

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday September 17, 2025

6:30pm **Work Study Session**

1. Proclamation – Constitution Week
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 September 3, 2025
2. Regular City Council Meeting Minutes dated September 3, 2025

Scheduled Persons in the Audience:

Consideration of Bids:

1. Memo from Administrator; Re: City Hall Landscape Materials and Installation

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Scheduled Hearings:

1. For the Demolition of Property at 15631 Flanders
2. For the Demolition of Property at 13567 Edison
3. For the Demolition of Property at 13581 Edison

Communications "A"

1. Memo from Administrator; Re: Demolition of 15361 Flanders
2. Letter from Mayor; Re: Appointment to Board of Zoning Appeals
3. Letter from ACA/ Fin. Dir.; Re: FY 2025-26 Budget Amendment No. 2026.01
4. Letter from Mayor; Re: Contract Extension for Tree Trimming Services
5. Letter from Mayor; Re: Approve Election Electronic Poll Book Laptops (**Waiver of Bid**)
6. Letter from Mayor; Re: Approve Library Carpet Replacement (**Waiver of Bid**)
7. Letter from Mayor; Re: Electrical Work – Southgate Tower Park Pavilion (**Waiver of Bid**)
8. Letter from Mayor; Re: Southgate Miracle Park – Phase One (**Waiver of Bid**)
9. Memo from Administrator; Re: Library Policy and Procedure 2025 Update

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Communications "B" – (Receive and File):

1. Letter from Mayor; Re: Appointment to Water Board

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Ordinances:

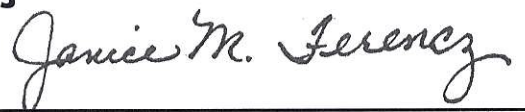
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1529 \$1,807,284.93

Adjournment:



Janice M. Ferencz, City Clerk

PROCLAMATION

Constitution Week 2025

Whereas, September 17, 2025 marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

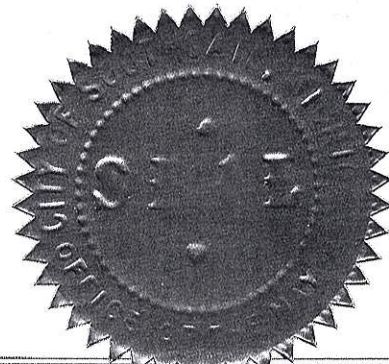
NOW, THEREFORE, I, Joseph G. Kuspa, Mayor of the City of Southgate do hereby proclaim September 17 through 23, 2025 to be

Constitution Week

And ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand this Seventeenth day of September, two thousand twenty-five.

Mayor Joseph G. Kuspa



City Council

Work Study Session

September 3, 2025

An Informal Meeting of the Council of the City of Southgate was held on September 3, 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, Phil Rauch

Absent:

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

Discussed the following agenda items:

- Approve Subscription Agreement for Library Website Design (Waiver of Bid)
- Approve Proposal for City Website Upgrade (Waiver of Bid)
- Approve Quote for Hydraulic Hammer Repair (Waiver of Bid)

This meeting ended at 6:36 p.m.

City of Southgate

Regular City Council Meeting

September 6, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, September 6, 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, Phil Rauch

Absent:

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

Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated August 20, 2025 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Gawlik, RESOLVED, that the minutes of the Regular City Council Meeting dated August 20, 2025 be approved as presented. Carried unanimously.

Communications "A":

1. Letter from Mayor Re: Library Website Design-Waiver of Bid moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council waive the city bid process and approve the subscription agreement with Streamline Software, Inc. for the library website design, build, and hosting services in the amount of \$3,000.00. Motion carried unanimously.
2. Letter from Mayor Re: City Website Upgrade-Waiver of Bid moved by Araj, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the city bid process and approve the proposal from Revize, Inc. for website design and development in the amount of \$9,950.00, and the annual subscription fee for hosting and support services in the amount of \$2,975.00. Motion carried unanimously.
3. Letter from Mayor Re: Hydraulic Hammer Repair-Waiver of Bid moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council waive the city bid process and approve the quote from Michigan CAT for repairs to the hydraulic hammer in the amount of \$4,090.05. Motion carried unanimously.

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1528 for \$7,662,297.84. Motion carried unanimously.

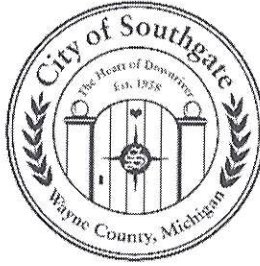
Adjournment:

Moved by George, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:04 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

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator 

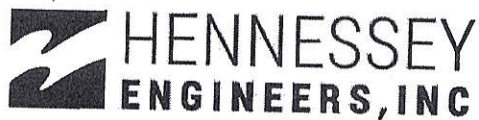
Date: September 12, 2025

Re: Recommendation to Award City Hall Landscape Materials and Installation

The Administration has reviewed the above and concurs with the City Engineer's recommendation to award the bid for City Hall Landscape Materials and Installation to Dan K's Inc (Grosse Ile, MI) in the amount of \$16,280. This bid award also includes two years of maintenance on all plant materials.

Funds are available in the General Fund under Building Repairs and Maintenance for this purchase.

Proposed Motion: *To award the bid for City Hall Landscape Materials and Installation (including a two years of maintenance on all plant materials) to Dan K's Inc of Grosse Ile, MI in the amount of \$16,280.*



September 12, 2025

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

**Re: City Hall Landscape Materials & Installation
Recommendation of Contract Award
City of Southgate
Hennessey Project No. 11002**

Dear Mr. Marsh:

As you are aware, the City of Southgate opened bids on Friday, September 12, 2025, for the above referenced project, and received bids from three (3) contractors. Attached is a copy of the bid tabulations for your reference

Our office has reviewed the three (3) bids received and in summary, the bids received are as follows:

<u>Contractor</u>	<u>Bid Amount</u>
• Dan K's, Inc.	\$ 16,987.00
• Frank's Landscaping & Supplies, LLC	\$ 19,586.00
• Santoro Services, LLC	\$ 40,977.65

This project is for furnishing landscape plantings and materials, and the installation of the plantings and materials and all bids include the alternate aluminum edging.

Hennessey Engineers has worked with Dan K's, Inc. on numerous restoration projects, including the current City Hall CDBG Parking & ADA Improvements project. We find that Dan K's is more than capable of completing this landscape project for the City of Southgate.

Therefore, based upon the outcome of the bids and Dan K's past experience, it is our office's recommendation to award the City Hall Landscape Materials and Installation to Dan K's, Inc. of Grosse Ile, Michigan, in the amount of **\$16,280.00**, excluding the cost of \$707.00 for the alternate aluminum edging.

[illegible]

Signature #2:

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BID PROPOSAL FORM

We offer to furnish the City of Southgate, Southgate, Michigan the item listed below and more fully described in the specifications for **CITY HALL LANDSCAPE MATERIALS AND INSTALLATION**

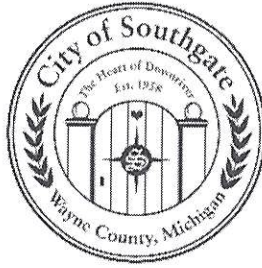
Prices in bid are F.O.B. City of Southgate. Bids to be submitted not later than 10:00 a.m., Friday, September 12, 2025

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
T.1	2	Botanical Name: Syringa "Bloomerang" Common Name: Bloomerang Lilac Tree Size: 5' Height Root: B&B	374.00 /Tree	748.00
T.2	3	Botanical Name: Galaxy Zone Magnolia Common Name: Magnolia 'Galaxy' Size: 2" Cal. Root: B&B	428.00 /Tree	1284.00
S.1	28	Botanical Name: Hydrangea paniculata 'Bobo' Common Name: Bobo Hydrangea Size: #3 Root: Cont.	47.00 /Plant	1316.00
S.2	20	Botanical Name: Hydrangea paniculata 'Early Evolution' Common Name: Early Evolution Hydrangea Size: #3 Root: Cont.	45.00 /Plant	900.00
S.3	22	Botanical Name: Weigela Florida 'spilled wine' Common Name: Spilled Wine Weigela Size: #3 Root: Cont.	13.00 /Plant	286.00
P.1	46	Botanical Name: Echinacea – mixed colors Common Name: Coneflower –mixed colors; yellow orange, purple, and pink Size: 2 gallon Root: Cont.	13.00 /Plant	598.00
P.2	18	Botanical Name: Hosta 'August Moon' Common Name: August Moon Hosta Size: 1 gallon Root: Cont.	13.00 /Plant	234.00
P.3	32	Botanical Name: Perovskia atriplicifolia 'Blue Jean Baby' Common Name: Blue Jean Baby Russian Sage Size: 1 gallon Root: Cont.	17.00 /Plant	544.00
M.1	15	Hardwood Mulch (2" depth)	45.00 /Yard	675.00
M.2	7	Compost (1" Depth)	45.00 /Yard	315.00
M.3	101	*Optional* Aluminum Edging	7.00 /LF	707.00
M.4	1700	Sod INCLUDES TOPSOIL	1.10 /SF	1870.00
L.1	-	Labor		- 6310.00
O.1	-	2 Year Maintenance		- 1200.00
O.2	-	Miscellaneous Expenses		- 0
TOTAL				\$ 16,987.00

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 City Council Members

From: Dan Marsh, City Administrator

Date: September 12, 2025

Re: Demolition of 15361 Flanders

On August 6, 2025, the Dangerous Buildings Board met to discuss the house located at 15361 Flanders, and recommended that the property be demolished in 90 days (see minutes attached). The Administration recommends City Council affirm the Dangerous Buildings Board's recommendation, and to authorize the Administration to have the house demolished if the property owner does not have the house demolished within 90 days from August 6, 2025. Any charges for demolition incurred by the City will be billed to the property owner and if not paid the charges will be placed as a lien on the property.

If you have any questions please contact me.

Proposed Motion: *To affirm the recommendation of the Dangerous Buildings Board and to authorize the Administration to demolish the house located at 15361 Flanders, at the owners expense, if it is not demolished within 90 days from August 6, 2025.*

DANGEROUS BUILDING BOARD

MINUTES

14789 Reeck Rd, 15361 Flanders, 13581 Edison, 13567 Edison

August 6, 2025

Roll Call: Ray Howard, Mike Yoos, Tim Leach Building Inspections Director, Ed Zelenak City Attorney. Robert Hines excused

Present: Ray Howard, Mike Yoos, Tim Leach Building Inspections Director, Ed Zelenak City Attorney, Dan Marsh, Priscilla Ayres-Reis and Michelle Kell and residents from 15361 Flanders, 13581 Edison, 13567 Edison.

The meeting was called to order at 3:02pm with the Dangerous Building Board considering the several residential properties listed above.

14789 Reeck Rd: Permit has been obtained and work has been started.

15361 Flanders: Resident stated they were going to rehab the house but the cost would be too much. Discussion took place that if the city has it Demo'd the owner would be responsible for the cost and if not paid it would be a lien on the property. Motion by Howard, supported by Yoos recommended 90 days to demo.

13581 Edison: In the process of finding a contractor to demo garage and foundation. Motion by Yoos, supported by Howard recommending 90 days to demo.

13567 Edison: In the process of getting Asbestos report so contractor could pull the required permits. Motion by Howard, supported by Yoos recommending 90 days to demo.

Howard motion to adjourn meeting, support by Yoos

Meeting adjourned @ 3:52pm

Respectfully submitted

Michelle Kell



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING

14400 DIX-TOLEDO ROAD, SOUTHGATE, MICHIGAN 48195

PHONE: (734) 258-3030

FAX: (734) 281-6670

www.southgatemi.org

12/21/2022

EQUITY TRUST COMPANY/ALLEVATO, RUSSELL
1 EQUITY WAY
WESTLAKE, OH 44145

Re: Initial home sale inspection for 15361 FLANDERS

Dear EQUITY TRUST COMPANY/ALLEVATO, RUSSELL:

Under the provisions of the codes of ordinances of the City of Southgate and any applicable state statute, the following deficiencies and/or violations were observed for the inspection completed. Work that requires a permits is indicated.

*****HIGHLY RECOMMEND GETTING A STRUCTUAL EVALUATION ON HOUSE*****

AREA: ROOF/SOFFIT

Uncorrected INSPECTORS COMMENT: REPAIR/REPLACE DAMAGED ROOF AND SOFFIT AT THE ELECTRICAL METER.

AREA: SIDING

Uncorrected INSPECTORS COMMENTS: REPAIR/REPLACE ALL LOOSE SIDING ON THE HOUSE AND ON RIGHT SIDE OF GARAGE.

AREA: GUTTERS/DOWNSPOUTS

Uncorrected INSPECTORS COMMENTS: INSTALL ALL DOWNSPOUT EXTENSIONS, SECURE THE GUTTER AT REAR OF HOUSE, SECURE GUTTERS NEAR THE ELECTRICAL METER, REPAIR DAMAGED GUTTERS ON FRONT OF HOUSE AND REPLACE ROTTED WOOD.
REPAIR THE REAR SOFFIT.

AREA: FLASHING ON HOME

Uncorrected INSPECTORS COMMENTS: REPAIR/REPLACE ALL MISSING FLASHING ON THE HOUSE BY THE GAS METER.

AREA: DOORS TO THE BASEMENT

Uncorrected INSPECTORS COMMENTS: REPAIR/REPLACE BILCO DOORS LEADING TO BASEMENT.

AREA: FRONT PORCH

Uncorrected INSPECTORS COMMENTS: REPAIR/REPLACE FRONT PORCH, UNSAFE.

AREA: WOOD

Uncorrected INSPECTORS COMMENTS: REPLACE ALL ROTTED WOOD ON HOUSE AND GARAGE.

AREA: CONCRETE DRIVEWAY/PATIO

Uncorrected INSPECTORS COMMENTS: REPLACE CONCRETE PAD/PATIO IN THE BACK OF HOME.

AREA: GAS METER

Uncorrected INSPECTORS COMMENTS: SECURE THE GAS METER TO THE HOUSE

AREA: SHED - PERMIT

Uncorrected INSPECTORS COMMENTS: A PERMIT FOR THE SHED IS REQUIRED, CONTACT THE BUILDING DEPARTMENT AT 734-258-3010 OR REMOVE. IF PERMITTED SHED ROOF AND ALL ROTTED WOOD NEEDS REPAIRED/REPLACED.

All safety hazards and code violations must be correct and necessary permits pulled, inspected and approved by the city before the certificate of compliance will be issued

****OCCUPANCY OF HOME IS PROHIBITED UNTIL CERTIFICATE OF COMPLIANCE IS ISSUED****

All violations must be corrected and re-inspected prior to the issuance of the Certificate of compliance. A final inspection must be scheduled within ninety days of initial inspection. Please call 734-258-3010 ext. 3100 if you have any questions.

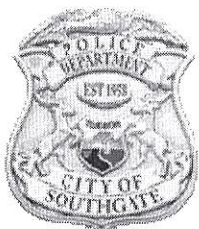
Sincerely,

City of Southgate
Home Sale Inspections

Dan Marsh

From: Randy Coleman
Sent: Friday, November 22, 2024 7:50 AM
To: Adrienne Riddle
Cc: Timothy Leach; Debora Mannino; Michelle Kell; Kraig Brown
Subject: 15361 Flanders

On November 21, during a court hearing with Chandelaria Chavez regarding the property at 15361 Flanders. Numerous citations have been issued regarding the property, Property Maintenance, Rodents, Home Sales (non compliance). At time the owner has advised that the home will be torn down, as the cost to repair is to high. They have been informed on the procedures and to reach out to the Building Department. They have a return date of December 19, at which time this demolition must be scheduled.



RANDY COLEMAN
Code Enforcement Officer
City of Southgate
14710 Reaume Parkway
Southgate, MI 48195
(734) 258-3036



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING
14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195

PHONE: (734) 258-3027

FAX: (734) 281-6670

www.southgatemi.org

June 18, 2025

Candelaria Chavez
15361 Flanders
Southgate, MI 48195

To whom it may concern:

It has come to the attention of the Building Department that the structure @ **15361 Flanders** is determined to be Dangerous.

Building defined in City Ordinance 1460.01. Per ordinance no person shall keep or maintain any building, structure, or dwelling or part thereof, which is determined to be a dangerous building, as defined in Section 1460.01.

This notice is being issued as required by 1460.03. A hearing is scheduled for **July 9, 2025 @ 3:00pm** in the caucus room of City Hall. At which time the owner shall have the opportunity to show cause why the building or structure should not be ordered to be demolished or otherwise made safe.

Sincerely,

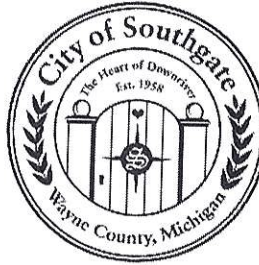
Timothy L. Leach
Building Inspections Director

TLL/mg

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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ZOEY KUSPA
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PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

September 8, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointment to Boards/Commissions

Ladies and Gentlemen:

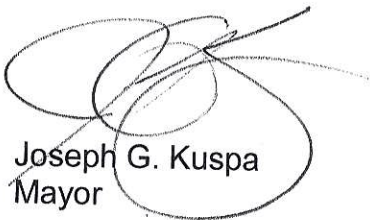
Please be advised I have made the following appointment:

Board of Zoning Appeals – for a term expiring December 2025:

Ray Grupczynski 13207 Fordline

This appointment fills the vacancy created by the passing of Gary Martin.

Sincerely,



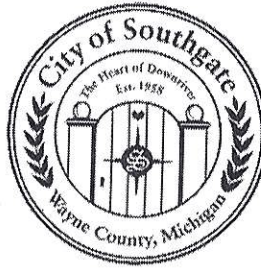
Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
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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

DATE: September 10, 2025 *DND*

RE: Fiscal Year 2025-26 Budget Amendment No. 2026-01

Attached please find proposed budget amendment No. 2026-01 for fiscal year ending June 30, 2026.

The attached report proposes an amendment to carry forward unspent funds from the previous fiscal year for the Southgate Veterans Memorial Library. These budgeted funds were approved for replacement of furniture and equipment at the library, but not spent before year-end and lapsed back to fund balance.

Amendments that are positive amounts represent increases to the adopted budget figures; conversely negative amounts represent decreases to the adopted budget figures.

Proposed Motion

Approve proposed Budget Amendment No. 2026-01 as detailed on the attached report.

City of Southgate - Library Fund
Budget Year 2025-26
Proposed Budget Amendment #2026-01

Fund	Dept	GL Number	Description	FY 2025-26 Adopted	FY 2025-26 Amended	Change
Library Fund	Expenditures	271-790-978-000	Office Equipment & Furniture	\$ 80,000	\$ 129,600	\$ (49,600)

-
-
-

Net Effect on Fund Balance

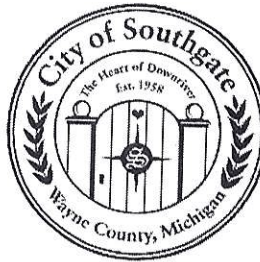
\$ (49,600)

Description: Amend budget to carry forward unexpended funds in the fiscal year 2024-25 budget for new furniture & equipment. These funds had lapsed back into fund balance upon the end of the fiscal year.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

September 10, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approval of Contract Extension for Tree Trimming Services

Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to approve the contract extension with Limb Walkers Tree & Snow, Avoca, Michigan through June 30, 2027, at the rates approved under the original bid award. The contract was originally approved at the May 18, 2022 City Council Meeting and extended at the May 17, 2023 City Council Meeting.

Funds for this purchase in the General Fund and the Street Funds budget for this contract extension.

Your favorable consideration of this matter is requested.

Sincerely,

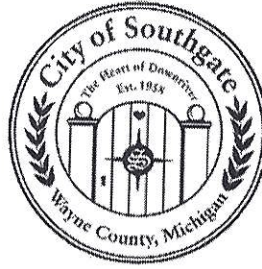


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
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City of Southgate

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CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: September 9, 2025 *DD*

RE: Approve Contract Extension for Tree Trimming Services

I have reviewed the above and concur with the Public Services Director's recommendation to approve a contract extension with Limb Walkers Tree & Snow (Avoca MI) through June 30, 2027, at the rates approved under the original bid award. This contract was originally awarded to Limb Walkers at the May 18, 2022 City Council meeting, and extended at the May 17, 2023 City Council meeting.

Adequate funds are budgeted in the General Fund and the Street Funds for this contract extension.

Proposed Motion:

Motion to approve the contract extension for tree trimming services with Limb Walkers Tree & Snow LLC through June 30, 2027, at the rate schedule approved on May 18, 2022.

From the Desk of:
Kevin Anderson
Director, D.P.S.
September 9, 2025

To: Doug Drysdale
Finance Director

Re: Bid Extension Recommendation for Tree Pruning & Maintenance

I respectfully request to extend the bid for Tree Pruning & Maintenance to Limb Walkers Tree & Snow, 10073 Bryce Rd., Avoca, MI 48006 for a period of two years.

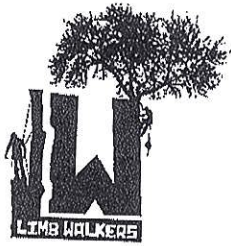
They are our current contractor and have extended their fee schedule for two years. I believe this to be in the best interest of the City as they have always provided excellent service and respond rapidly to all service calls.

If you have any questions, please contact me.

KA/ew



(D/Bids-A: Bid extension: Tree Pruning & Maintenance)



Limb Walkers Tree & Snow

10073 Bryce Rd

Avoca, Mi 48006

(810)304-4665

Samantha & Jacob Cantlin

September 8, 2025

Good Morning,

This letter is regarding our trimming services contract. We would like to renew our contract and continue building our business relationship. We hope that the city has been satisfied with our services and look forward to continuing our business relationship by accepting the renewal option to the 2027 fiscal year under the same conditions and rates as the previous contract. We would like to thank you for doing business with us and look forward to another happy, healthy year.

Thank you,

Jacob and Samantha Cantlin

Limb walkers tree & snow

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

September 10, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Approve Election Electronic Poll Book Laptops **(Waiver of Bid)**

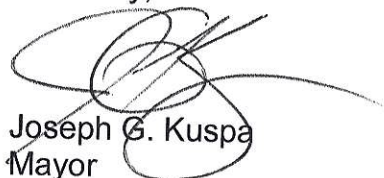
Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to waive the bid procedure and approve the purchase of six (6) Election Electronic Poll Book Laptops from CDW-G, Chicago, IL, in the amount of \$4,252.86, under the State of Michigan MIDEal contract.

Funds are available in the City Clerk's Election Budget.

Your favorable consideration of this matter is appreciated.

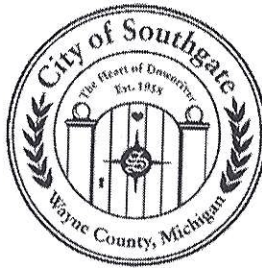
Sincerely,


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

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director
DATE: September 9, 2025 *DWD*
RE: Approve Purchase of Election Electronic Poll Book Laptops (**Waiver of Bid**)

I have reviewed the above with the City Clerk and concur with her recommendation to waive the city bid process and approve the purchase of six (6) election electronic poll book laptops from CDW-G (Chicago IL) in the amount of \$4,252.86 under the State of Michigan MiDeal contract #071B6600110.

MiDEAL is the State of Michigan's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, colleges, and nonprofit hospitals to buy goods and services from state contracts.

Funds for this purchase are available in the City Clerk's Election Dept budget.

Proposed Motion:

Waive the city bid process and approve the purchase of six (6) election electronic poll book laptops from CDW-G in the amount of \$4,252.86, under the State of Michigan MiDeal extended purchasing program.

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

MEMO

To: Dan Marsh, City Administrator
Doug Drysdale, Finance Director

From: Janice M. Ferencz, City Clerk

Date: September 3, 2025

Re: Purchase of Six (6) Election Electronic Poll Book Laptops

Our current electronic poll book laptops have become outdated and will only upgrade to Windows 10, which is no longer being supported. The upgrade to Windows 11 is necessary for the purpose of security and required by the Michigan Board of Elections.

We have consulted with IT Director Jason Rucker and the Dell Pro 16 laptops were the most cost effective model that also met the state's minimum requirements. After our review, it is recommended that Council waive the bid procedure and approve the purchase of six (6) Dell Pro 16 laptops from CDW-G, under the MI-Deal Agreement for a total cost of \$4,252.86. (see attached quote).

Adequate funding is available in the Clerk's Office Election Budget.

Sincerely,

Janice M. Ferencz
City Clerk



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

JASON RUCKER,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PNCL466	7/24/2025	PNCL466	6532143	\$4,252.86

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell Pro 16 - Intel Core 5-120U - 256GB TLC SSD - 8GB DDR5 - Windows 11 Pro	6	8375146	\$708.81	\$4,252.86

Mfg. Part#: WM5X3

Contract: Michigan Master Computing-MIDEAL (071B6600110)

SUBTOTAL	\$4,252.86
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$4,252.86

PURCHASER BILLING INFO

Billing Address:
CITY OF SOUTHGATE
JASON RUCKER
14400 DIX TOLEDO RD
SOUTHGATE, MI 48195-2598
Phone: (734) 258-3049

Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
ITDEPT
ITDEPT-RUCKER
14710 REAUME PARKWAY
SOUTHGATE, MI 48195
Shipping Method: FEDEX Ground

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Haris Imamovic | 800.808.4239 | haris.imamovic@cdwg.com

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

September 10, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Approve Library Carpet Replacement (**Waiver of Bid**)

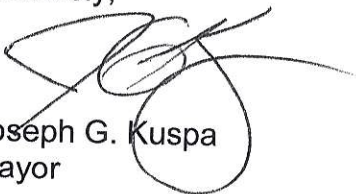
Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to waive the bid procedure and approve the Library Carpet Replacement quote from Jabro Carpet One, Southgate, Michigan in the amount of \$16,006.35 for the carpet replacement in the Karen E. George Conference Room.

Funds are available in the Library Budget.

Your favorable consideration of this matter is appreciated.

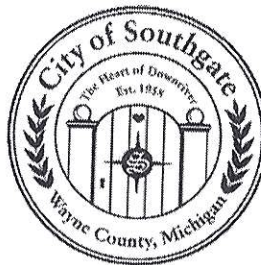
Sincerely,


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

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: September 10, 2025 *DWD*

RE: Approve Quote for Library Carpet Replacement (**Waiver of Bid**)

I have reviewed the above with the Library Director and concur with his recommendation to waive the city bid process and approve the quote from Jabro Carpet One (Southgate MI) for the carpet replacement in the Karen E. George conference room in the amount of \$16,006.35.

Funds are available in the Library budget.

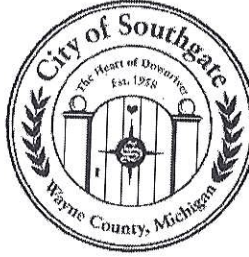
Proposed Motion:

Waive the city bid process and approve the quote from Jabro Carpet One for the carpet replacement in the Karen E. George conference room in the amount of \$16,006.35.

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

September 9, 2025

To: Dan Marsh
From: Donald Priest
Date: September 9, 2025
Re: Karen E. George Conference Room carpet replacement recommendation

We would like to replace the carpet in the Karen E. George conference room, which is now roughly 13 years old. It is stained in multiple places, we have no more replacement tiles available, and the pattern is out of production, no more can be purchased.

I reached out to 4 vendors, asking them to provide quotes for two different designs of carpet tiles, Tapis Sepia Weave and Natural Form Stone Hearth. Jabro Carpet One and Dalton Flooring both supplied these quotes; Express Flooring Outlet and Master Craft Floors did not respond to my quote requests. The submitted quotes include all installation costs, as well as 10% overage on the carpet tiles, so we will have replacements available when needed.

I recommend accepting a quote from Jabro Carpet One, in the amount of \$16,006.35. This is the less expensive of the two received quotes for the carpet tile design, Tapis Sepia Weave, preferred by myself and other professional library staff.

Donald C Priest II
Director
Southgate Veterans Memorial Library

JABRO CARPET ONE FLOOR & HOME

Since 1953

13460 Northline Road, Southgate, MI 48195
(734) 285-0110 | JabroCarpetOne.com

Page 1

QUOTE

ES501043

Sold To

VETERAN'S MEMORIAL LIBRARY
14680 DIX-TOLEDO
SOUTHGATE, MI 48195

Ship To

VETERAN'S MEMORIAL LIBRARY
14680 DIX-TOLEDO
SOUTHGATE, MI 48195

Order Number

Order Date

PO Number

Phone

12/12/24

GATHERING RO

Inventory	Style/Item	Color/Description	Quantity Units	Extension
I0551	TAPIS 18X36	SEPIA WEAVE	255.00 SY	7,395.00
182CA	SHAW 3000 ADHESIVE - 4 GALLON	4 GALLON PAIL	3.00 EA	450.00
45C7	COVE BASE 4 1/2" RUBBER/VINYL ROPPE 700 SERIES	BLACK	240.00 LF	420.00
	C.D. RIP		232.00 SY	1,078.80
	SKIM COAT		2,088.00 SF	1,983.60
	ESTIMATED FLOOR PREP		5.00 EA	550.00
	INSTALL CARPET TILE		255.00 SY	2,103.75
	REMOVE AND INSTALL COVE BASE		240.00 FT	708.00
	SUPPLY & INSTALL TRANSITIONS		18.00 FT	97.20
	DUMPSTER ON SITE		1.00 EA	350.00
I0551	TAPIS 18X36	SEPIA WEAVE	30.00 SY	870.00

— 08/19/25 —

Sales Representative(s):
DANA RODRIGUEZ
LEE SMITH

11:41AM —

Quote is valid for 10 days.

Subtotal: 16,006.35

Sales Tax: 0.00

Misc. Tax: 0.00

QUOTE TOTAL: \$16,006.35

ESTIMATE

**Prepared For**

Southgate Veterans Memorial Library
 14680 Dix Toledo rd
 Southgate, MI 48195
 (231) 330-4167
 (734) 258-3003

Dalton Flooring Center

14701 Eureka Road
 Southgate, MI 48195
 Phone: (734) 283-7030

Estimate # 159426

Date 08/27/2025

Description	Rate	Quantity	Total
Install 1960 sf of Patcraft Tapis 00770 Sepia Weave Carpet tiles in Conference rm Includes Adhesives.	\$7.50	1,960	\$14,700.00
Remove 1960 sf of existing carpet tiles and hallaway	\$0.50	1,960	\$980.00
Install 320ft 4in. Black rubber cove base Includes removal of existing and all adhesives.	\$5.00	320	\$1,600.00
10% of extra carpet tiles For customer's inventory	\$4.00	196	\$784.00

Subtotal \$18,064.00

Total \$18,064.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

September 12, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Electrical Work – Southgate Tower Park Pavilion **(Waiver of Bid)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to waive the bid procedure and approve the quote from Riney Electric, the City's approved contractor, in the amount of \$67,000.00 for the electrical work associated with the Southgate Tower Park Pavilion project.

Fund for this will be provided from the Wayne County ARPA grant.

Your favorable consideration of this matter is appreciated.

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

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: September 11, 2025

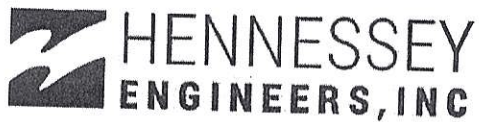
RE: Approve Quote for Electrical Work – Southgate Tower Park Pavilion (Waiver of Bid)

I have reviewed the above with the City Engineer and concur with his recommendation to waive the city bid process and approve the quote from Riney Electric (Wyandotte MI) in the amount of \$67,000.00 for the electrical work associated with the Southgate Tower Park Pavilion project. Riney Electric is the city-approved contractor for electric services.

Funds for this project will be provided from the Wayne County ARPA grant.

Proposed Motion:

Waive the city bid process and approve the quote from Riney Electric in the amount of \$67,000.00 for the electrical work associated with the Southgate Tower Park Pavilion project, with funds to be provided from the Wayne County ARPA grant.



September 11, 2025

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

**Re: Southgate Tower Park – Park Pavilion
Riney Electric Recommendation for Electrical Work
City of Southgate
Hennessey Project No. 11096.C**

Dear Mr. Marsh:

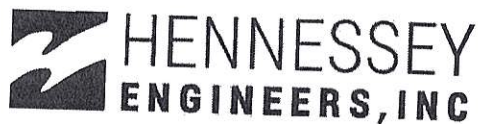
Riney Electric of 1459 Fort Street, Wyandotte, MI 48192, submitted an estimate for electrical work at the request of Hennessey Engineers for the above referenced project. Estimate #2429 dated September 4, 2025, from Riney Electric is enclosed.

In accordance with the design plans by Constantine George Pappas, AIA for the Park Pavilion, electrical power and all associated items including pavilion lighting, wiring and directional boring of conduit sleeves is provided in this estimate.

<u>Contractor</u>	<u>Estimate</u>
• Riney Electric	\$ 67,000.00

Since Riney Electric is currently under contract with the City of Southgate for electrical work and miscellaneous repairs and is also the electrical contractor for the Southgate Bank Tower project and is familiar with the Southgate Tower Park Pavilion electrical plans, Hennessey Engineers recommends that the City of Southgate retain Riney Electric's services for the proposed electrical work.

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



September 11, 2025

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

**Re: Southgate Tower Park – Park Pavilion
Riney Electric Recommendation for Electrical Work
City of Southgate
Hennessey Project No. 11096.C**

Dear Mr. Marsh:

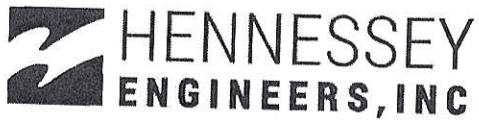
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• Riney Electric	\$ 67,000.00

Since Riney Electric is currently under contract with the City of Southgate for electrical work and miscellaneous repairs and is also the electrical contractor for the Southgate Bank Tower project and is familiar with the Southgate Tower Park Pavilion electrical plans, Hennessey Engineers recommends that the City of Southgate retain Riney Electric's services for the proposed electrical work.

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



Mr. Dan Marsh
Southgate Tower Park – Park Pavilion
Riney Electric Recommendation

September 11, 2025
Page 2

Very Truly Yours,

HENNESSEY ENGINEERS, INC

A handwritten signature in cursive script, reading '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.
Dave Riney, President, Riney Electric

File B.3



RINEY
ELECTRIC

Estimate

Riney Electric
1459 Fort St.
Wyandotte, MI 48192
Phone 734-281-6311

Estimate No.
2429
Date
09/04/25

Name/Address

The Alan Group
1800 Brinston
Troy MI 48083

Project

Bank Tower Park

Item	Description	Total
Estimate	Provide Power to the Sign facing Trenton Rd. (To Include Switching to (2) Locations for both sides of Sign) Power for Sign payable by others Power to Pavilion Outlets as Described in the Drawings. Supply and Install (14) Type "SG" in-grade Hydrel Fixtures and (7) Type "SH" Low Voltage flexible LED Lighting for the Ceiling of the Pavilion. Low Voltage Lighting Includes Transformers to convert to the Low Voltage Application. (Further planning will be needed to determine Transformer Location) Installation of a 125 Amp, 3 Phase, 208V, outdoor Panel to Power the Sign and Pavillion to be fed from a Fused Switch in the House Gear. All Lighting to be Controlled by a Contactor and Photocell as a Cost Savings measure. Directional Boring will be used to Install the Conduits to the Pavilion and the Sign to not Disrupt the current compaction of the Walkway Preparation. Addition of an Outlet near the Park Panel to Power an Irrigation Controller (By Others). If Induction Meter is wanted, there will be an Additional Cost of \$2,000.00. This is Not Included in the Base Price. *Pricing* Pavillion: \$67,000 Sign: \$11,000.00 Payable by others TOTAL: \$78,000.00 - All other Lighting in the Park is not Included. - Pavilion Panel Removed due to Reduced Power Demand from the Building. - Hydrel Lighting has enacted a Pricing Increase to their in-grade Fixture since this was first Priced.	78,000.00
Total Due		page 37 \$78,000.00 \$67,000.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

September 12, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Southgate Miracle Park – Phase One (Waiver of Bid)

Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to waive the bid procedure and award the bid for Southgate Miracle Park – Phase One to Premier Group Associates, LLC in the amount of \$784,419.50 plus contingency in the amount of \$41,281.50, for a total amount of \$825,701.00.

This project will be partially funded with a Wayne County CDBG Grant in the amount of \$416,000.00; as part of the grant, Wayne County performed the bidding process. The Parks and Recreation Commission recommends funding \$410,000.00 from the Recreation Millage Fund for the balance of the project.

Your favorable consideration of this matter is appreciated.

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: The Honorable Mayor and City Council

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

DATE: September 11, 2025

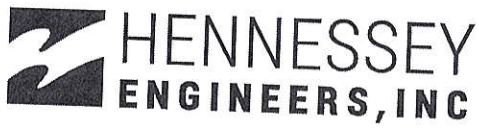
RE: Recommendation to Award Bid for Southgate Miracle Park – Phase One (Waiver of Bid)

I have reviewed the above and concur with the Parks & Recreation Director's recommendation to waive the city bid process and award the bid for the Southgate Miracle Park – Phase One Project to Premier Group Associates, LLC in the amount of \$784,419.50, plus contingency in the amount of \$41,281.50, for a total amount of \$825,701.00.

This project will be partially funded with a Wayne County CDBG grant in the amount of \$416,000.00; as part of the grant Wayne County performed the bidding process. The Parks and Recreation Commission recommends funding \$410,000.00 from the Recreation Millage Fund for the balance of the project.

Proposed Motion

Waive the city bid process and award the bid for the Southgate Miracle Park – Phase One Project to Premier Group Associates, LLC in the amount of \$784,419.50, plus contingency in the amount of \$41,281.50, for a total amount of \$825,701.00, with funding of \$416,000.00 provided by a Wayne County CDBG grant and \$410,000.00 provided from the Recreation Millage Fund.



HENNESSEY ENGINEERS, INC

September 12, 2025

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

**Re: Miracle Field Project with Wayne County CDBG
City of Southgate**

Dear Mr. Marsh:

As you are aware, Wayne County opened bids for the above referenced project. Our office has reviewed the bids received and Premier Group Associates is the lowest bidder with a base bid of \$784,419.50.

This project involves the creation of a Miracle Field Baseball Facility with supporting site amenities per the Bid Documents. Premier Group Associates have performed projects with this type of work and other site improvement projects throughout the State of Michigan.

Therefore, based on the outcome of the bids, the Wayne County CDBG Award and past experience, it is our recommendation to award the additional balance through the Southgate Recreation Millage Funds in the amount of \$410,000.00 to Premier Group Associates.

If you have any questions, or if additional information is necessary, please do not hesitate to call me at (734) 759-1600.

Very Truly Yours,

HENNESSEY ENGINEERS, INC.

By:

A handwritten signature in cursive script that reads 'Raymond Parker'.

Raymond Parker, RA
Project Architect

cc: Honorable Mayor Joseph Kuspa and Councilmembers of the City of Southgate
File B.3

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: September 11th, 2025
Re: Miracle League Field

The Parks & Recreation Department was informed last month that Wayne County was offering the City of Southgate, CDBG funds for Miracle League Funding in the amount of \$416,000.00.

The County bid out Phase One of the Miracle League Field and received three bids. The low bidder was Premier Group Associates, LC at \$784,419.50. Bidder two was KAB Enterprises, Inc. at \$854,092.96. Bidder three was deemed non-responsive for not providing the requested documents from the invitation to bid.

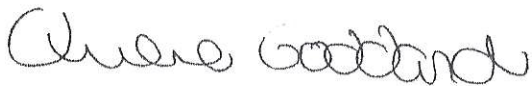
After discussion with the Parks and Recreation Commission, I recommend at their concurrence that the additional funding be used for Phase One from the Recreation Millage Fund in the amount of \$410,000.

This amount includes the \$368,718.50 plus and additional \$41,281.50 as a contingency for any necessary unexpected costs upon the suggestion of the Commission.

Please find attached the meeting minutes from the September 10th, 2025 meeting where it was discussed and approved as well as a letter from the Commission Chair Proudlock.

I appreciate your consideration in this matter.

Respectfully Submitted,



Julie Goddard
Parks & Recreation
City of Southgate

Appendix A - Price Sheet - Southgate Miracle Park

Bidder Name Premier Group Associates, LC

IFB#37-25-059

Failure to complete the following form shall result in your Bid being deemed non-responsive and rejected without any further evaluation. Do not revise Price Sheet. Attach any additional pricing information.

Wayne County reserves the right to review and accept any comparable materials at its discretion (please see table below for other material of like kind and quality). We also reserve the right to increase or decrease quantities.

Line #	Description	Measurement/Description	Completion of line item, please let us know the duration to completing each line item.	Unit Of measure	Unit Price	Line total
1	Mobilization	1		LSUM	\$ 15,000.00	\$ 15,000.00
2	Fine Grading	1		LSUM	\$ 35,000.00	\$ 35,000.00
3	4" CONCRETE SIDEWALK AND BLEACHER PADS	830		SYD	\$ 70.00	\$ 58,100.00
4	4" 21AA AGG BASE	520		LF	\$ 38.00	\$ 3,456.00
5	6" PERIMETER EDGE DRAIN	220		TON	\$ 250.00	\$ 55,000.00
6	12" ASPHALT BASE COURSE	138		CYD	\$ 30.00	\$ 4,140.00
7	6" 21AA AGGREGATE BASE	20,950		SF	\$ 13.15	\$ 275,492.50
8	SYNTHETIC TURF - A-TURF WWW.ATURF.COM	510		LF	\$ 72.00	\$ 36,720.00
9	60" TALL PVC COATED CHAINLINK FENCE	40		EACH	\$ 2,100.00	\$ 84,000.00
10	60" GATES PVC COATED CHAINLINK FENCE	6		LF	\$ 650.00	\$ 3,900.00
11	16" TALL BACKSTOP PVC COATED CHAINLINK FENCE	510		LF	\$ 7.00	\$ 3,570.00
12	FENCE SAFETY CAP	510		EACH	\$ 4,300.00	\$ 2,193.00
13	25' FLAG POLE www.keepergoals.com EC25	1		EACH	\$ 4,000.00	\$ 4,000.00
14	FOUL POLES www.keepergoals.com FP-ST-15	2		EACH	\$ 20,000.00	\$ 40,000.00
15	DUGOUT SHELTERS 10'x30' www.keepergoals.com DO-10-30	2		EACH	\$ 3,000.00	\$ 6,000.00
16	15' LONG DUGOUT BENCHES www.keepergoals.com DBSP-15B	4		EACH	\$ 13,000.00	\$ 52,000.00
17	18' ADA 5 ROW BLEACHERS www.keepergoals.com B518A-1GR	2		EACH	\$ 19,500.00	\$ 39,000.00
18	LIGHT POLES	2		EACH	\$ 15,600.00	\$ 31,200.00
19	LIGHT ASSEMBLY 50/30 foot candles	1		EACH	\$ 60,000.00	\$ 60,000.00
20	ELECTRICAL WORK	4		EACH	\$ 1,500.00	\$ 6,000.00
21	WASTE RECEPTACLES www.keepergoals.com	4		EACH	\$ 1,900.00	\$ 7,600.00
22	PICNIC TABLES www.keepergoals.com	4		EACH		
Total Price						\$ 784,418.50

Line # Description Measurement unit Price Bidder Comparable materials listed here: Wayne County has the right to review and decide if this is acceptable

Southgate

Michigan

PARKS & REC

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

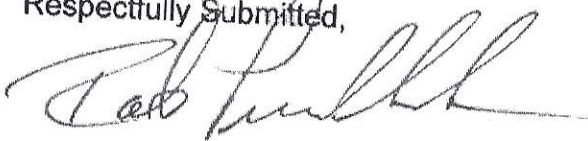
To: Dan Marsh, City Administrator
From: Rob Proudlock, Parks & Recreation Commission President
Date: September 11th, 2025
Re: Recreation Millage 5 Year Plan Adjustment

The Parks and Recreation Commission has a 5 Year Recreation Millage Plan that outlines the priorities for our Recreation Department improvements.

We agreed at our September Parks & Recreation Meeting to adjust the 5 Year Plan to move up the Miracle League Project to top priority as we have received a significant grant from Wayne County that will cover more than half of Phase One of the Project.

Therefore, the Parks & Recreation Commission recommends the City Council agree with the Parks & Recreation Director and allow the Recreation Millage to cover the additional funds needed to complete Phase One of the Miracle League Field.

Respectfully Submitted,



Rob Proudlock
Recreation Commission President
City of Southgate

Call to Order

Southgate Parks and Recreation Commission Meeting held on September 10th, 2025
The meeting was called to order by Proudlock at 6:00pm

ROLL CALL OF COMMISSIONERS ATTENDANCE

Rob Proudlock, Darlene Pomponio, Nicole Hales, Carol Gordos, Stephanie McNees, Mark Picklo, Robert LeFief
Council Liaison Victoria Araj & Parks & Rec Director Goddard

Absent: Huey Craig

Guests in Attendance

Evan Goddard

APPROVAL OF THE MINUTES

Motion to Approve May 2025 Meeting Minutes by Gordos and Seconded by Pomponio - Motion carried.

ITEMS FROM OFFICERS

Chairman Proudlock – No Report

Vice-Chairman – Dr. Pomponio – No Report

Old Business

- Miracle League Field
 - Discussion was had about receiving grant funding that Wayne County has allocated for us for the Miracle League Project. County will be providing \$416,000 towards the project. Remaining amount that would be needed to completed Phase One would be \$368,718.50. Review was taken of the Recreation Millage 5 Year Plan and the priority list. Miracle League Field will move up to top to allow for the additional funding and Kiwanis Pathway will move to next Fiscal Year as construction is also still going on with Bank Tower Project. Commission members had discussion that \$410,000 should be allocated to the project in case needed in order to hold up the project.

Motion to Approve \$410,000 and revise the 5 Year Recreation Master Plan Priority List to move Miracle League Field Project to top by Pinkowski and Seconded by Pomponio - Motion carried.

Director's Report

- Report given by Julie Goddard – Parks & Recreation Director
 - Report is attached for reference
 -

New Business

- Hall of Fame Applications
- Pinkowski left the meeting at 6:29pm for the discussion as he has an application for the Hall of Fame.
- Applications were reviewed and discussed. Commission would like some additional information on two applications. Director Goddard will reach out for additional information needed. Induction Ceremony will take place in Spring 2026.

School Communication:

- Update on progress of Davidson Middle Academy – Enrollment is good for new school currently.

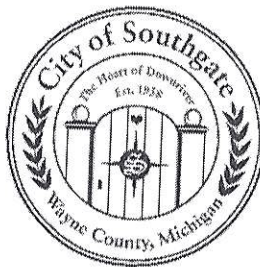
Motion to adjourn at 6:48pm by Gordos and seconded by McNees – Motion carried.

Next Meeting – October 8th, 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

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: September 11, 2025

Re: Southgate Veterans Memorial Library Policy and Procedure 2025 Update

The Library Commission approved revisions to the Policy and Procedure Manual on September 10, 2025. Attached is a document showing the revised sections (new language underlined), as well as the draft minutes from the meeting. The Administration has reviewed the changes and is recommending approval by City Council.

If you have any questions please let me know.

Proposed Motion: *To approve the Southgate Veterans Memorial Library Policy and Procedure Manual Revisions approved by the Library Commission on September 10, 2025*

Policy and Procedure Manual Revisions

Donation Policy

- ~~1. The library accepts books (hardcover and paperback), DVDs, Blu-Ray, video games, music CDs, and audiobooks on CD as donations. Other materials may be accepted at the discretion of staff.~~
1. The library accepts books (hardcover and paperback), DVDs, Blu-Ray, and video games. Other materials may be accepted at the discretion of staff.

Teen Room Policy

The large room in the northern corner of the library is designated as a Teen Room. This space is set aside specifically for, and to be used by, patrons who are ages 12 – 18 (inclusive). The Teen Room will also be available, without reservation, for library sponsored Teen events and meetings.

1. Within the Teen Room, cell phone calls are permitted, as long as they are kept quiet and not disturbing others. This is an exception to the normal cell phone rules within the library, and is also outlined in the Patron Behavior Policy.
2. Furniture within the Teen Room, including but not limited to the whiteboard, chairs, bean bags, and other seating, are to remain within the Teen Room.
3. The following rules are in place to maintain the Teen Room as a space available primarily to the target demographic.
 - a. On days school is in session, the Teen Room is open to any patron until 3pm. After that time, only patrons ages 12 – 18 are permitted to use the room; all other patrons must vacate the room if they are using it at that time.
 - b. On days when school is not in session, the Teen Room is open only to patrons ages 12 – 18. This includes weekends, holidays, and breaks, including winter, spring, and summer.
 - c. An exception is made for **child or adult patrons** accompanied by a **teen** patron ages 12 – 18; they may use the Teen Room alongside the teen.
 - d. Failure to follow these rules may result in being asked to leave the library.
4. Complaints regarding the use of the Teen Room, including but not limited to issues with volume and behavior, must be brought to library staff. No library patron should directly address patrons using the Teen Room with complaints.

Patron Behavior Policy

- ~~9. Phone calls must be taken outside of the library, or within the entrance lobby. They are allowed in the four study rooms, so long as volume is kept low.~~
9. Phone calls must be taken outside of the library, or within the entrance lobby. They are allowed in the four study rooms, as well as the Teen Room, so long as volume is kept low.

Southgate Veterans Memorial Library Commission
Meeting Minutes
Wednesday, September 10, 2025

Meeting called to order at 4:16 p.m. by: Beth Altizer

In attendance: Don Priest. **Commission Members:** Beth Altizer, Mary Lamos, Miranda Wieman, Cathy Nowicki, and Suzanne Straub

Excused: Kim Guenter

Absent: Hailey Zayac

Additions to the Agenda: None

Approval of minutes: Cathy Nowicki motions to approve the minutes of the last meeting. Miranda Wieman seconds. Motion carries unanimously.

Director's Report given by Don Priest: A copy of the report was given to all members at the meeting and emailed to those members who were absent.

Financial Report: None

New Business

- **Library Policy Updates** – Don suggested that we make changes to the Donation Policy, The Teen Room Policy, and the Patron Behavior Policy. Please see the attached document for details. Suzanne Straub makes a motion to accept all policy updates as written to be presented to legal and/or City Council. Miranda seconded the motion. The motion carried unanimously.
- **Budget Amendment** – The budget will be amended to carry forward unexpended funds from the 2024/25 fiscal year. Cathy Nowicki moves to approve the proposed budget amendment for Don to take to City Council. Miranda seconded the motion. The motion carried unanimously.

Old Business

- **Furniture update** – All of the new furniture has been delivered.
- **Penal Fines** – We received the overpayment of \$83,231.00 from Wayne County.
- **Parking Lot** – The parking lot and the entrance should be open on Monday, September 15th
- **Member's comments "for the good of the order"** – None
- **Public Comments or questions** – Mary Frazier attended to request a change in the cell phone use policy. She stated that she needed to use the library computer while working on renewing her cosmetology license. In the process, she needed to be on the phone. She has requested that we allow the use of cell phones in the computer room. Beth communicated that we would discuss the matter further and it may take up to a few months to get back to her with an answer. Karen George was in attendance and stated she would be running for her last term on City Council and would be happy to be the Library Commission liaison.

Adjournment: Mary Lamos motions to adjourn at 4:55. Miranda Wieman seconds. All were in favor. Motion carries unanimously.

Respectfully Submitted on September 11, 2025, by Mary Lamos

Page 15, Donation Policy: Remove music CDs and audiobooks on CD from accepted donations, add both to list of items not accepted.

Page 20, Patron Behavior Policy: Amend line 9, which states

Phone calls must be taken outside of the library, or within the entrance lobby. They are allowed in the four study rooms, so long as volume is kept low.

Update to also allow phone calls in the Teen room, with the same restriction on volume.

Add: Teen Room policy

A new page outlining the rules we propose for the Teen room, to be added following the Meeting Room policy and application.

Teen Room Policy

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Update Table of Contents accordingly.

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VICTORIA ARAJ

September 11, 2025

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: **Appointment to Boards/Commissions**

Ladies and Gentlemen:

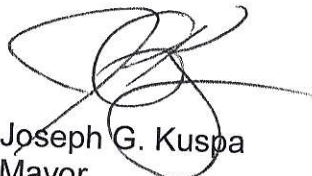
Please be advised I have made the following appointment:

Water Board – for a term expiring April 2026:

Ben Patton 12744 Helen

This appointment fills the vacancy created by the resignation of Mike Whitford.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk