrator; Re: First Reading of Proposed Disruptive Behavior Amendment to Chapter 670 of the City Code Moved by Ayres-Reiss, supported by Gawlik, RESOLVED THAT the Southgate City Council hereby approves to waive the second reading and adopt the proposed changes to Chapter 670-Peace Disturbances. This ordinance will be otherwise be known as Ordinance no. 1045. Motion carried unanimously.

Claims and Accounts:

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1513 for \$1,138,515.63. Motion carried unanimously.

Adjournment:

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

Regular City Council Meeting
January 15, 2025

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

City of Southgate
PUBLIC HEARING
January 15, 2025

REGARDING: City of Southgate Parks and Recreation Master Plan

A Public Hearing of the Council of the City of Southgate was held on Wednesday, January 15, 2025 and was called to order at 7:03 P.M. by Council President Zoey Kuspa.

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

Absent: *Karen George *excused

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

The purpose of this public hearing, duly advertised, is to entertain views and comments from interested individuals regarding the Southgate 2025-2029 Parks and Recreation Master Plan.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that Council enters the public hearing.

A presentation was given by Chris Nordstrom of Carlisle Wortman and Associates, the City's Planning Consultant, on the Parks and Recreation Master Plan.

Council President asked for questions or comments from the audience and Council. Councilman Gawlik expressed his appreciation to those that worked on the plan and commented on the updates.

There were no further comments or questions.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED that the Southgate City Council adjourn the public hearing at 7:10 p.m.

Motion carried unanimously.

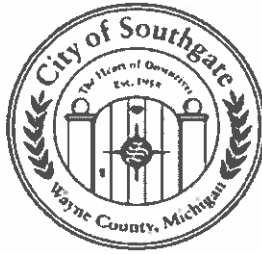
Zoey Kuspa
Council President

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

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator/Finance Director
DATE: January 28, 2024
RE: Proposed Schedule – FY 2025/26 Budget Process:

DWD

The following schedule is proposed regarding the process for review and approval of the budget for fiscal year commencing July 1, 2025:

Budget Workshop	Saturday, April 12, 2025	8:00 AM
Public Hearing on Budget	Wednesday, May 7, 2025	7:00 PM
Adoption of Budget by City Council	Wednesday, May 21, 2025	7:00 PM

A resolution authorizing the establishing of such dates is requested.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: January 28, 2025

RE: Request for Public Hearings:

1. Southgate-Wyandotte Operation / Maintenance / Capital Special Assessment Costs
2. Water and Sewer Rates

As in previous years, the Administration is requesting the City Council schedule a public hearing for Wednesday May 7, 2025 for the Southgate – Wyandotte Operation/Maintenance and a public hearing for Wednesday May 7, 2025 for Water and Sewer Rates.

The May 7th hearing for the Southgate-Wyandotte Operations/Maintenance is required in order to entertain views and comments from interested individuals regarding the “Special Assessment” costs associated with the Southgate – Wyandotte Operation and Maintenance and Capital Improvement charges.

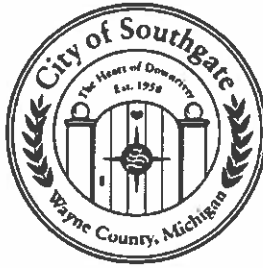
The May 7th hearing for the Water and Sewer rates is required in order to entertain comments from interested individuals regarding the proposed Water and Sewer rates to become effective July 1, 2025.

Your favorable consideration in this matter is therefore requested.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

January 29, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: **WAIVER OF BID** Tree & Stump Removal

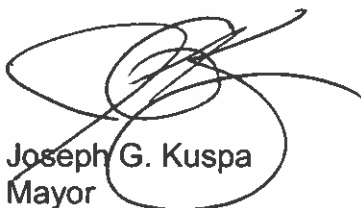
Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, that the contract for Tree and Stump Removal be extended for a two year period with CHOP Tree Services. The contract will commence January 1, 2025 and expire December 31, 2026 for services at their current fee schedule.

Funds for this contract award are derived from the General Fund and Local Street Fund.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: January 29, 2025

RE: Recommendation for 2-Year Extension for Tree Removal Maintenance (WAIVER OF BID)

I have reviewed the above with the Director of Public Services, and concur with his recommendation to waive the bid process and extend the city's contract with CHOP Tree Services (Milford, MI) for a two-year period commencing January 1, 2025 and expiring December 31, 2026, for tree removal maintenance services at their current fee schedule.

This bid was originally awarded in 2023, and pricing remains the same as the original award rates.

Adequate funds are budgeted in the General Fund, and Major & Local Street Funds for these services.

Proposed Motion

Waive the bid process and approve 2-year extension with CHOP Tree Services, commencing January 1, 2025 and expiring December 31, 2026, for tree removal maintenance services at their current fee schedule under the original contract awarded January 18, 2023

From the Desk of:
Kevin Anderson
Director of Public Services
January 31, 2025

To: Dan Marsh
City Administrator

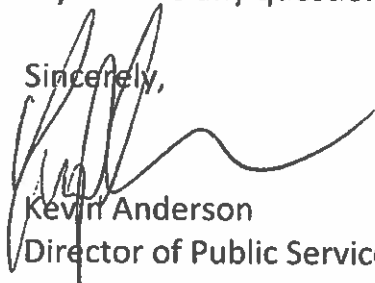
Re: Bid Extension Recommendation for Tree Removal Maintenance

I respectfully request to extend the bid for Tree Removal maintenance for CHOP Tree Services. They will extend the pricing on tree removal maintenance with the City of Southgate for 2 years beginning on January 1st, 2025, and expiring December 31st, 2026. I have included a copy of their pricing from the original bid submitted at the end of 2022, approved by City Council on January 18, 2023.

They are our current contractor and have extended their fee schedule for two years. I believe this to be in the best interest of the City as they have always provided excellent service and respond rapidly to all service calls.

If you have any questions, please contact me.

Sincerely,



Kevin Anderson
Director of Public Services

Enclosure

KA/ew



January 13, 2025

City of Southgate
Jerry Stacy
14400 Dix Toledo Rd
Southgate, MI 48195

Dear Jerry,

We appreciate the opportunity to work with the City of Southgate in regards to your tree removal needs. If you're agreeable, we would be honored to extend the contract through December 31, 2026 at the current pricing below:

Tree Removal:

Size	Rate
0-10"	\$85.00
11-17"	\$230.00
18-24"	\$575.00
25-30"	\$1,300.00
31-39"	\$1,850.00
40"+	\$2,800.00

Emergency Work:

Weekdays 8am-5pm: \$250.00/hr

Weekends, Holidays and after 5pm: \$475.00/hr

If you have any questions or concerns, I can be reached at (616)648-4704 or john@we-chop.com

Sincerely,

John Huizenga

John Huizenga
Supervisor

JH/jlg

1505 Steele Ave SW, Grand Rapids, MI 49507

Phone: 616 583-9821 Fax: 616 583-9824

DBH	UNIT PRICE
0" - 10"	\$ 85
11" - 17"	\$ 230
18" - 24"	\$ 575
25" - 30"	\$ 1300
31" - 39"	\$ 1850
40" -	\$ 2800

Emergency Work

Weekdays, 8:00 am - 5:00 pm

Hourly Rate \$ 250

Weekends, Holidays, and after 5:00 pm

Hourly Rate \$ 475

Name of Company	CHOP TREE SERVICE
Address	3144 YEW
City, State, Zip	MILFORD, MI, 48381
Telephone Number	616-648-4704
Fax Number	
E-mail Address	john@we-chop.com john@we-chop.com
Authorized Representative	JOHN HUIZENGA
Title	REGION SUPERVISOR
Signature and Date	

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

ED GAWLIK JR.

VICTORIA ARAJ

January 30, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Proposal for City Hall Roof Drains Repair

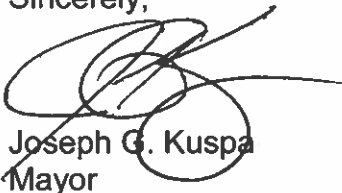
Ladies and Gentlemen:

It is recommended by the Director of Public Services and I concur with his recommendation to approve the proposal from Quint Plumbing & Heating, Inc., Wyandotte, Michigan, for repairs to the City Hall Roof Drains in the amount of \$5,400.00. Quint Plumbing is the city approved contractor for plumbing services.

Sufficient funds are available in the General Fund Budget to cover costs associated with this.

Your favorable consideration of this matter is requested.

Sincerely,



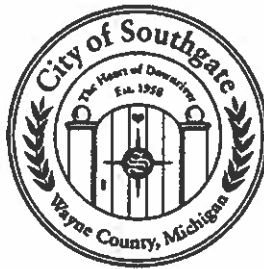
Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director
DATE: January 29, 2025
RE: Request to Approve Proposal for City Hall Roof Drains Repair

DWD

I have reviewed the above proposal with the Director of Public Services and concur with his recommendation to approve the proposal from Quint Plumbing & Heating, Inc. (Wyandotte MI) for repairs to the City Hall roof drains in the amount of \$5,400.00. Quint Plumbing is the city-approved contractor for plumbing services.

Adequate funds are available in the General Fund budget.

Proposed Motions

Approve proposal from Quint Plumbing & Heating, Inc. for repairs to the City Hall roof drains in the amount of \$5,400.00.

From the Desk of:
Kevin Anderson
Director, D.P.S.
January 30, 2025

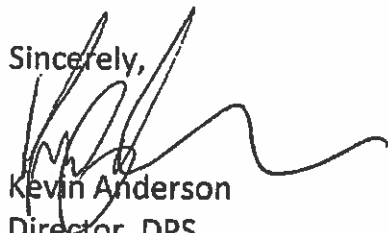
To: Dan Marsh
City Administrator

Re: Plumbing Repair Recommendation

I respectfully request to recommend **Quint Plumbing & Heating, Inc.** to repair the roof drains above the Mayor's Office at City Hall. They are our current contractor. I have attached their estimate of \$5,400.00.

If you have any questions, please contact me.

Sincerely,



Kevin Anderson
Director, DPS

Enclosure

KA/sb

Quint Plumbing & Heating, Inc

4144 6th Street Wyandotte, MI 48192

Phone: 734-281-1153

Email: admin@quintplumbing.com

City of Southgate

date

City Hall – 14400 Dix Toledo Rd. Southgate, MI 48195

Attn. Jerry Stacy - jstacy@southgatemi.gov

We are pleased to offer the following estimate to cut out the 4" galvanized roof drains on the second floor in front of the mayor's office. We will run approximately 30'-40' of 4" PVC in its place. We will end the new PVC where the line turns and goes over the atrium with no 2nd floor access. Once the covering is removed, we will check the integrity of the roof drains before we tie into the sumps. The following price includes labor and material/parts needed.

Total - \$ 5,400.00

Estimate figures work be scheduled and completed during normal business hours. Monday-Friday 7:30am-4pm. This estimate is only valid for 15 days.
Any approval after the 15-day mark will have to be re-evaluated.

Please see the following page for additional important information.

Customer Initial: _____ Date: _____

Quint Plumbing & Heating, Inc

4144 6th Street Wyandotte, MI 48192

Phone: 734-281-1153

Email: admin@quintplumbing.com

Prior to the start of work, we will need a signed copy of the estimate. Signed copies can be sent back via email, mail, or by dropping it off at our office. Please be advised, credit card transactions for payments do inquire a 3% processing fee per transaction.

Any additional items found due to pre-existing code violations and conditions, which need repaired will be an added cost and tracked at time and material, after discussing with the owner/tenant. This estimate is limited to the work listed above. It does not include any unforeseeable or any additional cost of material and/or labor that might be uncovered while our crew is there. If that occurs, it can be discussed at that time and we can then move forward from there.

This estimate assumes that the work area will be easily accessible and free and clear of clutter and debris. If area is not easily assessable, the general contractor will be made aware of the area to be cleared for the work to commence. If area is to be cleared by Quint Plumbing, this work will be performed on a time and material basis. There will be no lawn restoration, fence restoration, landscape restoration, tile or flooring restoration, black top or driveway/concrete replacement work to be done.

If you should have any further questions, please feel free to give our office a call.

Sincerely,

Quint Plumbing

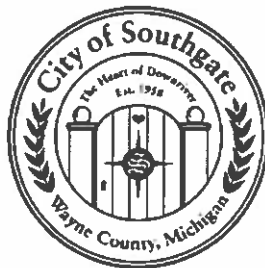
Approved By: _____

Date: _____

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

January 30, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Janitorial Services – City Hall (**WAIVER OF BID**)

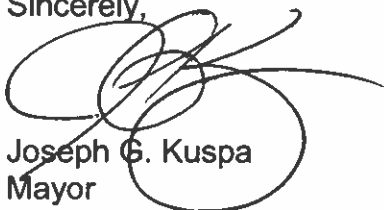
Ladies and Gentlemen:

It is recommended by the City Administrator and I concur with his recommendation to extend the contract for Janitorial Services at City Hall with Services to Enhance Potential (STEP), Dearborn, Michigan, for a period of one (1) year, expiring January 31, 2026 at the current rate of \$1,320.00 per month.

Sufficient funds are available in the General Fund Budget to cover costs associated with this bid.

Your favorable consideration of this matter is requested.

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

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: January 29, 2025

RE: Recommendation for 2-Year Extension for City Hall Janitorial Services (**WAIVER OF BID**)

I have reviewed the above with the City Administrator, and concur with his recommendation to waive the bid process and extend the city's contract with Services To Enhance Potential - STEP (Dearborn, MI) through January 31, 2026, for City Hall janitorial services at their current rate of \$1,320.00 per month.

This bid was originally awarded in 2023, and pricing remains the same as the original award rates. Adequate funds are budgeted in the General Fund for these services.

Proposed Motion

Waive the bid process and extension with Services To Enhance Potential - STEP, through January 31, 2026, for City Hall janitorial services at their current rate of \$1,320.00 per month.

SERVICES TO ENHANCE POTENTIAL

2941 S. Gulley

Dearborn, Michigan 48124-3160

CONTRACTED SERVICES AGREEMENT

THIS DOCUMENT CONSTITUTES AN AGREEMENT between **City of Southgate**, 14400 Dix Toledo Road, Southgate, MI 48195 and **Services To Enhance Potential**, 2941 S. Gulley Road, Dearborn, Michigan 48124.

FIRST: It is understood by both parties that all individuals working at your company under this agreement will remain employees of Services To Enhance Potential. Services To Enhance Potential will be responsible for all liability, worker's compensation, insurance (if any), FICA, and other benefits offered to individuals in the program. Services To Enhance Potential will provide **City of Southgate** with a certificate of insurance verifying our insurance coverage.

SECOND: The signing of this agreement indicates that Services To Enhance Potential has a safety and health program, and that staff members may be allowed to conduct periodic site drills and inspections.

THIRD: Services To Enhance Potential's workers are to follow all company work rules and practices in such areas as dress, grooming, appropriate identification and access to common areas, health and safety rules and required use of safety equipment.

FOURTH: Services To Enhance Potential's staff will provide quality assurance inspections on a regular basis.

FIFTH: It is understood that all services provided by Services To Enhance Potential at **City of Southgate** will be done without regard to race, color, religion, sex, marital status, handicap, age, or national origin.

SIXTH: **City of Southgate** understands that confidentiality should be maintained for Services To Enhance Potential's workers and employees.

SEVENTH: The term of this agreement is for one (1) year, **2/1/2025 to 1/31/2026**. For the benefit of both parties, this agreement may be terminated with a sixty (60) day prior written notification by either party.

EIGHTH: Services To Enhance Potential's Employment & Training Services Department will provide the specified contracted services for a monthly rate (see worksite data sheet, attached). **City of Southgate** will be invoiced once monthly. Terms are net 30 from date of invoice.

NINTH: Services To Enhance Potential shall defend, indemnify and hold **City of Southgate** from and against any and all demands, expenses, costs, charges and claims for damages whatsoever (including attorney's fees) arising in any manner from Services To Enhance Potential's performance under this contract. This indemnity provision shall survive the termination or expiration of this contract.

See attachment of work services performed: work schedule, and Contracted Services Specifications.

EMPLOYMENT & TRAINING SERVICES DEPARTMENT
WORKSITE DATA SHEET

WORK SCHEDULE:

DAYS & HOURS	RATE
Tuesdays, Wednesdays, Fridays after 4:00PM	<u>\$1,320.00 per month</u>
No cleaning service on State-Designated Holidays	Emergency Cleaning Services - \$50/HR

SERVICE NOTES
• Janitorial Services/Office Cleaning (<i>See bid specifications for checklist</i>) • STEP will provide labor for all cleaning tasks • All cleaning equipment, supplies, and paper products will be provided by the City of Southgate.

CITY OF SOUTHGATE CONTACT(S)	Phone	Email
Dan Marsh <i>City Administrator</i>	734.258.3021	dmarsh@southgatemi.gov
Douglas Drysdale <i>Assistant City Admin, Finance Director</i>	734.258.3017	ddrysdale@southgatemi.gov
STEP Contact person(s)	Phone	Email
Holly Mullins <i>Project Manager</i>	313.319.1526	hmullins@stepcentral.org
Carla Dean <i>Director of Employment & Training</i>	586.843.8735	cdean@stepcentral.org

**THE UNDERSIGNED, HEREBY, ACKNOWLEDGES
ACCEPTANCE OF THE TERMS STATED IN THIS CONTRACT AGREEMENT.**

ACCEPTED BY: City of Southgate
14400 Dix Toledo Road
Southgate, MI 48195

By: _____

Name / Title: _____

DATE: _____

ACCEPTED BY: Services To Enhance Potential
2941 S. Gulley Road
Dearborn, Michigan 48124-3160

By: Holly Mullins

Name / Title: Holly Mullins / Project Manager

DATE: 1/21/2025



1/21/2025

BID-PROPOSAL TO PROVIDE JANITORIAL SERVICES FOR:

City of Southgate

City Hall Janitorial Services

1. CONTRACTOR INFORMATION:

This proposal is presented by Services To Enhance Potential (STEP). Established in 1972, STEP is a private, not-for-profit, 501(c) 3 corporation, Federal I.D. # 28-7289763. Our corporate offices are located at 2941 S. Gulley Rd. Dearborn, MI. 48124. Our President/CEO is Sara Grivetti, PhD, CRC. This contract will be administered by our Employment and Training Services Department as a part of our Transitional Employment Training program (account manager for this contract will be Holly Mullins, our Project Manager).

STEP is a fully licensed and bonded Michigan corporation and qualifies as a Community Rehabilitation Organization (CRO) for contracting with the State. STEP provides vocational training and employment services to more than 1,300 persons with barriers to employment, throughout Wayne County. A major goal of Services To Enhance Potential is to increase the number of persons who are employed, self-employed, and volunteer in their communities. STEP provides and supports a variety of employment and self-employment options.

STEP has direct experience working for the City of Southgate, cleaning at the City Hall and Ice Arenas. Additionally, STEP does has history with the City of Southgate because we have owned and operated a STEP Thrift Store located in Southgate for the last 12 years. This location serves the community of Southgate residents in serving about 29,000 customers each year as well as providing paid training opportunities to over 30 individuals with disabilities.

2. PRIOR EXPERIENCE & CAPABILITIES:

STEP currently manages ten commercial cleaning crews under contract to a variety of customers (including the State of Michigan). Last year our janitorial contracting totaled approximately \$250,000. We hold multi-year contracts with the State of Michigan and the

U.S. Federal Government (cleaning the FAA tower at the Detroit Metropolitan Airport). Additionally, we provide service for the City of Taylor municipal buildings; STEP also holds contracts with numerous private companies.

We are experienced in cleaning office and professional spaces, as well as industrial (multi-use) plants. The references we have provided can attest to the integrity, quality, and dependability of our workers and staff.

Reference 1: City of Wayne – 29th District Court

Contact: Denise Steffens (Court Administrator)

Phone: 734-419-0109

Janitorial services provided July 2017 to present date.

Reference 2: Detroit Wayne Mental Health Authority

Contact: Niecy Jones (Facility Manager)

Phone: 313-833-2500

Janitorial services provided February 2016 to present date.

Reference 3: State of Michigan

Contact: Cecil Banks

Phone: (313) 500-9624

Janitorial services provided September 2013 to present date.

Reference 4: City Of Taylor – Municipal Cleaning Services

Contact: John Mudreyko

Phone: 313-330-7511

Janitorial services provided March 2019 to present date.

3. WORK PLAN & STAFFING:

If awarded this contract, STEP will provide 2-3 custodians per day and 1 on-site supervisor. STEP intends to have the crew on-site 3 days a week (T,W,F) for 2-3 hours depending on daily tasks assigned.

- STEP will provide transportation to/from STEP facility to ensure that all members work as a team throughout the assigned buildings.
- Custodians and supervisors will all participate in outlined tasks; onsite supervisors are responsible for ensuring that all tasks are completed and for reporting any issues to off-site management.
- All services will be completed by STEP employees and supervising personnel; no work shall be subcontracted unless otherwise collaborated with City of Southgate approval.

4. HEALTH, SAFETY & ENVIRONMENTAL PROTECTION:

STEP's Supervisor will be responsible for the daily implementation of the health and safety program. STEP has a comprehensive safety/emergency procedures policy, and a copy can be provided to the City upon request. In addition, a worksite disaster control plan will be developed that will include specifics of this location to include medical & first aid, fire alarm procedures, location of devices – extinguishers, etc., evacuation plan, and MSDS information. STEP will use the supply storage spaces provided by the City of Southgate and will ensure that all materials are maintained safely and by OSHA standards.

5. SUPPLIES & EQUIPMENT

All supplies and equipment will be provided by the City of Southgate. Monthly fee for cleaning is for Labor only. STEP supervisor will complete inventory orders and leave them in designated area each month.

6. PRICING, INSURANCE & INVOICING INFORMATION

STEP will invoice The City of Southgate once monthly for janitorial services provided. Terms are net 30 from date of invoice. STEP will remain as employer of record and be responsible for all liability, workers' compensation coverage, and payroll processing for crew members. A certificate verifying coverage's can be made available upon request.

Pricing is as follows:

- **Monthly fee: \$1,320.00** (This averages to approximately \$120 per visit)
- Emergency Cleaning Services: \$50.00/hr.

7. QUALITY ASSURANCE & CUSTOMER SERVICE

STEP has been CARF Accredited since 1985, and we are currently accredited for Community Integration, Community Services Coordination, Community Employment Services, Job Development, Job-Site Training, Job Supports, Employment Services Coordination, and Organizational Employment Services.

- Contract Supervisor will assist with cleaning tasks as needed and is on-call for any immediate concerns during non-operational hours. Contract supervisor is also responsible for daily quality assurance and training of employees.
- Project Manager will receive and respond to all customer concerns communicated by the City and will conduct on-site walkthroughs each quarter, to ensure that services remain consistent; may act as Key Personnel in emergency situations to ensure that services at the facility go uninterrupted if the agency is impacted by loss of personnel.

Customer Service Contact(s):

Holly Mullins– Contract Project Manager
313.319.1526
hmullins@stepcentral.org

Kimberly Johnson – Service Team Manager
313.244.5497
kjohnson@stepcentral.org

Carla Dean – Director of Employment & Training
586.843.8735
cdean@stepcentral.org



STEP RESOURCE CENTERS

Dearborn North Resource Center

(Headquarters)

2941 S. Gulley Road

Dearborn, MI 48124-3160

Phone: (313) 278-3040

Dearborn South Resource Center

15200 Mercantile Drive

Dearborn, MI 48120-1223

Phone: (313) 827-0764

Detroit Resource Center

4700 Beaufait

Detroit, MI 48207-1372

Phone: (313) 267-9777

Western Wayne Resource Center

450 S. Venoy

Westland, MI 48186

Phone: (734) 722-1000

STEP THRIFT STORES

Dearborn Heights, MI Thrift Store

23830 Ford Rd,

Dearborn Heights, MI 48127

Phone: (313) 633-0755

Wayne, MI Thrift Store

35004 W. Michigan Ave

Wayne, MI 48184

Phone: (734) 728-9777

Southgate, MI Thrift Store

13705 Eureka Road (Southgate Shopping
Center)

Southgate, MI 48195

Phone: (734) 284-0814

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



- CITY COUNCIL -

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

City of Southgate

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: January 31, 2025

Re: Emergency Water Main Repair

On January 28 and 29, 2025 the Southgate Water Department experienced a series of water main breaks that occurred within a short time frame. In order to quickly restore service to residents and stop water loss RJ&J Excavating was called in to assist. RJ&J worked on four water main breaks for a total cost of \$32,465.24. This was an unprecedented circumstance and it is not expected to continue in the future. Prior to engaging with RJ&J, the City received approval from union, TPOAM 2018, to bring in additional help.

Funds are available from water and sewer funds.

If you have any questions please contact me.

Proposed Motion: To approve the emergency purchase of water main repairs services from RJ&J Enterprises in the amount of \$32,465.24.



Randy Taylor
President

GENERAL CONTRACTING
EXCAVATING DEMOLITION*UNDERGROUND UTILITIES*
10229 N. DIXIE HIGHWAY*SOUTH ROCKWOOD, MI 48179
PH (313)218-5201 FX (734)586-2198 EMAIL: rjjenterprisesinc@outlook.com
Website: rjjenterprisesinc.net

BILLED TO:
City of Southgate
RE: Watermain repair
@Pennsylvania (In front of car wash)
Tuesday January 28th, 2025

INVOICE #11301
01/28/25

INVOICE

Located leak and excavated up 8" main in greenbelt. Repaired by installing an 8"x8" repair band. Hauled out wet dirt to city yard and brought in dirt from city yard.
Backfilled

1-Pump & Tool Trucks, 4hrs @\$200.00 per- \$800.00
1-Operator/Excavator & breaker, 4hrs @\$250.00 per- \$1,000.00
2-Dump Trucks w/driver, 4hrs @\$200.00 per- \$1,600.00
1-Skid-Steer w/ breaker & bucket, 4hrs @\$200.00 per- \$800.00
3-Laborers, 4hrs @\$150.00 per- \$1,800.00
Mob fee, \$250.00- \$250.00

TOTAL \$6,250.00



Randy Taylor
President

GENERAL CONTRACTING
EXCAVATING DEMOLITION*UNDERGROUND UTILITIES*
10229 N. DIXIE HIGHWAY* SOUTH ROCKWOOD, MI 48179
PH (313)218-5201 FX (734)586-2198 EMAIL: rjenterprisesinc@outlook.com
Website: rjenterprisesinc.net

BILLED TO:
City of Southgate
RE: Watermain repair
@Trenton Road (The Orchards)
Tuesday January 28th, 2025

INVOICE #11302
01/28/25

INVOICE

Excavated up holes where city marked main in green belt. Main was not there so we broke out curblin 2'x15', still could not locate main. City came out with locator and marked main in the road. Broke out 4'x8' of road, located leak in main and repaired with a 8"x15" repair band. Hauled in 21aa stone and backfilled holes in road and curblin. Hauled out dirt to city yard.

1-Pump & Tool Trucks, 6hrs @\$200.00 per- \$1,200.00
1-Operator/Excavator & breaker, 6hrs @\$250.00 per- \$1,500.00
2-Dump Trucks w/driver, 6hrs @\$200.00 per- \$2,400.00
1-Skid-Steer w/ breaker & bucket, 6hrs @\$200.00 per- \$1,200.00
3-Laborers, 6hrs @\$150.00 per- \$2,700.00
Mob fee, \$250.00- \$250.00

TOTAL \$9,250.00



Randy Taylor
President

GENERAL CONTRACTING
EXCAVATING DEMOLITION*UNDERGROUND UTILITIES*
10229 N. DIXIE HIGHWAY*SOUTH ROCKWOOD, MI 48179
PH (313)218-5201 FX (734)586-2198 EMAIL: rjjenterprisesinc@outlook.com
Website: rjjenterprisesinc.net

BILLED TO:
City of Southgate
RE: Watermain repair
@15122 California Circle
Wednesday January 29th, 2025

INVOICE #11303
01/29/25

INVOICE

Excavated on city mark, 6ft in depth. Located leak and installed a 6"x8" repair band.
Hauled out dirt to city yard and hauled in dirt from city yard to backfill with.

1-Pump & Tool Trucks, 4hrs @\$200.00 per- \$800.00
1-Operator/Excavator & breaker, 4hrs @\$250.00 per- \$1,000.00
2-Dump Trucks w/driver, 4hrs @\$200.00 per- \$1,600.00
1-Skid-Steer w/ breaker & bucket, 4hrs @\$200.00 per- \$800.00
3-Laborers, 4hrs @\$150.00 per- \$1,800.00
Mob fee, \$250.00- \$250.00

TOTAL \$6,250.00



Randy Taylor
President

GENERAL CONTRACTING
EXCAVATING DEMOLITION*UNDERGROUND UTILITIES*
10229 N. DIXIE HIGHWAY*SOUTH ROCKWOOD, MI 48179
PH (313)218-5201 FX (734)586-2198 EMAIL: rjenterprisesinc@outlook.com
Website: rjenterprisesinc.net

BILLED TO:
City of Southgate
RE: Watermain repair
@13285 Westminster
Wednesday January 29th, 2025

INVOICE #11304
01/29/25

INVOICE

Excavated up main where water was coming up. Discovered a bell was blown out under a tree. Cut tree down and pulled stump to expose 12ft of pipe. Removed and replaced 10ft of 8" C900 and installed 2-8"x12" repair bands. Hauled out wet dirt to city yard and hauled in dirt from city yard to backfill with.

Mob fee, \$250.00- \$250.00
5ft section of 8" C900 watermain- \$5,232.62
5ft section of 8" C900 watermain- \$5,232.62

TOTAL \$10,715.24