

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Thursday January 2, 2024

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

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

Minutes:

1. Work Study Meeting Minutes dated December 18, 2024
2. Regular City Council Meeting Minutes dated December 18, 2024

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from the Mayor; Re: Award Bid for Demolition of Garage at 12071 Devoe

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Scheduled Hearings:

Communications "A"

1. Letter from Mayor; Re: Approve Police Property Room Wall Construction

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Communications "B" – (Receive and File):

1. Letter from Mayor; Re: Appointments to Cultural Arts and Special Events Commission

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Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1512 \$ see warrant

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

December 18, 2024

An Informal Meeting of the Council of the City of Southgate was held on December 18, 2024 at 6:30 P.M. and called to order by Council President Pro Tem Christian Graziani.

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

Absent: Zoey Kuspa (excused)

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

William Brickey from Plante Moran presented the City's Auditor's Report.

Discussed the following agenda items:

- Award Bid for Elevator Maintenance and Repair
- Adopt Resolution FY 2023/24 Audit Report & Restating Fund Balances
- Approve Request for a Public Hearing for the Parks & Recreation Master Plan 2025-2029
- Approve Purchase of No-Touch Cleaning Equipment (Waiver of Bid)
- Approve UFED Touch Ultimate Software License
- Approve Renewal of In-House Video Surveillance Camera System Service Agreement
- Appointments to Board of Zoning Appeals
- Appointments to Downtown Development Authority
- Appointments to Tax Increment Finance Authority
- Appointment to Dangerous Building Hearing Board
- Appointment to Compensation Commission
- Receive & File Appointments to Cultural Arts & Special Events Commission

This meeting ended at 6:55 p.m.

City of Southgate

Regular City Council Meeting

December 18, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, December 18, 2024 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Pro Tem Christian Graziani.

This meeting began with the Pledge of Allegiance.

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

Absent: Zoey Kuspa (excused)

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

Minutes:

Moved by Rauch, supported by George, RESOLVED, that the minutes of the City Council Work Study Session dated December 4, 2024 be approved as presented. Carried unanimously.

Moved by George, supported by Gawlik, RESOLVED, that the minutes of the Regular City Council Meeting dated December 4, 2024 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Award Bid for Elevator Maintenance and Repair moved by Ayres-Reiss, supported by George, RESOLVED THAT the Southgate City Council award a 5-year agreement to KONE, Inc. for elevator maintenance and repair services in the discounted annual amount of \$4,446.00, and approve the hourly billing rates for services per the OMNIA Partners Pricing Sheet – IUEC Detroit Local 36. Motion carried unanimously.

Communications "A":

1. Memo from ACA/Fin. Dir; Re: Resolution FY 2023/24 Audit Report & Restating Fund Balances moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council adopt resolution accepting and approving the audit report from Plante Moran for fiscal year 2023/24, and restating the fund balance as follows:

General Fund

Nonspendable - Prepays	\$ 226,720
Restricted	
Unspent Property Tax – Rubbish	\$ 820,949
Unspent Property Tax – P&F Pension	\$ 284,206
Low Income Housing	\$ 9,163
Building Dept	\$ 715,616

General Fund

Committed	
County Property Tax Chargeback's	\$ 300,000
Computer Software Acquisition	\$ 10,000
Fire Rescue Equipment	\$1,000,000
SINC	\$ 136,000

Assigned

Workers Compensation	\$ 500,000
Severance Reserve	\$1,600,000

Regular City Council Meeting December 18, 2024

Future Working Capital	\$ 300,000
Future OPEB	\$ 500,000
Future Budget Shortfalls due to Deficiencies in Court Revenue	\$ 600,000

Capital Project Funds

Committed	
Police Cars	\$ 350,000
Property Acquisition	\$ 113,683
Fire Rescue Equipment	\$ 250,000

Assigned	
Capital Projects	\$ 79,402

Motion carried unanimously.

2. Memo from Administrator; Re: Parks & Recreation Master Plan 2025-2029 Public Hearing Request moved by George, supported by Araj, RESOLVED THAT the Southgate City Council set a public hearing regarding the City of Southgate's Parks and Recreation 2025-2029 Master Plan to take place during the regularly scheduled Council meeting on January 15, 2025 in the Council Chambers. Motion carried unanimously.
3. Letter from Mayor; Re: Purchase of No-Touch Cleaning Equipment (Waiver of Bid) moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bidding process and approve the purchase of a KaiVac 2750 No-Touch Cleaning Machine, including accessories and battery pack , from Colman-Wolf in the total amount of \$8,057.52. Motion carried unanimously.
4. Letter from Mayor; Re: UFED Touch Ultimate Software License moved by George, supported by Araj, RESOLVED THAT the Southgate City Council approve the UFED Touch Ultimate software license renewal for a one-year period expiring December 8, 2025, with Cellebrite Inc. in the amount of \$6,450.00. Motion carried unanimously.
5. Letter from Mayor; Re: In-House Video Surveillance Camera System Service Agreement moved by George, supported by Gawlik, RESOLVED THAT the Southgate City Council approve the renewal of the Full Replacement Prime Shield service agreement with D/A Central (Oak Park, MI) in the amounts of \$15,320.00 for the City/Public Safety Division and \$10,930.00 for the 28th District Court for a total amount of \$26,250.00, with the renewal to run through December 31, 2025. Motion carried unanimously.
6. Letter from Mayor; Re: Appointments to Board of Zoning Appeals moved by Rauch, supported by Araj, RESOLVED THAT the Southgate City Council approve the appointment of Tom Coombs, Tim Foucher & Jake Orman to the Board of Zoning Appeals for a term expiring December 2027. Motion carried unanimously.
7. Letter from Mayor; Re: Appointments to Downtown Development Authority moved by Gawlik, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the appointment of Brian Batko, Bruce Genthe, Wally Kleit & Lauren Moser to the Downtown Development Authority for a term expiring December 2028. Motion carried unanimously.
8. Letter from Mayor; Re: Appointments to Tax Increment Finance Authority moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the appointment of Patrick

Regular City Council Meeting December 18, 2024

Guentner and Patricia Anderson to the Tax Increment Finance Authority for a term expiring December 2028. Motion carried unanimously.

9. Letter from Mayor; Re: Appointment to Dangerous Building Hearing Board moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the appointment of Ray Howard to the Dangerous Building Hearing Board for a term expiring December 2027. Motion carried unanimously.
10. Letter from Mayor; Re: Appointment to Compensation Commission moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council approve the appointment of Eric Croft to the Compensation Commission for a term expiring December 2031. Motion carried unanimously.

Communications “B” – (Receive and File):

1. Letter from Mayor; RE: Appointments to Cultural Arts & Special Events Commission moved by Rauch, supported by George, RESOLVED, that the Southgate City Council receive and file the Letter from Mayor; Re: Appointments of Marion Bolen, Cindy Burley, Nancy Gratz, Ana Mitchell, Robin Craig and Vanessa Belcher to the Cultural Arts & Special Events Commission for a term expiring December 2026. Motion carried unanimously.

Claims and Accounts:

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1511 for \$1,565,411.88. Motion carried unanimously.

Adjournment:

Moved by George, supported by Ayres-Reiss, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:14 P.M. Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PHILLIP J. RAUCH
PRISCILLA AYRES-REISS
ED GAWLIK JR.
VICTORIA ARAJ

December 20, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Award Bid for Demolition of Garage at 12071 Devoe

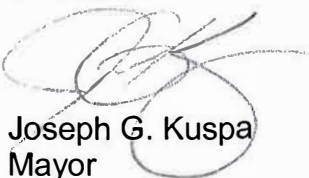
Ladies and Gentlemen:

It is recommended by the Assistant City Administrator/Finance Director and I concur, to award the bid for Bid for Demolition of Garage at 12071 Devoe to Strata Construction, Clinton Township, Michigan in the amount of \$10,950.00. Three bids were received and Strata was the lowest bidder that met bid specifications.

Costs associated with this bid will be paid for from the Capital Projects fund and billed to the property owner for reimbursement.

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

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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: December 20, 2024

RE: Request to Award Bid for Demolition of Garage Structure at 12071 Devoe

I have reviewed the above bids and recommend awarding the bid for the demolition of the garage structure at 12071 Devoe to Strata Construction (Clinton Twp MI) in the amount of \$10,950.00. Three bids were received, and Strata was the low bidder that met the bid specifications.

The cost for the demolition of the structure will be paid from the Capital Projects Fund, and billed to the property owner for reimbursement.

Proposed Motion

Award bid for the demolition of the garage structure at 12701 Devoe to Strata Construction in the amount of \$10,950.00.

10:00 a.m.

Signature #2:

BID FORM

GENERAL AGREEMENTS

A. The Bidder acknowledges that he/she has had the opportunity to examine the site and locality where the Work is to be performed and has become familiar with the legal requirements, laws, rules, regulations and conditions affecting the cost, progress and performance of the Work; and has made such independent investigations as Bidder deemed necessary to prepare the Bid. Further, Bidder hereby states that the Base Bid set forth in this Bid Response is true and correct.

B. The Bidder agrees that this Bid shall not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving Bids.

C. The Bidder acknowledges that the price stated below includes all taxes of whatever character or description.

D. The Bidder agrees to execute a Contract for work covered by this Bid, provided that he/she be notified of its acceptance within ninety (90) days after the opening of Bids.

TIME OF COMPLETION

The undersigned agrees to secure required utility shut off clearances, and commence work operations immediately upon award of the contract, with completion of the work estimated at 7 days thereafter, and that the proposed Bid is in full consideration of this.

BASE BID

The undersigned Bidder, having carefully examined the Bidding Specifications, and being familiar with all conditions and requirements of the Work, hereby proposes and agrees to furnish all material, labor, equipment, tools and supervision; and to furnish all services necessary to complete the Work required in accordance with the Bidding Documents for the following projects, in the following amount:

Ten Thousand Nine Hundred Fifty Dollars \$ 10,950.00
(Sum to be written out)

Witness:

Savannah Kettner

Attest:

(Signature)

By:

Savannah Kettner
(Type or print name)

By: Strata Construction

(Name of bidding firm or corporation)

By:

(Signature)

John Iafrate

(Type or print name)

Title: Member

(Owner/Partner/President/Vice Pres.)

Title:

Office Manager

(Corporate Secretary or Assistant Secretary Only)

Address: 35443 Cordella St Clinton Twp, MI 48035

Phone: 586-792-4000

License: _____

Federal ID No.: 46-3772153

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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ED GAWLIK JR.

VICTORIA ARAJ

December 20, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approve Police Property Room Wall Construction

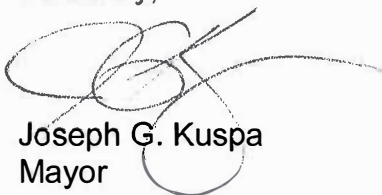
Ladies and Gentlemen:

It is recommended by the Director of Public Safety and I concur, to approve the proposal from Rally Point Partners, Ann Arbor, Michigan for the Police Property Room Wall Construction project in the amount of \$3,500.00. Rally Point Partners is the city-approved contractor for carpentry services.

Sufficient funds are available in the Federal Forfeiture Budget for this contract.

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

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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 *DND*

DATE: December 20, 2024

RE: Request to Approve Proposal for Police Property Room Wall Construction

I have reviewed the above proposal with the Director of Public Safety and concur with his recommendation to approve the proposal from Rally Point Partners (Ann Arbor MI) for the Police Property Room Wall Construction project in the amount of \$3,500.00. Rally Point Partners is the city-approved contractor for carpentry services.

Adequate funds are available in the Federal Forfeiture budget.

Proposed Motions

Approve proposal from Rally Point Partners for the Police Property Room Wall Construction project in the amount of \$3,500.00.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joseph L. Marsh, Director of Public Safety

Re: **Purchase approval**

Date: December 12th, 2024

Dear Mayor Kuspa,

There is a need to add an additional security layer to our police property room. Currently, the property room is secured by a locked door, security cameras, and a metal gate/door inside of the property room that acts as a secondary security layer inside of the room. The metal gate does not currently extend to from the floor to the ceiling which leaves a gap between the top of the gate and the ceiling. Accreditation standards require for the actually property storage area to be completely secure. Thus, we are in need of adding a security layer to close the gap between the top of the metal gate and ceiling.

I have contacted our approved City contractor Rally Point Partners to look at ways of adding this additional security layer. They have provided a quote for extending a wall to create an enclosure from the top of the metal gate to the ceiling. The quote provided was for a total of \$3,500.00.

It is my recommendation that we approve this project quoted by Rally Point Partners, our approved City construction contractor, located at 1355 Ardmoor Ave, Ann Arbor, MI 48103. This purchase will be covered using Federal Forfeiture funds.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on December 18th, 2024 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

ESTIMATE

Rally Point Partners LLC
1355 Ardmoor Ave
ANN ARBOR, MI 48103

rppowner@gmail.com
+1 (734) 834-1963



Bill to
City of Southgate
Attn: Police Station
14400 Dix-Toledo Hwy.
Southgate, Michigan 48195
United States

Ship to
City of Southgate
14400 Dix-Toledo Hwy.
Southgate, Michigan 48195
United States

Estimate details

Estimate no: 1042
Estimate date: 12/11/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	12/11/2024	Reconstruction Services	Police Station: Extending wall to metal ceiling, drywall and painting.	1	\$3,500.00	\$3,500.00
Total						\$3,500.00

Accepted date

Accepted by

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

December 19, 2024

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

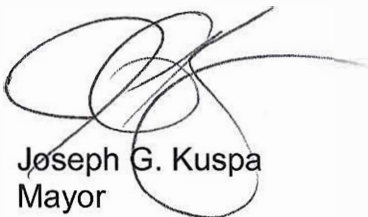
Ladies and Gentlemen:

Please be advised I have made the following appointments:

Cultural Arts & Special Events— for a term expiring December 2026:

Tammee Iverson	16150 Helen
Nanette Dodds	15314 Fordline

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk