

# Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday December 6, 2023

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6:30pm **Work Study Session**

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1. Officials Reports
2. Discussion of Agenda Items

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7:00 pm **Regular Meeting**

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*Pledge of Allegiance*

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

**Minutes:**

1. Work Study Session Minutes dated November 15, 2023
2. Regular City Council Meeting Minutes dated November 15, 2023

**Scheduled Persons in the Audience:**

**Consideration of Bids:**

**Scheduled Hearings:**

**Communications "A"**

1. Letter from Mayor; Re: Approval of UFED Touch Software License Renewal
2. Memo from ACA/Finance Dir.; Re: Fiscal Year 2023-24 Budget Amendment #2024-01
3. Letter from Mayor; Re: Appointment to Ethics Board
4. Letter from Mayor; Re: Appointments to Board of Zoning Appeals
5. Letter from Mayor; Re: Appointment to Building Authority
6. Letter from Mayor; Re: Appointment to Compensation Commission
7. Letter from Mayor; Re: Appointment to Dangerous Building Hearing Board
8. Letter from Mayor; Re: Appointments to Police & Fire Retirement Board
9. Letter from Mayor; Re: Appointments to Plan Commission
10. Letter from Mayor; Re: Appointments to Tax Increment Finance Authority

**Communications "B" – (Receive and File):**

1. Letter from Mayor; Re: Appointments to Commission on Aging

**Ordinances:**

**Old Business:**

**New Business:**

**Unscheduled Persons in the Audience:**

**Claims & Accounts:** Warrant #1486 \$ See Warrant



**Adjournment:**

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Janice M. Ferencz, City Clerk

City Council

## **Work Study Session**

November 15, 2023

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An Informal Meeting of the Council of the City of Southgate was held on November 15, 2023 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

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Present: Priscilla Ayres-Reiss, Bill Colovos, 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 Treasurer Chris Rollet, Fire Chief Justin Graves, City Engineer John Hennessey, Public Safety Director Joseph Marsh, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Building Inspections Director Tim Leach & Recreation Director Julie Goddard

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Mayor Kuspa announced the winners of the Halloween Home Decorating Contest.

- 3<sup>rd</sup> Place Cody & Ashley Korbai, 14957 Irene
- 2<sup>nd</sup> Place Allan & Tami Joseph, 18825 Lucerne
- 1<sup>st</sup> Place Mahoney Family (Randy & Jojo), 12262 Dorset Court

The Great Lake Steamers gave a presentation donating the first train track spike that they used to start the Kiwanis Train Park Project to the Southgate Historical House.

Discussed the following agenda items:

- Approve Change Order No. 2 to 2022 Water Main Lining Program Agreement (Burns Avenue)
- Approve Award for Irrigation System Repairs-Waiver of Bid
- Recommendation to Award Purchase of HVAC Heat Exchanger

This meeting ended at 6:59 p.m.

# City of Southgate

## Regular City Council Meeting

### November 15, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, November 15, 2023 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.**

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Present: Priscilla Ayres-Reiss, Bill Colovos, 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 Treasurer Chris Rollet, Fire Chief Justin Graves, City Engineer John Hennessey, Public Safety Director Joseph Marsh, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Building Inspections Director Tim Leach & Recreation Director Julie Goddard

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#### **Minutes:**

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated November 1, 2023 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Kowalsky, RESOLVED, that the minutes of the Regular City Council Meeting dated November 1, 2023 be approved as presented. Carried unanimously.

Moved by Colovos, supported Rauch, RESOLVED, that the minutes of the Public Hearing Meeting dated November 1, 2023 be approved as presented. Carried unanimously.

#### **Communications "A":**

1. Letter from Mayor; Re: Approve Change Order No. 2 to 2022 Water Main Lining Program Agreement (Burns Agreement) moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve Change Order No. 002 to the 2022 Water Main Lining Program agreement with Fer-Pal Construction USA, LLC (26187 Northline Road, Taylor, MI 48180), for additional work along Burns Avenue in the amount of \$259,561.00, plus 15% contingency of \$38,934.15. Motion carried unanimously.
2. Letter from Mayor; Approve Award for Irrigation System Repairs (Waiver of Bid) moved by Colovos, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bidding process and approve the award for irrigation system repairs at 16046 Eureka Rd (Safelite AutoGlass) to Absolute Quality, Inc. (18224 Telegraph Road, Brownstown, MI 48174) in the amount of \$2,940.00. Motion carried unanimously.
3. Memo from Finance Director; Recommendation to Award Purchase of HVAC Heat Exchanger moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council award the purchase and installation of a replacement heat exchanger at the Southgate City Hall Building to Flo-Aire Heating & Cooling (15761 Eureka Rd, Southgate, MI 48195) in the amount of \$9,570.00. Motion carried unanimously.

#### **Claims and Accounts:**

Moved by Graziani, supported by Rauch, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1485 for \$1,378,037.60. Motion carried unanimously.



Regular City Council Meeting  
November 15, 2023

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**Adjournment:**

Moved by Colovas, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:09 P.M. Carried unanimously.

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Zoey Kuspa  
Council President

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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**

**BILL COLOVOS**

**KAREN E. GEORGE**

**PHILLIP J. RAUCH**

**PRISCILLA AYRES-REISS**

**GREG KOWALSKY**

December 1, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Approval of UFED Touch Ultimate Software License Renewal

Ladies and Gentlemen:

It is recommended by the Director of Public Safety and I concur with his recommendation to approve the UFED Tough Ultimate software license renewal for a one-year period with Cellebrite Inc., Vienna, Virginia, in the annual amount of \$5,875.00. The software was originally approved by the City Council in 2013 and requires an annual renewal of the license.

Sufficient funds are available in the Federal Forfeiture Fund.

Your favorable consideration of this matter is requested.

Sincerely,

  
Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



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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:** December 1, 2023

**RE:** Recommendation to Approve UFED Touch Ultimate Software License Renewal

I have reviewed the above item with the Director of Public Safety and concur with his recommendation to approve the UFED Touch Ultimate software license renewal for a one-year period with Cellebrite Inc. (Vienna VA) in the annual amount of \$5,875.00. Purchase of this software was originally approved by city council in 2013, and requires an annual renewal of the license. The annual amount has increased from \$4,300.00 in the prior year due to a slight increase in the costs as well as four additional licenses being added to the subscription.

Adequate funds are available in the Federal Forfeiture Fund.

#### **Proposed Motion**

Approve the UFED Touch Ultimate software license renewal for a one-year period with Cellebrite Inc. in the amount of \$5,875.00.



## SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa  
From: Joe Marsh, Director of Public Safety  
Re: **Purchase approval**  
Date: November 28<sup>th</sup>, 2023

Dear Mayor Kuspa,

In 2013, the City Council approved the purchase for Cellebrite Forensic Phone Technology equipment. Since being approved, this technology has been instrumental in aiding our detectives with phone and digital phone forensic criminal investigations.

Our Cellebrite Technology requires an annual UFED Touch Ultimate software license renewal. Our current license is valid until December 8<sup>th</sup>, 2023. This renewal will allow us to keep our system active until December 8<sup>th</sup>, 2024. Last year we also upgraded our system to allow for four additional licenses for our detectives to use the software at a cost of \$600.00. The cost to upgrade and renew our license is now \$5,875.00. It is my recommendation that the purchase of the **UFED 4PC Ultimate Subscription Renewal** as outlined in the attached quote that we received from Cellebrite Inc. located at 8065 Leesburg Pike, Suite T3-302, Vienna, VA 22182, in the total amount of \$5,875.00.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on December 6<sup>th</sup>, 2023 for purposes of purchase approval.

Adequate funding is available in the Federal Forfeiture Account, this purchase falls under the guidelines that governs the use of these funds.

Sincerely,

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

Joseph L. Marsh  
Director of Public Safety



Cellebrite Inc.  
8065 Leesburg Pike,  
Suite T3-302  
Vienna, VA 22182  
USA

Tel. +1 800 942 3415  
Fax. +1 201 848 9982  
Tax ID#: 22-3770059  
DUNS: 033095568  
CAGE: 4C9Q7  
Company Website:  
<http://www.cellebrite.com>



**Cellebrite**

Digital intelligence  
for a safer world

## Quote

Quote#  
Date:

Q-359483-1  
Nov 27, 2023

**Billing Information**  
Southgate Police Department  
14710 Reaume Parkway  
Southgate, Michigan 48195  
United States

**Contact:** Joseph Marsh  
Phone: 734 258 1381

**Delivery Information**  
Southgate Police Department  
14710 Reaume Parkway  
Southgate, MI 48195  
United States

**Contact:** Timothy Demers  
Phone: 734-258-3056

**Wire To:**  
Bank Routing Number: 021000021  
Account Number: 761020590  
Account Name: Cellebrite Inc.

**Check Remittance (Only for NA):**  
Cellebrite Inc.,  
PO BOX 23551  
New York, NY, 10087-3551

End Customer: Southgate Police Department

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00061430	Dec 27, 2023	Net 30	USD	Sean Leahy

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net Price/Unit	Net Price
B-UFD-10-001	UFED 4PC Ultimate Subscription	1	Dec 09, 2023	Dec 08, 2024	1284601124	5,875.00	5,875.00

SubTotal	USD 5,875.00
Shipping & Handling	USD 0.00
Sales Tax	USD 0.00
Total	USD 5,875.00

Comments:



**Terms and Conditions:**

- This Quote/Proforma Invoice/Tax Invoice, together with the terms and conditions and license agreement listed below that are incorporated by reference to this Quote/Proforma Invoice (together, the "Agreement"), constitute an offer by Cellebrite. By signing this the Quote/Proforma Invoice, issuing a purchase order (or other ordering document) in connection with this the Quote/Proforma Invoice, or downloading and/or using the products identified in this the Quote/Proforma Invoice/Tax Invoice, the customer agrees to be bound by the terms of this Agreement. Any additional or different terms or conditions contained in any customer document, purchase order or other ordering document will not be binding upon Cellebrite unless expressly accepted in a document signed by a Cellebrite authorized signatory.

- Quote is subject to regulatory approval.

- Freight Terms: FCA (NJ)
- Limited Warranty: Hardware:12 Months; Software:60 days; Touch Screen:30 days
- General: The following terms shall apply to any product at <http://legal.cellebrite.com/us/index.html>
- EULA: All Cellebrite Software is licensed subject to the end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>
- Advanced Services (CAS): The following terms apply to Cellebrite Advanced Services at <https://legal.cellebrite.com/CB-us-us/index.html>
- Premium: The following terms shall apply only to Cellebrite Premium at <http://legal.cellebrite.com/intl/PremiumUS.htm>
- Pathfinder: The following terms apply to Cellebrite Pathfinder at <https://legal.cellebrite.com/PF-Addendum.htm>
- Training Services: The following terms apply to Cellebrite Training Services at <http://legal.cellebrite.com/intl/Training.htm>
- SaaS: The following terms apply to Cellebrite SaaS Services at <https://legal.cellebrite.com/SaaS.htm>
- Endpoint Mobile: The following terms apply to Cellebrite Endpoint Mobile at <https://legal.cellebrite.com/Endpoint-Mobile-Now.htm>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

Please indicate the invoice number when remitting payment

**\*SALES TAX DISCLAIMER:** Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Quote/Proforma Invoice on behalf the customer identified above, and I hereby approve that my signature is legally binding upon the customer identified above.

Customer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

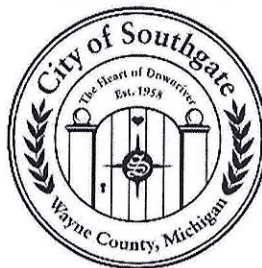
Title: \_\_\_\_\_

Please sign and email to John Hencinsky at [john.hencinsky@cellebrite.com](mailto:john.hencinsky@cellebrite.com)

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

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Douglas Drysdale, Assistant City Administrator / Finance Director  
**DATE:** December 1, 2023  
**RE:** Fiscal Year 2023-24 Budget Amendment #2024-01

*DWD*

Attached please find proposed budget amendment #2024-01 for fiscal year ending June 30, 2024.

The attached report proposes amendments to budgeted revenues and expenditures, based on year-to-date activity and projected final balances in these accounts. These budget amendments are necessary to be in compliance with the State of Michigan's Uniform Budgeting and Accounting Act.

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 #2024-01 as detailed on the attached report.

**City of Southgate**  
**Budget Year 2023-24**  
**Proposed Budget Amendment #2024-01**

Fund	Dept	GL Number	Description	FY 2023-24 Adopted	FY 2023-24 Amended	Change
General Fund	Revenues	101-000-540-000	MSP Academy Tuition Grant	\$ 0	\$ 72,000	\$ 72,000
General Fund	Police Dept	101-301-960-000	Education Reimbursement	\$ 0	\$ 20,810	\$ 20,810
<b>Description:</b> Amend budget for funding received from the Michigan State Police grant for employee recruitment, and associated wages & police academy costs for recruits						
General Fund	Building Dept	101-371-860-000	Travel & Training	\$ 550	\$ 4,950	\$ 4,400
<b>Description:</b> Amend budget for additional BS&A software training associated with the Building Dept processes						
Library Fund	Library	271-790-801-000	Professional Fees	\$ 7,000	\$ 17,000	\$ 10,000
<b>Description:</b> Amend budget to provide additional programming and services for library patrons. Item was discussed at Nov 8, 2023 Library Commission meeting and recommended unanimously.						



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

November 30, 2023

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointment to Boards/Commissions**

Ladies and Gentlemen:

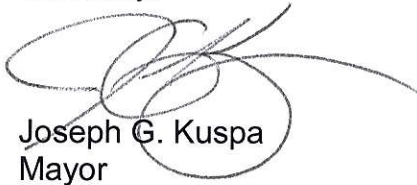
Please be advised I have made the following appointment:

**Ethics Board – for a term expiring August 2028**

Theresa Lannen

Your concurrence on this appointment is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
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## City of Southgate

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GREG KOWALSKY

November 29, 2023

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:

**Board of Zoning Appeals – for a term expiring December 2026**

Patricia Anderson (Representative from Plan Commission)  
Jill Stephan

Your concurrence on these appointments is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

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*Treasurer*



## City of Southgate

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BILL COLOVOS

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

November 29, 2023

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointment to Boards/Commissions**

Ladies and Gentlemen:

Consistent with past practice, please be advised I have made the following appointment:

**Building Authority**— for a term expiring December 2025:

Joseph G. Kuspa

Your concurrence on this appointment is requested.

Sincerely,

Joseph G. Kuspa  
Mayor

JGK/law



JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

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## City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

November 29, 2023

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:

**Compensation Commission** – for a term expiring December 2030:

Bob Zaleski

Your concurrence on this appointment is greatly appreciated.

Sincerely,

Joseph G. Kuspa  
Mayor

Cc: City Clerk

JGK/law

JOSEPH G. KUSPA  
*Mayor*

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November 29, 2023

To The Honorable  
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Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

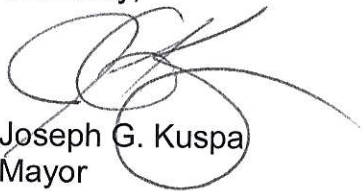
Please be advised I have made the following appointment:

**Dangerous Building Hearing Board – for a term expiring December 2026**

Michael Yoos

Your concurrence on this appointment is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

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November 29, 2023

To The Honorable  
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Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

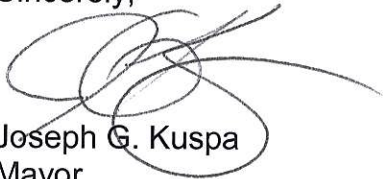
Please be advised I have made the following appointments:

**Police & Fire Retirement Board** – for a term expiring December 2026:

Gordon Mydlarz  
Marc Hatfield

Your concurrence on these appointments is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: City Clerk

JGK/law



JOSEPH G. KUSPA  
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JANICE M. FERENCZ  
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GREG KOWALSKY

November 29, 2023

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:

**Plan Commission – for a term expiring December 2026**

Patricia Anderson  
Jim Yoos  
Eric Codrington

Your concurrence on these appointments is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

JOSEPH G. KUSPA  
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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

November 29, 2023

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:

**Tax Increment Finance Authority – for a term expiring December 2026**

Tony DiCarlo  
Walt Oben  
Ron Moran

Your concurrence on these appointments is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JOSEPH G. KUSPA  
*Mayor*

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*City Clerk*

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GREG KOWALSKY

November 29, 2023

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:

**Commission on Aging** – for a term expiring December 2025:

Victoria Witt  
Carol Healy  
Nancy Mellon  
Maria Graziani  
Dick Bentley  
Valenteen Bojanowski  
Kim Kuspa

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: City Clerk