

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday April 3, 2024

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

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

Minutes:

1. Work Study Meeting Minutes dated March 20, 2024
2. Regular City Council Meeting Minutes dated March 20, 2024

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from Mayor; Re: Bid for Custodial Supplies

Scheduled Hearings:

Communications "A"

1. Memo from Administrator; Re: Request to Re-visit City Hall Carpet Replacement
2. Letter from Mayor, Re: Appointment to Plan Commission
3. Letter from Mayor; Re: Appointment to Library Commission
4. Letter from Mayor; Re: Appointment to Compensation Commission

Communications "B" – (Receive and File):

1. Letter from Mayor; Re: Appointments to Parks & Recreation Commission

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1494 \$2,629,177.44

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

March 20, 2024

An Informal Meeting of the Council of the City of Southgate was held on March 20, 2024 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent:

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

Public Safety Director Marsh presented Reserve Officer Awards to Lieutenant Leo Luce and Sergeant Timothy Bastian for their years of service to our community.

Discussed the following agenda items:

- First Reading of Proposed Change to City Code Section 1060.05
- Award Bid for Cobb and Waverly Park Basketball Court Improvements
- Award Bid for Southgate City Hall Carpet Replacement
- Public Hearing for Community Development Block Grant Disaster Recovery (CDBG-DR) Program Application
- Approval of Special Assessment District Process for Echo Park Subdivision
- Approval of Payment of Invoice for Schoolcraft College

The rest of the agenda items were discussed during the regular City Council meeting.

This meeting ended at 6:59 p.m.

City of Southgate

Regular City Council Meeting

March 20, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, March 20, 2024 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: Priscilla Ayres-Reiss, Edward Gawlik Jr., Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent:

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

Amend the Agenda to move Unscheduled Persons in the Audience before Communications "A". Moved by Rauch, supported by George. Motion carried unanimously.

Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated March 6, 2024 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Kowalsky, RESOLVED, that the minutes of the Regular City Council Meeting dated March 6, 2024 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Award Bid for Cobb Park and Waverly Park Basketball Court Improvements, moved by George, supported by Gawlik, RESOLVED that the Southgate City Council award bid for Cobb Park and Waverly Park Basketball Court Improvements to Rolar Construction Corporation, in the amount of \$230,664.66 plus 10% contingency of \$23,066.47, for a total bid award of \$253,731.13, using funds from the Parks and Recreation Millage Fund. Motion carried unanimously.
2. Letter from Mayor; Re: Award Bid for Southgate City Hall Carpet Replacement. No motion made.

Scheduled Hearing:

1. Memo from Administrator; Re: Public Hearing for Community Development Block Grant Disaster Recovery (CDBG-DR) Program moved by Rauch, supported by George: resolved that the Southgate City Council hereby enters into a public hearing at 7:10 p.m. to entertain comments/questions on the Community Development Block Grant Disaster Recovery (CDBG-DR) Program. Motion carried unanimously.

Administrator Marsh explained the Grant Disaster Recovery Program.

No questions or comments from Council or audience.

Moved by George, supported by Ayres-Reiss, RESOLVED that the Southgate City Council adjourn the public hearing at 7:14 p.m.

Motion carried unanimously.

Regular City Council Meeting

March 20, 2024

Unscheduled Persons in the Audience:

1. Gary Martin, 11250 Hawthorne, stated his concern regarding trash receptacles.

The following residents voiced their concerns/opinions regarding the rezoning of 15601 Northline Rd. from R1-A and RO to PD:

1. Victoria Araj, 14036 Flanders
2. Laura Good-Codrington, 13825 Somerset Court
3. Regina Peixoto, 13360 Westminster
4. Theresa Lannen, 12923 Devoe
5. Becky Farmer, 13785 Somerset Court
6. Eric Codrington, 13825 Somerset Court

Communications "A":

1. Memo from Administrator Re: Authorizing to Apply for Community Development Block Grant Disaster Recovery (CDBG-DR) Program Moved by Ayres-Reiss, supported by Rauch, RESOLVED to authorize the city to apply for the Community Development Block Grant Disaster Recovery Program and to list the City Administrator as the person authorized to submit reimbursement request to the State. Motion carried unanimously.
2. Memo from Administrator; Re: Special Assessment District Process for Echo Park Subdivision Moved by Graziani, supported by Rauch, RESOLVED that the City Engineers prepare plans and a cost estimate for the maintenance of the Echo Park Storm Water Management System and other common areas. Motion carried unanimously.
3. Letter from Mayor; Re: Payment of Invoice for Schoolcraft College Moved by George, supported by Ayres-Reiss RESOLVED to authorize payment in the amount of \$6,714.00 to Schoolcraft College for police academy tuition for Cadet Juan Pablo Gomez Llanos, in accordance with the 2022 Michigan Public Safety Academy Assistance Grant Program. Motion carried unanimously.
4. Memo from Administrator Re: Rezoning of 15601 Northline Rds. From R1-A and RO to PD Moved by Gawlik, supported by Ayres-Reiss RESOLVED to concur with the City Planning Consultant and the Planning Commission and "reclassify the parcel at 15601 Northline Road, Parcel ID #53-13-99-001-703, to a PD Planned Development Zone. Motion carried unanimously.
5. Letter from Mayor; Re: Appointment to Library Commission Moved by George, supported by Kowalsky, RESOLVED to approve the appointments of Suzanne Straub, Cathy Nowicki, and Kim Guentner to the Library Commission for a term expiring April 2027. Motion carried unanimously.

Communications "B":

1. Moved by Rauch, supported by Ayres-Reiss to receive and file the Letters from Mayor; Re: Appointments to Public Safety Commission and Appointments to Water Board. Motion carried unanimously.

Ordinances:

1. Memo from Administrator; Re: First Reading of Proposed Change to City Code Section 1060.05. First reading, no action taken.

Regular City Council Meeting March 20, 2024

Old Business:

1. Letter from Mayor: Re: Award Bid for Southgate City Hall Carpet Replacement Moved by Ayres-Reiss, supported by George, RESOLVED to reject the bid and direct administration to rebid the City Hall Carpet Replacement Project. Motion carried unanimously.

Claims and Accounts:

Moved by Rauch, supported by Graziani, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1493 for \$4,977,279.18. Motion carried unanimously.

Adjournment:

Moved by George, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 8:09 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



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ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

City of Southgate

March 27, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Award Bid for Custodial Supplies

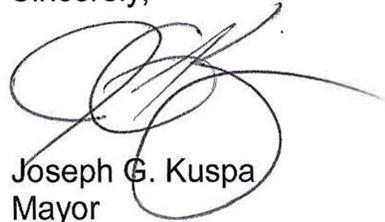
Ladies and Gentlemen:

I have reviewed the above and concur with the DPS Director's recommendation to award the bid for the Custodial Supplies to Allied Eagle Supply Co. / Imperial Dade, Detroit, Michigan in the amount of \$9,732.24 for a two-year period.

Funds for this bid award are available in the General Fund Budget.

Your favorable consideration of this matter is requested.

Sincerely,

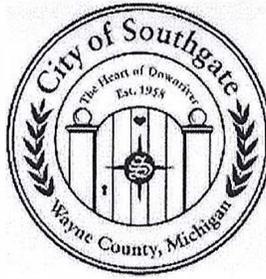


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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GREG KOWALSKY

ED GAWLIK JR.

City of Southgate

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: March 27, 2024

RE: Request to Award Bid for Custodial Supplies

I have reviewed the above with the DPS Director and concur with his recommendation to award the bid for Custodial Supplies to Allied Eagle Supply Co. / Imperial Dade (Detroit MI) in the amount of \$9,732.24 for a two-year period.

Funds are available in the General Fund budget.

Proposed Motion

Award bid for custodial supplies to Allied Eagle Supply Co. / Dade Imperial in the amount of \$9,732.24 for a two-year period.

From the Desk of:
Kevin Anderson
Director, D.P.S.
March 27, 2024

To: Doug Drysdale
Finance Director

Re: Bid Recommendation for Custodial Supplies

After reviewing bids submitted for the Custodial Supplies, I find Allied Eagle Supply Co./Imperial Dade to be the best choice for the City, based upon the following:

- They meet the bid specifications
- They are the low bidder based upon all products

Please note that two companies did not meet the bid specifications as required. Central Poly-Bag Corp. submitted a bid for paper products only and Quill LLC didn't submit a bid for all products requested.

Therefore, I recommend that the bid (for a period of two years) be awarded to:

<p>Allied-Eagle Supply Co./Imperial Dade 1801 Howard Street Detroit, MI 48216 Phone(313) 230-0770, Fax (313) 230-0771 E-mail: joe.oliver@imperialdade.com</p>
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If you have any questions, please contact me.

KA/sb



Bid Tabulation Enclosed

JOSEPH G. KUSPA
Mayer

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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City of Southgate

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator 

Date: March 28, 2024

Re: City Hall Carpet Replacement

During the March 20th, 2024 Council Meeting, City Council reviewed the bid proposals for the City Hall Carpet Replacement. Initially Council took no action, but during Old Business, Council voted to reject all bids and rebid the project.

The Administration understands that Council needed more information to select a vendor. Therefore, the Administration has gathered additional information regarding the proposals. Included in the Council Agenda Packet is a matrix that compares bidders based on costs, verification of warranty, and online review information. Additionally included in your packet is an email from Patchcraft regarding the vendors' installers and their certification status with Patchcraft.

With the additional information provided in the Agenda Packet, the Administration is requesting that Council reconsider the bids for the City Hall Carpet Replacement rather than going to rebid. By reconsidering the existing bids, Council avoids the appearance of privately negotiating deals rather than adhering to a sealed, competitive bid process. Rebidding the job also defeats the purpose of having a sealed bid process because all future bidders will have the advantage of seeing competitors' bid packets. Additionally, by reconsidering the bids already placed, the City (and vendors who already submitted bids) will avoid time and expenses associated with rebidding the project.

The additional information provided in your packets demonstrates that Decima LLC does not meet the bid requirements because their installer, Floor and Design LLC is not a certified installer with Patcraft and the work cannot be warranted by the manufacturer. Additionally, the Administration remains skeptical of the Decima LLC bid, because after a request for an updated bid proposal form, their response (included in your packet) combined certain expense lines rather than separating them as requested.

Therefore, in lieu of the additional information, the Administration respectfully requests that Council reconsider the existing bids. Jabro Carpet One remains the Administration's recommendation not only because they are a Southgate business, but because they have provided exact quantities, have demonstrated an attention to detail, and most importantly, will be able to fully warrant the work. Although the Administration does not rely on online reviews to reach a recommendation, when compared to the other vendors, Jabro has the highest number of positive Google reviews further demonstrating the quality of their work.

	Decima		Jabro Carpet One		Pasadena	
Carpet Removal and Disposal	-	Information requested a separate line but cost included with installation.	\$ 10,894.50		-	Information requested but not provided
Carpet Materials	\$ 86,300.00	Original proposal was \$87,205 (reduced by \$905)	\$ 57,111.40		\$ 103,254.80	
Miscelanious Materials	-	Cost not broke down in second proposal - \$3,095 reported in orignal proposal	\$ 5,673.47		-	Information requested but not provided
Carpet Installation - Labor	\$ 17,485.00	This includes Carpet removal and Disposal - The original proposal included \$18,485 for Carpert removal, disposal and installation. (reduced by \$1000)	\$ 35,297.24		\$ 61,149.00	
Bonds and Permits	-	Cost not broke down in second proposal - \$1560 reported in original proposal	\$ 4,900.00		-	Information requested but not provided
Mobilation - Profit/Overhead	\$ 10,006.00	Original proposal was \$8446 (increased by \$1560)	\$ 26,767.72		-	Information requested but not provided
Furniture Moving Labor	\$ 9,000.00	Original proposal was \$4000 (increased by \$5000)	\$ 17,990.00	Verified prevailing Wage	\$ 38,189.25	
Miscelanious Labor	\$ -	Information not requested	\$ 713.86	Information provided but not requested	-	Information not requested
Total Cost	\$ 122,791.00		\$ 159,348.19		\$ 202,593.05	
Warranty	No	See attached	Yes	See attached	Unknown	
Google Reviews	1	5.0	94	4.9	11	4.9
Estimated Labor hours based on Prevailing Wage	430.4	Total Number of hours budgeted for carpet removal, installation, and furniture moving.	1043	Total Number of hours budgeted for carpet removal, installation, and furniture moving.	1614	Total Number of hours budgeted for carpet removal, installation, and furniture moving.

Dan Marsh

From: Kyle Dunaj <kyle.dunaj@patcraft.com>
Sent: Thursday, March 28, 2024 12:45 PM
To: Dan Marsh
Subject: Re: [EXTERNAL] Verification of Carpet Installers

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dan,

Please see the following information below. Decima LLC and Floor & Design LLC are **not** certified or registered with **Patcraft Flooring** to install or purchase material. **Patcraft Flooring** warranties will **not** be held for any uncertified installers and/or uncertified dealerships. If you need any more information, please let me know. Thanks Dan.

Decima LLC –

Certified dealership: **Not certified.** They do not have the ability to purchase Patcraft materials directly.
Registered Proposal for Southgate City Hall: They do **not** have a registered quote in our system nor could they without dealership certification.
Years Registered with Patcraft: **0**

***Flooring Installer**

Floor and Design LLC:
-Not registered or certified to install Patcraft Flooring materials

(^PLEASE NOTE: Patcraft Flooring **is not** liable for any installation or material that is performed by uncertified installers and material that is not purchased through a certified dealership)

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Jabro Carpet One-

Certified dealership: **Certified.** Jabro can purchase our flooring.
Registered Proposal for Southgate City Hall: Jabro has a **registered** proposal in our system for Southgate City Hall
Years Registered with Patcraft: **30+ years**

***Flooring Installer**

Carpet Workroom:
- Certified Patcraft installer for over 30+ years.

(^PLEASE NOTE: Patcraft Floors is **100% liable** to hold warranties for all Certified dealerships and Certified installers)

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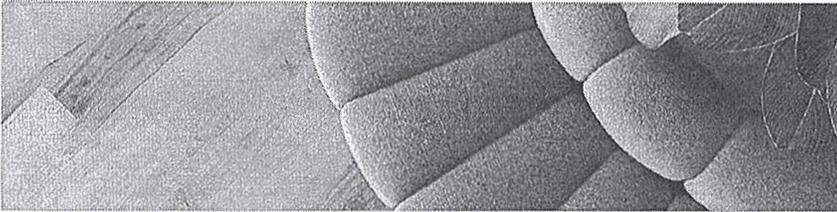
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Kyle Dunaj / Account Manager

m: 586.255.4634

800.241.4014

patcraft®



From: Dan Marsh <dmarsh@southgatemi.gov>
Sent: Thursday, March 28, 2024 11:53 AM
To: Kyle Dunaj <kyle.dunaj@patcraft.com>
Subject: [EXTERNAL] Verification of Carpet Installers

Good morning Kyle,

We are reviewing bid proposals for a City Hall Carpet Replacement Job. The two top bidders, Decima LLC, and Jabro Carpet One, have provided the names of their carpet installers. Will you please verify that the carpet installers listed below are Certified Patchcraft Installers and that if the material is installed by these installers it can be warranted by the manufacture?

Decima LLC – Floor and Design LLC
Jabro Carpet One – Carpet Workroom

Thank you

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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GREG KOWALSKY

ED GAWLIK JR.

March 28, 2024

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

Please be advised I have made the following appointment:

Plan Commission – for a term expiring December 2025

Andrew Moul

This appointment replaces the vacancy created by Ed Gawlik's appointment to City Council.

Your concurrence on these appointments is greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
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ED GAWLIK JR.

March 28, 2024

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 appointments:

Library Commission – for a term expiring April 2026

Miranda Wieman 12630 Helen

Miranda will replace the vacancy created by the resignation of Mrs. Loveday.

Your concurrence on these appointments is greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
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City of Southgate

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ED GAWLIK JR.

March 28, 2024

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 appointments:

Compensation Commission – for a term expiring December 2024

Eric Croft 13547 Birrell 12630

Eric will replace the vacancy created by the passing of Mr. Daley.

Your concurrence on these appointments is greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

Cc: City Clerk

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

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March 19, 2024

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

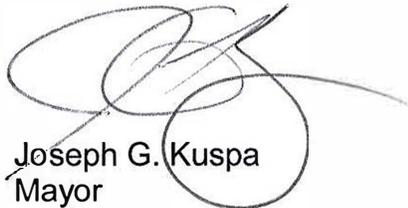
Ladies and Gentlemen:

Please be advised I have made the following appointments:

Parks & Recreation Commission – for terms expiring April 2026

Robert LeFief	16037 Poplar
Mark Picklo	13630 Mark St.
Huey Craig	12671 Agnes
Carol Gordos	12539 Fordline
Rob Proudlock	16736 Aspen Way
Stephanie McNees	13492 Cunningham
Nicole Hales	13836 Longtin

Sincerely,



Joseph G. Kuspa
Mayor

Cc: City Clerk