

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday January 15, 2025

6:30pm

Work Study Session

1. Christmas Home Decorating Contest Winners
2. Officials Reports
3. 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 2, 2025
2. Regular City Council Meeting Minutes dated January 2, 2025

Page 2

Page 3

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from the Mayor; Re: Award for City Hall Parking and ADA Improvements CDBG Project

Page 4

Scheduled Hearings:

1. Memo from Administrator; Re: Public Hearing – City of Southgate Parks and Recreation Master Plan **Page 16**

Communications "A"

1. Memo from Administrator; Re: Parks and Recreation 2025-2029 Master Plan Request for Approval **Page 17**
2. Letter from the Mayor; Re IT Software Services Agreement **Page 22**
3. Memo from the ACA/Finance Director; Re: March 2025 Board of Review Dates **Page 37**
4. Memo from the ACA/Finance Director; Re: 2025 Poverty Exemption Guidelines and Application **Page 39**
5. Letter from the Mayor; Re: Heating and Cooling Maintenance **(Waiver of Bid)** **Page 47**
6. Letter from the Mayor; Re: Ice Arena Heating and Cooling System Repairs **(Waiver of Bid)** **Page 52**
7. Letter from the Mayor; Re: Police Training Course Fees **Page 58**

Communications "B" – (Receive and File):

Ordinances:

1. Memo from Administrator; Re: First Reading of Proposed Disruptive Behavior Amendment to Chapter 670 of the City Code

Page 62

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1513 \$1,138,515.63

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

January 2, 2025

An Informal Meeting of the Council of the City of Southgate was held on January 2, 2025 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

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

Excused: Phil Rauch

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, Police Chief Mark Mydlarz, Recreation Director Julie Goddard, & Building Inspections Director Tim Leach

Discussed the following agenda items:

- Award Bid for Demolition of Garage at 12071 Devoe
- Receive & File Appointments to Cultural Arts & Special Events Commission

This meeting ended at 6:35 p.m.

City of Southgate

Regular City Council Meeting

January 2, 2025

A Regular Meeting of the Council of the City of Southgate was held on Thursday, January 2, 2025 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

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

Excused: Phil Rauch

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, Police Chief Mark Mydlarz, Recreation Director Julie Goddard, & Building Inspections Director Tim Leach

Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated December 18, 2024 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Gawlik, RESOLVED, that the minutes of the Regular City Council Meeting dated December 18, 2024 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Award Bid for Demolition of Garage at 12071 Devoe moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council award bid for the demolition of the garage structure at 12701 Devoe to Strata Construction in the amount of \$10,950.00. Strata Construction was the lowest bidder and met all specifications. Motion carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Approve Police Property Room Wall Construction moved by Araj, supported by George, RESOLVED THAT the Southgate City Council approve the proposal from Rally Point Partners, the city approved contractor for carpentry services, for the Police Property Room Wall Construction project in the amount of \$3,500.00. Motion carried unanimously.

Communications "B" – (Receive and File):

1. Letter from Mayor; RE: Appointments to Cultural Arts & Special Events Commission moved by George, supported by Ayres-Reiss, RESOLVED, that the Southgate City Council receive and file the Letter from Mayor; Re: Appointments of Tammee Iverson & Nanette Dodds to the Cultural Arts & Special Events Commission for a term expiring December 2026. Motion carried unanimously.

Claims and Accounts:

Moved by Graziani, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1512 for \$1,232,869.57. Motion carried unanimously.

Adjournment:

Moved by George, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:03 P.M. Carried unanimously.

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 9, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Award Bid for City Hall Parking and ADA Improvements CDBG Project

Ladies and Gentlemen:

It is recommended by the City Engineer and I concur, to award the bid for the City Hall Parking and ADA Improvements CDBG Project to Great Lakes Contracting Solutions, Inc. Waterford, Michigan in the amount of \$669,160.50 with an additional 10% contingency of \$66,916.05 for a total of \$736,076.55. Great Lakes Contracting Solutions was the low bidder of nine bids received.

Wayne County Sufficient funds are available in the Street Funds for the remaining amount not covered by the Wayne County CDBG funds.

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 COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

City of Southgate

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director
DATE: January 9, 2025
RE: Recommendation to Award Bid for City Hall CDBG Parking & ADA Improvements

DND

I have reviewed the above bids with the City Engineer and concur with their recommendation to award the bid for the City Hall CDBG Parking & ADA Improvements project to Great Lakes Contracting Solutions, Inc. (Waterford MI) 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 low bidder meeting specifications.

Funding for this project will come from a Wayne County CDBG grant in the amount of \$489,720.00; the remaining costs will be paid out of the Street Funds.

Proposed Motion

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.



**HENNESSEY
ENGINEERS, INC**

January 9, 2025

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

**Re: City Hall CDBG Parking & ADA Improvements
Recommendation of Contract Award
City of Southgate
Hennessey Project No. 13138**

Dear Mr. Marsh:

As you are aware, the City of Southgate opened bids on Wednesday, January 8, 2025 for the above referenced project, and received bids from nine (9) contractors of fourteen (14) contractors that electronically reviewed the bid documents. Attached is a copy of the bid tabulations for your reference

Our office has reviewed the nine (9) bids received and in summary, the bids received are as follows:

<u>Contractor</u>	<u>Bid Amount</u>
• Great Lakes Contracting Solutions, Inc.	\$ 669,160.50
• Merlo Construction	\$ 681,040.00
• Premier Group Associates	\$ 783,337.98
• T & M Asphalt Paving, Inc.	\$ 809,453.00
• Dominic Gaglio Construction, Inc.	\$ 823,553.00
• Gibraltar Construction, Inc.	\$ 880,013.50
• Santos Cement, Inc.	\$1,135,896.00
• GV Cement Contracting Company	\$1,140,805.00
• A & G Construction-Remodeling, Inc.	\$4,523,790.00

This project is for the reconstruction and realignment of Veterans Parkway with concrete, an additional concrete service drive on the north side of City Hall for access to a new depository box, ADA improvements to the City Hall entrance, additional parking, sidewalk and ADA sidewalk ramps, asphalt pavement, grading and a decorative retaining wall.



Mr. Dan Marsh
City Hall CDBG Parking & ADA Improvements
Recommendation of Contract Award

January 9, 2025
Page 2

Hennessey Engineers has worked with Great Lakes Contracting Solutions, Inc., (GLCS) on numerous road reconstruction projects including underground work in Southgate and in other communities. We find that GLCS is more than capable of completing this project in the City of Southgate.

Therefore, based upon the outcome of the bids and GLCS past experience, it is our office's recommendation to award the City Hall CDBG Parking & ADA Improvements to Great Lakes Contracting Solutions, Inc. of Waterford, Michigan, in the amount of \$736,076.55, including a ten percent (10%) contingency.

If you have any questions, please do not hesitate to contact me at any time.

Very Truly Yours,

HENNESSEY ENGINEERS, INC

A handwritten signature in black ink, appearing to read 'John M. Miller'.

John M. Miller
Project / Construction Manager

Enclosure

cc: Honorable Mayor Joseph Kuspa, City of Southgate
Honorable City Council Members, City of Southgate
Doug Drysdale, Assistant City Administrator / Finance Director, City of Southgate
Kevin Anderson, Director of Public Services, City of Southgate
Julie Goddard, Director of Parks & Recreation, City of Southgate
John J. Hennessey, P.E., Vice-President, Hennessey Engineers, Inc.
Ray Parker, R.A, Project Architect, Hennessey Engineers, Inc.
Michael Orlando, Project Engineer, Hennessey Engineers, Inc.

File B.3

**CITY OF SOUTHGATE CITY HALL CDBG PARKING & ADA
IMPROVMENTS
HENNESSEY PROJECT NO. 13138**

**Great Lakes Contracting
Solutions, Inc.**

2300 Edinburgh Road
Waterford, MI 48328

Merlo Construction

4964 Technical Drive
Milford, MI 48381

**Premier Group
Associates**

2221 Bellevue Street
Detroit, MI 48207

Line Number	Description	Est. Amount	Unit	Unit Price in Figures	Line Total	Unit Price in Figures	Line Total	Unit Price in Figures	Line Total
1	Audio/Video Route Survey	1	LSUM	\$1,550.00	\$1,550.00	\$2,400.00	\$2,400.00	\$6,272.00	\$6,272.00
2	Traffic Maintenance and Control	1	LSUM	\$9,800.00	\$9,800.00	\$24,000.00	\$24,000.00	\$6,000.00	\$6,000.00
3	Drainage Structure Silt Sack	4	EACH	\$125.00	\$500.00	\$175.00	\$700.00	\$240.00	\$960.00
4	Silt Fence	1,300	LFT	\$5.00	\$6,500.00	\$3.00	\$3,900.00	\$2.84	\$3,692.00
5	Clearing, Brush & Stump Removal	1	LSUM	\$4,000.00	\$4,000.00	\$600.00	\$600.00	\$7,365.00	\$7,365.00
6	Tree, Remove, 6-inch to 18-inch	10	EACH	\$305.00	\$3,050.00	\$350.00	\$3,500.00	\$292.70	\$2,927.00
7	Tree, Remove, 19-inch to 36-inch	4	EACH	\$1,827.00	\$7,308.00	\$1,850.00	\$7,400.00	\$975.50	\$3,902.00
8	Sign & Post, Remove	7	EACH	\$124.00	\$868.00	\$80.00	\$560.00	\$124.00	\$868.00
9	Masonry Wall, Remove	27	CYD	\$50.00	\$1,350.00	\$35.00	\$945.00	\$235.74	\$6,364.98
10	Curb & Gutter, Remove	80	LFT	\$18.00	\$1,440.00	\$22.00	\$1,760.00	\$34.00	\$2,720.00
11	Concrete Pavement, Remove	2,300	SYD	\$8.75	\$20,125.00	\$18.00	\$41,400.00	\$27.50	\$63,250.00
12	Asphalt Pavement, Remove	1,100	SYD	\$8.50	\$9,350.00	\$18.00	\$19,800.00	\$17.66	\$19,426.00
13	Concrete Sidewalk, Remove	9,000	SFT	\$1.00	\$9,000.00	\$2.00	\$18,000.00	\$3.05	\$27,450.00
14	Miscellaneous Remove & Salvage	1	LSUM	\$6,250.00	\$6,250.00	\$5,000.00	\$5,000.00	\$17,000.00	\$17,000.00
15	Excavation, Earth	2,500	CYD	\$25.00	\$62,500.00	\$30.00	\$75,000.00	\$22.00	\$55,000.00
16	Drainage Structure, Remove	2	EACH	\$750.00	\$1,500.00	\$250.00	\$500.00	\$1,100.00	\$2,200.00
17	Storm Sewer, Remove	140	LFT	\$20.00	\$2,800.00	\$50.00	\$7,000.00	\$10.00	\$1,400.00
18	Embankment (CIP)	1,100	CYD	\$20.00	\$22,000.00	\$20.00	\$22,000.00	\$20.00	\$22,000.00
19	Reconstruct Structure	6	VFT	\$125.00	\$750.00	\$150.00	\$900.00	\$1,250.00	\$7,500.00
20	Adjust Sanitary Manhole	1	EACH	\$750.00	\$750.00	\$850.00	\$850.00	\$4,500.00	\$4,500.00
21	Adjust Storm Manhole	1	EACH	\$575.00	\$575.00	\$650.00	\$650.00	\$4,500.00	\$4,500.00
22	Drainage Structure Tap	1	EACH	\$200.00	\$200.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00
23	Storm Sewer, PVC SDR 26, 8-inch	100	LFT	\$98.00	\$9,800.00	\$90.00	\$9,000.00	\$65.00	\$6,500.00
24	Storm Sewer, HDPE ADS N-12, 12-inch	75	LFT	\$115.00	\$8,625.00	\$200.00	\$15,000.00	\$64.00	\$4,800.00
25	Catch Basin, Standard, with Type N Oval Grate	2	EACH	\$7,000.00	\$14,000.00	\$3,000.00	\$6,000.00	\$5,900.00	\$11,800.00
26	Subgrade Undercutting	100	CYD	\$50.00	\$5,000.00	\$45.00	\$4,500.00	\$95.00	\$9,500.00
27	Edgedrain, 6-inch, with Geotextile Fabric	300	LFT	\$15.00	\$4,500.00	\$23.00	\$6,900.00	\$25.00	\$7,500.00
28	Station Grading (N/A per Addendum No. 3, 1/2/2015)	9	STA						
29	Aggregate Base, MDOT 21AA Crushed Limestone, 6-inch (CIP)	3,400	SYD	\$12.50	\$42,500.00	\$18.00	\$61,200.00	\$7.50	\$25,500.00
30	Aggregate Base, Wayne County, MDOT 21AA Crushed Limestone, 9-inch (CIP)	20	SYD	\$15.75	\$315.00	\$22.00	\$440.00	\$25.00	\$500.00
31	Concrete Curb & Gutter Section, 4-inch Mountable	15	LFT	\$27.00	\$405.00	\$30.00	\$450.00	\$70.00	\$1,050.00
32	Concrete Curb & Gutter Section, 6-inch Straight	550	LFT	\$27.00	\$14,850.00	\$35.00	\$19,250.00	\$75.00	\$41,250.00
33	Concrete Curb & Gutter Section, Wayne County Detail "M"	60	LFT	\$32.50	\$1,950.00	\$32.00	\$1,920.00	\$75.00	\$4,500.00
34	Concrete Pavement, 7-inch Reinforced, with 6-inch Integral Straight Curb	2,500	SYD	\$57.00	\$142,500.00	\$55.00	\$137,500.00	\$81.00	\$202,500.00
35	Concrete Driveway Approach, Wayne County Detail "M", 8-inch	35	SYD	\$72.00	\$2,520.00	\$70.00	\$2,450.00	\$108.00	\$3,780.00
36	Concrete Sidewalk, 4-inch	5,900	SFT	\$5.90	\$34,810.00	\$6.00	\$35,400.00	\$7.00	\$41,300.00
37	Concrete Sidewalk, ADA Ramp, 7-inch, with ADA Detectable Warning Tile	404	SFT	\$15.50	\$6,262.00	\$10.00	\$4,040.00	\$9.00	\$3,636.00
38	Concrete Sidewalk, 8-inch	150	SFT	\$9.25	\$1,387.50	\$9.00	\$1,350.00	\$10.00	\$1,500.00
39	HMA Pavement, 1.5-inch, SEMI	500	SYD	\$21.65	\$10,825.00	\$38.00	\$19,000.00	\$18.50	\$9,250.00
40	HMA Pavement, 2-inch, 4EML	500	SYD	\$28.90	\$14,450.00	\$40.00	\$20,000.00	\$19.00	\$9,500.00
41	Sign & Steel Post	20	EACH	\$356.00	\$7,120.00	\$175.00	\$3,500.00	\$700.00	\$14,000.00
42	Double Sided Sign & Steel Post	4	EACH	\$457.00	\$1,828.00	\$185.00	\$740.00	\$750.00	\$3,000.00
43	Reflectorized Panel, 3-inch Width, Red & White	1	EACH	\$51.00	\$51.00	\$275.00	\$275.00	\$750.00	\$750.00
44	Reflectorized Panel, 3-inch Width, Yellow	7	EACH	\$51.00	\$357.00	\$300.00	\$2,100.00	\$700.00	\$4,900.00
45	Pavement Marking, Stop Bar, 24-inch Polyurea, White	12	LFT	\$21.00	\$252.00	\$20.00	\$240.00	\$60.00	\$720.00
46	Pavement Marking, Crosswalk, 6-inch Polyurea, White	150	LFT	\$6.10	\$915.00	\$5.00	\$750.00	\$5.00	\$750.00
47	Pavement Marking, 4-inch Polyurea, White	720	LFT	\$5.10	\$3,672.00	\$4.00	\$2,880.00	\$4.00	\$2,880.00
48	Pavement Marking, One Way Arrow, Polyurea, White	1	EACH	\$375.00	\$375.00	\$300.00	\$300.00	\$200.00	\$200.00
49	Pavement Marking, 4-inch Waterbourne, Blue, 2 Applications	1,100	LFT	\$1.75	\$1,925.00	\$3.85	\$4,235.00	\$6.00	\$6,600.00
50	Pavement Marking, Handicap Symbol, Waterbourne, Blue, 2 Applications	10	EACH	\$500.00	\$5,000.00	\$116.00	\$1,160.00	\$90.00	\$900.00
51	Concrete Bumper Block, Drain Through Type	11	EACH	\$225.00	\$2,475.00	\$350.00	\$3,850.00	\$225.00	\$2,475.00
52	Spillway, Concrete, with Rip-Rap	18	LFT	\$70.00	\$1,260.00	\$360.00	\$6,480.00	\$100.00	\$1,800.00
53	ADA Handrails	40	LFT	\$420.00	\$16,800.00	\$160.00	\$6,400.00	\$190.00	\$7,600.00
54	Depository Box	1	LSUM	\$4,500.00	\$4,500.00	\$600.00	\$600.00	\$5,000.00	\$5,000.00
55	Decorative Retaining Wall, Walnut Blend Color	105	LFT	\$401.00	\$42,105.00	\$305.00	\$32,025.00	\$150.00	\$15,750.00
56	Restoration, 3-inch Topsoil & Hydro-seed	7,000	SYD	\$9.10	\$63,700.00	\$1.60	\$11,200.00	\$2.75	\$19,250.00
57	Wayne County Permit Fees	\$ 8,000.00	DLR	\$1.00	\$8,000.00	\$1.00	\$8,000.00	\$1.00	\$8,000.00
58	Construction Observation	\$480.00	DAYS	45	\$21,960.00	30	\$14,400.00	75	\$36,600.00
TOTAL BID AMOUNT					\$669,160.50		\$681,040.00		\$681,040.00

* = Correction in bid calculations determined by HEI

** = Incomplete Bid

**CITY OF SOUTHGATE CITY HALL CDBG PARKING & ADA
IMPROVEMENTS
HENNESSEY PROJECT NO. 13138**

T & M Asphalt Paving, Inc.

4755 Old Plank Road
Milford, MI 48381

**Dominic Gaglio
Construction, Inc.**

20534 Middlebelt Road
Huron Township, MI 48174

**Gibraltar Construction,
Inc.**

2650 Van Horn Road
Trenton, MI 48183

Line Number	Description	Est. Amount	Unit	Unit Price in Figures	Line Total	Unit Price in Figures	Line Total	Unit Price in Figures	Line Total
1	Audio/Video Route Survey	1	LSUM	\$2,250.00	\$2,250.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00
2	Traffic Maintenance and Control	1	LSUM	\$22,000.00	\$22,000.00	\$8,000.00	\$8,000.00	\$15,840.00	\$15,840.00
3	Drainage Structure Silt Sack	4	EACH	\$100.00	\$400.00	\$150.00	\$600.00	\$200.00	\$800.00
4	Silt Fence	1,300	LFT	\$1.75	\$2,275.00	\$2.00	\$2,600.00	\$3.50	\$4,550.00
5	Clearing, Brush & Stump Removal	1	LSUM	\$3,750.00	\$3,750.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00
6	Tree, Remove, 6-inch to 18-inch	10	EACH	\$725.00	\$7,250.00	\$850.00	\$8,500.00	\$500.00	\$5,000.00
7	Tree, Remove, 19-inch to 36-inch	4	EACH	\$1,100.00	\$4,400.00	\$1,500.00	\$6,000.00	\$1,500.00	\$6,000.00
8	Sign & Post, Remove	7	EACH	\$100.00	\$700.00	\$150.00	\$1,050.00	\$100.00	\$700.00
9	Masonry Wall, Remove	27	CYD	\$150.00	\$4,050.00	\$111.00	\$2,997.00	\$250.00	\$6,750.00
10	Curb & Gutter, Remove	80	LFT	\$16.00	\$1,280.00	\$25.00	\$2,000.00	\$24.00	\$1,920.00
11	Concrete Pavement, Remove	2,300	SYD	\$16.00	\$36,800.00	\$18.00	\$41,400.00	\$9.12	\$20,976.00
12	Asphalt Pavement, Remove	1,100	SYD	\$5.00	\$5,500.00	\$20.00	\$22,000.00	\$5.35	\$5,885.00
13	Concrete Sidewalk, Remove	9,000	SFT	\$1.00	\$9,000.00	\$5.00	\$45,000.00	\$1.00	\$9,000.00
14	Miscellaneous Remove & Salvage	1	LSUM	\$12,500.00	\$12,500.00	\$2,000.00	\$2,000.00	\$11,000.00	\$11,000.00
15	Excavation, Earth	2,500	CYD	\$30.00	\$75,000.00	\$30.00	\$75,000.00	\$30.00	\$75,000.00
16	Drainage Structure, Remove	2	EACH	\$1,300.00	\$2,600.00	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00
17	Storm Sewer, Remove	140	LFT	\$35.00	\$4,900.00	\$50.00	\$7,000.00	\$60.00	\$8,400.00
18	Embankment (CIP)	1,100	CYD	\$37.00	\$40,700.00	\$15.50	\$17,050.00	\$10.00	\$11,000.00
19	Reconstruct Structure	6	VFT	\$600.00	\$3,600.00	\$300.00	\$1,800.00	\$350.00	\$2,100.00
20	Adjust Sanitary Manhole	1	EACH	\$1,600.00	\$1,600.00	\$550.00	\$550.00	\$2,300.00	\$2,300.00
21	Adjust Storm Manhole	1	EACH	\$725.00	\$725.00	\$500.00	\$500.00	\$1,800.00	\$1,800.00
22	Drainage Structure Tap	1	EACH	\$6,200.00	\$6,200.00	\$300.00	\$300.00	\$18,750.00	\$18,750.00
23	Storm Sewer, PVC SDR 26, 8-inch	100	LFT	\$85.00	\$8,500.00	\$90.00	\$9,000.00	\$143.00	\$14,300.00
24	Storm Sewer, HDPE ADS N-12, 12-inch	75	LFT	\$95.00	\$7,125.00	\$110.00	\$8,250.00	\$188.00	\$14,100.00
25	Catch Basin, Standard, with Type N Oval Grate	2	EACH	\$7,270.00	\$14,540.00	\$5,500.00	\$11,000.00	\$5,500.00	\$11,000.00
26	Subgrade Undercutting	100	CYD	\$85.00	\$8,500.00	\$22.00	\$2,200.00	\$90.00	\$9,000.00
27	Edgedrain, 6-inch, with Geotextile Fabric	300	LFT	\$35.00	\$10,500.00	\$18.00	\$5,400.00	\$21.00	\$6,300.00
28	Station Grading (N/A per Addendum No. 3, 1/2/2015)	9	STA						
29	Aggregate Base, MDOT 21AA Crushed Limestone, 6-inch (CIP)	3,400	SYD	\$13.00	\$44,200.00	\$6.00	\$20,400.00	\$26.30	\$89,420.00
30	Aggregate Base, Wayne County, MDOT 21AA Crushed Limestone, 9-inch (CIP)	20	SYD	\$36.00	\$720.00	\$10.00	\$200.00	\$48.00	\$960.00
31	Concrete Curb & Gutter Section, 4-inch Mountable	15	LFT	\$38.00	\$570.00	\$50.00	\$750.00	\$57.00	\$855.00
32	Concrete Curb & Gutter Section, 6-inch Straight	550	LFT	\$38.00	\$20,900.00	\$45.00	\$24,750.00	\$52.65	\$28,957.50
33	Concrete Curb & Gutter Section, Wayne County Detail "M"	60	LFT	\$47.00	\$2,820.00	\$50.00	\$3,000.00	\$55.00	\$3,300.00
34	Concrete Pavement, 7-inch Nonreinforced, with 6-inch Integral Straight Curb	2,500	SYD	\$67.50	\$168,750.00	\$80.00	\$200,000.00	\$80.45	\$201,125.00
35	Concrete Driveway Approach, Wayne County Detail "M", 8-inch	35	SYD	\$125.00	\$4,375.00	\$85.00	\$2,975.00	\$85.00	\$2,975.00
36	Concrete Sidewalk, 4-inch	5,900	SFT	\$6.50	\$38,350.00	\$8.50	\$50,150.00	\$8.20	\$48,380.00
37	Concrete Sidewalk, ADA Ramp, 7-inch, with ADA Detectable Warning Tile	404	SFT	\$13.50	\$5,454.00	\$15.00	\$6,060.00	\$15.00	\$6,060.00
38	Concrete Sidewalk, 8-inch	150	SFT	\$11.00	\$1,650.00	\$14.00	\$2,100.00	\$11.20	\$1,680.00
39	HMA Pavement, 1.5-inch, 5EML	500	SYD	\$19.00	\$9,500.00	\$75.00	\$37,500.00	\$20.00	\$10,000.00
40	HMA Pavement, 2-inch, 4EML	500	SYD	\$22.00	\$11,000.00	\$80.00	\$40,000.00	\$23.00	\$11,500.00
41	Sign & Steel Post	20	EACH	\$775.00	\$15,500.00	\$350.00	\$7,000.00	\$700.00	\$14,000.00
42	Double Sided Sign & Steel Post	4	EACH	\$775.00	\$3,100.00	\$450.00	\$1,800.00	\$830.00	\$3,320.00
43	Reflectorized Panel, 3-inch Width, Red & White	1	EACH	\$120.00	\$120.00	\$80.00	\$80.00	\$110.00	\$110.00
44	Reflectorized Panel, 3-inch Width, Yellow	7	EACH	\$120.00	\$840.00	\$80.00	\$560.00	\$110.00	\$770.00
45	Pavement Marking, Stop Bar, 24-inch Polyurea, White	12	LFT	\$22.00	\$264.00	\$25.00	\$300.00	\$20.00	\$240.00
46	Pavement Marking, Crosswalk, 6-inch Polyurea, White	150	LFT	\$5.50	\$825.00	\$8.00	\$1,200.00	\$5.00	\$750.00
47	Pavement Marking, 4-inch Polyurea, White	720	LFT	\$4.50	\$3,240.00	\$6.00	\$4,320.00	\$4.00	\$2,880.00
48	Pavement Marking, One Way Arrow, Polyurea, White	1	EACH	\$350.00	\$350.00	\$350.00	\$350.00	\$300.00	\$300.00
49	Pavement Marking, 4-inch Waterbourne, Blue, 2 Applications	1,100	LFT	\$4.25	\$4,675.00	\$5.00	\$5,500.00	\$3.85	\$4,235.00
50	Pavement Marking, Handicap Symbol, Waterbourne, Blue, 2 Applications	10	EACH	\$130.00	\$1,300.00	\$125.00	\$1,250.00	\$115.00	\$1,150.00
51	Concrete Bumper Block, Drain Through Type	11	EACH	\$200.00	\$2,200.00	\$300.00	\$3,300.00	\$165.00	\$1,815.00
52	Spillway, Concrete, with Rip-Rap	18	LFT		\$0.00	\$17.00	\$306.00	\$350.00	\$6,300.00
53	ADA Handrails	40	LFT	\$200.00	\$8,000.00	\$100.00	\$4,000.00	\$150.00	\$6,000.00
54	Depository Box	1	LSUM	\$3,800.00	\$3,800.00	\$1,500.00	\$1,500.00	\$7,560.00	\$7,560.00
55	Decorative Retaining Wall, Walnut Blend Color	105	LFT	\$355.00	\$37,275.00	\$145.00	\$15,225.00	\$500.00	\$52,500.00
56	Restoration, 3-inch Topsoil & Hydro-seed	7,000	SYD	\$12.25	\$85,750.00	\$9.00	\$63,000.00	\$10.00	\$70,000.00
57	Wayne County Permit Fees	\$ 8,000.00	DLR	\$1.00	\$8,000.00	\$1.00	\$8,000.00	\$1.00	\$8,000.00
58	Construction Observation	\$488.00	DAYS	60	\$29,280.00	60	\$29,280.00	50	\$24,400.00
TOTAL BID AMOUNT				**	\$809,453.00		\$823,553.00		

* = Correction in bid calculations determined by HEI

** = Incomplete Bid

**CITY OF SOUTHGATE CITY HALL CDBG PARKING & ADA
IMPROVMENTS
HENNESSEY PROJECT NO. 13138**

Santos Cement, Inc.

840 Southfield Road
Lincoln Park, MI 48146

GV Cement Contracting

20000 Dix-Toledo Highway
Browstown Twp., MI 48183

**A & G Construction and
Remodeling, Inc.**

1938 Campbell St, 2nd Floor
Detroit, MI 48209

Line Number	Description	Est. Amount	Unit	Santos Cement, Inc.		GV Cement Contracting		A & G Construction and Remodeling, Inc.	
				Unit Price in Figures	Line Total	Unit Price in Figures	Line Total	Unit Price in Figures	Line Total
1	Audio/Video Route Survey	1	LSUM	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00
2	Traffic Maintenance and Control	1	LSUM	\$18,000.00	\$18,000.00	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00
3	Drainage Structure Silt Sack	4	EACH	\$300.00	\$1,200.00	\$250.00	\$1,000.00	\$350.00	\$1,400.00
4	Silt Fence	1,300	LFT	\$4.50	\$5,850.00	\$5.00	\$6,500.00	\$5.00	\$6,500.00
5	Clearing, Brush & Stump Removal	1	LSUM	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$2,000.00	\$2,000.00
6	Tree, Remove, 6-inch to 18-inch	10	EACH	\$450.00	\$4,500.00	\$3,000.00	\$30,000.00	\$800.00	\$8,000.00
7	Tree, Remove, 19-inch to 36-inch	4	EACH	\$600.00	\$2,400.00	\$4,000.00	\$16,000.00	\$1,000.00	\$4,000.00
8	Sign & Post, Remove	7	EACH	\$300.00	\$2,100.00	\$300.00	\$2,100.00	\$100.00	\$700.00
9	Masonry Wall, Remove	27	CYD	\$125.00	\$3,375.00	\$100.00	\$2,700.00	\$70.00	\$1,890.00
10	Curb & Gutter, Remove	80	LFT	\$25.00	\$2,000.00	\$10.00	\$800.00	\$25.00	\$2,000.00
11	Concrete Pavement, Remove	2,300	SYD	\$19.50	\$44,850.00	\$12.00	\$27,600.00	\$18.00	\$41,400.00
12	Asphalt Pavement, Remove	1,100	SYD	\$19.56	\$21,516.00	\$10.00	\$11,000.00	\$16.00	\$17,600.00
13	Concrete Sidewalk, Remove	9,000	SFT	\$1.50	\$13,500.00	\$3.00	\$27,000.00	\$2.00	\$18,000.00
14	Miscellaneous Remove & Salvage	1	LSUM	\$7,500.00	\$7,500.00	\$35,000.00	\$35,000.00	\$1,000.00	\$1,000.00
15	Excavation, Earth	2,500	CYD	\$40.00	\$100,000.00	\$45.00	\$112,500.00	\$32.00	\$80,000.00
16	Drainage Structure, Remove	2	EACH	\$700.00	\$1,400.00	\$1,000.00	\$2,000.00	\$700.00	\$1,400.00
17	Storm Sewer, Remove	140	LFT	\$30.00	\$4,200.00	\$30.00	\$4,200.00	\$34.00	\$4,760.00
18	Embankment (CIP)	1,100	CYD	\$29.00	\$31,900.00	\$50.00	\$55,000.00	\$30.00	\$33,000.00
19	Reconstruct Structure	6	VFT	\$500.00	\$3,000.00	\$700.00	\$4,200.00	\$600.00	\$3,600.00
20	Adjust Sanitary Manhole	1	EACH	\$3,000.00	\$3,000.00	\$700.00	\$700.00	\$1,500.00	\$1,500.00
21	Adjust Storm Manhole	1	EACH	\$3,000.00	\$3,000.00	\$600.00	\$600.00	\$1,200.00	\$1,200.00
22	Drainage Structure Tap	1	EACH	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00
23	Storm Sewer, PVC SDR 26, 8-inch	100	LFT	\$100.00	\$10,000.00	\$90.00	\$9,000.00	\$60.00	\$6,000.00
24	Storm Sewer, HDPE ADS N-12, 12-inch	75	LFT	\$160.00	\$12,000.00	\$90.00	\$6,750.00	\$75.00	\$5,625.00
25	Catch Basin, Standard, with Type N Oval Grate	2	EACH	\$1,400.00	\$2,800.00	\$3,500.00	\$7,000.00	\$3,800.00	\$7,600.00
26	Subgrade Undercutting	100	CYD	\$60.00	\$6,000.00	\$35.00	\$3,500.00	\$33.00	\$3,300.00
27	Edge drain, 6-inch, with Geotextile Fabric	300	LFT	\$30.00	\$9,000.00	\$16.00	\$4,800.00	\$16.00	\$4,800.00
28	Station Grading (N/A per Addendum No.3 1/2/2015)	9	STA						
29	Aggregate Base, MDOT 21AA Crushed Limestone, 6-inch (CIP)	3,400	SYD	\$21.00	\$71,400.00	\$14.00	\$47,600.00	\$18.00	\$61,200.00
30	Aggregate Base, Wayne County, MDOT 21AA Crushed Limestone, 9-inch (CIP)	20	SYD	\$30.00	\$600.00	\$20.00	\$400.00	\$24.00	\$480.00
31	Concrete Curb & Gutter Section, 4-inch Mountable	15	LFT	\$60.00	\$900.00	\$40.00	\$600.00	\$23.00	\$345.00
32	Concrete Curb & Gutter Section, 6-inch Straight	550	LFT	\$39.00	\$21,450.00	\$45.00	\$24,750.00	\$31.00	\$17,050.00
33	Concrete Curb & Gutter Section, Wayne County Detail "M"	60	LFT	\$40.00	\$2,400.00	\$55.00	\$3,300.00	\$36.00	\$2,160.00
34	Concrete Pavement, 7-inch Nonreinforced, with 6-inch Integral Straight Curb	2,500	SYD	\$140.00	\$350,000.00	\$75.00	\$187,500.00	\$80.00	\$200,000.00
35	Concrete Driveway Approach, Wayne County Detail "M", 8-inch	35	SYD	\$200.00	\$7,000.00	\$75.00	\$2,625.00	\$90.00	\$3,150.00
36	Concrete Sidewalk, 4-inch	5,900	SFT	\$7.25	\$42,775.00	\$10.00	\$59,000.00	\$7.00	\$41,300.00
37	Concrete Sidewalk, ADA Ramp, 7-inch, with ADA Detectable Warning Tile	404	SFT	\$15.00	\$6,060.00	\$18.00	\$7,272.00	\$15.00	\$6,060.00
38	Concrete Sidewalk, 8-inch	150	SFT	\$18.00	\$2,700.00	\$15.00	\$2,250.00	\$9.00	\$1,350.00
39	HMA Pavement, 1.5-inch, SEMI	500	SYD	\$105.00	\$52,500.00	\$120.00	\$60,000.00	\$16.00	\$8,000.00
40	HMA Pavement, 2-inch, 4EML	500	SYD	\$105.00	\$52,500.00	\$120.00	\$60,000.00	\$22.00	\$11,000.00
41	Sign & Steel Post	20	EACH	\$600.00	\$12,000.00	\$500.00	\$10,000.00	\$150.00	\$3,000.00
42	Double Sided Sign & Steel Post	4	EACH	\$900.00	\$3,600.00	\$750.00	\$3,000.00	\$200.00	\$800.00
43	Reflectorized Panel, 3-inch Width, Red & White	1	EACH	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$100.00	\$100.00
44	Reflectorized Panel, 3-inch Width, Yellow	7	EACH	\$750.00	\$5,250.00	\$1,000.00	\$7,000.00	\$100.00	\$700.00
45	Pavement Marking, Stop Bar, 24-inch Polyurea, White	12	LFT	\$20.00	\$240.00	\$24.00	\$288.00	\$20.00	\$240.00
46	Pavement Marking, Crosswalk, 6-inch Polyurea, White	150	LFT	\$4.00	\$600.00	\$10.00	\$1,500.00	\$5.00	\$750.00
47	Pavement Marking, 4-inch Polyurea, White	720	LFT	\$4.00	\$2,880.00	\$7.00	\$5,040.00	\$4.00	\$2,880.00
48	Pavement Marking, One Way Arrow, Polyurea, White	1	EACH	\$350.00	\$350.00	\$750.00	\$750.00	\$300.00	\$300.00
49	Pavement Marking, 4-inch Waterbournes, Blue, 2 Applications	1,100	LFT	\$1.20	\$1,320.00	\$14.00	\$15,400.00	\$4.00	\$4,400.00
50	Pavement Marking, Handicap Symbol, Waterbournes, Blue, 2 Applications	10	EACH	\$275.00	\$2,750.00	\$500.00	\$5,000.00	\$115.00	\$1,150.00
51	Concrete Bumper Block, Drain Through Type	11	EACH	\$250.00	\$2,750.00	\$300.00	\$3,300.00	\$100.00	\$1,100.00
52	Spillway, Concrete, with Rip-Rap	18	LFT		\$0.00		\$0.00		\$0.00
53	ADA Handrails	40	LFT	\$125.00	\$5,000.00	\$350.00	\$14,000.00	\$44.00	\$1,760.00
54	Depository Box	1	LSUM	\$8,000.00	\$8,000.00	\$7,500.00	\$7,500.00	\$1,000.00	\$1,000.00
55	Decorative Retaining Wall, Walnut Blend Color	105	LFT	\$250.00	\$26,250.00	\$500.00	\$52,500.00	\$120.00	\$12,600.00
56	Restoration, 3-inch Topsoil & Hydro-seed	7,000	SYD	\$14.00	\$98,000.00	\$18.00	\$126,000.00	\$550.00	\$3,850,000.00
57	Wayne County Permit Fees	\$ 8,000.00	DLR	\$1.00	\$8,000.00	\$1.00	\$8,000.00	\$1.00	\$8,000.00
58	Construction Observation	\$488.00	DAYS	60	\$29,280.00	60	\$29,280.00	30	\$14,640.00
TOTAL BID AMOUNT				**	\$1,135,896.00	**	\$1,140,805.00	**	page 10

* = Correction in bid calculations determined by HEI

** = Incomplete Bid



HENNESSEY ENGINEERS, INC

March 9, 2023

Wayne County Economic Development
CDBG RFP March 2023 Submittal

Subject: City of Southgate 2023 CDBG Project Description

To Whom It May Concern:

This project includes the reconfiguration of the existing parking and drive lanes around City Hall to provide an ADA drop box for bill payments and voting documents for the residents of Southgate. The current configuration requires long traverses up ramps and walkways from an adjacent parking lot to City Hall. With the removal of the existing front stairs and planters a drive lane and parking will be provided in front of city hall. The revised configuration will allow for convenient drop off of important documents as well as convenient ADA parking in front of City Hall.

Respectfully submitted,
HENNESSEY ENGINEERS, INC.

A handwritten signature in black ink that reads 'Raymond Parker'.

Raymond D. Parker
Project Architect

CITY OF SOUTHGATE
CITY HALL CDBG PARKING & ADA IMPROVEMENTS

PRELIMINARY ENGINEERS ESTIMATE

MARCH 9, 2023

Item	Quantity	Unit	Unit Price	Total
Audio-Visual Route Survey	1	LSUM	\$ 3,000.00	\$ 3,000.00
Traffic Maintenance and Control	1	LSUM	\$ 5,000.00	\$ 5,000.00
Sawcutting, Pavement	750	LFT	\$ 10.00	\$ 7,500.00
Remove Concrete Pavement	80	SYD	\$ 10.00	\$ 800.00
Remove Asphalt Pavement	60	SYD	\$ 20.00	\$ 1,200.00
Remove Sidewalk	3500	SFT	\$ 5.00	\$ 17,500.00
Remove Curb & Gutter	60	LFT	\$ 12.00	\$ 720.00
Remove Masonry & Concrete Structure	80	CYD	\$ 180.00	\$ 14,400.00
Tree, Remove	8	EACH	\$ 2,500.00	\$ 20,000.00
Subgrade Undercutting	500	CYD	\$ 50.00	\$ 25,000.00
Embankment, CIP	600	CYD	\$ 200.00	\$ 120,000.00
Masonry Modification, Drop Box	1	LSUM	\$ 3,000.00	\$ 3,000.00
Maintenance Aggregate	1000	TONS	\$ 25.00	\$ 25,000.00
Epoxy Coated Dowel Bars, #5	80	EACH	\$ 8.00	\$ 640.00
Aggregate Base, 8-Inch	1700	SYD	\$ 12.00	\$ 20,400.00
Concrete Pavement, 7" with Integral Curb	1650	SYD	\$ 62.00	\$ 102,300.00
Concrete Spillway, w/Rip-Rap & Geotextile Fabric	5	SYD	\$ 50.00	\$ 250.00
HMA Pavement, 4-Inch	35	SYD	\$ 90.00	\$ 3,150.00
Concrete Sidewalk, Thickened Edge, 4-Inch	1000	SFT	\$ 12.00	\$ 12,000.00
Concrete Sidewalk, 4-inch	3200	SFT	\$ 8.00	\$ 25,600.00
ADA Sidewalk Ramp w/Detectable Warning Marker, 7-Inch	72	SFT	\$ 20.00	\$ 1,440.00
Striping, 6-Inch, White	570	LFT	\$ 10.00	\$ 5,700.00
Striping, 6-Inch, Blue	290	LFT	\$ 10.00	\$ 2,900.00
Handicap Parking Marking, Blue	4	EACH	\$ 50.00	\$ 200.00
Stop Bar, 24-Inch White	20	LFT	\$ 14.00	\$ 280.00
Sign with Steel Post	12	EACH	\$ 250.00	\$ 3,000.00
Restoration, Topsoil & Hydroseed	3000	SYD	\$ 40.00	\$ 120,000.00
CONSTRUCTION TOTAL				\$ 540,980.00
ENGINEERING AND DESIGN (7%)				\$ 37,870.00
CONSTRUCTION OBSERVATION AND TESTING (75 DAYS AT \$488/DAY)				\$ 36,600.00
CONSTRUCTION STAKING (2%)				\$ 10,820.00
CONSTRUCTION TESTING (1.5%)				\$ 8,110.00
CONSTRUCTION ADMINISTRATION (2%)				\$ 10,820.00
GRAND TOTAL				\$ 645,200.00

BLANKET ORDER
COUNTY OF WAYNE
Warren C. Evans - County Executive
Purchasing Division

500 Griswold 15th Floor, Detroit, Michigan 48226
 Ph: 313-224-5151, Fax: 313-967-1259



SHIP TO:

EDGE Community Development
 Community Development Division
 500 Griswold, 10th Floor
 Detroit MI 48226

VENDOR:

City of Southgate
 14710 Reaume Parkway
 Southgate MI 48195

PAGE	1
PRINT DATE	12/04/24
BLANKET ORDER NUMBER	22571950-000 OB
BUSINESS UNIT	82223

SEND INVOICE TO

M & B Accounts Payable
 Guardian Building
 500 Griswold, 14th Floor
 Detroit MI 48226

**** NOTICE ****

THIS IS A BLANKET ORDER. ONLY SHIP OR INVOICE WHEN A
 RELEASE ORDER IS ISSUED AGAINST THIS BLANKET ORDER

THIS BLANKET ORDER IS SUBJECT TO CONTRACT TERMS AND CONDITIONS ATTACHED

THIS BLENDED ORDER IS SUBJECT TO CONTRACT TERMS AND CONDITIONS ATTACHED						
ORIGINAL ORDER DATE		REQUESTED DATE		BUYER		TERMS
12/02/24		12/02/24		MBROWN1		Net 30 Days
FREIGHT			DELIVERY CONTACT			
FOB - Destination			Stephanie Cayce 313-224-0756			
LINE	WC STOCK NUMBER OR BUDGETARY ACCOUNT	ORIGINAL QUOTE/REQ	QUANTITY	UM	UNIT PRICE	EXTENDED PRICE
	ITEM DESCRIPTION					
	<i>SUBRECIPIENT EMAIL: dmarsh@southgatemi.gov</i> * <i>If you have any questions, please contact Stephanie Cayce at 313-224-0756 or scayce@waynecountymi.gov.</i> * <i>TCM #: 2024-97-031</i> <i>RES #: 2023-548</i> <i>Subrecipient Agreement for Community Development Block Grant between Wayne County and the City of Southgate, MI</i> * <i>Contract Term: 07/01/2023 - 06/30/2025</i>					
1.000	Budget No.: 82223.952240	00102124 OR	489720.00	DL	1.0000	489,720.00
	<i>Southgate City Hall Improve</i> <i>This is a 2023 Projecy for the City of Southgate for Improvements at the City Hall Building in the amount of \$489,720</i>					
					TOTAL ORDER	489,720.00

Arthur Q. Walker

Arthur Walker

Procurement Director

page 14

12/04/24

Date

TERMS AND CONDITIONS OF AGREEMENT

- 1) **ASSIGNMENT/TRANSFER:** Assignment or transfer of this contract without written consent of the County may be construed by the County as a breach of contract sufficient to cancel this agreement at the discretion of the County.
- 2) **INSPECTION:** All goods and services shall be subject to inspection and approval by the County at all reasonable times including inspection during manufacture. Inspection and approval by the County at Contractor's plant does not preclude rejection for defects upon discovery by subsequent inspection. Any goods and services rejected by the County shall be promptly repaired or replaced at Contractor's expense. Any and all costs incurred by the County in connection with the return of goods rejected by the County as defective shall be at Contractor's risk and expense.
- 3) **RISK OF LOSS:** Regardless of FOB point, Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance; and such loss, injury or destruction shall not release Contractor from any obligation hereunder.
- 4) **WARRANTY:** Contractor warrants that it has good and merchantable title to the goods sold hereunder and that said goods shall conform to the descriptions and applicable specifications and samples. Such goods shall be of good merchantable quality and fit for the known purposes for which sold, and are free and clear of all liens and encumbrances. Contractor and the County agree that this order does not exclude, or in any way limit, other warranties provided for in this agreement or by law.
- 5) **EXCISE AND SALES TAX:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Contractor when submitting invoice for payment.
- 6) **INVOICES:** Invoices for Goods must be submitted on date of complete shipment. Invoices for Services must be submitted within 45 days after completion of Services. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.
- 7) **IRS FORM W-9:** Contractor must have on file with the County an IRS Form W-9 before the County will issue any payment to Contractor.
- 8) **COMPLIANCE WITH LAWS:** Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, provisions and stipulations of all pertinent Federal, State or County laws, rules, regulations, resolutions and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations and the Occupational Safety and Health Acts.
- 9) **AMENDMENTS:** No amendment, modification or supplement to this contract shall be binding unless it is in writing and signed by authorized representatives of the parties.
- 10) **TERMINATION:** When in the County's best interest, the County may unilaterally cancel this agreement at any time, whether or not Contractor is in default of any of its obligations hereunder. Under any such cancellation, Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the County agrees that Contractor shall be paid for items and/or services already accepted by the County, but in no event shall the County be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this agreement at any time for the failure of the other to comply with any of its material terms and conditions.
- 11) **WAIVER OF BREACH:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.
- 12) **COMPLETE AGREEMENT:** The parties agree that the conditions of purchase stated herein and all statements on the reverse side hereof set forth their entire agreement and there are no promises or understandings other than those stated herein, and that any prior negotiations between the County and Contractor or terms and conditions of sales set forth in the Contractor's quote or sales acknowledgment shall not constitute a part of the agreement between the County and Contractor concerning this purchase, except that the terms of this Agreement do not supersede any underlying contract. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.
- 13) **LIABILITY AND INDEMNITY:** Contractor agrees to protect, defend, reimburse, indemnify and hold the County, its Commissioners, officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whatsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or in the performance, nonperformance or purported performance of the work or services or breach of the terms hereof, except when the County is grossly negligent.
- 14) **INSURANCE:** Vendor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with products and materials supplied to the County. The cost of such insurance shall be borne by the Vendor.

Minimum Limits of Insurance Coverage shall be at least as broad as insurance services office commercial general liability coverage (occurrence Form CG 00 01) and include products coverage.

Vendor shall maintain at least the following minimum coverage:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.

If the Vendor maintains higher limits than the minimum insurance shown above, the County requires and shall be entitled to coverage for the higher insurance limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the vendor shall obtain coverage to reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Vendor shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Additional Insured Status. The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Vendor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage. For any claims related to this Contract, the Vendor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Vendor's insurance and shall not contribute with it.

Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.

Waiver of Subrogation. Vendor grants to the County a waiver of any right to subrogation which any insurer of the Vendor may acquire against the County by virtue of the payment of any loss under such insurance. Vendor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

Verification of Coverage. Vendor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Article. The County shall receive and approve all certificates and endorsements before the Vendor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Vendor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by the Article, at any time.

Special Risks or Circumstances: The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

The Vendor must submit certificates evidencing the insurance to the Risk Management Division at the time the Vendor executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

- 15) **RECORDS:** The County reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.
- 16) **JURISDICTION AND LAW:** This Contract, and all actions arising from it, must be governed by, subject to, and construed according to the law of the State of Michigan. The Contractor consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Contract.
- 17) **COMPLIANCE WITH CONSENT AGREEMENT:** The parties acknowledge that this Contract is subject to Public Act 436 of 2012, MCL 141.1541 to 141.1575 ("Act") and the Consent Agreement between the County and the State Treasurer N.A. Khouri effective from August 21, 2015 through October 18, 2016 ("Consent Agreement Effective Period").

Upon written request of the County, the Contractor shall promptly and fully provide all necessary and requested assistance and information under the Consent Agreement and under the Act.

The Contractor shall promptly provide notice to the County Executive if the Contractor receives a request for assistance by an officer, employee, agency or contractor of the State Department of Treasury.

The Contractor shall promptly provide notice to the County Executive of knowledge or information of any action or omission that could be considered, or that could lead to, a failure to comply with or breach of the Consent Agreement or of a violation of state or federal law with respect to a matter relating to the Consent Agreement, including the Open Meetings Act, 1976 PA 267, the Uniform Budget and Accounting Act, 1968 PA 2, or the Emergency Municipal Loan Act, 1980 PA 243, by the County, the County Commission, the County Executive, or another officer of the County.

The Contractor shall immediately provide notice to the County Executive of any possible violations of the Consent Agreement by sending an email to consent.agreement@waynecounty.com or by completing the submission form found at www.waynecounty.com/mb/consent-agreement.htm.

If this Contract is considered "Debt" under the terms of the Consent Agreement, it may not be executed or submitted to the County Executive or County Commission for approval until it has been submitted to the County Chief Financial Officer for approval and verification that the required State Treasurer's approval has been received.

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 City Council Members

From: Dan Marsh, City Administrator

Date: January 9, 2025

Re: Public Hearing; City of Southgate Parks and Recreation Master Plan

At the December 18, 2024 Council meeting, City Council approved holding a Public Hearing to consider comments from residents concerning the proposed Parks and Recreation Master Plan. The proposed master plan received approval from the Parks and Recreation Commission during the October 26 Parks and Recreation Commission meeting.

Parks and Recreation Director Julie Goddard and Chris Nordstrom of Carlie Wortman and Associates, the City's consultant, will provide a summary of the proposed plan for your consideration.

Please contact me if you have any questions.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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VICTORIA ARAJ

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: January 9, 2025

Re: Parks and Recreation 2025-2029 Master Plan Request for Approval

The proposed Parks and Recreation Master Plan involves the input from the Parks and Recreation Commission, interested citizens, City staff, and the City's planning consultant, Carlisle Wortman and Associates. Therefore, the Administration concurs with the Recreation Commission and recommends the Parks and Recreation 2025-2029 Master Plan be approved.

Please contact me if you have any questions.

Proposed Motion: To adopt the attached resolution approving the proposed City of Southgate Parks and Recreation Master Plan for a five year period of 2025 through 2029.

Southgate Michigan

PARKS & REC

14700 Reaume Parkway—Southgate, MI 48195 (734)258-3035

To: Dan Marsh, City Administrator
From: Julie Goddard, Parks & Recreation Director
Date: January 8th, 2025
Re: Parks & Recreation Master Plan

Over the past 11 months, I have been working with Chris Nordstrom from Carlisle/Wortman, our current City Planner, on the new five year Parks & Recreation Master Plan.

This plan will make the City eligible for the 2025 DNR Grant Application Process and the four years following that as well.

The new plan would be in effect from 2025 –2029. Residents were able to fill out a surveys with their suggestions and thoughts and that information can be found in the Master Plan. In addition the draft has been available at the Recreation Department & Clerk's Office for public review.

Therefore, I am asking the City Council pass a resolution that adopts the City of Southgate Parks & Recreation Master Plan for the five-year period of 2025-2029.

Respectfully Submitted,



Julie Goddard
Parks & Recreation Director

Southgate Michigan

PARKS & REC

14700 Reaume Parkway—Southgate, MI 48195 (734)258-3035

To: Dan Marsh, City Administrator
From: Rob Proudlock, Parks & Recreation Commission President
Date: January 8th, 2025
Re: Parks & Recreation Master Plan

The City of Southgate has undertaken its five-year Parks and Recreation Master Plan which describes the community's physical and social characteristics, existing recreation facilities, and the desired actions to be taken to improve recreation facilities during the period between 2025 and 2029.

The plan was made available for public review.

The plan will enable the Recreation Director to apply for Michigan DNR Grants in the 2025 Grant Season.

Therefore, the Parks & Recreation Commission recommends the adoption of the City of Southgate Parks and Recreation Master Plan to the Southgate City Council.

Respectfully Submitted,



Rob Proudlock

Recreation Commission President

City of Southgate

**CITY OF SOUTHGATE
WAYNE, MICHIGAN**

**A RESOLUTION TO ADOPT THE
CITY OF SOUTHGATE 2025 – 2029 PARKS & RECREATION MASTER PLAN**

JANUARY 15, 2025

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.

CERTIFICATION STATEMENT

I, Janice M. Ferencz, the duly qualified Clerk of the City of Southgate, Wayne County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Southgate City Council held on January 15, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Janice M. Ferencz, City Clerk

January 15, 2025

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

January 9, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: IT Software Services Agreement

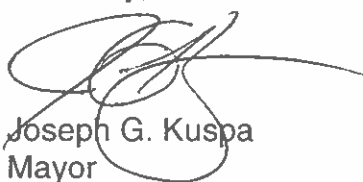
Ladies and Gentlemen:

It is recommended by the Director of IT and I concur, to approve a three year agreement with Electronic Tech Solutions, (Southgate, MI) for IT Software Services in the amount of \$5,365/month. The Director of IT received three quotes and Electronic Tech Solutions was the lowest.

Costs associated with this service will be paid for from the General 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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KAREN E. GEORGE

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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: January 9, 2025

RE: Recommendation for Approval of 3-Year Agreement with Electronic Tech Solutions LLC for IT Software Service

I have reviewed the above with the IT Director and concur with his recommendation to approve a 3-year agreement with Electronic Tech Solutions LLC (ETS) (Southgate MI), in the amount of \$5,365.00 per month, for IT Software Services. The IT Director obtained three (3) quotes for IT Software Services, and ETS provided the lowest rate. This agreement will commence February 1, 2025 and run through January 31, 2028.

Adequate funding for this agreement is available in the General Fund.

Proposed Motion

Approve 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.



City Of Southgate

Department of Information Technology

14710 Reaume Parkway
Southgate, MI 48195
734.284.3800



Director of Information Technology

Jason Rucker

To: City Administrator and Finance Director

From: Director Jason Rucker

Subject: Contract Renewal – IT Services and Licensing

Greetings,

This letter serves as a formal request to recommend Electronic Tech Solutions (ETS) for the continued support services of co-managed information technology services and software licensing for the City. ETS has been a trusted partner of the City for well over 15 years, consistently delivering exceptional service and demonstrating unparalleled expertise in supporting our information technology infrastructure.

Over the years, ETS has played an integral role in ensuring the efficiency and security of the City's IT systems. Their deep understanding of our organizational needs, coupled with their ability to adapt to the evolving demands of municipal IT operations, has resulted in a highly productive and effective partnership. Their familiarity with our infrastructure has significantly reduced cyber threats, resulting in cost and time savings.

Adequate funding for this engagement has been allocated in the Information Technology budget for the FY24/25 and FY25/26 fiscal years. The planned continuation of services will align with the City's commitment to fiscal responsibility and operational efficiency, leveraging the expertise and institutional knowledge of ETS to maintain and enhance our IT operations without interruption.

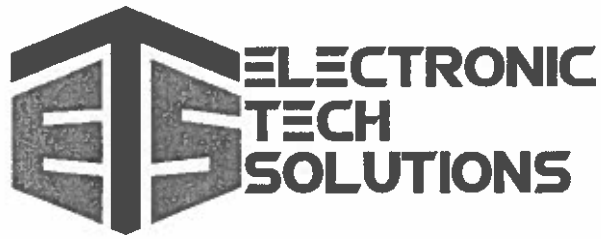
Given the above considerations, I recommend that ETS be retained as our co-managed services and licensing provider at the cost of \$5365 per month.

Thank you for your attention and consideration of this matter. Please feel free to contact me directly with any questions or for further clarification.

Much appreciated,

Jason Rucker

Director of Information Technology



Co-Managed Services Agreement

Managed Services Offerings

Remote Support	✓
Unlimited Automated Support	✓
PC Monitoring, Maintenance, Patching	✓
Endpoint Protection / Antivirus	✓
Security Threat Detection and Remediation	✓
Cloud Server/E-mail Backup	
24/7/365 Service Available	✓
Monthly Reporting	✓
Administrative user action monitoring	✓
Optional Microsoft 365 offerings	
Network monitoring and management	✓
Virtual IT Management	
Monthly	\$5,365.00

Table of Contents

Managed Services Offerings

Table of Contents

Description of Services

Managed Services Response Times

Managed Services Requirements

Agreement

Recurring ACH Payment Authorization

Addendum

Description of Services

On-Site and Remote Support

Electronic Tech Solutions LLC. (ETS) will provide maintenance and support for the existing hardware and software including all equipment listed in the Addendum as well as installed 3rd party software and line of business applications. ETS will provide support and troubleshooting for remote access solutions including VPN access, remote desktop and webmail or remote mail clients. ETS will make a best effort to resolve as many issues as possible remotely and will come on-site in the event remote resolution is not possible. Projects outside the scope of the above to maintain the existing network are billed separately including but not limited to setting up 2nd or additional offices or system changes expanding beyond what is currently in use in the network are beyond the scope of this Agreement. Charges will be billed separately at ETS's then hourly rate for service, currently \$150.

Unlimited Automated Support

Through the use of ETS's Remote, Monitoring and Management (RMM) software, unlimited support of these systems will be provided. This includes the installation of critical updates for Windows Operating Systems for workstation and servers, and software. Automated support includes remediation for installed malware, failed services, drive clean-up (temp and unnecessary files), drive optimization, virus, malware and spyware scans, disk defragmentation as well as hardware and software auditing. ETS's remote monitoring and management software will monitor all PC's that are powered on 24/7 for critical errors. Critical errors will automatically create a Service Ticket in ETS's ticket management system to be addressed by a technician or ETS's automation policies which provides automatic response to resolve critical issues. Errors that occur during the maintenance window such as viruses found or machines that are unavailable will trigger a Service Ticket to be automatically created in ETS's ticket management system.

All time billed by ETS's Automated Support software will be covered under the terms of this agreement.

Office 365/Exchange Online

Microsoft Office 365 licenses can be provided for each user as identified in the addendum. Office 365 Business Premium plan (or Government equivalent) including email hosting with 50 GB mailbox including Outlook, Word, Excel, PowerPoint, Publisher, Access, SharePoint, Teams and OneDrive and 1 terabyte of storage for file storage and sharing.

Endpoint Protection / Antivirus

All antivirus licensing is included for Servers, and PC's. Antivirus software is enterprise grade AI learning antivirus. ETS monitors the antivirus software 24/7 and in the event of a virus/worm/ad-ware/spyware being detected a ticket will automatically be created in ETS's ticket management system. ETS will address viruses as requiring an emergency response by a technician to confirm virus removal.

Security Threat Detection and Remediation

ETS provides managed threat detection and remediation services to uncover and address malicious network penetration attempts.

Cloud Backup

Automatically backs up all current files, email and databases stored on the Servers to a secure online location (Maximum 2000GB). Additional gigabytes may be purchased for \$ 5 per 1000 gigabyte block to be added to the monthly billing. Backups will be performed each night after 7 pm. This includes AES-256

bit DOD Level Encryption of all data. Clients must have a 5 megabyte or higher Internet connection (both upload and download).

Monthly Reporting

ETS will provide clients with monthly reporting detailing resolved tickets, patching, antivirus performance, service availability and network reliability.

Virtual IT Management

ETS provides regular meetings with clients to review ongoing issues, go over upcoming project work, discuss changes in vendors, advise on best practices, create budgets and plan the technology roadmap for the next period.

Managed Services Response Times

Trouble	Priority	Response Time 8am-5:00pm Weekdays	Response Time 5:00pm-8am Weekdays/Holidays
Service not available (all users and functions unavailable. Ex: Server down).*	1	Remote within 1 hours On-Site within 2 hours	Remote within 2 hours On-Site within 4 hours
Significant degradation of service (large number of users or business critical functions affected).*	2	Remote within 1 hours On-Site within 4 hours	Remote within 2 hours On-Site within 4 hours
Limited degradation of service (limited number of users or functions affected, business process can continue).**	3	Remote Same Business Day On-Site within 24 hours	Remote Next Business Day On-Site Next Business Day
Small service degradation (business process can continue, one user affected).**	4	Remote Same Business Day On-Site within 48 hours	Remote Next Business Day On-Site within 48 hours

*Clients may request a specific technician however ETS will at its discretion assign a technician to address a service ticket or project work.

**For same day services on priority 3 and 4 tickets must be entered before 4pm.

***ETS reserves the right to allow ETS's NOC (Network Operations Center) to address all tickets initially. If the NOC cannot resolve a ticket it will be escalated to an ETS Tier 3 or Tier 4 technician. If a ticket is escalated from the NOC, ETS may, in its sole discretion, determine that an onsite visit is necessary.

****Weekend support requiring on-site will incur an additional charge at the rate of \$150 per hour with a 4 hour minimum.

Work requiring a billable on-site visit will be discussed with the client prior to dispatch and must pre-approved by an authorized individual designated by the contract administrator or highest authority.

Client agrees that weather, traffic conditions or Force Majeure outside the control of ETS may extend or prevent remote or onsite response.

Managed Services Requirements

1. PC's, Servers and network equipment including routers, switches, backup devices and media must be less than 5 years old or turning 5 years old in the first 11 months of the agreement. Servers must be replaced by clients upon reaching the age of 5 years. Replacement installation costs are billed outside the monthly service amount at ETS's then hourly rate. Servers must be covered by an active hardware warranty. ETS will coordinate warranty diagnostics, repairs and return to service.
2. PC's (laptops/desktops/Macs) in excess of 4 years in age that fail will need to be replaced by the client with a new machine or one that is less than 4 years in age. Work to restore or replace equipment older than 4 years will be billed as an additional charge.
3. All Servers, Desktop PC's and Notebooks/Laptops with Microsoft Windows or Apple operating systems must be running an operating system supported by Microsoft or Apple with support expected to continue 12 months or more with the latest service packs and critical updates installed. As Microsoft or Apple stops supporting an operating system Client must update their operating system or remove it from any access to the network.
4. Clients will maintain service/support contracts for hardware such as routers, firewalls and switches and specialty software applications.
5. If a client has software particular to its business which is installed on its network, the client is responsible to obtain installation, training and continuing technical support from the software provider. ETS technicians are able to assist with network support but they are not experts in all software applications and rely on the software manufacturer to provide software support at Client's expense.
6. This Agreement covers users and their associated computers and other devices as detailed in the appendix.
- ~~7. For each new user added during the term of this agreement beyond computer/users the monthly Managed Service fee will increase by \$___ per month.~~
8. All server and desktop software must be genuine, licensed and vendor-supported.
- ~~9. The network must have a currently licensed, vendor supported backup solution that can be monitored and send notifications on job failures and successes.~~
10. The network must have a currently licensed, vendor-supported hardware firewall between the internal network and the Internet.
11. All wireless data traffic in the environment must be securely segregated.
12. There must be an outside static IP address assigned to a network device, allowing VPN access.

At the time of initiating service for Client, ETS will evaluate Client's network and determine whether all Managed Services Requirements are in place and if not in place will install the required services. Charges for bringing the network into compliance with the requirements will be billed as incurred as additional services.

Agreement

Clients and ETS agree to the following:

- ETS will provide the Managed Services listed on the Managed Services Offerings. The term of this Agreement is 36 months beginning 2-1-2025. This Agreement will automatically renew for successive 12-month terms unless at least 30 days prior to the expiration of each such term, either party notifies the other party in writing of non-renewal. Service to be provided to Client is for the network located at the addresses set forth in the addendum.
- Client agrees to all requirements in the preceding pages of this document.
- Client will pay ETS monthly on or before the 1st day of each month. Parking expenses will be billed for on-site visits; ETS does not have a site visit charge.
- ETS's hourly rate for additional services for onsite is \$150 minimum 2 hours and remote \$150 minimum 15 minutes, weekdays 8-5; 5:01 pm to 7:59 am weekdays, anytime weekends and holidays for on-site is \$150 minimum 4 hours and remote \$150 minimum 2 hours.
- This Agreement covers only the client's locations as referenced in the addendum and its IT assets, services, service hours, and covered days defined within this Agreement.
- The addition of locations, IT assets, services, service hours, and covered days not set out in this Agreement will require billing as additional services or a project or result in an adjustment to the Client's monthly charges. For example, clients moving to a new location or adding additional users requiring additional routers and networks are Projects. All services requested by clients which are not included in the coverages set out in this Agreement are billed as "Additional Services" or a "Project" and will be quoted and billed as Separate Charges at ETS's then hourly rate plus expenses. Expenses may include but are not limited to travel, parking, and tolls.
- The cost of any equipment necessary to perform the additional services or project will be paid by the Client before installation. The estimated charges for projects and additional services will be paid in full prior to the commencement of the Project. Client agrees to make payment in full within 30 days of billing for additional services not anticipated in the initial estimated charges plus expenses.
- ETS will begin and maintain network documentation: on-going documentation of hardware, software, network settings, IP addresses, firewall settings and related network information.
- ETS will work with client preferred vendors as needed to purchase equipment such as workstations, servers, network switches, and printers.
- Clients will comply with the Policies and Responsibilities and also the Managed Services Requirements.

This Agreement includes the Managed Services Offerings, Managed Services Requirements and also the Terms and Conditions; these documents are incorporated herein by reference.

Client

By _____

Date _____

Electronic Tech Solutions LLC.

By Tyler Burda

Date 2-1-2025

Recurring ACH Payment Authorization

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated below each billing period. A receipt for each payment will be provided to you and the charge will appear on your bank statement as an "ACH Debit". You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

I _____ of _____ authorize _____ to charge bank account indicated below for \$ _____ on the 25th of each month.

This payment is for the next month's Managed Service Agreement charges.

Billing Information

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

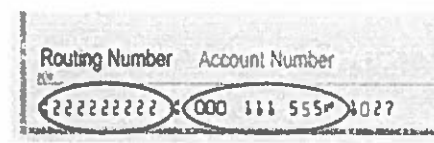
Bank Details

Account Name _____

Bank Name _____

Account Number _____

Routing Number _____



I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify _____ in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in this authorization form.

Signature _____

Date _____

Addendum

Network Information to be filled in by Client and ETS technician cooperatively.

Location Addresses:

Police Department, Fire Department, Courthouse – 14710 Reaume Parkway
Recreation Center – 14700 Reaume Parkway
Southwinds Golf – 14600 Reaume Parkway
City Hall – 14400 Dix Toledo Rd
DPW – 14719 Schafer Ct

Number of email accounts	N/A
Number of workstations	98
Number of servers	6

Network equipment supported:

Fortinet Firewall, cisco ASA firewall, Unifi SaaS network – (Switches and Access Points)

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

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director
DATE: January 9, 2025
RE: Request to Approve March 2025 Board of Review Dates

DWD

I have reviewed the above with the Deputy City Assessor, and concur with their request for City Council to approve the March 2025 Board of Review dates, and the Board of Review member's compensation as presented, as well as the amount for additional expenses.

Adequate funds are available in the appropriate Assessing Dept budget.

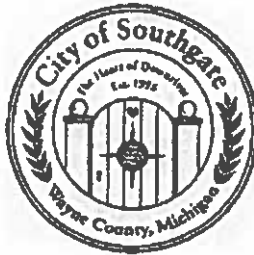
Proposed Motion

Approve the March 2025 Board of Review dates per the Deputy City Assessor's memo dated January 6, 2025, 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.

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: Douglas Drysdale, Finance Director

FROM: Esther Graves, Deputy City Assessor *EG*

DATE: January 6, 2025

RE: March Board of Review – 2025

This communication is to request that City Council approve the following dates for the 2025 March Board of Review:

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

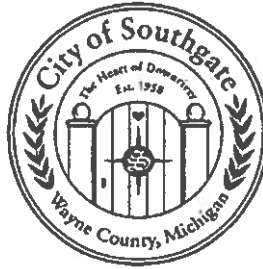
The Board of Review will meet each day for up to ten hours per day with a one hour and 30 min break, if possible. Appointments will be scheduled 5-10 people per hour. Additionally, petitioners will be given the opportunity to appeal by mail if they are unable to appeal in person.

In addition, please also approve each Board of Review member's compensation at \$200.00 per day, with \$100.00 per half day. This office also requests that additional expenses be set at \$200.00 per day.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

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ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: January 9, 2025

RE: Request to Approve 2025 Poverty Exemption Guidelines and Application

I have reviewed the above with the Deputy City Assessor, and concur with their request for City Council to approve the 2025 Poverty Exemption Guidelines and Application. The Poverty Level amounts are based on guidance from the Michigan State Tax Commission and federal poverty guidelines.

Proposed Motion

Approve the 2025 Poverty Exemption Guidelines and Application, based on guidance from the Michigan State Tax Commission.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Douglas Drysdale, Finance Director

FROM: Esther Graves, Deputy City Assessor *EG*

DATE: January 6, 2025

RE: Council Resolution – 2025 Poverty Guidelines

The purpose of this communication is to request that the City Council adopt a resolution to approve the enclosed 2025 Poverty Exemption Guidelines & Application.

City of Southgate Application for Poverty Exemption **For 2025**

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION

- If granted an exemption, it is for the current year only. The Poverty exemption is intended to be a temporary form of assistance.
- Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at www.southgatemi.org or by calling (734) 258-3007. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

Required Documentation to be Attached to Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. **If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.**
- The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

INCOME GUIDELINES FOR POVERTY EXEMPTION

This amount published annually by the US Dept. of Health and Human Services

**Per Michigan State Tax Commission Bulletin number 17 of 2024, "Procedural changes for 2025, November 19, 2024*

Number in Family	Income
1 Member	\$15,060
2 Members	\$20,440
3 Members	\$25,820
4 Members	\$31,200
5 Members	\$36,580
6 Members	\$41,960
7 Members	\$47,340
8 members	\$52,720
For each additional add:	\$5,380

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. See above for what is considered an asset **page 42**

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
☐ Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
☐ Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
PART 5: INCOME SOURCES					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income			Monthly or Annual Income (indicate which)		
PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
PART 7: LIFE INSURANCE — List all policies held by all household members.					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
PART 8: MOTOR VEHICLE INFORMATION					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.		
☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.		
PART 12: CERTIFICATION		
I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.		
Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

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 9, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Heating & Cooling Maintenance – **Waiver of Bid**

Ladies and Gentlemen:

It is recommended by the Acting DPS Director and I concur, that the City waive the bid procedure and extend the current contract with Flo-Aire Heating & Cooling, in the amount of \$52.00 per hour, Monday – Friday (9:00am-5:00pm) and \$78.00 per hour Saturdays, Sundays, Holidays, and Monday-Friday after 5:00pm, along with Seasonal Maintenance – Spring \$7,950.00 and Fall \$7,950.00, for a two-year period.

Sufficient funds are available in the various Departmental Budgets to cover costs associated with these maintenance issues.

Your favorable consideration of this matter is requested.

Sincerely,

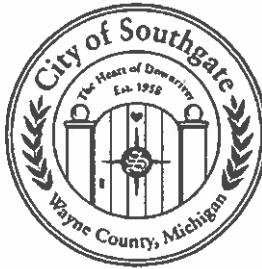


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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 9, 2025

RE: Recommendation for 2-Year Extension with Flo-Aire Heating & Cooling, Inc. for Heating and Cooling Maintenance (**WAIVER OF BID**)

I have reviewed the above with the Acting Director of Public Services, and concur with his recommendation to waive the bid process and extend the city's contract with Flo-Aire Heating & Cooling, Inc. (Southgate, MI) for a two-year period commencing February 1, 2025 for heating and cooling maintenance services at their current fee schedule.

This bid was originally awarded in 2018, and pricing remains the same as the original award rates.

Adequate funds are budgeted in various departments in the City to cover the cost of Heating & Cooling Maintenance.

Proposed Motion

Waive the bid process and approve 2-year extension with Flo-Aire Heating & Cooling, Inc., 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).

From the Desk of:
Phil Ferro
Acting Director, D.P.S.
January 9, 2025

To: Dan Marsh
City Administrator

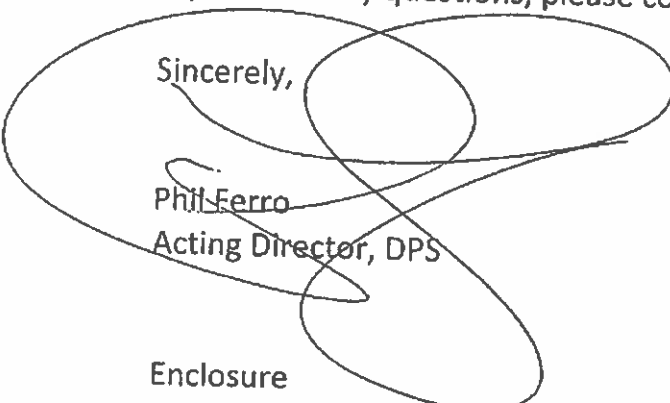
Re: Bid Extension Recommendation for Heating & Cooling Maintenance Repairs

I respectfully request to extend the bid for Heating & Cooling Maintenance to Flo-Aire Heating & Cooling, Inc. They will extend the pricing on heating and cooling maintenance with the City of Southgate for 2 years beginning on February 1st, 2025, and expiring January 31st, 2027.

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,



Phil Ferro
Acting Director, DPS

Enclosure

PF/ew

Phone: (734) 285-1809
Fax: (734) 285-2600

FLO-AIRE
HEATING, COOLING & ELECTRICAL

15761 Eureka Road
Southgate, MI 48195

January 8, 2025

City of Southgate
14719 Schafer Court
Southgate MI 48195

RE: HVAC Maintenance for The City of Southgate

To Whom It May Concern:

Flo-Aire Heating and Cooling is requesting to continue doing HVAC maintenance for the City of Southgate. We would like to extend our services for the next two years, honoring our prices from your previous contract.

Please note, if any repairs or refrigerant are needed, we will send a quote for prior written approval.

Thank you for your past business and we look forward to continuing servicing you in all your HVAC needs.

Please contact our office at 734-285-1809 should you have any questions.

Sincerely,

Larry Beesley C.O.C.

Larry Beesley, COO
Flo-Aire Heating & Cooling
Mechanical License - 7114264
Boiler License - 3106172 1B

City of Southgate two (2) year term 2025-2027 Heating & Cooling

Proposal: Services and repairs on all city-owned equipment at the following rates:		
Monday – Friday 8:00 a.m. – 5:00 p.m.	<u>Journeyman</u>	<u>Apprentice*</u>
<u>Labor Charge – Per hour</u>	<u>\$52.00</u>	<u>\$40.00</u>
Weekends - Holidays Or After 5:00 p.m.	<u>Journeyman</u>	<u>Apprentice*</u>
<u>Labor Charge – Per hour</u>	<u>\$78.00</u>	<u>\$60.00</u>

*Or Laborer

Spring Maintenance: \$7950.00

Fall Maintenance: \$7950.00

Company Name	Flo-Airc Heating & Cooling
Address	15761 Eureka Road
City/State/Zip code	Southgate MI 48195
Telephone	734-285-1809
Fax	734-285-2600
Email Address	lbeesley@flo-airc.com
Authorized Representative	Larry Beesley, COO
Signature and Title	 COO.
Date	January 7, 2025

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 9, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Ice Arena Heating and Cooling System Repairs – **Waiver of Bid**

Ladies and Gentlemen:

It is recommended by the Parks and Recreation Director and I concur, to waive the bid procedure and award the installation of new exhaust fans, carbon monoxide sensors, and unit heater at the ice arenas to Flo-Aire Heating and Cooling (Southgate, MI) in the total amount of \$35,805.

Sufficient funds are available in the Parks and Recreation Millage Fund to cover costs associated with these items

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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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 9, 2025

RE: Recommendation to Approve Quotes for Ice Arena Heating & Cooling System Repairs (**WAIVER OF BID**)

I have reviewed the above with the Parks & Recreation Direction, and concur with her recommendation to waive the bidding process and approve the following quotes from Flo-Aire Heating & Cooling (Southgate MI) for ice arena repairs:

- Quote #1883 in the amount of \$23,895.00
- Quote #1834 in the amount of \$6,795.00
- Quote #1812 in the amount of \$5,115.00

Flo-Aire is the city's approved contractor for heating & cooling services.

Funds are available in the Parks & Recreation Millage Fund for these items.

Proposed Motion

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, for ice arena heating and cooling repairs.

Southgate Michigan

PARKS & REC

14700 Reaume Parkway—Southgate, MI 48195 (734)258-3035

To: Dan Marsh, City Administrator
From: Julie Goddard, Parks & Recreation Director
Date: January 8th, 2025
Re: Flo-Aire Ice Arena Repairs

The Ice Arena is in need of some repairs and installations for exhaust fans, heater and carbon monoxide sensors in both arenas.

Quote #1833 is to remove existing exhaust fans on Arena B roof that have not been operating and install new exhaust fans, along with four carbon monoxide sensors that will automatically turn on when needed. This quote is for \$21,687.00 in materials and \$2,208.00 in labor for a total of \$23,895.00

Quote #1834 is to install four carbon monoxide sensors in Arena A that will automatically turn on current fan in Arena A and two new fans in Arena B to exhaust out the building when necessary. This quote is for \$5323.00 in materials and \$1472.00 in labor for a total of \$6,795.00

Quote #1812 is to remove and dispose the existing unit heater in Arena A that has a bad heat exchanger and install a new heater. This quote is for \$4379.00 for material and \$736.00 in labor.

It is my recommendation to the Administration and Council that we have our current vendor, Flo-Aire Heating, Cooling & Electrical perform the listed repairs and installations of the above quotes for a total of \$35,805.00.

There are sufficient funds available in the Parks & Recreation Millage Fund.

Respectfully Submitted,



Julie Goddard
Parks & Recreation Director
City of Southgate



Flo-Aire Heating & Cooling

15761 Eureka Road | Southgate, Michigan 48195
734-285-1809 | accounting@flo-aire.com |
<https://floaireheatingcooling.com/>

RECIPIENT:

City of Southgate D.P.S.

14719 Schafer Ct.
Southgate, MI 48195

Phone: 734-341-9477

SERVICE ADDRESS:

Ice Rink
14700 Reaume Parkway, Civic Cir.
Southgate, MI 48195

Quote #1833

Sent on

Jan 07, 2025

Total

\$23,895.00

Product/Service	Description	Qty.	Unit Price	Total
Exhaust fans & carbon monoxide sensors	we will remove existing exhaust fans on roof of Rink B and install two new curb adaptors and new centrifugal exhaust fans with bird screen 3 phase 460 volt on nroof provide crane to lift fans install 4 Carbon monoxide senors that will automatically turn on fans all related parts and labor to install above labor for above job is \$2208.00 material for above job is \$21,687.00	1	\$23,895.00	\$23,895.00

Total

\$23,895.00

This quote is valid for the next 15 days, after which values may be subject to change.

Payment due in full upon completion.

***Flo-Aire is not liable for theft or damage after equipment is set in place.

Signature: _____ Date: _____



Flo-Aire Heating & Cooling

15761 Eureka Road | Southgate, Michigan 48195
734-285-1809 | accounting@flo-aire.com |
<https://floaireheatingcooling.com/>

RECIPIENT:

City of Southgate D.P.S.

14719 Schafer Ct.
Southgate, MI 48195

Phone: 734-341-9477

SERVICE ADDRESS:

Ice Rink
14700 Reaume Parkway, Civic Cir.
Southgate, MI 48195

Quote #1834

Sent on

Jan 07, 2025

Total

\$6,795.00

Product/Service	Description	Qty.	Unit Price	Total
Carbon monoxide sensors	we will install 4 carbon monoxide sensors in Rink A that will automatically turn on current fan in rink and two new fans in Rink B to exhaust out building	1	\$6,795.00	\$6,795.00
	labor for above job is \$1472.00			
	Material for above job is \$5323.00			

Total

\$6,795.00

This quote is valid for the next 15 days, after which values may be subject to change.

Payment due in full upon completion.

***Flo-Aire is not liable for theft or damage after equipment is set in place.

Signature: _____ Date: _____



Flo-Aire Heating & Cooling

15761 Eureka Road | Southgate, Michigan 48195
734-285-1809 | accounting@flo-aire.com |
<https://floaireheatingcooling.com/>

RECIPIENT:

City of Southgate D.P.S.

14719 Schafer Ct.
Southgate, MI 48195

Phone: 734-341-9477

SERVICE ADDRESS:

Ice Rink
14700 Reaume Parkway, Civic Cir.
Southgate, MI 48195

Quote #1812

Sent on Dec 23, 2024

Total \$5,115.00

Product/Service	Description	Qty.	Unit Price	Total
STERLING UNIT HEATER	we will remove and dispose of existing unit heater in RINK A that has bad heat exchanger we will install 1 Sterling unit heater model # XF300AIN511 300,000 Btu tie to existing gas electrical and vent labor for above job is \$736.00 material for above job is \$4379.00 existing unit due to age heat exchanger is not available	1	\$5,115.00	\$5,115.00

Total \$5,115.00

This quote is valid for the next 15 days, after which values may be subject to change.

Payment due in full upon completion.

***Flo-Aire is not liable for theft or damage after equipment is set in place.

Signature: _____ 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 9, 2025

To the Honorable
City Council
Southgate, Michigan 48195

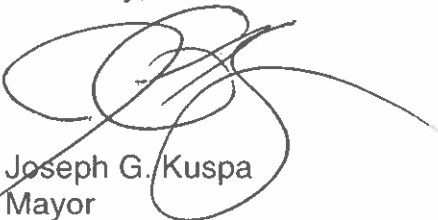
Re: Police Training Course Fees

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Safety Director's recommendation to authorize payment to Oakland Community College Oakland Police Academy Training Center in the amount of \$6,375 for required training for Southgate police officers. This training will be paid with Continuing Professional Education (CPE) funds received from the State of Michigan.

Your concurrence on this matter would be greatly appreciated.

Sincerely,

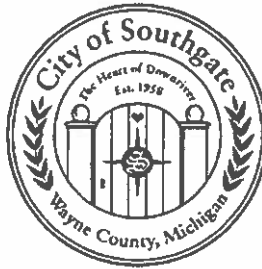


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
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MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: January 9, 2025

RE: Request to Approve Police Training Course Fees

DWD

I have reviewed the above proposal with the Director of Public Safety and concur with his recommendation to approve police training course fees to Oakland Community College, Oakland Police Academy Training Center, in the amount of \$6,375.00.

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

Proposed Motions

Approve police training course fees in the amount of \$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.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joseph L. Marsh, Director of Public Safety

Re: Purchase approval

Date: January 9th, 2025

Dear Mayor Kuspa,

On January 31st, 2023, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the MCOLES Act (1965 PA 203, MCL 28.611). The annual in-service training standards are referred to as Continuing Professional Education (CPE). Specific annual training courses required for all certified law enforcement officers are set each year by MCOLES. For the calendar year 2025, each officer is required to have 24 hours of specific focused training. To meet some of these hours we have scheduled officers for approved training courses that meet the CPE requirement. These courses are being offered by the Oakland Community College Oakland Police Academy Training Center.

This request is to authorize payment to Oakland Community College where we currently have 33 Officers registered for 1-2 days each of training. To send these officers to training the total cost will be \$6,375.00. We have received CPE Funds from the State of Michigan and will be using these funds to pay for this requested training.

It is my recommendation that we approve this training quoted by Oakland Community College, located at 2900 Featherstone Road, Auburn Hills, MI 48326. This purchase will be covered using CPE Training Funds.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on January 15th, 2025 for purpose of purchase approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph L. Marsh".

Joseph L. Marsh

Director of Public Safety

cc: City Administrator, Finance Director, Chief Mydlarz, Public Safety Commission (7), file



QUOTE

OAKLAND COMMUNITY COLLEGE

OAKLAND POLICE ACADEMY

DATE: JANUARY 7, 2025

2900 Featherstone Road, Auburn Hills, MI 48326

248-232-4220

EXPIRATION DATE: FEBRUARY 7, 2025

policetraining@oaklandcc.edu

TO Southgate Police Department

Chief Mark Mydlarz

14710 Reaume

Southgate, MI 48195

734-258-3040

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		NET 30	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
9	Continuing Professional Education Course (Mental Health Crisis & Scenarios) - January 29, 2025	\$175	\$1,575
16	Continuing Professional Education Course (Dementia Safety: Improving the Effectiveness for Law Enforcement & First Responders/Ethics in Policing) - January 30, 2025	\$200	\$3,200
8	Continuing Professional Education Course (Law & Procedure for Peace Officers under the MI Mental Health Code/"People, Police and Cultural Competence") - January 31, 2025	\$200	\$1,600
SUBTOTAL			\$6,375
SALES TAX			n/a
TOTAL			\$6,375

Quotation prepared by: TaMeka McClellan, Administrative Specialist, Advanced Police Training

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

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KAREN E. GEORGE

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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: January 8, 2025

Re: First Reading of Proposed Disruptive Behavior Amendment to Chapter
670 of the City Code

The Administration recommends the approval of the proposed changes to Chapter 670- Peace Disturbances of the City Code to include new language for "Disruptive Behavior". The proposed language has been recommended by the City's Attorney and received concurrence from the Public Safety Director.

The proposed language is as follows:

670.10 DISRUPTIVE BEHAVIOR

Any person whose conduct or activity causes a disruption to the good order, health, safety, welfare or peace of the public (including law enforcement) of the City of Southgate, including but not limited to, being loud, boisterous, quarrelsome, vulgar, threatening or disruptive, which the police determine not to be criminal in nature, is responsible for municipal civil infraction subject to a fine not to exceed \$500, together with court costs.

Please contact me with any questions.

EDWARD A. ZELENAK
City Attorney

AMELIA ZELENAK
Assistant City Attorney



City of Southgate

NORMA J. WURMLINGER
MUNICIPAL BUILDING

January 10, 2025

Honorable Mayor and Council
City of Southgate

RE: Disruptive Behavior Civil Infraction Code Amendment

Dear Mayor Kuspa and Members of the Council:

Attached is a proposed Ordinance Amendment to create a new and uniquely prosecutable offense for conduct that does not arise to the misdemeanor standard for the general disorderly persons' criteria. This will expedite police officer's time and the subsequent court docket, reducing expenses while securing life-lesson pleas in the District Court. It has been successfully utilized in neighboring communities.

The code would amend the codified ordinances of the City of Southgate in the following General Offenses sections:

670.10 DISRUPTIVE BEHAVIOR

Any person whose conduct or activity causes a disruption to the good order, health, safety, welfare or peace of the public (including law enforcement) of the City of Southgate, including but not limited to, being loud, boisterous, quarrelsome, vulgar, threatening or disruptive, which the police determine not to be criminal in nature, is responsible for a municipal civil infraction subject to a fine not to exceed \$500, together with court cost.

Thank you for your consideration of the passage of this amendment. It has been presented previously to the Police Department along with a courtesy copy to the District Court staff.

Very truly yours,

EDWARD M. ZELENAK