

# Southgate City Council Agenda

**Council Chambers**

**14400 Dix-Toledo Rd., Southgate, Michigan 48195**

**Wednesday December 7, 2022**

---

**6:30pm      Work Study Session**

---

1. Officials Reports
2. Audit Presentation
3. Discussion of Agenda Items

---

**7:00 pm      Regular Meeting**

---

*Pledge of Allegiance*

**Roll Call:** Colovos, Farrah, George, Graziani, Kuspa, Rauch, Zamecki

**Minutes:**

1. Work Study Session Minutes dated November 16, 2022
2. Regular City Council Meeting Minutes dated November 16, 2022

**Scheduled Persons in the Audience:**

**Consideration of Bids:**

**Scheduled Hearings:**

**Communications "A" –**

- |   |         |
|---|---------|
| 1. Memo from Administrator; Re: Resolution Request Authorizing Execution of Wayne County Permits – A-23069                                    | Page 5  |
| 2. Memo from ACA/Finance Director; Re: Audit FY 2021/22   | Page 15 |
| 3. Letter from Mayor; Re: Appointments to Plan Commission   | Page 17 |
| 4. Letter from Mayor; Re: Appointments to TIFA Board  | Page 18 |
| 5. Letter from Mayor; Re: Appointments to Compensation Commission/DDA   | Page 19 |
| 6. Letter from Mayor; Re: Appointments to Building Authority/Dangerous Bldgs. Hearings Board/<br>Municipal Employees Civil Service Commission | Page 20 |
| 7. Letter from Mayor; Re: Appointments to Board of Zoning Appeals   | Page 21 |
| 8. Letter from Mayor; Re: Appointment to Water Board  | Page 22 |
| 9. Letter from Mayor; Re: Appointments to Cultural Arts & Special Events Commission   | 23      |
| 10. Letter from Mayor; Re: Appointments to Ethics Board   | Page 24 |

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

**Ordinances:**

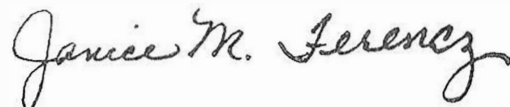
**Old Business:**

**New Business:**

**Unscheduled Persons in the Audience:**

**Claims & Accounts: Warrant #1462 \$2,457,295.40**

**Adjournment:**



---

**Janice M. Ferencz, City Clerk**

City Council

## **Work Study Session**

November 16, 2022

---

An Informal Meeting of the Council of the City of Southgate was held on November 16, 2022 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

---

Present: Bill Colovos, Mark Farrah, Karen George, Christian Graziani, Zoey Kuspa

Absent: \*Phil Rauch, \*Dale Zamecki, \*excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, City Treasurer Chris Rollet, City Clerk Janice Ferencz, Public Safety Director Joe Marsh, Police Chief Mark Mydlarz, Fire Chief Marc Hatfield, DPS Director Kevin Anderson, Building Inspections Director Tim Leach, Parks & Recreation Director Julie Goddard

---

### *Halloween Home Decoration Contest winners:*

- 3<sup>rd</sup> Place Daniel Carlton, 12421 Irene
- 2<sup>nd</sup> Place Keith Damron / Susan Dakin, 13478 Kerr
- 1<sup>st</sup> Place Deb Rachel, 12690 Agnes

### *Discussed the following agenda items:*

- Sale of old fire equipment at an auction on December 20<sup>th</sup>
- Ice Arena Floor Scrubber (waiver of bid)

This meeting ended at 6:46 pm.

# City of Southgate

## Regular City Council Meeting

### November 16, 2022

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, November 16, 2022 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, followed by roll call.**

---

Present: Bill Colovos, Mark Farrah, Karen George, Christian Graziani, Zoey Kuspa.

Absent: \*Phil Rauch, \*Dale Zamecki, \*excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, City Clerk Janice Ferencz, City Treasurer Chris Rollet, Public Safety Joe Marsh, Police Chief Mark Mydlarz, Fire Chief Marc Hatfield, DPS Director Kevin Anderson, Building Inspections Director Tim Leach, Parks & Recreation Director Julie Goddard

---

#### **Minutes:**

Moved by George, supported Farrah, RESOLVED, that the minutes of the City Council Work Study Session dated November 2, 2022 be approved as presented. Carried unanimously.

Moved by Colovos, supported by George, RESOLVED, that the minutes of the Regular City Council Meeting dated November 2, 2022 be approved as presented. Carried unanimously.

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

1. Memo from Administration; Re: Proposed Sale of Old Fire Dept. Equipment moved by Farrah, supported by Colovos, RESOLVED that the Southgate City Council hereby approves the sale of old fire equipment to be sold at a December 20, 2022 public auction held at Metro Detroit Auction Center (17000 Northville Road, Unite 3, Northville, MI 48168)

Motion carried unanimously.

2. Letter from Mayor; Re: Recommendation for Ice Arena Floor Scrubber (waiver of bid) moved by Farrah, supported by George, RESOLVED that the Southgate City Council hereby waives the bid procedure and authorizes purchase of the Viper Battery Compact Scrubber to Southeastern Equipment & Supply Inc. (1919 Old Dunbar Rd, West Columbia, SC 29172) in the amount of \$4,129.65.

Motion carried unanimously.

#### **Unscheduled Persons in the Audience:**

1. Robert Pawlowski, 12757 Chestnut, discussed the current trash haulers.

## Regular City Council Meeting

### November 16, 2022

---

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

Moved by Graziani, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1461 for \$1,275,304.61.

Motion carried unanimously.

#### **Adjournment:**

Moved by Colovos, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:08 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  
BILL COLOVOS  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

# Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: December 1, 2022

Re: Resolution Request Authorizing Execution of Wayne County Permits (A-23069)

---

Wayne County has provided the City with the 2023 Annual Permit Package. The 2023 Permit Package includes the Annual Maintenance Permit, the Annual Pavement Restoration Permit, and the Annual Permit for Special Events. The Administration respectfully requests the City Council pass the required blanket resolution which accomplishes the following:

1. Agrees to fulfill all permit obligations and conditions
2. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
3. Designates and authorizes Kevin Anderson, Director of Public Services, to sign the permits on behalf of the City of Southgate.

Please contact me if you have any questions on the Wayne County Permits or the attached resolution.

NORMA J. WURMLINGER MUNICIPAL BUILDING  
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414



*Warren C. Evans*  
*County Executive*

Page 1 of 3

December 1, 2022

City of Southgate  
14400 Dix Toledo Road  
Southgate, MI 48195

**RE: A-23069**  
**2023 Annual Permit Package**  
**Wayne County Department of Public Services**  
**Engineering Division – Permit Office**

Attention: Kevin Anderson

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
  - a. Sanitary sewer inspection, repair and routine maintenance;
  - b. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter);
  - c. Other utilities (i.e. natural gas, electric or fiber optic;
  - d. Application of dust palliatives; and
  - e. Repair and replacement of existing sidewalks.
2. **Annual Pavement Restoration Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of pavement repair and restoration.
3. **Annual Permit for Special Events:** The annual permit grants preliminary authorization to a municipality to perform the following:
  - a. Temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity;
  - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
  - c. Place a temporary banner within the County right-of-way.





In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, if applicable
- B. Annual Special Events Attachment for Municipalities, if applicable
- C. Banner Attachment for Municipalities, if applicable
- D. General Conditions and Limitations of Permits, if applicable
- E. Indemnity and Insurance Attachment, if applicable
- F. Model Community Resolution, if applicable

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution (sample with suggested language is included as an attachment) of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
- B. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

**\*\*\*For all Annual Permits please review the insurance attachment carefully, since the insurance requirements have been recently updated.**

The WCDPS Permit Office has published its manual, *Rules, Specifications and Procedures for Permit Construction*. The manual is also incorporated by reference into this annual permit and is available online at:

[http://www.waynecounty.com/dps/construction\\_permits.htm](http://www.waynecounty.com/dps/construction_permits.htm)

**Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.**

Type the name of the designated signer below the signature line and submit these documents to:

Wayne County Department of Public Services  
Permit Office  
Attn: Ms. Randa Saghir  
33809 Michigan Avenue  
Wayne, MI 48184



Once received, the Permit Coordinator will validate your permit and return an executed copy to you for your files.

The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **(734) 595-6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **(734) 858-2774**

**Respectfully Submitted,**

Randa Saghir  
Administration Management

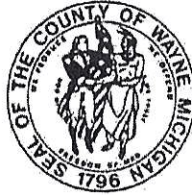
C: file

Attachments: Annual Permit  
Scope of Work and Conditions for Municipal Maintenance Permits  
Annual Special Events Attachment for Municipalities  
Banner Attachment for Municipalities  
General Conditions and Limitations of Permits  
Indemnity and Insurance Attachment  
Model Community Resolution



PERMIT OFFICE  
33809 MICHIGAN AVE  
WAYNE, MI 48184,  
PHONE (734) 595-6504  
FAX (734) 595-6356

72 HOURS BEFORE ANY  
CONSTRUCTION, CALL  
Various Staff  
(734) 595-6504, Ext: 2009  
FOR INSPECTION



WAYNE COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No.

**A-23069**

ISSUE DATE

1/1/2023

EXPIRES

12/31/2023

REVIEW No.

WORK ORDER

79651

PROJECT NAME  
SOUTHGATE - MAINTENANCE

LOCATION  
VARIOUS ROADS ( )

CITY/TWP  
SOUTHGATE

PERMIT HOLDER  
CITY OF SOUTHGATE  
14400 DIX TOLEDO ROAD  
SOUTHGATE, MI 48195

CONTRACTOR

CONTACT  
KEVIN ANDERSON

CONTACT  
<BLANK>

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, [www.missdig.org](http://www.missdig.org))

TO OCCUPY THE RIGHT-OF-WAY OF COUNTY ROADS FOR THE BELOW ACTIVITIES:

1. SANITARY SEWER INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
2. WATERMAIN INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
3. DUST PALLATIVE, CALCIUM & SALT APPLICATIONS.
4. SIDEWALK REPAIR AND REPLACEMENT.
5. TO PERFORM STREET SWEEPING OPERATIONS DURING DAYLIGHT HOURS ONLY.

REFER TO ATTACHMENTS REFERENCED BELOW FOR ANNUAL PERMIT REQUIREMENTS AND CONDITIONS. ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

PAVEMENT REPAIRS REQUIRE A SEPARATE PERMIT AND ARE NOT TO BE COMPLETED UNDER THE TERMS OF THIS ANNUAL PERMIT.

PERMIT HOLDER AGREES TO SUBMIT MONTHLY REPORTS OF WORK PERFORMED UNDER THIS PERMIT.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIAL AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED.

FINANCIAL SUMMARY		DEPOSITOR	APPROVED PLANS PREPARED BY
PERMIT FEE	\$0.00		
PLAN REVIEW FEE	\$0.00		
PARK FEE	\$0.00		
OTHER FEE	\$0.00		
BOND	\$0.00		
INSPECTION DEPOSIT	\$0.00		
OTHER BOND	\$0.00		
TOTAL COSTS	\$0.00	LETTER OF CREDIT DEPOSITOR	PLANS APPROVED BY DATE PLANS APPROVED
			1/1/2023
TOTAL CHECK AMOUNT	\$0.00		REQUIRED ATTACHMENTS
CASHIER	DATE		GENERAL CONDITIONS
	1/1/2023		SCOPE OF WORK AND CONDITIONS FOR MUNICIPAL MAINTENANCE PERMITS
			INDEMNITY AND INSURANCE ATTACHMENT
			SAMPLE COMMUNITY RESOLUTION
			RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT
			<a href="http://www.waynecounty.com/dps_engineering_cpoffice.htm">www.waynecounty.com/dps_engineering_cpoffice.htm</a>

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

KEVIN ANDERSON  
PERMIT HOLDER / AUTHORIZED AGENT

DATE

PREPARED BY

<BLANK>  
CONTRACTOR / AUTHORIZED AGENT

DATE

VALIDATED BY

DATE



**Wayne County Department of Public Services  
Engineering Division – Permit Office**  
**Scope of Work and Conditions Attachment  
For Annual Municipal Maintenance Permits**

The Annual Permit authorizes the municipality to occupy Wayne County road rights-of-way for the purpose of inspection, repair and routine maintenance of the facilities listed below that are under its jurisdiction.

**Scope of Work** - The following work is authorized under the Annual Maintenance Permit:

**Sanitary Sewers**

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction

**Water Main and installation of 2" pipe**

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction
2. Water service connection with 2" diameter pipe or less, serving single customer

A separate permit will be required for any operations performed under the following conditions for Water and/or Sanitary related work:

- a. For all water service connections larger than a two inch (2") diameter.
- b. For any water service connection that serves more than one customer.
- c. Whenever work is to be performed in a new subdivision.
- d. For any sanitary sewer service connection.

**Dust Palliative Applications**

1. Dust palliative treatment shall be with calcium magnesium chloride in accordance with Wayne County specifications.
2. The municipality shall designate each road to be treated with dust palliative and pay the Contractor for all materials and service.
3. Prior to the application of Dust Palliative Materials, the Permit Holder shall provide at least seven (7) days notice to the Wayne County Roads Division (313-955-9920) to allow for preparation and inspection of the roads to be treated.

**Sidewalk**

1. Existing sidewalks may be repaired or replaced at existing alignment on existing grade.

A separate permit will be required for the construction of a new sidewalk, for the replacement of an existing sidewalk on a new alignment or grade or for the construction of new sidewalk ramps to the County road.

**Street Sweeping**

1. Street sweeping shall be performed during daylight hours only.
2. All traffic control devices shall conform to the provisions of the current MMUTCD.

**Permit Conditions**

1. **A separate permit will be required for final pavement repairs when pavement is broken while making either emergency or non-emergency repairs.**
2. Reports indicating all work performed or that no work was performed under the permit shall be provided to the Permit Office at the end of each month.
3. Any work not covered under the annual scope of work and conditions above shall require a separate permit. Refer to the *Wayne County Rules, Specifications and Procedures Construction Permits*.
4. All inspection costs, including overtime, supervision, testing of materials and emergency work, if required, shall be billed to the Permit Holder.





**Wayne County Department of Public Services  
Engineering Division – Permit Office  
Indemnity and Insurance Attachment**

To the extent allowed by law, the Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity for any incident arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

*The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.*

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

**The Wayne County Department of Public Services shall be a Certificate Holder on the policy of insurance. Wayne County, drainage district, and its officers, agents and employees shall be named as additional insured parties. It is also required that the annual permit numbers are included on each certificate of insurance.**

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.





## Wayne County Department of Public Services Engineering Division – Permit Office

### Conditions & Limitations of Permits

**Plan Approval and Specifications:** All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current *Wayne County Rules, Specifications and Procedures for Permit Construction*, included as an attachment to this permit, the *Wayne County Standard Plans for Permit Construction*, and the *MDOT Standard Specifications for Construction*, as modified by WCDPS Special Provisions, and other WCDPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

**Fees:** The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

**Bond:** The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

**Insurance:** The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

**Indemnification / Hold Harmless:** Sub-Section 1 herein applies to all Permit Holders except Municipalities. Sub-Section 2 herein applies to Municipalities only.

1. To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.
2. To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

**Permit on Site:** The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

**Notification for Start and Completion of Work:** The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approved plans in their possession on the job site at all times.

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

**Safety:** The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current *Manual on Uniform Traffic Control Devices (MUTCD)*. The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOHSA requirements.

**Underground Utilities:** The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDEQ or reported on appropriate release forms for underground storage tanks.

**Assignability:** The permit is neither transferable nor assignable without the written consent of the County.

**Limitation of Permit:** The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, federal or local agencies.

**Access of Other Vehicles:** The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

**Restoration:** The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

**Acceptance:** Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed or the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

**Permit Expiration and Extension of Time:** All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

**Responsibility:** The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

**Revocation:** The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

**Violation:** The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

**Inspection and Testing of Materials:** Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current MDOT Standard Specifications for Construction as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

**Design:** The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsoil conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

**Drainage:** Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

**Permit Holder Compliance:** The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.



**MODEL COMMUNITY RESOLUTION  
AUTHORIZING EXECUTION OF  
WAYNE COUNTY PERMITS**

Resolution No. \_\_\_\_\_

At a Regular Meeting of the Southgate City Council (Name of  
Community Governing Board) on December 7, 2022 (date), the following  
resolution was offered:

**WHEREAS**, the City of Southgate (hereinafter the "Community")  
periodically applies to the County of Wayne Department of Public Services, Engineering  
Division Permit Office (hereinafter the "County") for permits to conduct emergency  
repairs, annual maintenance work, and for other purposes on local and County roads  
located entirely within the boundaries of the Community, as needed from time to time to  
maintain the roads in a condition reasonably safe and convenient for public travel;

**WHEREAS**, pursuant to Act 51 of 1951, being MCL 247.651 *et seq.*, the County permits  
and regulates such activities noted above and related temporary road closures;

**NOW THEREFORE, BE IT RESOLVED**, in consideration of the County granting such  
permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as  
a contractor for the Community and not as a contractor or agent of the County. Any  
claims by any contractor or subcontractor will be the sole responsibility of the  
Community. The County shall not be subject to any obligations or liabilities by vendors  
and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or  
indirectly out of its obligations, responsibilities, and duties under the Permit which results  
in claims being asserted against or judgment being imposed against the County, and all  
officers, agents and employees thereof pursuant to a maintenance contract. In the event  
that same occurs, for the purposes of the Permit, it will be considered a breach of the  
Permit thereby giving the County a right to seek and obtain any necessary relief or  
remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires  
insurance on its own or its contractor's behalf, it shall also require that such policy  
include as named insured the County of Wayne and all officers, agents and employees  
thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent  
the County from requiring additional performance security or insurance before issuance  
of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne  
County, provide necessary police supervision, establish detours and post all necessary

signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

**BE IT FURTHER RESOLVED**, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Name	Title
<u>Kevin Anderson</u>	<u>DPS Director</u>
_____	_____

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the City of Southgate  
(name of Community), County of Wayne, Michigan, on \_\_\_\_\_.

#305299-v2



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  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

### MEMORANDUM

**TO:** Honorable Mayor and City Council

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

**DATE:** November 30, 2022

**RE:** Audit FY 2021/22

Under separate cover, you have previously received the Audit from Plante & Moran. The matter will also have been reviewed during your work-study session.

Therefore, it is recommended that the City Council adopt a resolution, which accepts and approves the Audit for FY 2021/22. Also due to GASB #54 (Fund Balance Reporting and Governmental Fund Type Definitions) the City Council is required to restate the fund balance as follows:

#### **General Fund**

Nonspendable - Prepaids	\$	150,733
Restricted		
Unspent Property Tax - Rubbish	\$	327,951
Unspent Property Tax - P&F Pension	\$	233,496
Low Income Housing	\$	9,163
Building Dept	\$	209,525

**General Fund**

## Committed

County Property Tax Chargeback's	\$	300,000
Computer Software Acquisition	\$	10,000
SINC	\$	136,000

## Assigned

Workers Compensation	\$	400,000
Severance Reserve	\$	1,400,000
Future Working Capital	\$	300,000
Future OPEB	\$	400,000
Future Budget Shortfalls due to Deficiencies in Court Revenue	\$	600,000

**Capital Projects Funds**

## Committed

Police Cars	\$	438,567
Property Acquisition	\$	115,116
Fire Rescue Equipment	\$	160,000

## Assigned

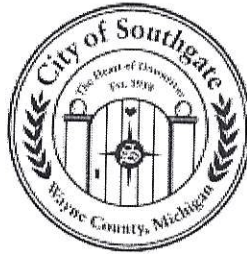
Capital Projects	\$	139,076
------------------	----	---------

Your favorable consideration of this matter is therefore requested.

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  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

November 21, 2022

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 2025

Priscilla Ayres-Reiss	15080 Cameron
Chad Godbout	14524 Yorkshire
Ed Gawlik	15121 Windemere

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

- CITY COUNCIL -

ZOEY KUSPA  
*Council President*

CHRISTIAN GRAZIANI

BILL COLOVOS

MARK FARRAH

KAREN E. GEORGE

PHILLIP J. RAUCH

DALE W. ZAMECKI

November 21, 2022

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:

**TIFA Board** – for a term expiring December 2026

Jeremy Reyna	15755 Northline
Tom Gasso	12600 Reeck
Tony Lajeunesse	13433 Reeck Ct.

Your concurrence on these appointments is greatly appreciated.

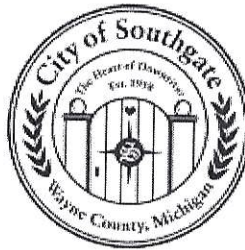
Sincerely,



Joseph G. Kuspa  
Mayor

Cc: City Clerk

JOSEPH G. KUSPA  
*Mayor*  
JANICE M. FERENCZ  
*City Clerk*  
CHRISTOPHER P. ROLLET  
*Treasurer*



- CITY COUNCIL -  
ZOEY KUSPA  
*Council President*  
CHRISTIAN GRAZIANI  
BILL COLOVOS  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

November 21, 2022

## City of Southgate

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:

**Compensation Commission** – for a term expiring December 2029

Patty Snyder	16663 Club Dr.
Alex McNeilly	13506 Trenton Rd.

**Downtown Development Authority** – for a term expiring December 2026

Alexander Leonard	18405 Valleyview
Ronald Moran	17101 Michigan Ave.
Mohammad Abdorabbob	13725 Eureka

Your concurrence on these appointments is greatly appreciated.

Sincerely,

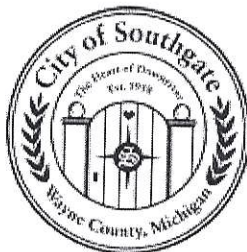
Joseph G. Kuspa  
Mayor

Cc: City Clerk

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

CHRISTOPHER P. ROLLET  
Treasurer



- CITY COUNCIL -

ZOEY KUSPA  
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

MARK FARRAH

KAREN E. GEORGE

PHILLIP J. RAUCH

DALE W. ZAMECKI

November 21, 2022

## City of Southgate

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:

**Building Authority** – for a term expiring December 2028

Greg Tupancy      16325 Cameron

**Dangerous Building Hearing Board** – for a term expiring December 2025

Bob Hines      12055 Fordline

**Municipal Employees Civil Service** – for a term expiring December 2025

Sam Galanis      12869 Ward

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

- CITY COUNCIL -

ZOEY KUSPA  
*Council President*  
CHRISTIAN GRAZIANI  
BILL COLOVOS  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

November 21, 2022

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 2023:

Jill Stephan 12840 Edison


This appointment fills a vacancy on the board.

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

Pat Poirier 12363 Helen  
Gary Martin 11250 Hawthorne

Your concurrence on these appointments is greatly appreciated.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: City Clerk

NORMA J. WURMLINGER MUNICIPAL BUILDING  
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

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  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

November 21, 2022

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

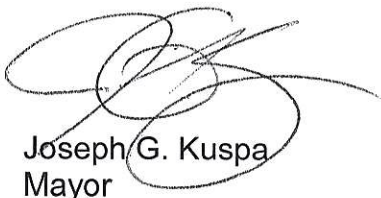
Please be advised I have made the following appointment:

**Water Board** – for a term expiring April 2024:

Andrew Stephan    12840 Edison

This appointment fills the vacancy created by Brian Wolff's resignation.

Sincerely,



Joseph G. Kuspa  
Mayor

Cc:    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  
MARK FARRAH  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
DALE W. ZAMECKI

November 21, 2022

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointments:

**Cultural Arts & Special Events**— for a term expiring December 2024:

Marion Bolen	11397 Afton
Cindy Burley	13495 Mulberry
Nancy Gratz	15761 Helen
Ana Mitchell	15960 Waverly
Robin Craig	12761 Agnes
Carol Wilkins	15517 Susan
Beverly Sunday	12984 Netherwood
Shirley St. Souver	12984 Netherwood

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: 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

MARK FARRAH

KAREN E. GEORGE

PHILLIP J. RAUCH

DALE W. ZAMECKI

November 21, 2022

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:

**Ethics Board**– for a term expiring August 2026:

Karen Labeau      13445 Westminster

**Ethics Board**– for a term expiring August 2027:

John Straub      11900 Fordline

Sincerely,



Joseph G. Kuspa  
Mayor

Cc: City Clerk