

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



- CITY COUNCIL -

ZOEY KUSPA  
*Council President*

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

## City of Southgate

January 31, 2024

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Recommendation to Approve Proposal for Recreation Master Plan Professional Services **(Waiver of Bid)**

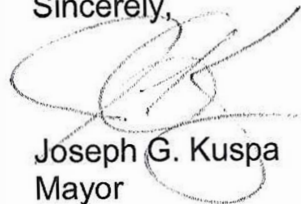
Ladies and Gentlemen:

I have reviewed the above and concur with the Parks & Recreation Director's recommendation to waive the bidding process and award the Recreation Master Plan Professional Services to Carlisle Wortman, Ann Arbor, Michigan, in an amount not exceed \$16,230.00. Carlisle Wortman is the current City Planner and prepared the last recreation master plan.

Your concurrence on this matter would be greatly appreciated.

Funds are available in Parks & Recreation Millage fund.

Sincerely,



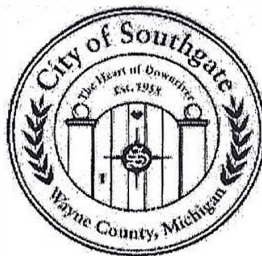
Joseph G. Kuspa  
Mayor

JGK/law

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GREG KOWALSKY

## City of Southgate

### MEMORANDUM

**TO:** Honorable Mayor and City Council

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

**DATE:** January 31, 2024

**RE:** Recommendation to Approve Proposal for Recreation Master Plan Professional Services **(WAIVER OF BID)**

I have reviewed the above item with the Parks & Recreation Director and concur with her recommendation to waive the bidding process and approve the proposal for the Recreation Master Plan professional services to Carlisle Wortman (Ann Arbor MI) in the not-to-exceed amount of \$16,230.00. Carlisle Wortman is the current City Planner, and previously prepared the last recreation master plan.

Adequate funds are available in the Parks & Recreation Millage Fund for this project.

### **Proposed Motion**

Waive the bidding process and approve the proposal for Recreation Master Plan professional services to Carlisle Wortman in the non-to-exceed amount of \$16,230.00.

# Southgate Michigan

## PARKS & REC

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

To: Dan Marsh, City Administrator  
From: Julie Goddard, Parks & Recreation Director  
Date: January 30th, 2024  
Re: Parks and Recreation Master Plan

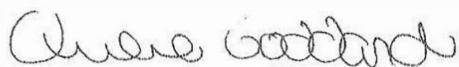
The Parks & Recreation Master Plan is due for renewal/updating. The attached proposal from Carlisle/Wortman describes the timeline and fees associated with the project. The new plan would be for a five year period and go into effect at the end of the year. The new plan would make the City eligible for the 2025 DNR Grant Application Process.

Carlisle/Wortman is our current City Planner, and Chris Nordstrom from said company, also prepared our last Recreation Master Plan. He will work in conjunction with the Parks & Recreation Commission and myself on this project.

It is my recommendation that we approve Carlisle/Wortman for the timeline and the fees, not to exceed, \$16,230.00 for this project. In 2016, the cost of the Recreation Master Plan was \$13,205.82. Funds are available in the Recreation Millage Fund.

If you have any further questions please contact me.

Respectfully Submitted,



Julie Goddard  
City of Southgate  
Parks & Recreation Director



## Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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January 22, 2024

Julie Goddard  
Parks & Recreation Director  
City of Southgate  
14700 Reaume Parkway  
Southgate, Michigan 48393

RE: Proposal of Services: Recreation Plan Update

Dear Ms. Goddard:


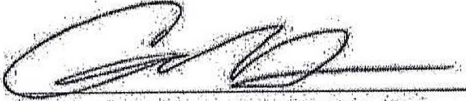
Carlisle/Wortman Associates is pleased to submit a proposal of services to prepare the City's 2024 Recreation Plan. Our ongoing efforts in the City and our work on your previous recreation plan make us uniquely qualified to assist you in the development of this update. We are well-acquainted with the current Michigan Department of Natural Resources (MDNR) requirements for recreation plan and grant application submittals and will ensure your plan meets all of the applicable standards.

We are enclosing a work plan, timeline, and fees for your review. While the deadline for submission of Recreation Master Plans is February 1, 2024, the MDNR accepts plans throughout the year. We are proposing to complete the plan by November 1, 2024, to allow time to finalize the documentation process. Once the plan is uploaded, the City will be eligible for any DNR-administered grant programs next year. Chris Nordstrom will facilitate all public outreach and will act as project manager for this important project.

We appreciate the opportunity to submit this proposal.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.

  
CARLISLE/WORTMAN ASSOC., INC.  
John L. Enos, AICP  
Principal  
CARLISLE/WORTMAN ASSOC., INC.  
Chris Nordstrom, PLA, ASLA  
Landscape Architect

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*  
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*  
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*  
Richard K. Carlisle, *Past President/Senior Principal*

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## City of Southgate Recreation Master Plan Work Plan, Timeline, and Fees

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The object of this proposal is to update the Southgate's Recreation Master Plan and prepare a document that will both act as a useful tool for the City and meet the requirement set forth by the Michigan Department of Natural Resources (MDNR). The primary goal of the Master Plan is to provide a clear direction for Parks and Recreation over the next five years and to articulate a vision for long-term development of recreation in the community.

### Project Highlights

The main tasks of the Master Plan include:

- An updated community profile,
- The evaluation of and re-formulation of recreation goals and objectives for the community as well as a specific capital improvement schedule including costs, and
- Implementation strategies addressing priority and funding.

We strongly recommend the formation of a Steering Committee of three to five individuals to help guide the Recreation Plan efforts. This committee will be responsible for providing initial guidance regarding facility development, and for reviewing the preliminary draft prior to release to the public for general review.

The following work plan details the tasks described above. In addition, a timeline with fees further describes when each task would be completed.

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### W o r k P l a n

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#### 1. Community Profile

- Update the demographic, physical, and land use characteristics of the community using US Census, SEMCOG data, and other available information.
- Update the description of the current administrative structure of the City and the role of recreation in the community. This will include a description of volunteers and any partnerships with other organizations such as schools or private recreation providers.
- Prepare updated local and regional inventory maps.

#### 2. Recreation Inventory

- Update the description of the City recreation and trail facilities, as well as the recreation facilities of nearby communities, the county, and schools. Input from Parks staff will be used.
- Analyze the inventory data along with the community description and formulate conclusions regarding opportunities and needs for the community's recreation system. The analysis will also provide a comparison to national recreation standards.
- Photograph facilities for inclusion in inventory analysis.



### **3. Public Participation and Needs Assessment**

The MDNR requires communities to receive public input in at least two forms. A required Public Hearing to be held prior to formal adoption of the plan counts as one of the two input methods. For the second form, we suggest the following creating and monitoring an online survey to be hosted on SoGoSurvey. CWA will analyze the results from the survey and provide it to City staff to help further inform the decision-making process.

The City may wish to conduct other forms of public input such as hosting an open house, holding stakeholder interviews, offering “pop up meetings” at area parks, or other forms of input. We will work with Staff to determine the type of input that works best for your needs. Regardless of the forms of input the City decides to offer, we highly suggest a robust outreach program consisting of notices in the tax or water bill, posting advertisements at local gathering places, and contacting community groups to ensure a high rate of participation.

### **4. Master Plan**

- Develop draft plan using MDNR guidelines.
- Submit draft plan to the Steering Committee for review and facilitate meeting to receive comments. Revise draft accordingly.
- Submit draft plan for a required 30-day public review. Note that the review period must be noticed in the City’s paper of record, and collection of an affidavit of publishing is highly recommended. We recommend that the 30-day review process occur no later than November to allow adequate time for review and adoption by City Council.
- Receive comments, discuss revisions, and submit for approval to the Parks and Recreation Commission.
- Public hearing at a regularly scheduled City Council meeting. The hearing must be noticed in the City’s paper of record and an affidavit of publishing should be collected.
- Plan adoption must be completed by the highest governing body (City Council) and must occur after the Public Hearing. Adoption may be, and typically is, completed at the same meeting as the Public Hearing.
- Assemble official, certified resolution and Public Hearing minutes.
- Submit plan to regional and county agencies.
- Submit final plan to MDNR.

This last task grouping will be completed with assistance from Staff for preparing and publishing notices in local newspaper, the City website, social media, and other locations.

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## Timeline

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The proposed timeline below can be adjusted to best meet the needs of City Staff and other stakeholders, although leaving ample time for public commentary is strongly encouraged. By starting the planning process early, we have some flexibility on the process dates. The plan will be completed and uploaded to the DNR's system prior to the February 1, 2025 deadline.

February 2024	KO	<ul style="list-style-type: none"><li>Kickoff meeting with Steering Committee to discuss improvements since previous Plan was completed and desired improvements in the next five years. It is recommended that this meeting be held via Zoom to help reduce costs.</li><li>Complete community profile and recreation inventory using information from Staff.</li></ul>
March – April 2024		<ul style="list-style-type: none"><li>Create and begin collecting data via online survey. Recommended duration is one to two months.</li></ul>
May – June 2024	OP	<ul style="list-style-type: none"><li><b>Open House, pop up meetings, etc. (OPTIONAL)</b> Additional forms of public input from residents, community interest groups, and other community stakeholders may be desired. Related tasks would be billed hourly and approved by the City prior to commencement.</li></ul>
July - August 2024		<ul style="list-style-type: none"><li>Prepare complete draft report and submit to Steering Committee for review; revise accordingly.</li></ul>
August – September 2024	SC	<ul style="list-style-type: none"><li><b>Steering Committee Meeting</b> Review draft document and discuss any changes. Revise plan as necessary.</li></ul>
October 9, 2024	PRC	<ul style="list-style-type: none"><li><b>Parks &amp; Recreation Commission Meeting</b> Review draft document and discuss any changes. Action requested: Approve draft plan for public review.</li></ul>

October 9 –  
November 13, 2024

PRC

- **30-day public review of draft plan**

The draft master plan is made available for public review at several locations in the City.

- A notice of the availability of draft plan for public review and comment must be published in local newspaper and incorporated in the Plan.

- **November 13 - Parks & Recreation Commission**

Action requested: Formal approval by the PRC and recommendation of adoption to the City Council adoption, pending any changes resulting from community feedback.

December 4, 2024

PH

- **City Council Meeting**

**Public Hearing.** The public hearing must be published at least one week prior to the meeting in a newspaper with a general circulation. The notice and minutes of the public hearing need to be incorporated in the plan.

**City Council Meeting.** Adoption of the plan.

Action Requested: Adoption of the Master Plan after the public hearing conditional upon any potential changes resulting from the public hearing.

December - January  
2024

- **December 18 City Council Meeting:** Collect official documents from City and append to Plan.
- **December / January, 2024:** Upload final document to MDNR system prior to February 1, 2025 deadline.

OP: Open House / Other Public Input

SC: Steering Committee Meeting

PRC: Parks & Recreation Commission Meeting

PH: Public Hearing – City Council Adoption



## Fees

Task	Principal John Enos (hours)	Project Manager Chris Nordstrom (hours)	GIS Prep & Planning Support	Support Staff
Community Profile	2	12	8	4
Recreation Inventory	2	20	8	-
Public Participation and Needs Assessment	2	16	4	-
Master Plan	2	36	12	6
Total Hours	8	84	32	10
Hourly Rate	\$150/hr.	\$125/hr.	\$80/hr.	\$85/hr.
Subtotal	\$ 1,200	\$ 10,500	\$ 3,680	\$ 850

**Total Not-to-Exceed Cost: \$ 16,230**

OPTIONAL: In-person Stakeholder Meetings: To be billed at standard hourly rates listed above

One hard copy and one electronic (PDF) copy of the plan are provided. Additional hard copies would be sub-contracted to a print shop and charged at-cost.

Meetings: Four in-person meetings are included: One meeting with the Steering Committee, two with the Parks & Recreation Commission, and a Public Hearing/Adoption meeting with City Council. Additional meetings may be desired and would be billed at hourly rates. The kickoff meeting and periodic status meetings will be held via Zoom where practical to reduce overall project costs.

Proposal accepted by:

\_\_\_\_\_  
Signature Date  
Julie Goddard  
Director  
City of Southgate Parks & Recreation

\_\_\_\_\_  
Signature Date  
John Enos, AICP  
Principal, Carlisle/Wortman Associates, Inc.

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PRISCILLA AYRES-REISS

GREG KOWALSKY

## City of Southgate

January 31, 2024

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Recommendation for 1-year Contract Extension with Royal Roofing Company  
for Roof Leak and Repair Services **(Waiver of Bid)**

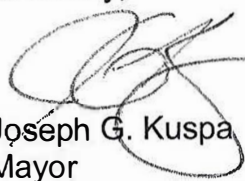
Ladies and Gentlemen:

I have reviewed the above and concur with the Director of Public Service's recommendation to waive the bidding process and approve the contract extension with Royal Roofing Company, Inc. for roof leak and repair services at their current fee schedule through January 1, 2025. The contract was originally awarded at the April 5, 2017 City Council meeting.

Your concurrence on this matter would be greatly appreciated.

Funds are available in General fund.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
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PRISCILLA AYRES-REISS

GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council

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

**DATE:** January 30, 2024

**RE:** Recommendation for 1-Year Contract Extension with Royal Roofing Company, Inc. for Roof Leak and Repairs Services **(WAIVER OF BID)**

I have reviewed the above with the Director of Public Services, and concur with his recommendation to extend the city's contract with Royal Roofing Company, Inc. for roof leak and repair services at their current fee schedule through January 1, 2025. This bid was originally awarded by city council at their April 5, 2017 meeting.

The current rates approved for Journeyman at \$77.00/hour Monday – Friday, 8:00am to 5:00pm, and \$115.50/hour for weekends/holidays or after 5:00pm, will be continued under this extension.

Adequate funds are available in the General Fund budget for this extension.

### **Proposed Motion**

Waive the bid process and approve extension through January 1, 2025 with Royal Roofing Company for Roof Leak and Repair Service at the 2018 established unit prices.

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From the Desk of:

Kevin Anderson

Director, D.P.S.

January 12, 2024

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

Re: Bid Extension Recommendation for Royal Roofing Company, Inc.

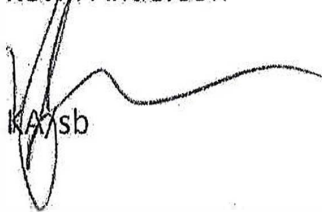
I respectfully request to extend the bid for Roof Leak and Repair Service to January 1, 2025.

They are our current contractor and have extended their fee schedule for this period of time. I believe this to be in the best interest of the City as they have always provided excellent service.

If you have any questions, please contact me.

Sincerely,

Kevin Anderson



KA/sb

(D/Bids-A: Bid extension: Roof Leaks and Repairs)



January 12, 2024

City of Southgate  
Department of Public Works  
14719 Schafer Court  
Southgate, MI 48195

Subject: 2024 City of Southgate / Royal Roofing Company-Roof Leak & Repair Service

To Whom This May Concern,

*Royal Roofing Company* will agree to hold *The City of Southgate* 2018 established unit price (labor cost per hour) for *Onsite Roof Leak - Repair Service* through calendar year 2024. The Royal Roofing Company - Service Department Overview is provided within this document for reference. Please provide any supplemental - documentation that may be required, to be completed by Royal Roofing Company, to further verify/confirm this request.

Royal Roofing Company is pleased to continue to be a service provider to the City of Southgate.

Thank you!

Sincerely,

*Michael LeVans*

**Michael LeVans**  
*Royal Roofing Co.*  
Office: (248) 276-7663  
Cell: (248) 755-2373  
[mlevans@royal-roofing.com](mailto:mlevans@royal-roofing.com)  
[www.royal-roofing.com](http://www.royal-roofing.com)

2445 Brown Road ▲ Orion, MI 48359  
Phone: (248) 276-7663 ▲ Fax: (248) 276-9170  
[www.royal-roofing.com](http://www.royal-roofing.com)





[www.royal-roofing.com](http://www.royal-roofing.com)

**Royal Roofing Company - Service Department**  
2445 Brown Road, Orion MI  
(800) 837-8056

***Department Overview***

**Office Hours:** Monday through Friday 7AM to 4PM

✓ Phone (800)837-8065 or (248)276-7663

**Service Hours**

- ✓ Standard Hours: 7AM to 4PM Monday through Friday
  - Early Scheduling to perform roof repairs doesn't constitute overtime rates
  - 24-hour Emergency Response service is available
- ✓ Weekend Hours: 24-hour Emergency Response service is available
- ✓ Holiday Hours: 24-hour Emergency Response service is available
- ✓ **Emergency Repair Service:** 24 hours per day / 365 Days A Year
  - On-Site Response within 1-2 hours of phone call

**Department Background Information:**

- ✓ Technician Count: 30 Field-Repair / Service Technicians on the road daily
- ✓ Experience: Technicians have a minimum of 10 years Commercial Roof Service & Repair Experience.
- ✓ Onsite Capability: All technician vehicles are equipped to repair / service any commercial roof system.

2445 Brown Road ▲ Orion, MI 48359  
Phone: (248) 276-7663 ▲ Fax: (248) 276-9170  
[www.royal-roofing.com](http://www.royal-roofing.com)

**City of Southgate**  
**14719 Schafer Court**

**Southgate, MI 48195**

**(734) 258-3079 Department of Public Services**

**Bid Tabulation – Roof Leak Maintenance and Repairs**

**Due & Opened: March 14, 2017**

<b>Company</b>	<b>Journeyman</b>	<b>Weekends/Holidays</b>	<b>Apprentice</b>	<b>Weekends/Holidays</b>
<b>Abercrombie Construction</b>	<b>\$150</b>	<b>\$225</b>	<b>\$125</b>	<b>\$175</b>
<b>Royal Roofing</b>	<b>\$77</b>	<b>\$115.50</b>	<b>\$67</b>	<b>\$100.50</b>
<b>JD Candler Roofing</b>	<b>\$78</b>	<b>\$117</b>	<b>\$62</b>	<b>\$93</b>
<b>Newton Crane</b>	<b>\$85</b>	<b>\$128</b>	<b>\$85</b>	<b>\$128</b>

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
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PRISCILLA AYRES-REISS

GREG KOWALSKY

February 1, 2024

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Request to Approve Renewal of Service Agreement for Lifepak  
Monitors/Defibrillators **(Waiver of Bid)**

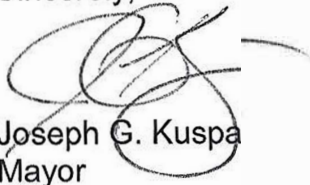
Ladies and Gentlemen:

I have reviewed the above and concur with the Fire Chief's recommendation to waive the bidding process and approve the Renewal of Procure Service Agreement for Lifepak Monitors/Defibrillators with Stryker Medical, Portage, Michigan for the Lifepak 15 monitor/defibrillators. The total amount is \$15,868.80 for a term of four (4) years.

Your concurrence on this matter would be greatly appreciated.

Funds are available in the Fire Department budget.

Sincerely,



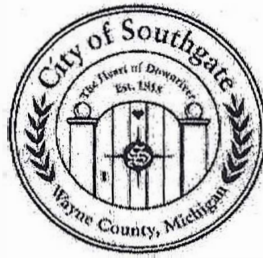
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PRISCILLA AYRES-REISS

GREG KOWALSKY

### MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: February 1, 2024

RE: Request to Approve Renewal of Service Agreement for Lifepak Monitors / Defibrillators  
(WAIVER OF BID)

I have reviewed the above with the Fire Chief and concur with his recommendation to waive the bidding process and approve the renewal of the Procure service agreement with Stryker Medical (Portage MI) for the Lifepak 15 monitor/defibrillators. This service agreement is for a term of four years in the total amount of \$15,868.80.

Adequate funds are available in the Fire Dept budget.

#### **Proposed Motion**

Waive the bidding process and approve the renewal of the Procure service maintenance agreement with Stryker Medical for the Lifepak 15 monitor/defibrillators, for a four-year term in the total amount of \$15,868.80.



# Southgate Fire Department

14730 Reaume Parkway  
Southgate, Michigan 48195

(734) 258-3080 / FAX (734) 246-1352

Justin Graves, Fire Chief

(734) 258-3070

jgraves@southgatemi.gov



To: Honorable Mayor Kuspa

From: Fire Chief Justin Graves

Re: Request for waive the bid and renewal of protection plan

Date: 01/31/2024

Dear Mayor,

The Fire Department is requesting to waive the bid and extend the procare service contract with Stryker Medical for a period of 4 years. This coverage plan protects the two Lifepak 15 monitor/defibrillators for repairs, preventative maintenance, and battery replacement.

The Lifepak 15 monitor/defibrillators have been a vital and essential part of providing Advance Life Support to the citizens of Southgate over the last 5 years.

It is my recommendation and in the best interest of the Fire Department that we waive the bid and renew the procare service contract with Stryker Medical. The previous annual payment was \$2,998.80 and is increasing to \$3,967.20 annually. Adequate funding is available within the budget.

Sincerely,

Justin Graves

Fire Chief

CC: City Administrator, Finance Director, file



**Date:** 1/26/2024

## Account Information

<b>Name:</b>	<u>Southgate Fire</u>
<b>Ship-To:</b>	<u>Reaume Pky., Southgate, MI</u>
<b>Bill-To:</b>	<u>Reaume Pky., Southgate, MI</u>
<b>Contact Email:</b>	<u>firechief@southgatemi.gov</u>

Line	Service Part	Service Tier	PLT	PM	Batteries	Qty	Years	List	Discount	Amount
1.0	LIFEPAK-FLD-PROCARE	LIFEPAK-FIELD-REPAIR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 2	4	\$ 17,632.00	10%	\$ 15,868.80
2.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		
3.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		
4.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		
5.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		
6.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		
7.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		
8.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ -		

<b>Payment Terms</b>	Up-Front
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List	\$ 17,632.00
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<b>Total</b>	<b>15,868.80</b>
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Savings	\$ 1,763.20
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Comments: \* Estimate, not a guarantee of final quoted price. Prices references for July-December 2023.

# JOHN DEERE

### **Terms & Conditions**

# Trusted.

# Reliable.

## Proactive

**Confidential. Internal use only. Do not distribute.**

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

CHRISTOPHER P. ROLLET  
Treasurer



## City of Southgate

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Council President

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KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

### Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator *DM*

Date: January 31, 2024

Re: Carlisle Wortman and Associates Extension

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I have reviewed the recommendation from the Planning Commission and concur with their recommendation to retain Carlisle Wortman as the Planning Consultant for 2024. Please contact me if you have any questions.

**PROPOSED MOTION:** *To retain Carlisle Wortman and Associates, Inc. of Ann Arbor MI. to be retained as the City Planning Consultant for 2024.*

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

# CITY OF SOUTHGATE

## PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by Ed Gawlik on January 8, 2024 at 7:00 p.m. the following resolution was offered:

**Moved by Crawford, supported by Clark, that Carlisle/Wortman Associates, Inc. 117 North First Street Suite 70, Ann Arbor, MI 48104, be retained as the Planning Consultant Firm for the City of Southgate, for the year 2024. MOTION APPROVED UNANIMOUSLY.**

I, Ed Gawlik, Chairman of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on January 8, 2024.

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Chairperson

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

**City of Southgate**  
***Planning Commission Meeting***  
January 8, 2024

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, January 8, 2024 and called to order by Chairperson Ed Gawlik, at 7:00 p.m.

PRESENT: James Yoos, Leticia Crawford, Mark Nemeth, Linda Clark, Ed Gawlik

ABSENT: Patricia Anderson, Chad Godbout (both excused), Jerry Orman, Eric Codrington

ALSO PRESENT: City Planner Joe Pezzotti, City Attorney Amelia Zelenek, Building Official Tim Leach, City Administrator Dan Marsh, Council Member Ayers-Reiss

**Agenda:**

**Moved by Clark, supported by Yoos, to revise the agenda by adding item 3. Appointment of Planning Commission Consultant and item 4. 2024 Planning Commission Meeting Dates. MOTION APPROVED UNANIMOUSLY.**

**Minutes:**

The first order of business is approval of the minutes from the August 14, 2023 Planning Commission meeting.

**Moved by Yoos, supported by Clark, that the minutes of the Planning Commission Meeting dated August 14, 2023 be approved. MOTION APPROVED UNANIMOUSLY.**

**Administrative Reports:**

They are making progress at the Southgate Towers project.

**New Business:**

1. Driveway approaches in residential districts.

Discussion was held on revising the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H.

**Moved by Clark, supported by Crawford, to refer to council to approve the revision to the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H. MOTION APPROVED UNANIMOUSLY.**

2. Election of Officers.

**City of Southgate**  
***Planning Commission Meeting***

January 8, 2024

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PRESENT: James Yoos, Leticia Crawford, Mark Nemeth, Linda Clark, Ed Gawlik

ABSENT: Patricia Anderson, Chad Godbout (both excused), Jerry Orman, Eric Codrington

ALSO PRESENT: City Planner Joe Pezzotti, City Attorney Amelia Zelenek, Building Official Tim Leach, City Administrator Dan Marsh, Council Member Ayers-Reiss

**Agenda:**

**Moved by Clark, supported by Yoos, to revise the agenda by adding item 3. Appointment of Planning Commission Consultant and item 4. 2024 Planning Commission Meeting Dates. MOTION APPROVED UNANIMOUSLY.**

**Minutes:**

The first order of business is approval of the minutes from the August 14, 2023 Planning Commission meeting.

**Moved by Yoos, supported by Clark, that the minutes of the Planning Commission Meeting dated August 14, 2023 be approved. MOTION APPROVED UNANIMOUSLY.**

**Administrative Reports:**

They are making progress at the Southgate Towers project.

**New Business:**

1. Driveway approaches in residential districts.

Discussion was held on revising the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H.

**Moved by Clark, supported by Crawford, to refer to council to approve the revision to the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H. MOTION APPROVED UNANIMOUSLY.**

2. Election of Officers.



Election of Chairperson for 2024

Moved by Yoos, supported by Clark, to nominate Ed Gawlik to serve as Chairperson of the Planning Commission for the year 2024, and having no other nominations for Chairperson, Ed Gawlik is hereby elected to serve as Chairperson of the Planning Commission for the year 2024. **MOTION APPROVED UNANIMOUSLY.**

Election of Vice Chairperson for 2024

Moved by Clark, supported by Crawford, to nominate Patricia Anderson to serve as Vice Chairperson of the Planning Commission for the year 2024, and having no other nominations for Vice Chairperson, Patricia Anderson is hereby elected to serve as Vice Chairperson of the Planning Commission for the year 2024. **MOTION APPROVED UNANIMOUSLY.**

Election of Secretary for 2024

Moved by Yoos, supported by Crawford, to nominate Linda Clark to serve as Secretary of the Planning Commission for the year 2024, and having no other nominations for Secretary, Linda Clark is hereby elected to serve as Secretary of the Planning Commission for the year 2024. **MOTION APPROVED UNANIMOUSLY.**

3. Appointment of Planning Commission Consultant.

Moved by Crawford, supported by Clark, that Carlisle/Wortman Associates, Inc. 117 North First Street Suite 70, Ann Arbor, MI 48104, be retained as the Planning Consultant Firm for the City of Southgate, for the year 2024. **MOTION APPROVED UNANIMOUSLY.**

4. 2024 Planning Commission Meeting Dates.

Moved by Crawford, supported by Nemeth, that the Planning Commission adopts the scheduled meeting dates and times as presented, for the year 2024. The meetings will be held January 8, March 11, May 13, July 8, September 9 and November 18. If additional meetings are required they will be scheduled accordingly. **MOTION APPROVED UNANIMOUSLY.**

Old Business:

None.

Adjournment:

Moved by Yoos, supported by Nemeth, that this meeting of the Planning Commission be adjourned at 7:09 p.m. **MOTION APPROVED UNANIMOUSLY.**

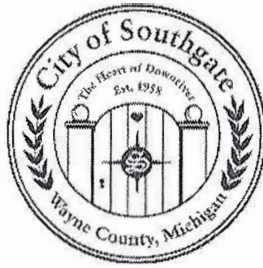
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Ed Gawlik,  
Chairperson, Planning Commission  
as

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

CHRISTOPHER P. ROLLET  
Treasurer



## City of Southgate

- CITY COUNCIL -

ZOEYKUSPA  
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

### Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator *DM*

Date: January 31, 2024

Re: Resolution Request Authorizing Execution of 2024 Wayne County Permit (A-24154)

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Wayne County has provided the City with the 2024 Annual Permit Package. The 2024 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 attached 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 employee against any and all damage claims, suits or judgements of any kind or nature arising as a result of 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.

**PROPOSED MOTION:** *To approve the attached blanket resolution and the execution of the annual Wayne County 2024 Permit Package A-24154 and designate Kevin Anderson, DPS Director, to sign said permit on behalf of the City of Southgate.*

PERMIT OFFICE  
33809 MICHIGAN AVE  
WAYNE, MI 48184  
PHONE (734) 858-2774  
FAX (734) 595-6356



Permit No.

**A-24154**

ISSUE DATE

**10/23/2023**

EXPIRES

**12/31/2024**

REVIEW NO.

Work Order

72 HOURS BEFORE ANY  
CONSTRUCTION CALL  
**Inspection Staff**  
**(734) 858-2761**  
FOR INSPECTION

**WAYNE COUNTY**  
**DEPARTMENT OF PUBLIC SERVICES**

**PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN**

PROJECT NAME: SOUTHGATE-SPECIAL EVENTS

LOCATION: VARIOUS CITY/TOWNSHIP: City of Southgate

PERMIT HOLDER:

City Of Southgate  
14400 Dix Toledo Road  
Southgate, MI 48195  
Contact: Kevin Anderson

Work:  
Work Ext:  
Mobile:  
Home:

CONTRACTOR:

Work:  
Work Ext:  
Mobile:  
Home:

Contact:

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

TO ALLOW TEMPORARY CLOSURE OF CERTAIN LOCAL AND COUNTY ROADS FOR A SPECIFIED PERIOD OF TIME IN ACCORDANCE WITH ALL GENERAL AND SPECIAL CONDITIONS OF THIS PERMIT.

REFER TO ATTACHEMENT: ANNUAL SPECIAL EVENTS PERMIT FOR MUNICIPALITIES TO CONDUCT PARADES, BLOCK PARTIES, MARATHONS, CELEBRATIONS AND FESTIVALS.

PERMIT TO INSTALL BANNERS WITHIN THE COUNTY ROAD RIGHT-OF-WAY. EACH REQUEST FOR A BANNER SHOULD BE SUBMITTED ONE MONTH PRIOR TO INSTALLMENT FOR APPROVAL.

PLEASE REFER TO ATTACHMENT: ANNUAL PERMIT FOR MUNICIPAL BANNERS

PERMIT HOLDER SHOULD CONTACT/INFORM THE LOCAL POLICE, HOSPITAL, FIRE MARSHAL, SCHOOL AND ANY OTHER LOCAL AGENCIES ARE/MAY BE AFFECTED BY THIS ROAD CLOSURE THREE (3) BUSINESS DAYS PRIOR TO SCHEDULED CLOSURE.

THE PERMIT HOLDER SHOULD CONTACT THE WAYNE COUNTY TRAFFIC OFFICE AT (734) 955-2154 THREE (3) WORKING DAYS PRIOR TO ANY CLOSURE.

THE CONTRACTOR/PERMIT HOLDER WILL SET UP AND MAINTAIN ALL BARRICADING AND SIGNS IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ([HTTP://MUTCD.FHWA.DOT.GOV](http://MUTCD.FHWA.DOT.GOV)) AND WILL BE THE RESPONSIBILITY OF THE PERMIT HOLDER.

ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

FINACIAL SUMMARY

TOTAL PERMIT AMOUNT

Credit

DEPOSITOR

Bank:  
Tender Type:  
Date:  
Check No.:  
Final Check:

APPROVED PLANS PREPARED BY  
Applicant :

PLANS APPROVED BY  
Matthew Fiems  
DATE

REQUIRED ATTACHMENTS

Approved Plans, General Conditions, Indemnity  
and Insurance Attachment, Rules, Specifications  
and Procedures for Permit,

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 NAME / AUTHORIZED AGENT

DATE

PREPARED BY

CONTRACTOR NAME / AUTHORIZED AGENT

DATE

VALIDATED BY PERMIT COORDINATOR

DATE



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

**Scope of Allowable Work and Conditions  
for Annual Pipeline Utility Permits**

**General Conditions:**

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, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office, at (734) 955-9920, before starting any emergency underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County. For non emergency work, the Permit Holder shall call (734) 955-2154 at least 72 hours, excluding Saturdays Sundays and holidays, but not more than twenty-one (21) calendar days, before starting work.

Traffic shall be maintained in accordance with the current Manual on Uniform Traffic Control Devices and Wayne County Specifications.

A current copy of the, "Wayne County Rules, Specifications and Procedures for Construction Permits" shall be attached and incorporated as part of the conditions of the permit is available online at:

[http://waynecounty.com/dps\\_engineering\\_cpoffice.htm](http://waynecounty.com/dps_engineering_cpoffice.htm)

Annual Utility Permits are limited to the following scope of work:

Excavation within the right-of-way for the purpose of inspection, making repairs, and routine maintenance of the utility owned facilities.

**Special Conditions for Annual Pipeline Utility Permits**

1. Emergency repairs may be made provided notification is given to the Permit Office as soon as possible, and no later than the next Wayne County business day.
2. Immediate notification must be given for emergency (public safety, health and welfare) operations which involve cutting of pavement. An individual permit shall be obtained by the Permit Holder as soon as possible.
3. The Permit Office shall be notified of normal repairs in advance and in writing. The Permit Holder shall provide the approximate location and date of all work to be performed.
4. Utility companies shall submit monthly reports to the Permit Office listing location, date and type of activity for each activity performed under the blanket permit for that month. These reports may be faxed to 734.595.6356.





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

**Indemnity and Insurance Attachment for Pipeline Permits**

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 whether the negligence is due to the Permit Holder or to joint negligence of the Permit Holder and the County, 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. 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 \$2,000,000 each occurrence and \$5,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$2,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$2,000,000 for bodily injury each person, each occurrence and property damage liability \$2,000,000 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 WCDPS shall be a Certificate Holder on the policy of insurance worded as, "Wayne County, and its officers, agents and employees are 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, renewed 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 MICHSA 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, etc. 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 February 7, 2024 (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



*Warren C. Evans*  
*County Executive*

OCTOBER 23, 2023

City Of Southgate  
14400 Dix Toledo Road  
Southgate, MI 48195

**RE: A-24154**  
**2024 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 one 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 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 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*. This manual replaces the Permit Specifications Document which was attached to annual permits in previous years. 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. Indira Boda  
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 **734.858.1873**

Respectfully Submitted,

Indira Boda  
Administration Management

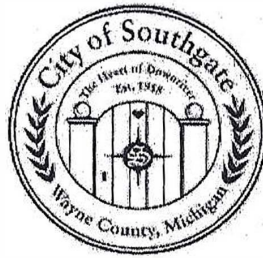
C: file

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

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

CHRISTOPHER P. ROLLET  
Treasurer



## City of Southgate

- CITY COUNCIL -

ZOEY KUSPA  
Council President  
CHRISTIAN GRAZIANI  
KAREN E. GEORGE  
PHILLIP J. RAUCH  
PRISCILLA AYRES-REISS  
GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Douglas Drysdale, Assistant City Administrator/Finance Director  
**DATE:** January 23, 2024  
**RE:** Proposed Schedule – FY 2024/25 Budget Process:

*Dud*

The following schedule is proposed regarding the process for review and approval of the budget for fiscal year commencing July 1, 2024:

Budget Workshop	Saturday, April 13, 2024	8:00 AM
Public Hearing on Budget	Wednesday, May 1, 2024	7:00 PM
Adoption of Budget by City Council	Wednesday, May 15, 2024	7:00 PM

A resolution authorizing the establishing of such dates is requested.

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

CHRISTOPHER P. ROLLET  
Treasurer



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GREG KOWALSKY

### Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator *DM*

Date: January 31, 2024

Re: Update to City Code Section 1292.03(k) – 2<sup>nd</sup> Reading

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On Monday, January 8 2024, the City Planning Commission approved and recommended changes to City Code Section 1292.03(k). These recommended changes involve allowing homes with a driveway approach of greater than 20 feet the option to widen the driveway approach by up to 10 feet to add an additional space of off street parking. Attached is a copy of the proposed ordinance language (changes underlined) and a diagram. Please note, in the language the Planning Commission reviewed and recommended, section 1292.03(k)(8)A called for four (4) inches of concrete. The ordinance presented to Council calls for six (6) inches of concrete as that is consistent with the standards for driveway approaches.

If you have any questions please contact me.

**PROPOSED MOTION:** *To concur with the Planning Commission and adopt the updated language to the City Code section 1292.03(k) as presented.*

# CITY OF SOUTHGATE

## PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by Ed Gawlik on January 8, 2024 at 7:00 p.m. the following resolution was offered:

**Moved by Clark, supported by Crawford, to refer to council to approve the revision to the ordinance Section 1292.03 Layout, Construction and Maintenance of Parking Areas, by adding item (9) A-H. MOTION APPROVED UNANIMOUSLY.**

I, Ed Gawlik, Chairman of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on January 8, 2024.

---

Chairperson

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

(k) (1) To construct or replace a driveway or an approach, serving a single family resident, a site plan shall be submitted, approved and a zoning permit issued by the Building Department to the homeowner or a contractor, to ensure proper placement as regulated by this Zoning Code.

(2) Driveways serving single-family residences shall be by means of clearly limited and defined drives which shall consist of either concrete, brick pavers, or a combination of both.

(3) Driveways and approaches must be the same width at the City sidewalk (Except as noted in 1292.03(k)(9)), and driveways must be located on the same side of the lot as adjoining properties, unless approved in advance in writing by the Building Department or, if denied, the applicant must seek approval of the Board of Zoning Appeals after review and approval by the Planning Commission.

(4) Single-family residences without a garage may install a driveway not more than twelve feet wide. When the width of the side yard between the house and the side lot line is less than twelve feet wide, in front of the house the driveway may be expanded to the maximum permitted width but may not extend across the front of the house more than two feet, and may extend to the street at that width.

(5) Single-family residences with a garage may install a driveway as wide as the garage wall subject to the requirements of Sections 1298.04(a)(1) and 1298.04(a)(3) containing the vehicle entrance door. When the width of the side yard between the house and the side lot line is less than twelve feet wide, in front of the house the driveway may be expanded to the maximum permitted width but may not extend across the front of the house more than two feet, and may extend to the street at that width.

(6) Single-family residences with an attached garage on a cul-de-sac or concaved curve lot at the street property line may install a driveway as wide as the front garage wall, subject to Section 1298.04(a)(1), containing the vehicle entrance door; however, the drive must gradually taper to the City sidewalk not to exceed forty percent of the front lot width.

(7) Front yard circle driveways may be installed on any lot that has a minimum front yard width of seventy-five feet. The driveway width for the circle cannot exceed twelve feet and shall have a minimum side yard setback of five feet for each side.

(8) Single-family residences on a corner lot with the garage entrance less than twenty (20) feet from the existing sidewalk may install an additional parallel paved parking area on the garage entrance side of the corner lot, within their existing road right-of-way, between the sidewalk and curb. Only one (1) parallel to the road space shall be permitted and shall meet the following requirements.

A. The paved (four (4) inches of concrete) parallel parking space shall be no wider than ten (10) feet and no less than eight (8) feet, and no longer than twenty (20) feet, unless otherwise approved by the Building Department.

B. The area between the sidewalk and curb to allow this parking area shall be a minimum of nine (9) feet. Any area not paved shall only be between the sidewalk and the new parking area, not the curb and the new parking area, unless otherwise approved by the Building Department.



C. The existing sidewalk shall not be included as part of the paved area and the existing sidewalk will in no way be blocked by the parking area.

D. If a tree, landscaping or other is required to be removed from the ROW the homeowner shall be solely responsible. City policy on tree removal and replacement shall be required.

E. The existing sidewalk shall not be obstructed in any way, this includes overhanging mirrors, bumpers, trailer hitches, etc.

F. The parking pad shall not be within thirty (30) feet of the approach to a flashing beacon, stop sign, or traffic-control signal located at the side of a street.

G. A site plan shall be submitted, approved and a zoning permit issued by the Building Department to the homeowner or a contractor, to ensure proper placement of the parking area as regulated by this Zoning Code.

(9) Single-family residences with an approach (sidewalk to curb) of greater than twenty (20) feet deep are allowed to add, with the building official's approval, an additional paved parking area, contiguous to the existing approach, within their existing road right-of-way, between the sidewalk and curb. Only one (1) perpendicular to the road space shall be permitted and shall meet the following requirements.

A. The paved (four (6) inches of concrete) parking space shall be no wider than ten (10) feet unless otherwise approved by the Building Department.

B. The area between the sidewalk and curb to allow this parking area shall be a minimum of twenty (20) feet. Any area not paved shall only be between the sidewalk and the new parking area, not the curb and the new parking area, unless otherwise approved by the Building Department.

C. The existing sidewalk shall not be included as part of the paved area and the existing sidewalk will in no way be blocked by the parking area.

D. If a tree, landscaping or other is required to be removed from the ROW the homeowner shall be solely responsible. City policy on tree removal and replacement shall be required.

E. The existing sidewalk shall not be obstructed in any way, this includes overhanging mirrors, bumpers, trailer hitches, etc.

F. A site plan shall be submitted, approved and a zoning permit issued by the Building Department to the homeowner or a contractor, to ensure proper placement of the parking area as regulated by this Zoning Code.

G. The total width of the approach, including the additional parking space, may not exceed 50% of the lot frontage.

(Ord. 458. Passed 1-4-89; Ord. 555. Passed 4-20-94; Ord. 673. Passed 3-31-99; Ord. 674. Passed 3-31-99; Ord. 722. Passed 8-15-01; Ord. 17-993. Passed 9-20-17.)