

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday September 3, 2025

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

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

Minutes:

1. Work Study Meeting Minutes dated August 20, 2025
2. Regular City Council Meeting Minutes dated August 20, 2025

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

- | | |
|---|---------|
| 1. Letter from Mayor; Re: Library Website Design (Waiver of Bid) | Page 5 |
| 2. Letter from Mayor; Re: City Website Upgrade (Waiver of Bid) | Page 11 |
| 3. Letter from Mayor; Re: Hydraulic Hammer Repair (Waiver of Bid) | Page 23 |

Communications "B" – (Receive and File):

Ordinances:

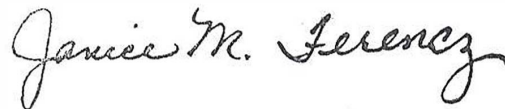
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1528 \$7,662,297.84

Adjournment:



Janice M. Ferencz, City Clerk

Work Study Session

August 20, 2025

An Informal Meeting of the Council of the City of Southgate was held on August 20, 2025 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 Edward Zelenak, City Administrator Daniel Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, City Engineer John Hennessey, 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 Purchase of Fire Reporting Software (Waiver of Bid)
- Approve Water Main Relocation
- Approve Purchase of Library Outdoor Furniture (Waiver of Bid)
- Approve Scheduling of Public Hearings for Demolition of Properties
 - 15361 Flanders
 - 13581 Edison
 - 13567 Edison
- Scheduled Person in the Audience, Max Sturgeon; Re: Reeck Road Fence

This meeting ended at 6:59 p.m.

City of Southgate

Regular City Council Meeting

August 20, 2025

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, August 20, 2025 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 Edward Zelenak, City Administrator Daniel Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, City Engineer John Hennessey, Police Chief Mark Mydlarz, Fire Chief Justin Graves, Recreation Director Julie Goddard, DPS Director Kevin Anderson, Building Director Tim Leach

Moved by Gawlik, supported by Rauch, RESOLVED THAT the Southgate City Council amend the agenda to add Item #5 to Communication "A": Repeal of Resolution No. 111-25; Public Hearing for TIFA Document #10.

Minutes:

Moved by George, supported by Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated August 6, 2025 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that the minutes of the Regular City Council Meeting dated August 6, 2025 be approved as presented. Carried unanimously.

Scheduled Persons in the Audience:

1. Max Sturgeon, 15840 Westcott Drive; Discussed Reeck Road Fence concerns at the work study session.

Communications "A":

1. Letter from Mayor Re: Purchase of Fire Reporting Software-Waiver of Bid moved by Araj, supported by Rauch, RESOLVED THAT the Southgate City Council waive the city bid process and approve the purchase of fire incident reporting software from ImageTrend in the amount of \$4,750.00. Motion carried unanimously.
2. Memo from Administrator; Re: Approval of Water Main Relocation moved by George, supported by Gawlik, RESOLVED THAT the Southgate City Council approve R.J. & J. Enterprises of South Rockwood, MI for the water main relocation at 16333 Trenton Road, in the amount of \$110,162.50. Motion carried unanimously.
3. Letter from Mayor Re: Purchase of Library Outdoor Furniture-Waiver of Bid moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council waive the city bid process and approve the purchase of outdoor bench furniture for the Southgate Veterans Memorial Library from Penchura, LLC in the amount of \$3,935.00, under the Sourcewell purchasing contract. Motion carried unanimously.
4. Memo from Administrator; Re: Public Hearing Requests for the Demolition of Properties (15361 Flanders, 13581 Edison & 13567 Edison)

Regular City Council Meeting August 20, 2025

moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council schedule a public hearing at the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's recommendation to demolish the house located at 15361 Flanders. Motion carried unanimously.

moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council schedule a public hearing at the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's recommendation to demolish the house located at 13581 Edison. Motion carried unanimously.

moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council schedule a public hearing at the September 17, 2025 Council Meeting to discuss the Dangerous Buildings Board's recommendation to demolish the house located at 13567 Edison. Motion carried unanimously.

5. Repeal of Resolution No. 111-25; Public Hearing for TIFA Document #10

moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council repeal Council Resolution No. 111-25. Motion carried unanimously.

moved by Ayres-Reiss, supported by George, RESOLVED THAT the Southgate City Council establish a public hearing to take place during the regular City Council Meeting on October 1, 2025 to review and take public comment on Document #10 of the Development Plan and Tax Increment Financing Plan for the Southgate Tax Increment Financing Authority. Motion carried unanimously.

Unscheduled Persons In Audience

Mike Yoos, 15945 Westcott Dr.
Michelle Bogits, 13805 Haverhill Ct.
David Bogits, 13805 Haverhill Ct.
Max Sturgeon, 15845 Westcott Dr

The above residents voiced their concerns regarding the Reeck Road Fence along the Waverly Subdivision.

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1527 for \$1,683,425.79. Motion carried unanimously.

Adjournment:

Moved by Ayres-Reiss, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:24 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

August 27, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Approve Library Website Design (**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 Website Design subscription agreement with Streamline Software, Inc., Sacramento, California in the annual amount of \$3,000.00.

Funds are available in the Southgate Veteran's Memorial 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

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

DATE: August 27, 2025

RE: Approve Library Website Design **(WAIVER OF BID)**

BWD

I have reviewed the above with the Library Director and concur with his recommendation to waive the city bidding process and approve the subscription agreement with Streamline Software, Inc. (Sacramento CA) for website design, build, and hosting services in the annual amount of \$3,000.00.

Funds for this item are available in the Southgate Veterans Memorial Library budget.

Proposed Motion

Waive the city bid process and approve the subscription agreement with Streamline Software, Inc. for website design, build, and hosting services in the annual amount of \$3,000.00.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

To: Dan Marsh
From: Donald Priest
Date: August 19 2025
Re: Library Website

The Southgate Veterans Memorial Library is seeking a vendor to design, build, and host a new library website. The current library website was created around 2015, and is outdated. New ADA rules for websites will be implemented in April 2026, and a new, modern website will be easier to monitor for compliance, as well as saving staff time and effort updating.

I attended several demonstrations of websites from various vendors, alongside other local library directors. Following demonstrations, I reached out to the vendors Streamline, Revize, and Library Market for proposals. Each vendor offers different tools and options, making a point by point comparison between them difficult. Any of these vendors would be able to meet our needs, so I am basing my recommendation primarily on costs.

Initial costs to build the website

Library Market: \$15,000 or \$24,900 (depends on whether they handle all content loading from the current site, or we do that work).
Revize: \$7,200
Streamline: \$0 (due to partnership with the Michigan Library Association)

Annual costs

Library Market: \$2,000
Revize: \$2,400
Streamline: \$3,000

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

It is my recommendation that we choose Streamline to help us design and build a new library website. Because there are no start-up costs, they are by far the most affordable option, despite higher annual costs. They are also the vendor I was personally the most interested in, that I believe would be the best fit for our needs.

Donald C Priest II
Director
Southgate Veterans Memorial Library

Dan,

Regarding the Streamline website proposal for the library, their agreement with the Michigan Library Association (MLA) was originally for libraries that signed up before June 1st to pay no up-front costs for designing and building a new website. Their rep has extended that agreement for us, and will honor it until the end of September. I'd like to make sure we're ready to sign an agreement by then, as it will obviously save us a good chunk of money to avoid paying up-front costs.

-Don



STREAMLINE

(916) 900-6619

info@getstreamline.com

www.getstreamline.com

3301 C Street #1000, Sacramento, CA 95816

Streamline Platform - Subscription Agreement

CUSTOMER: **Southgate Veterans MemorialLibrary**

ORDER DATE: **07 / 01 / 2025**

This Software as a Service Agreement ("Agreement") is entered into on the start date listed below, between Streamline (DBA of Streamline Software, Inc.) with a place of business at 3301 C Street #1000, Sacramento, CA 95816 ("Company"), and the Customer listed above ("Customer"). This Agreement incorporates the Streamline Terms of Service. W9 is available online. **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our subscription-based website toolkit for local government.

SUBSCRIPTION ORDER:

Name	Price
Streamline Web - Community Pro MLA Partnership	\$3,000.00

One-Time Build Costs: **\$0**

Order #: **34309578018**

Invoice Frequency: **Annual**

Original Order?
10/01/25

Additional Billing Details:

Billing Start Date:

Paying with check?

Mail the check to: PO Box 207561, Dallas, TX 753207561

Billing Person:

Billing Address:

City, State, Zip:

Phone:

Email:

Streamline:

Name:

Title:

Date:

Signature:

Customer:

Name:

Title:

Date:

Signature:

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

August 28, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Approve City Website Upgrade **(Waiver of Bid)**

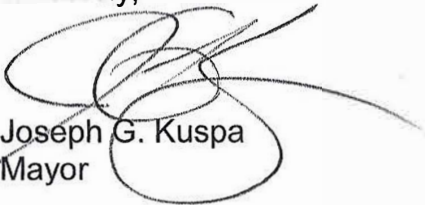
Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to waive the bid procedure and approve the City Website Upgrade proposal with Revize, Troy, Michigan, in the amount of \$9,950.00 for website design and development and \$2,975.00 annually for hosting and support services fees.

Funds are available in the IT Budget.

Your favorable consideration of this matter is appreciated.

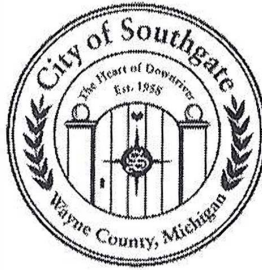
Sincerely,


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

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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

DATE: August 28, 2025

RE: Approve City Website Upgrade **(WAIVER OF BID)**

DWD

I have reviewed the above with the IT Director and concur with his recommendation to waive the city bidding process and approve the proposal from Revize (Troy MI) 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.

Funds for this item are available in the IT Dept budget.

Proposed Motion

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.



City Of Southgate

Department of Information Technology

14710 Reaume Parkway
Southgate, MI 48195
734.284.3800



Director of Information Technology & Cyber Security

Jason Rucker

To: City Administrator and Finance Director

From: Director Jason Rucker

Subject: Bid Waiver Request – City Website Upgrade

Greetings,

The FY25/26 approved budget includes funding to upgrade the City's website, which is now over a decade old. The project scope covers both modernization of the website design and compliance to meet new ADA accessibility requirements.

Three vendor quotes were obtained for review:

CivicPlus – Initial investment: \$29,782; Annual subscription: \$10,419

Granicus – Initial investment: \$27,000; Annual subscription: \$15,446.59

Revize (current vendor for the past ten years) – Initial investment: \$9,950; Annual subscription: \$2,975

After review with the City Administrator and Finance Director, the recommendation is to proceed with Revize. Revize offers a significantly lower cost while ensuring ADA compliance and continuity with our existing platform.

Adequate funds are available in the I.T. budget for this upgrade (GL#: 101-228-801).

Much appreciated,

Jason Rucker

Director of Information Technology

Website Upgrade Proposal

City of Southgate, Michigan

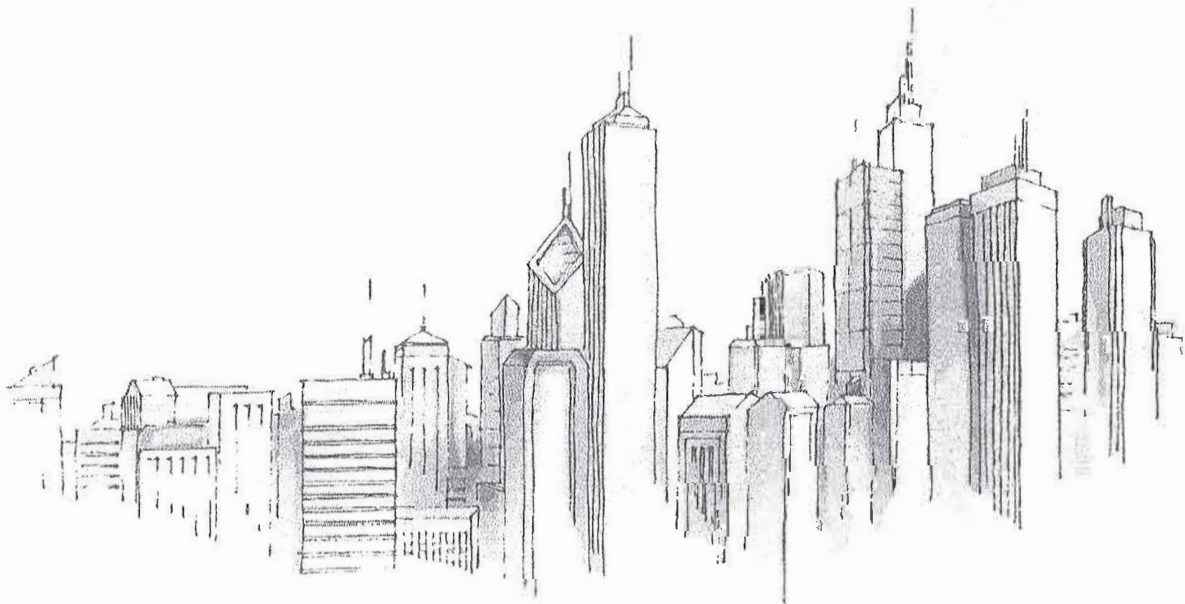
Prepared by Dylan Johnston

dylan@revize.com

150 Kirts Blvd, Troy, MI 48084

Ph: 248-894-9297 Fax: 866-346-8880

www.revize.com January 24, 2023



To Jason Rucker and City of Southgate Web Committee,

Thank you for being a Revize web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as a testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user-friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- Clark County, NV www.clarkcountynv.gov
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

We will continue to work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

“Revize Websites build engagement with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Dylan Johnston

Dylan Johnston

Senior Account Manager

248-928-8045

dylan@revize.com

Timeline

Project Timeline		
Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		16-21 Weeks

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Quote

<u>Quantity</u>	<u>Description</u>	<u>Set-up Price</u>	<u>Annual</u>
1	Discovery & Design from Scratch: • 1 mockup with up to 3 rounds of changes • Home page template and inner page design and layout. • Includes Responsive Web Design • WCAG 2.1 Compliant Design	\$2,000	-
1	Revize Template Development: • Set-up all CMS modules listed in this agreement • Integration with all 3rd party web applications • New Calendar • ADA Accessibility Statement	\$3,000	-
1	Site map development/content reorganization and content migration from old website into new website including spell checking and style corrections – 1060 pages and Documents (approximate number on current website) In order to remove stale content, Revize will not migrate over any old calendar or event items.	\$3,000	
1	Training (One Full day or two 4 hour training sessions, online via zoom)	Included	
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, 50GB website storage, 100GB/Month Bandwidth, SSL Certificate, pre-paid annual fee, 5 year agreement, free redesign year 5, locked in rate:		\$1,975
1	Interactive Fillable Forms* • Set up • Training • Support and Hositng (Annual)	\$1,950	\$1,000
1	GRAND TOTAL	\$8,000	\$1,975
1	GRAND TOTAL (Including Add On Features)	\$9,950	\$2,975

*OPTIONAL ADD ON FEATURES

Standard Website Features Included:

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Document Center
- Email/Text Notify
- FAQs
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with Captcha
- Online Bill Pay Setup
- RSS Feed
- Multi-Use Directory

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling
- Agenda Posting Template

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- WCAG 2.1 AA ADA Compliant
- ADA Button
- Alt-Tags
- Responsive Website Design (RWD)

Payment Options

“Pay as we Build”

The “Pay as we Build” payment option is our most requested payment method. This option does not require any payment up front whatsoever. You only pay after we complete certain phases of the project. Revize will invoice for 1/3rd of the project cost after the completion of phase 3; The next third after the completion of phase 6; And the final third before the go live of the website. This option allows you to pay upon the completion of work by Revize, instead of up front. Invoices are Net 30.

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge. A four year option is also available.

The Revize Client First Plan Annual Recurring Fees – Interest Free

First Year	\$ 4,642
Second Year.....	\$ 4,642
Third Year.....	\$ 4,642
Fourth Year.....	\$ 1,975

Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



Did you know?

Revize updates your Content Management System an average of 4 times per year!

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

August 26, 2025

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Approve Hydraulic Hammer Repair Quote **(Waiver of Bid)**

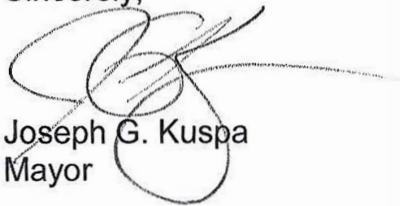
Ladies and Gentlemen:

I have reviewed the above and concur with the Finance Director's recommendation to waive the bid procedure and approve the quote for the Hydraulic Hammer Repair in the amount of \$4,090.05 from Michigan CAT.

Funds are available in the Water Department Budget.

Your favorable consideration of this matter is appreciated.

Sincerely,

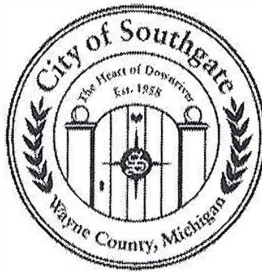


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: August 26, 2025

RE: Approve Hydraulic Hammer Repair Quote **(WAIVER OF BID)**

I have reviewed the above with the DPS Director and concur with his recommendation to waive the city bidding process and approve the quote from Michigan CAT for repairs to the hydraulic hammer in the amount of \$4,090.05.

Funds for this item are available in the Water Dept budget.

Proposed Motion

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.

Memorandum

To: The Honorable Mayor and Members of City Council

From: Kevin Anderson, DPS Director

Date: July 22, 2025

Re: Request for Waiver of Bid – Hydraulic Hammer Repair

I respectfully request that the bid procedure be waived for the repair of the Hydraulic Hammer. This unit is critical to the operation for the Water Department. I have enclosed a description with pricing and the total cost would be \$4,090.05 for the repair of the Hydraulic Hammer and necessary hardware from Michigan CAT. The funds would come from the Water Department Budget. Michigan CAT is the only company in the state that repairs this equipment. With the concurrence of Administration and City Council, I would recommend that the repair of this equipment be awarded to:

Michigan CAT
Service Dept.
24800 Novi Rd.
Novi, MI 48375

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Enclosure

KA/sb





Service Dept.
24800 Novi Rd.
Novi, Michigan 48375

REMIT TO: Michigan CAT
Dept.# 77576
P.O. BOX 77000
Detroit, Michigan 48277-0576

To view and pay invoices online, go to:
<https://secure.billtrust.com/Macallister/ig/signin>

Account Number: 10755
CUSTOMER QUOTE

Service Dept.
24800 Novi Rd.
Novi, Michigan 48375
Phone: 248 349 4800

SHIP TO

CITY OF SOUTHGATE
14719 SCHAFER CT
SOUTHGATE MI 48195

QUOTE NUMBER	REVISION	QUOTE DATE	EXPIRATION DATE	CUSTOMER PO NUMBER	PAGE
49078	1	07/16/2025	08/16/2025		1 OF 1
MAKE	MODEL	EQUIPMENT NUMBER	SERIAL NUMBER	METER READING	SHIP VIA
CAT	ER PILLAR WORK TOOLS	HMR BHL	X2Y00575	0	
QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	EXTENSION	TAX
					MI

SEG. 1 / R.D.I. & RESEAL / HYDRAULIC HAMMER

Hammer leaking from breather, upon disassembly of hammer found that seals looked to be overheated and softened up causing oil to leak past piston seals and into breather channel ,recommend reseal hammer.

PARTS				
1	4583644	SEAL KT	537.05	537.05
LABOR				
20.00	Labor hours	Shop	170.00	3,400.00
SEGMENT 1		TOTAL PARTS		537.05
		TOTAL LABOR		3,400.00
		SEGMENT TOTAL		3,937.05

SUBTOTAL BEFORE TAXES 3,937.05

Environmental charge 153.00

Michigan Non-taxable Sales to Government and Non-profit Groups 0.00

The terms and conditions found at www.macallister.com/serviceterms ("Service Terms") are incorporated herein by this reference and apply to the provision of Services by MacAllister (as defined in the Service Terms). Please read carefully. This agreement includes an indemnification clause, a jury waiver, warranty disclaimers, and limitations of liability. By approving the Work Order orally, in writing, or otherwise, accepting or using the Equipment after the Services are performed, or making payment(s) to MacAllister for or related to the Services, Customer agrees to be bound by the Service Terms, even if this form has not been fully executed.

Submitted by: Justin Blandford
Cell: 734-634-2786
Email: JustinBlandford@macallister.com

TOTAL 4,090.05

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Customer Signature

Date