

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday January 18, 2023

6:30pm Work Study Session

1. Presentation of Christmas Home Decorating Contest
2. Officials Reports
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 January 4, 2023
2. Regular City Council Meeting Minutes dated January 4, 2023

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from Mayor; Re: Bid for Purchase of Fire Helmets	Page 5
2. Letter from Mayor; Re: Bid for Purchase of Fire Boots	Page 10
3. Letter from Mayor; Re: Bid for Turnout Gear	Page 17
4. Letter from Mayor; Re: Bid for Tree & Stump Removal	Page 22

Scheduled Hearings:

Communications "A" --

1. Memo from ACA/Fin. Dir.; Re: March 2023 Board of Review Dates	Page 26
2. Memo from ACA/Fin. Dir.: Re: 2023 Poverty Exemption Guidelines	Page 28
3. Letter from Mayor; Re: Bid Extension (One Year) for Sand, Topsoil and 21 A Aggregate (WAIVER OF BID)	Page 38
4. Letter from Mayor; Re: Bid Extension (One Year) for Roof Leak and Repair Services (WAIVER OF BID)	Page 42
5. Letter from Mayor; Re: Bid for Purchase of a DJI Matrice 30T Drone and a DJI Matrice 30 Drone (WAIVER OF BID)	Page 47
6. Letter from Mayor; Re: Recommendation for Golf Course Maintenance & Golf Management Contract Renewal (WAIVER OF BID)	Page 54
7. Letter from Mayor; Re: Bid Extension (Two Years) for Plumbing Repairs (WAIVER OF BID)	Page 73

Communications "B" – (Receive and File)

Ordinances:

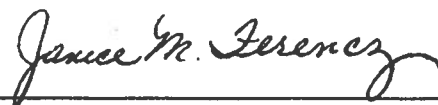
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1465 \$2,127,529.58

Adjournment:



Janice M. Ferencz, City Clerk

Work Study Session

January 4, 2023

An Informal Meeting of the Council of the City of Southgate was held on January 4, 2023 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Bill Colovos, Karen George, Christian Graziani, Zoey Kuspa, Phil Rauch, Dale Zamecki

Absent: *Mark Farrah, *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

Discussed the following agenda items:

- Replacement Parts of Heating Units at City Hall
- Wayne County ARPA Funding for Southgate Tower Park and Pedestrian Bridge Project
- Second Reading: Proposed Changes to Ordinance 1468.99

This meeting ended at 6:47 pm.

City of Southgate

Regular City Council Meeting

January 4, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, January 4, 2023 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance, followed by roll call.

Present: Bill Colovos, Karen George, Christian Graziani, Zoey Kuspa, Phil Rauch, Dale Zamecki
Absent: *Mark Farrah, *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 Colovos, supported George, RESOLVED, that the minutes of the City Council Work Study Session dated December 21, 2022 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Zamecki, RESOLVED, that the minutes of the Regular City Council Meeting dated December 21, 2022 be approved as presented. Carried unanimously.

Communications "A":

1. Memo from Administrator; Re: Purchase of Replacement Parts of Heating Units at City Hall moved by Rauch, supported by Colovos, RESOLVED that the Southgate City Council hereby waives the bid procedure and awards purchase of replacement parts of Heating Units at City Hall to Flo-Aire Heating & Cooling (15761 Eureka, Southgate, MI 48195) in the amount of \$6,370.

Motion carried unanimously.

2. Memo from Administrator; Re: Resolution for Wayne County ARPA Funding for Southgate Tower Park and Pedestrian Bridge Project moved by George, supported by Rauch, RESOLVED that the Southgate City Council hereby offers the following resolution:

WHEREAS, The City of Southgate has approved a Brownfield Plan with \$3,859,962 in Tax Increment Financing, and the Downriver Community Conference has provided a loan of \$1,200,000 to Southgate Tower LLC to supplement the contribution of Southgate Tower LLC for \$40,000,000 for total project development including asbestos abatement, now therefore be it

RESOLVED, that the Mayor and City Council hereby accept an award of American Rescue Plan Act of 2021 from the Charter County of Wayne, Michigan, in an amount not to exceed Five Million Dollars (\$5,000,000) to fund the development of the Southgate Tower Project which includes the public park and pedestrian bridge to be administered by the City of Southgate.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be authorized to sign the contract entitled "INTERGOVERNMENTAL AGREEMENT BETWEEN THE CHARTER COUNTY OF WAYNE AND THE CITY OF SOUTHGATE FOR SOUTHGATE TOWER PROJECT" for the development of the Southgate Tower Park Project and all pertinent contract documents related thereto.

Motion carried unanimously.

Regular City Council Meeting

January 4, 2023

Ordinances:

1. Memo from Administrator; Re: Second Reading of Proposed Changes to Ch. 1468, Section 1468.99 moved by Zamecki, supported by Rauch, RESOLVED THAT the Southgate City Council hereby gives a second reading to adoption of an Ordinance to the Southgate Municipal Codified Ordinances to amend Ch. 1468, Section 1468.99. BE IT FURTHER RESOLVED THAT this Ordinance will be otherwise known as Ordinance no. 1033.

Motion carried unanimously.

Unscheduled Persons in Audience:

1. Robert Pawlowski, 12757 Chestnut, discussed bird scooters.

Claims and Accounts:

Moved by Graziani, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1464 for \$853,603.74.

Motion carried unanimously.

Adjournment:

Moved by George, supported by Colovos, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:13 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

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Award Bid to Allied Fire Sales and Service LLC for
Replacement Fire Helmets as Part of the Assistance to Firefighters Grant (AFG)

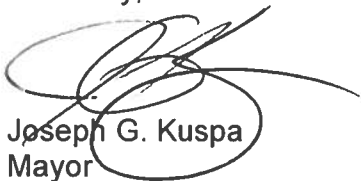
Ladies and Gentlemen:

It is recommended by the Fire Chief and I concur, to award the purchase of replacement fire helmets to Allied Fire Sales and Service LLC (Spring Lake, MI) in the total amount not-to exceed \$49,815.00.

This is a regional bid as part of the Assistance to Firefighters Grant (AFG) and includes the communities of Allen Park, Lincoln Park, Trenton, Wyandotte, and Southgate (the host city).

Sufficient funds are available in the Fire Department Budget for Southgate's share of the purchase.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

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: The Honorable Mayor and City Council

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

DATE: January 12, 2023

RE: Recommendation to Award Replacement Fire Helmets to Allied Fire Sales & Service LLC

I have reviewed the above bid with the Fire Chief, and concur with his recommendation to award the purchase of replacement turn-out gear to Allied Fire Sales & Service LLC (Spring Lake MI) in the total amount not-to-exceed \$49,815.00.

This was a regional bid that included Allen Park, Lincoln Park, Trenton, Wyandotte and Southgate (host city). Funding for this purchase will come from a federal Assistance to Firefighters Grant (AFG); the grant includes a 10% cost share by each community.

Southgate's share of the bid award for the fire helmets amounts to \$9,720.00. The net cost to Southgate will be \$972.00; the remaining \$8,748.00 will be covered by the AFG grant.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352

Marc Hatfield, Fire Chief
(734) 258-3070
mhatfield@ci.southgate.mi.us



To: Honorable Mayor Kuspa
From: Fire Chief Marc Hatfield
Re: Request for purchase approval for fire helmets
Date: 01/09/2023

Dear Mayor,

The Fire Department was awarded a regional Assistance to Firefighters Grant in August 2022 for \$461250.00 including a 10% cost share. This was a regional grant including the cities of Allen Park, Lincoln Park, Trenton, Wyandotte and Southgate. This grant awarded 123 sets of replacement Personal Protective Equipment, including new Turnout gear, helmets, boots, hoods, gloves and safety vest. I formed a committee comprised of a representative from each municipality and we established our specs for the gear. The fire helmets were put out to bid in December 2022.

With the results of bids in and reviewed, it is the committee's recommendation to award the bid for replacement fire helmets to Allied Fire of Spring Lake, MI, who are the supplier of Cairns Fire Helmets. This gear does meet the specs of the committee, and would be of the best interest of all the fire departments. The other Fire Chief's concur with this recommendation. This helmet has a deluxe liner with allows for the removal of the internal components for cleaning, and cancer prevention.

It is my recommendation and in the best interest of the Fire Department that we purchase the Fire Helmets for a price not to exceed \$49815.00 from Allied Fire. With Southgate being the host city, we will receive the grant funds from the federal government and make payment to the vendors. Each municipality will be invoiced for their respective cost share, and reimburse the City of Southgate. Southgate's total cost will be up to \$9720.00 with \$8748.00 from the grant and remaining \$972.00 coming from the fire department budget. Adequate funding is available within the budget.

Sincerely,


Marc Hatfield

Fire Chief

CC: City Administrator, Finance Director, Public Safety Commission(7), file

Allied Fire Sales & Service LLC
16194 144th Ave
Spring Lake, MI 49456
616-318-6443
customerservice@alliedfiresales.com
www.alliedfiresales.com



Estimate

ADDRESS

Chief Marc Hatfield
Southgate Fire Department
14730 Reaume Parkway
Southgate, MI 48195

ESTIMATE # 3619

DATE 12/07/2022

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Calms Helmet	880 traditional composite, "low profile" with bourkes, carved eagle, PBI ear protection and Leather Comfort	123	405.00	49,815.00 ✓
Shipping	over 27 ordered at a time, shipping is free	1	0.00	0.00
Cairns Helmet	1044 traditional composite Matte finish: with bourkes, carved eagle, PBI ear protection and Leather comfort	123	375.00	46,125.00

Accepted By

Accepted Date

TERMS: A 2 % per month (24% annual) penalty will be added on past due invoices. \$5.00 per month minimum. All legal and collection fees will be debtors responsibility. 20% restocking fee for all returned items. 3% will be added to all invoices paid by Credit Card.

Southgate Fire Department

Tabulation of Bid

Opening Date: 12/15/2022

Time: 3:00 p.m.

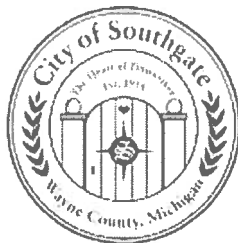
Bid Ref: Fire Helmets

Company	Description	Unit Price	Total Price
Allied	Cairns 1044 deluxe w/ bourkes	\$405.00	\$49,815.00
Allied	Cairns 880 deluxe w/ bourkes	\$375.00	\$46,125.00
Allied	Pheonix TC1-005R	\$325.00	\$39,975.00
Allied	Pheonix F18	\$285.00	\$35,055.00
Macqueen	Cairns 880 w/ Bourkes	\$349.95	\$43,043.85
Macqueen	Cairns 1044 w/ Bourkes	\$339.95	\$41,813.85
MES	EV1	\$328.51	\$46,281.21
Phoenix	Lion Legend Z	\$285.00	\$35,055.00
Westshore	Bullard UST LW	\$269.00	\$33,087.00
Conway	Cairns 880 w/ Bourkes	\$328.25	\$40,374.75
Conway	Cairns 1044	\$272.00	\$33,456.00
Conway	Cairns 1044 w/ Bourkes	\$317.00	\$38,991.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

MARK FARRAH

KAREN E. GEORGE

PHILLIP J. RAUCH

DALE W. ZAMECKI

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Award Bid to Municipal Emergency Services (MES) for
Replacement Fire Boots as Part of the Assistance to Firefighters Grant (AFG)

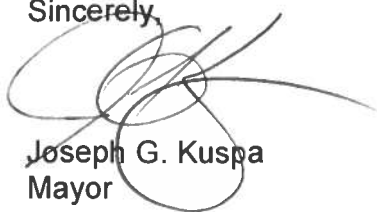
Ladies and Gentlemen:

It is recommended by the Fire Chief and I concur, to award the purchase of replacement fire boots to Municipal Emergency Services (Sandy Hook, CT) in the total amount not-to exceed \$53,615.70.

This is a regional bid as part of the Assistance to Firefighters Grant (AFG) and includes the communities of Allen Park, Lincoln Park, Trenton, Wyandotte, and Southgate (the host city).

Sufficient funds are available in the Fire Department Budget for Southgate's share of the purchase.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
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DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: January 12, 2023

RE: Recommendation to Award Replacement Fire Boots to Municipal Emergency Services (MES)

DWD

I have reviewed the above bid with the Fire Chief, and concur with his recommendation to award the purchase of replacement fire boots to Municipal Emergency Services (Sandy Hook CT) in the total amount not-to-exceed \$53,615.70.

This was a regional bid that included Allen Park, Lincoln Park, Trenton, Wyandotte and Southgate (host city). Funding for this purchase will come from a federal Assistance to Firefighters Grant (AFG); the grant includes a 10% cost share by each community.

Southgate's share of the bid award for the fire boots amounts to \$10,461.60. The net cost to Southgate will be \$1,046.16; the remaining \$9,415.44 will be covered by the AFG grant.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352

Marc Hatfield, Fire Chief
(734) 258-3070
mhatfield@ci.southgate.mi.us



To: Honorable Mayor Kuspa

From: Fire Chief Marc Hatfield

Re: Request for purchase approval for fire boots

Date: 01/09/2023

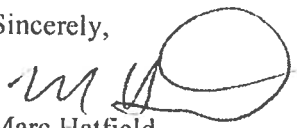
Dear Mayor,

The Fire Department was awarded a regional Assistance to Firefighters Grant in August 2022 for \$461,250.00 including a 10% cost share. This was a regional grant including the cities of Allen Park, Lincoln Park, Trenton, Wyandotte and Southgate. This grant awarded 123 sets of replacement Personal Protective Equipment, including new Turnout gear, helmets, boots, hoods, gloves and safety vest. I formed a committee comprised of a representative from each municipality and we established our specs for the gear. The fire boots were put out to bid in December 2022.

With the results of bids in and reviewed, it is the committee's recommendation to award the bid for replacement fire boots to MES of Sanford, MI, who are the supplier of Honeywell Fire boots. This gear does meet the specs of the committee, and would be of the best interest of all the fire departments. The other Fire Chief's concur with this recommendation.

It is my recommendation and in the best interest of the Fire Department that we purchase the Fire Boots for a price not to exceed \$53,615.70 from MES. With Southgate being the host city, we will receive the grant funds from the federal government and make payment to the vendors. Each municipality will be invoiced for their respective cost share, and reimburse the City of Southgate. Southgate's total cost will be up to \$10,461.60 with \$9,415.44 from the grant and remaining \$1,046.16 coming from the fire department budget. Adequate funding is available within the budget.

Sincerely,



Marc Hatfield

Fire Chief

CC: City Administrator, Finance Director, Public Safety Commission(7), file

Southgate Fire Department

Tabulation of Bid

Opening Date: 12/15/2022

Time: 3:00 p.m.

Bid Ref: Fire Boots

Company	Description	Unit Price	Total Price
Allied	Black Diamond 277-0912	\$300.00	\$36,900.00
Allied	Thorogood QR14	\$330.00	\$40,590.00
Fire Equipment Co	STC Marshall	\$325.00	\$39,975.00
Fire Equipment Co	STC Warrior	\$249.00	\$30,627.00
MacQueen	Globe Supreme	\$512.95	\$63,092.85
MacQueen	Globe Superlite	\$528.95	\$65,060.85
MES	Honeywell BT5007	\$435.90	\$53,615.70
MES	Honeywell BT5555	\$389.61	\$47,922.03
Phoenix	Haix Fire Eagle air	\$357.55	\$43,978.65
Phoenix	Lion QR14	\$318.82	\$39,214.86
Westshore	Fire Dex FDXL 200	\$395.00	\$48,585.00
Conway	Lion QR14	\$334.00	\$41,082.00
Conway	Lion Knockdown Elite	\$410.00	\$50,430.00
R and R Fire	Black Diamond X2	\$373.00	\$45,879.00
R and R Fire	Fire Dex FDXL 200	\$407.08	\$50,070.80

PRICE SHEET

Price per pair: \$435.90 for Honeywell Pro Warrington: BT5007

Price per pair: \$389.61 for Honeywell Pro Nighthawk: BT5555

Fire * Ice
Sale

MADE in
the U.S.A.

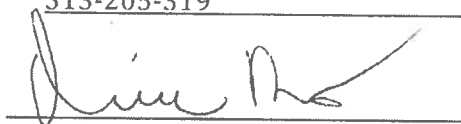
*Pricing is good for 60 days

Name of Company: Municipal Emergency Services

Address: 12 Turnberry Lane, Sandy Hook, CT 06482

Telephone: 313-205-319

Signature:



Print Name: Mike Berent

Title: Detroit Metro Sales Representative

Email: mberent@mesfire.com

Date: 12/13/2022

Honeywell PRO Series 5007 14" Structural Bunker Boot



PERFORMANCE DRIVEN- PRO Series Model 5007

Technology and comfort optimized in a new hard-working, sleek-looking, performance-driven boot. Engineered for comfort, safety, and control, this full-height boot is simply unrivaled in stability and durability.

The combination of all-leather vamp and Advance Kevlar®/ Nomex® ripstop fabric shaft supplies lightweight comfort and breathability; the 7.5 oz Kevlar® brand fiber thermal lining protects from punctures and delivers thermal stability to the leg and foot. The PRO Series 5007 is made to keep on going, supporting and protecting.

- 14" Leather/Fabric Pull-on
- Structural Boot
- Berry Compliant (Model 5007B): Uses an Omaha lining. With the exception of the lining, all 5007 and 5007B components are essentially identical and have the same characteristics and properties. All 5007B components must be U.S. manufactured to adhere to Berry Compliant Standard.
- Made in the U.S.A.
- Width: D, E, EEE- Full and half sizes 5 to 16

Honeywell PRO Nighthawk 5555



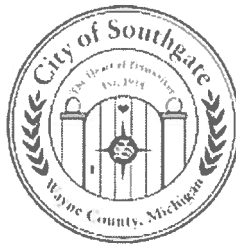
The Pro Series Nighthawk 5555 Boot from Honeywell offers rugged protection and durability as well as remarkable comfort and agility. The Nighthawk boots are constructed to fit right the first time, and every time, by moving with you to give you the performance you need without resistance or distraction.

- Certified NFPA 1971-2013 (Structural FF) and NFPA 1992-2012 (Liquid Splash)
- FR Rubber Shin Guard
- Leather-Reinforced Nomex Pull Straps
- Crosstech Footwear Fabric/Cambrelle Lining
- Flame-resistant, water-resistant, leather upper
- Heavyweight Kevlar premium thread to maximize seam strength and durability
- 3M Scotchlite Reflective Trim
- Vibram Racer Outsole
- Ortholite Premium X-40 Insert

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER B. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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DALE W. ZAMECKI

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Award Bid to Allied Fire Sales and Service LLC for
Replacement Turn-Out Gear as Part of the Assistance to Firefighters Grant (AFG)

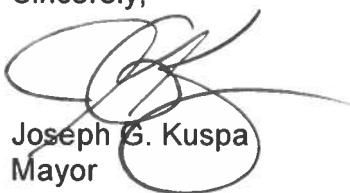
Ladies and Gentlemen:

It is recommended by the Fire Chief and I concur, to award the purchase of replacement turn-out gear to Allied Fire Sales and Service LLC (Spring Lake, MI) in the total amount not-to exceed \$326,422.00.

This is a regional bid as part of the Assistance to Firefighters Grant (AFG) and includes the communities of Allen Park, Lincoln Park, Trenton, Wyandotte, and Southgate (the host city).

Sufficient funds are available in the Fire Department Budget for Southgate's share of the purchase.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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

MEMORANDUM

TO: The Honorable Mayor and City Council

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

DATE: January 12, 2023

RE: Recommendation to Award Replacement Turn-Out Gear to Allied Fire Sales & Service LLC

I have reviewed the above bid with the Fire Chief, and concur with his recommendation to award the purchase of replacement turn-out gear to Allied Fire Sales & Service LLC (Spring Lake MI) in the total amount not-to-exceed \$326,422.00.

This was a regional bid that included Allen Park, Lincoln Park, Trenton, Wyandotte and Southgate (host city). Funding for this purchase will come from a federal Assistance to Firefighters Grant (AFG); the grant includes a 10% cost share by each community.

Southgate's share of the bid award for the turnout gear amounts to \$63,696.00. The net cost to Southgate will be \$6,369.60; the remaining \$57,326.40 will be covered by the AFG grant.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352

Marc Hatfield, Fire Chief
(734) 258-3070
mhatfield@ci.southgate.mi.us



To: Honorable Mayor Kuspa
From: Fire Chief Marc Hatfield
Re: Request for purchase approval for turnout gear
Date: 01/09/2023

Dear Mayor.

The Fire Department was awarded a regional Assistance to Firefighters Grant in August 2022 for \$461250.00 including a 10% cost share. This was a regional grant including the cities of Allen Park, Lincoln Park, Trenton, Wyandotte and Southgate. This grant awarded 123 sets of replacement Personal Protective Equipment, including new Turnout gear, helmets, boots, hoods, gloves and safety vest. I formed a committee comprised of a representative from each municipality and we established our specs for the gear. The turnout gear was put out to bid in December 2022.

With the results of bids in and reviewed, it is the committee's recommendation to award the bid for replacement turnout gear to Allied Fire of Spring Lake, MI, who are the supplier of Innotex Turnout Gear. This gear does meet the specs of the committee, and would be of the best interest of all the fire departments. The other Fire Chief's concur with this recommendation. Innotex Turnout Gear is American made and has been producing turnout gear for over 20 years.

It is my recommendation and in the best interest of the Fire Department that we purchase the turnout gear for a price not to exceed \$326422.00 from Allied Fire. With Southgate being the host city, we will receive the grant funds from the federal government and make payment to the vendors. Each municipality will be invoiced for their respective cost share, and reimburse the City of Southgate. Southgate's total cost will be up to \$63,696.00 with \$57326.40 from the grant and remaining \$6369.60 coming from the fire department budget. Adequate funding is available within the budget.

Sincerely,

Marc Hatfield

Fire Chief

CC: City Administrator, Finance Director, Public Safety Commission(7), file

Southgate Fire Department

Tabulation of Bid

Opening Date: 12/15/2022

Time: 3:00 p.m.

Bid Ref: Turnout Gear

Company	Description	Unit Price	Total Price
Allied Fire	Innotex	\$2,654.00	\$326,422.00
Axes and Irons	Veridian	\$2,459.25	\$302,487.75
Macqueen	Globe	\$3,224.95	\$396,668.85
MES	Morning Pride	\$2,749.05	\$338,133.15
Phoenix	Lion	\$2,699.00	\$331,977.00
Westshore	Fire Dex	\$2,918.00	\$358,914.00
Westshore	Fire Dex #2	\$2,744.00	\$337,512.00
Char	Veridian	\$3,020.00	\$371,460.00
R and R	Viking	\$2,892.00	\$355,716.00
Conway Shield	Lakeland	\$2,761.52	\$339,666.96

Allied Fire Sales & Service LLC
16194 144th Ave
Spring Lake, MI 49456
616-318-6443
customerservice@alliedfiresales.com
www.alliedfiresales.com



Estimate

ADDRESS

Chief Marc Hatfield
Southgate Fire Department
14730 Reaume Parkway
Southgate, MI 48195

ESTIMATE # 3634

DATE 12/10/2022

EXPIRATION DATE 02/12/2023

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Innotex Fire Gear	Innotex Energy per spec provided by Southgate MITN	123	2,500.00	307,500.00
Turnout Gear Option	Vented back protection Airflow™	123	71.00	8,733.00
Turnout Gear Option	Vented shoulders protection Airflow	123	26.00	3,198.00
Turnout Gear Option	Self rescue pocket - with kevlar and polymer coated aramid (9"x9"x2.5")	123	57.00	7,011.00

Innotex Energy Gear for Southgate area purchase

TOTAL

\$326,442.00

Accepted By

Accepted Date

TERMS: A 2 % per month (24% annual) penalty will be added on past due invoices. \$5.00 per month minimum. All legal and collection fees will be debtors responsibility. 20% restocking fee for all returned items. 3% will be added to all invoices paid by Credit Card.

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

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

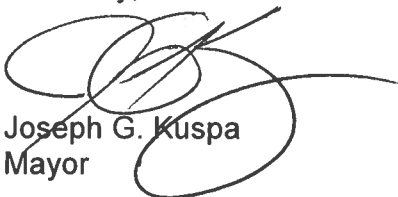
Re: Recommendation to Award a Two Year Contract for Tree & Stump Removal
Services to Chop Tree Service

Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, to award a two-year contract to
Chop Tree Service (Milford, MI) for tree and stump removal.

Sufficient funds are available in the General Fund and Major and Local Street Funds for
these services.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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Council President
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KAREN E. GEORGE
PHILLIP J. RAUCH
DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Douglas Drysdale, ^{DWD} Assistant City Administrator / Finance Director

DATE: January 12, 2023

RE: Recommendation to Award Two-Year Contract for Tree & Stump Removal Services to Chop Tree Service

I have reviewed the above with the Director of Public Service, and concur with his recommendation to award a two-year contract to Chop Tree Service (Milford MI) for tree and stump removal.

Adequate funds are available in the General Fund, and Major & Local Street Funds for these services

From the Desk of:
Kevin Anderson
Director, D.P.S.
January 5, 2023

To: Doug Drysdale
Finance Director

Re: Recommendation for Tree & Stump Removal

I am recommending Chop Tree Service for Tree & Stump Removal for the City, based on the following:

- They meet all bid specifications
- They are the lowest bidder

Therefore, I recommend that (for a period of two (2) years) the bid is awarded to:

Chop Tree Service
3144 Yew
Milford, MI 48381
Phone: 616-648-4704
Email: john@we-chop.com

If you have any questions, please contact me.

KA/sb



REMOVALS

Size	Company	Chop Tree Service	Robles Man Services
0" – 10"		\$85.00	\$450.00
11" – 17"		\$230.00	\$550.00
18" – 24"		\$575.00	\$800.00
25" – 30"		1,300.00	\$1,800.00
31" 39"		\$1,800.00	\$2,100.00
40" +		\$2,800.00	\$3,000.00
Emergency Work Weekdays		\$250.00	\$350.00
Emergency Work Weekends		\$475.00	\$375.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

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Treasurer



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DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

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

DATE: January 11, 2023

RE: Request to Approve March 2023 Board of Review Dates

I have reviewed the above with the Deputy City Assessor, and concur with their request for City Council to approve the March 2023 Board of Review dates, and the Board of Review member's compensation as presented, as well as the amount for additional expenses.

Adequate funds are available in the appropriate Assessing Dept budget.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

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PHILLIP J. RAUCH

DALE W. ZAMECKI

MEMORANDUM

TO: Douglas Drysdale, Finance Director

FROM: Esther Graves, Deputy City Assessor *EGV*

DATE: January 4, 2023

RE: March Board of Review – 2023

This communication is to request that City Council approve the following dates for the 2023 March Board of Review:

Tuesday, March 8th from 9 AM until 7 PM
Tuesday, March 14th from 12 PM until 9 PM
Tuesday, March 21st from 9 AM until 7 PM

The following date may be utilized if necessary:

Thursday, March 23rd from 9 AM until 7 PM

The Board of Review will meet each day for up to ten hours per day with a one hour and 30 min break, if possible. Appointments will be scheduled 5-10 people per hour. Additionally, petitioners will be given the opportunity to appeal by mail if they are unable to appeal in person.

In addition, please also approve each Board of Review member's compensation at \$200.00 per day, with \$100.00 per half day. This office also requests that additional expenses be set at \$200.00 per day.

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 -

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DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

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

DATE: January 11, 2023

RE: Request to Approve 2023 Poverty Exemption Guidelines and Application

I have reviewed the above with the Deputy City Assessor, and concur with their request for City Council to approve the 2023 Poverty Exemption Guidelines and Application.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

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DALE W. ZAMECKI

TO: Douglas Drysdale, Finance Director

FROM: Esther Graves, Deputy City Assessor *EW*

DATE: January 3, 2023

RE: Council Resolution – 2023 Poverty Guidelines

The purpose of this communication is to request that the City Council adopt a resolution to approve the enclosed 2023 Poverty Exemption Guidelines & Application.

Thank you for your consideration.

City of Southgate Application for Poverty Exemption
For 2023

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION

- If granted an exemption, it is for the current year only. The Poverty exemption is intended to be a temporary form of assistance.
- Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at www.southgatemi.org or by calling (734) 258-3007. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

Required Documentation to be Attached to Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. **If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.**
- The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

INCOME GUIDELINES FOR POVERTY EXEMPTION

This amount published annually by the US Dept. of Health and Human Services

**Per Michigan State Tax Commission Bulletin number 19 of 2022, "Procedural changes for 2023, November 15, 2023*

Number in Family	Income
1 Member	\$13,590
2 Members	\$18,310
3 Members	\$23,030
4 Members	\$27,750
5 Members	\$32,470
6 Members	\$37,190
7 Members	\$41,910
8 members	\$46,630
For each additional add:	\$4,720

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. See above for what is considered an asset.

Poverty Exemption Worksheet
Copy Provided to Applicant After Board of Review Meeting

Parcel Number: _____

Year: _____

Property Address: _____ Applicant's Name: _____

For Board of Review Use Only - Do Not Write Below This Line

Staff - Initial next to all requirements as it relates to the application/applicant.

Does the applicant appear as taxpayer of record of property in question?	Yes _____	No _____
If not, has documentation proving ownership been provided?	Yes _____	No _____
Are all areas on the application complete with either an answer or "N/A"?	Yes _____	No _____
Are all pages of the guidelines/application included with the applicants submission?	Yes _____	No _____
Does the applicant reside at the property in question?	Yes _____	No _____
Are copies of the Federal and State income tax returns and property tax credits forms for the current of preceding year attached for all persons residing in the household?	Yes _____	No _____
If not, is the affidavit stating the person is not required to file income taxes completed?	Yes _____	No _____
If home was purchased within in past 2 years of date of this application, is closing statements provided?	Yes _____	No _____
Is a copy of the most current mortgage statement, including a reverse mortgage if applicable, attached?	Yes _____	No _____
Are copies of the most recent bank/investment statements for all residing in the household attached with all pages included?	Yes _____	No _____

a. Taxable value on roll \$ _____

b. Number of people in household _____

c. Total household income from information provided \$ _____

d. Income limit based on number of people in household as established by guidelines \$ _____

e. Total assets of household \$ _____

f. Does applicant meet all asset and income guidelines as established? ☐ YES ☐ NO

If no, reason must be provided by the Board of Review below.

g. If yes, multiply line "a" by 50% (0.50) \$ _____

_____ Appeal Denied

_____ Reduction Granted

_____ 1. Does not qualify based on guidelines

_____ 2. Application not complete, missing information

_____ 3. Did not furnish proper documentation

_____ 4. Other: _____

Taxable Value

As on Roll \$ _____

Revised \$ _____

Initials of Board Members: _____

Date: _____

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents		
Property Address of Principal Residence		City	State	ZIP Code	
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit			
PART 2: REAL ESTATE INFORMATION					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Code Number		Name of Mortgage Company			
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence			
Property Description					
PART 3: ADDITIONAL PROPERTY INFORMATION					
List information related to any other property owned by you or any member residing in the household.					
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	
2	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (Indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

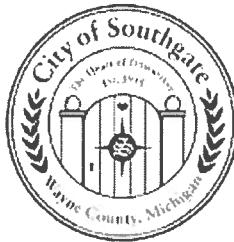
Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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January 11, 2023

To the Honorable
City Council
Southgate, Michigan 48195

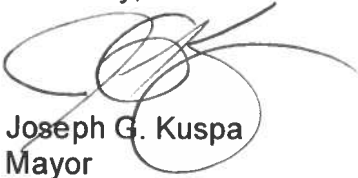
Re: Bid Extension with Freeport Supply Co. for Sand, Topsoil, and 21A Aggregate
(WAIVER OF BID)

Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, that the current contract be extended with Freeport Supply Co. until January 6, 2024. The contract extension will maintain the current pricing of Topsoil at \$14.95/ton, Sand at \$10.74/ton, and 21A aggregate at \$10.40/ton.

Sufficient funds are available in the Water and Sewer Fund budget for this pricing.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH
DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Douglas Drysdale, ^{DWD} Assistant City Administrator / Finance Director

DATE: January 11, 2023

RE: Recommendation for Bid Extension with Freeport Supply Co. for Sand, Topsoil, and 21A Aggregate

I have reviewed the above with the Director of Public Services, and concur with his recommendation to extend the city's contract for one year with Freeport Supply Co. for sand, topsoil, and 21A aggregate at the current fee schedule.

Adequate funds are available in the Water & Sewer Fund budget for this purchase.

From the Desk of:
Kevin Anderson
Director, D.P.S.
January 5, 2023

To: Doug Drysdale
Finance Director

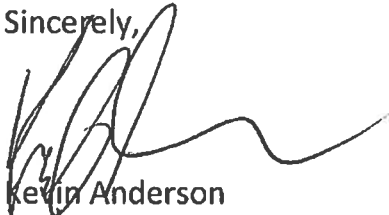
Re: Bid Extension Recommendation for Sand, Topsoil and 21A

I respectfully request to extend the bid for Sand, Topsoil and 21A to **Freeport Supply Co. 20091 Pennsylvania Brownstown, MI 49193**, for a period of **one year**.

They are our current contractor and have extended their fee schedule for one year. I believe this to be in the best interest of the City as they have always provided excellent service and respond rapidly to all service calls.

If you have any questions, please contact me.

Sincerely,



Kevin Anderson
Director D.P.S.

Enclosure
KA/sd

Sonya Bovair

From: Freeport <freeporttrucking@sbcglobal.net>
Sent: Thursday, January 05, 2023 11:27 AM
To: Sonya Bovair
Subject: NEW BID

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

CITY OF SOUTHGATE
DEPT. OF PUBLIC WORKS
14719 SCHAFER COURT
SOUTHGATE, MI 48195

ATTENTION: PHIL

Per our phone conversation today, Freeport Supply Co. will extend our current pricing for topsoil, sand and 21A until January 6, 2024.

Top soil @ \$ 14.95

Sand @ \$10.74

21A @ 10.40

Thank you,
Donald Truszkowski
President

FREEPORT SUPPLY CO.

734-285-2324 office

734-285-8787 Fax

313-408-2400 Cell

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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DALE W. ZAMECKI

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: One Year Contract Extension with Royal Roofing for Roof Leak and Repair
Services **(WAIVER OF BID)**

Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, that the contract with Royal Roofing Company Inc. be renewed for a one-year period. The contract renewal will maintain the current fee schedule for roof leak and repair services.

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

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Douglas Drysdale, ^{DWD} Assistant City Administrator / Finance Director

DATE: January 11, 2023

RE: Recommendation for 1-Year Contract Extension with Royal Roofing Company, Inc. for Roof Leak and Repairs Services

I have reviewed the above with the Director of Public Services, and concur with his recommendation to extend the city's contract for one year with Royal Roofing Company, Inc. for roof leak and repair services at their current fee schedule.

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

From the Desk of:
Kevin Anderson
Director, D.P.S.
January 11, 2023

To: Dan Marsh
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, 2024.

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)



www.royal-roofing.com

January 11, 2023

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

Subject: 2023 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 2023. 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
www.royal-roofing.com

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



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

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

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation for Purchase of Police Department Drones **(WAIVER OF BID)**

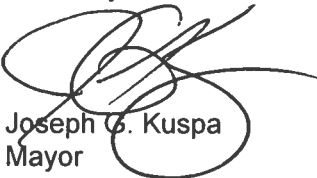
Ladies and Gentlemen:

It is recommended by the Director of Public Safety and I concur with his recommendation to purchase a DJI Matrice 30T Drone, and a DJI Matrice 30 Drone from American Air Operations for \$23,749.00.

Adequate funds are available in the Federal Forfeiture Account for this purchase.

Your favorable consideration of this matter is greatly appreciated.

Sincerely,


Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: January 12, 2023

RE: Recommendation for Purchase of Drones for Southgate Police Dept –
WAIVER OF BID

I have reviewed the above with the Director of Public Safety, and concur with his recommendation to waive the bidding process and award this purchase to American Air Operations, LLC (Troy, MI) in the amount of \$23,749.00.

Adequate funds are available in the Federal Drug Forfeiture Fund for this purchase.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa
From: Office of the Director of Public Safety
Re: **Purchase approval / Waiver of Bid**
Date: January 12th, 2023

Dear Mayor Kuspa,

The police department is looking to add Drone Technology equipment to assist us with our delivery of public safety services to the community. Drones provide a wide array of deployment capabilities; can assist with areas photography at accident reconstruction scenes, provide a higher level of officer safety by searching wider surface areas and allowing us to have a live video view at active scenes, aide our officers in search and rescue in missing or endangered persons, assist at fire scenes/investigations, will aide in crowd control at events, and so on. We have met with members of the Taylor Police Department and have seen the capabilities of their Drone Technology and the systems they are deploying. We then contacted American Air Operations and received a quote for two Drones; the DJI Matrice 30T and the DJI Matrice 30. The Matrice 30T is a midsize Drone and the Matrice 30 is a smaller one, both with different deployment capabilities. American Air Operations quoted the purchase of these Drones at \$23,749.00. This purchase will include both Drones, the remote controls, carrying cases, batteries, searchlights and broadcasting systems, training of Drone operations, and other necessary equipment.

It is my recommendation that we purchase these two Drones as outlined in the attached quote received from American Air Operations LLC, located at 100 W. Big Beaver Rd, Suite 200, Troy, Michigan, 48084 in the amount of \$23,749.00.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on January 18th, 2023, for purpose of purchase approval and waiver of bid.

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

Sincerely,

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

Joseph L. Marsh

Director of Public Safety



AMERICAN AIR OPERATIONS, LLC
100 W. BIG BEAVER RD., SUITE 200
TROY, MI 48084

Estimate

Date	Estimate #
12/22/2022	1096

Name / Address
Southgate Police Department Attn. Sgt. Matthias Szymoniak 14710 Reaume Parkway Southgate, MI 48195

Item	Description	Qty	Rate	Total
M30TKIT-CAREB...	DJI Matrice 30T M30T Complete Kit (2 Batteries, Care Basic) DJI Matrice 30T x1 DJI RC Plus Remote Controller x1 BS30 Battery Station x1 TB30 Flight Battery x 2 1671 Propeller (CW) x2 1671 Propeller (CCW) x2 Carrying Case x1 Power Adapter Cable x1 DJI Pilot 2 x 1 DJI FlightHub 2 (3 month subscription) USB-C Cable x1 USB-C to USB-C Cable x1 Product Manuals (Disclaimer/Safety Guidelines, In the Box, Quick Start Guide) DJI Care Enterprise Basic (1 Year)	1	13,999.00	13,999.00
CP.EN.00000369.02	DJI MATRICE 30 SERIES TB30 Intelligent Flight Battery	4	329.00	1,316.00
CP.BX.000229	DJI CrystalSky WB37 Intelligent Battery	2	59.00	118.00
CZI-LP12	CZI LP12 Searchlight and Broadcasting System	1	2,000.00	2,000.00
			Total	

Phone #	Fax #
(248) 655-7766	(248) 655-7767

Website
www.aadrone.com



AMERICAN AIR OPERATIONS, LLC
100 W. BIG BEAVER RD., SUITE 200
TROY, MI 48084

Estimate

Date	Estimate #
12/22/2022	1096

Name / Address
Southgate Police Department Attn. Sgt. Matthias Szymoniak 14710 Reaume Parkway Southgate, MI 48195

Item	Description	Qty	Rate	Total
DJIM3TBASIC	DJI Mavic 3 Thermal Enterprise With Care Basic Warranty Mavic 3T x1 Battery x1 Mavic 3T Protector Case x1 RC Pro Enterprise x1 USB-C 100W Power Adapter x1 100W Power Adapter Cable x1 USB-C Cable x1 Gimbal Protector x1 Screwdriver x1 Set of Propellers x2 SD Card x1	1	5,498.00	5,498.00
CP.EN.00000421.01	DJI Mavic 3 Enterprise Series Battery Kit 3 x Mavic 3 Batteries & Charging Hub	1	659.00	659.00
CP.EN.00000418.01	DJI Mavic 3 Enterprise Series Loud Speaker	1	159.00	159.00
			Total	

Phone #	Fax #
(248) 655-7766	(248) 655-7767

Website
www.aadrone.com



AMERICAN AIR OPERATIONS, LLC
100 W. BIG BEAVER RD., SUITE 200
TROY, MI 48084

Estimate

Date	Estimate #
12/22/2022	1096

Name / Address
Southgate Police Department Attn. Sgt. Malthias Szymoniak 14710 Reaume Parkway Southgate, MI 48195

Item	Description	Qty	Rate	Total
Training - Part 107...	PART 107 EXAM PREPARATION: Federal Aviation Regulations; Aeronautical Charts; Airspace Classification, Operating Requirements, and Flight Restrictions; Airport Operations; Radio Communications; Night Operations and Physiology; Aviation Weather; Physiological Factors Affecting Pilot Performance; Maintenance and Preflight Inspection Procedures; Crew Resource Management and Aeronautical Decision Making; SUAS Loading and Performance; Flight Hazards and Emergency Procedures; Exam Information and Review. DRONE SYSTEM AND FLIGHT TRAINING: Exam Review; Applications; Aircraft, System Components, and Payloads Overview; System Startup, Updates, and Geofence; Flight Display Overview; Thermal Imaging; Flight Preparation; Flight Practice; Emergency Situations and Procedures; Intelligent Flight Modes; Flight Practice and Proficiency Demonstration Register at Location of Choice Note: This course is registered with the Michigan Commission on Law Enforcement Standards (MCOLES) for 302 funds.	5	395.00	1,975.00
Customer Discoun...	Free Part 107, Drone System, and Flight Training - 5 Law Enforcement Officers		-1,975.00	-1,975.00
Training - UAS Sy...	Free Delivery, Setup, and Training (2 Days at the Southgate Police Department)			
			Total	

Phone #	Fax #
(248) 655-7766	(248) 655-7767

Website
www.aadrone.com



AMERICAN AIR OPERATIONS, LLC
100 W. BIG BEAVER RD., SUITE 200
TROY, MI 48084

Estimate

Date	Estimate #
12/22/2022	1096

Name / Address
Southgate Police Department Attn. Sgt. Matthias Szymoniak 14710 Reaume Parkway Southgate, MI 48195

Item	Description	Qty	Rate	Total
	<p>Notes:</p> <p>Purchase Orders are not accepted. Payment, in full, is due at the time the order is placed. American Air Operations, LLC. will accept a check or credit card (processing fees may apply) payment. In the event an item becomes unavailable, a full refund will be issued for that item.</p> <p>American Air Operations, LLC adheres to all manufacturer pricing policies in order to maintain our authorized dealer status.</p>			
This estimate is subject to change due to fluctuating aircraft and accessory prices. In the event any price changes, the customer will be notified prior to processing the purchase.			Total	\$23,749.00

Phone #	Fax #
(248) 655-7766	(248) 655-7767

Website
www.aadrone.com

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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CHRISTIAN GRAZIANI

BILL COLOVOS

MARK FARRAH

KAREN E. GEORGE

PHILLIP J. RAUCH

DALE W. ZAMECKI

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

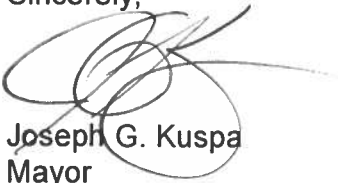
Re: Golf Course Maintenance and Golf Management Contract Renewal with Davey
Golf (**WAIVER OF BID**)

Ladies and Gentlemen:

It is recommended by the Recreation Director and I concur, that the contract with Davey Golf be renewed for a five year period starting in 2023 and ending in 2027. The contract renewal includes a 5% payment increase in the first year and 1% increases in the remaining 4 years.

Sufficient funds are available in the Recreation Dept. to cover costs associated with these prices.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH
DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

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

DATE: January 11, 2023

RE: Request to Approve 5-year Contract Extension with Davey Golf for Golf Course Maintenance & Golf Management

I have reviewed the above with the Parks & Recreation Director, and concur with their request for City Council to approve the 5-year contract extension with Davey Golf to provide golf course maintenance and golf management services at the Southwinds Golf Course.

Davey Golf has provided these services to the city for a number of years and staff has been very pleased with the coordination with the city employees and staff, as well as the conditions of the course itself.

Funds are available in the Golf Course budget for this contract extension.

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 11th, 2023
Re: Golf Course Maintenance & Golf Management Contract Renewal

Our Golf Course Maintenance & Golf Management Contract with Davey Golf is up for renewal. The proposed new contract would be for five years, starting in 2023 and ending in 2027. The proposed contract would increase our first year payment by 5% with a 1% increase the following four years. Currently our payments are made monthly for 12 months and this would remain the same. There are sufficient funds available in the Golf Course Budget.

We have been very pleased with Davey Golf, as well as their Southgate employees. Ryan Szyndlar, Maintenance and Jeremie Lopez, Golf Management, have been tremendous assets to the course and its success since hiring Davey Golf. The Davey staff works excellent with the Parks & Recreation Department and we have received numerous compliments about the course condition, new classes, lessons and leagues management.

It is my recommendation to the Administration and Council that we renew this proposed contract.

Respectfully Submitted,



Julie Goddard
Parks & Recreation Director
City of Southgate



Proposal 2023-2027

December 21, 2022 Utilizing Davey Integrated Management Systems with Davey Golf Best Practices

Julie Goddard
Southwinds Golf Course, City of Southgate
14400 Dix-Toledo Hwy
Southgate, Mi. 48195

Dear Julie:

Davey Golf, a division of The Davey Tree Expert Company looks forward to partnering once again with you to care for the **Southwinds Golf Course, City of Southgate**. The following proposal is based on continuing specifications for golf management and golf maintenance services. We believe we have structured a program that is mutually beneficial to the City of Southgate, residents and guests of **Southwinds Golf Course, City of Southgate** retains all responsibility and liabilities for capital improvements and maintenance upkeep of structures, infrastructures, fence lines, property, etc.

Davey Golf will supply staffing and steward equipment during the season to maintain the **Southwinds Golf Course**, with full use of maintenance building. Davey Golf will also supply staffing and managerial support in the Clubhouse for professional golf management services.

PROPOSAL

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Maintenance	\$190,000.00	\$191,900.00	\$193,819.00	\$195,757.00	\$197,715.00
Management	\$85,000.00	\$85,850.00	\$86,701.00	\$87,575.00	\$88,453.00
Total	\$275,000.00	\$277,750.00	\$280,529.00	\$283,334.00	\$286,168.00

Flat monthly payment schedule.

Value Added: Equipment, resources, improvements, and expertise. **Davey Golf** will not provide on-site vehicle.

Davey Golf will not be responsible for utilities for the pump house or maintenance building.
Davey Golf will not be responsible for equipment parts, fuel(all), irrigation parts or sand materials.

We at **Davey Golf** sincerely look forward to managing and maintaining your golf course and continuing to work with you in the future.

Sincerely,

Jerry McVety
Account Manager

Zach Young
Business Manager

Accepted by: _____
Name Title Date

Print Name: _____
Name Title Date



Golf

A Division of The Davey Tree Expert Company

City of Southgate South Winds Golf Course

DAVEY GOLF PROPOSAL



WWW.DAVEYGOLF.COM

Page | 58

February 23, 2021

South Winds Golf Course

Julie Goddard

Parks and Recreation Director

14700 Reaume Parkway

Southgate, MI 48195



Thank you for the opportunity to submit the enclosed proposal to amend our existing Agreement to include management of clubhouse and golf operations at South Winds Golf Course.

Davey Golf, a division of The Davey Tree Expert Company currently has over 20 golf courses under contract with many different forms of agreements, depending on each facility's needs.

Why should you partner with Davey Golf? Better results!

Davey Golf, a division of The Davey Tree Expert Company possesses the necessary experience, skills, and financial resources to maintain South Winds Golf Course successfully. After years of maintaining the facility, we fully understand the requirements and conditions required.

Our core competency is expertise in golf! At Davey, we are in the business of golf to make your business of golf better. Golf is our passion!

Our Core Attributes - Solid Financial Stability Plus:



Davey's national corporate structure provides expert supervision, direction, service, and safety in golf course operations.



Davey's team members share a passion for Golf. Working together we will create a welcoming atmosphere for all patrons at South Winds Golf Course to meet the specific needs of the facility and the community.



Davey's philosophy, a 136-year-old company's motto, is entrenched in the belief "Do It Right or Not at All". The entire Davey team is committed to professionalism and quality.

Should you have any questions or require further information, please feel free to contact us. Thank you for considering Davey Golf.

We look forward to the opportunity to discuss our proposal.

Jerry McVety
Regional Superintendent
(248) 640-7291

Jerry.McVety@davey.com

Zach Young
Golf Business Manager
(740) 552-1062

Zachary.Young@davey.com

Proposed Amended Services



PROPOSED AMENDMENT

It is suggested by Davey that the City of Southgate amend the current maintenance agreement with Davey Golf to include professional pro shop operation services at South Winds Golf Course. Terms of the proposed additional service shall be consistent with the existing maintenance agreement scheduled to expire on December 31, 2022. Below is a breakdown of the foundation of a potential agreement:

MANAGEMENT AGREEMENT

Davey is able to provide transparency into all components of the operation with a management agreement.

- ◆ The City will retain all revenues as daily cash receipts will be deposited into the City's fund or bank account.
- ◆ The City will retain all revenues and profits related to Pro shop merchandise sales to increase its financial position.
- ◆ Davey will manage all expenses on the city's behalf within the City's approved budget.
- ◆ Operational costs will be the responsibility of the City. Davey will submit operational expenses (utilities, phones, pro shop supplies, etc.) for approval.
- ◆ Davey will supply all golf related labor at levels sufficient to service and maintain the operation of South Winds Golf Course.
- ◆ Davey shall coordinate with the City to implement a marketing plan designed to increase revenues at South Winds Golf Course.

PROPOSED PRICE STRUCTURE

The current golf maintenance agreement is set at a rate of **\$184,425.00** annually.

Should the City of Southgate accept this amendment, the monthly price for Davey Golf services will increase to a total monthly amount of **\$21,733.34** per month to include golf management services in the pro shop.

2021 ANNUAL PRICING SCHEDULE **\$239.800.00**

Amended services to include professional pro shop operation services at South Winds Golf Course scheduled to commence on April 1, 2021 ending on December 31, 2021. Monthly pricing shall be prorated should Davey fulfill staffing requirements prior to scheduled commencement date.

2022 ANNUAL PRICING SCHEDULE **\$260.800.00**

Expanded services to include professional pro shop operation services at South Winds Golf Course scheduled to commence on January 1, 2022 ending on December 31, 2022.

PERFORMANCE INCENTIVE

- ◆ As an incentive for achieving revenue growth, Davey shall be awarded a performance incentive of 10% based on all revenues generated by the operation of Southwinds Golf Course (excluding concession revenue/rent) above \$300,000.00 during the fiscal year July 1, 2021 through June 30, 2022 and subsequent years. This performance incentive is designed to encourage fiscal growth.

GOLF OPERATIONS








Golf Operations & Staffing Levels

Davey Golf will professionally manage South Winds Golf Course in the manner which is consistent with courses of high quality.

A team of full and part time hourly staff members will be tasked with leading the day to day clubhouse operations.

Davey will have a well-trained, customer-centric support staff during predetermined hours of operation. Davey employees will staff the pro shop to schedule tee times, collect fees, sell merchandise, and solicit leagues, tournaments and outings. The pro shop will operate in a manner consistent with the expectations set forth by City of Southgate, to achieve the goals of the facility.

All golf shop staff, will be given a copy of Davey's Standard Operating Procedures that will be specifically developed and tailored to the operation of South Winds Golf Course. All Davey staff will be trained to provide Exceptional Customer Service, with the following:

-  Dress in Davey provided uniforms and wear a nametag.
-  Seek out guest contact and offer assistance.
-  Welcome each guest upon arrival.
-  Smile and make eye contact with all guests.
-  Thank guests and invite them to return to South Winds Golf Course.

Our staff will be trained and scheduled to perform daily cleanup of all the clubhouse areas and parking lots. The entrance to the golf course is the first opportunity that we have to make a good impression and sets the tone for our guest's experience while at the facility. Through our Davey SOP's and managerial checklists these tasks are assigned and monitored by management.

Marketing



The objective of this plan is to define the marketing plan and systems that will be utilized at South Winds Golf Course . The execution of the marketing plan and implementation will increase the awareness of programs as well as lead to outstanding customer satisfaction, player retention, and new player attraction to higher revenue and profitability.

Marketing Segments

Once Davey is on site, the marketing planning begins. This plan is comprised of segments listed below:

- Establish the appropriate marketing mediums including Internet (email, website), implementation of a customer relations management (CRM) system (point of sale, tee sheet, guest database)
- Design customer acquisition programs including advertising promotional offers utilizing:
 - Social Media
 - Print
 - Digital
 - Television
 - Radio
 - Email
 - Billboard
- Design customer retention programs including:
 - Customer communications
 - Special events
 - Promotional offers
 - Membership programs
 - Preferred player reward programs
- Establish community outreach with the surrounding businesses and neighborhoods
 - Host community meeting to ensure management change will continue and strengthen the relationship with the community.

MARKET ANALYSIS



Based upon The National Golf Foundation 2018 Participation Report and breakdown of Regional Profiles, the **East North Central Region has a 9.1% participation rate**. With these strong participation rates, golf is above the national average in the Region. Along with these participation rates, understanding what segments within the participation is essential for designing programs targeting the desired audience.

Nationwide committed golfers, consisting of Casual/ Recreation and Avid golfers, is currently at a similar supply as 2011. The largest change within golf has consisted of the Fringe/Unengaged golfer. With the consistent supply of committed golfers, engaging the Fringe golfers will assist with the long term success of the golf course.

Within the Fringe/Unengaged golfers there is a built up latent demand supporting that the interest in golf is stable amongst the population of America. However, growing the Fringe/Unengaged segment requires some creativity, unconventional programs and advertising for these programs as "The Best Time Spent with Family". Unlike baseball, basketball and football, golf provides a unique

experience that parents and children can both participate in rather than parents being merely spectators. Unfortunately, most courses programming is structured toward the Avid golfer, thus making it very intimidating to grow the game amongst the Fringe.

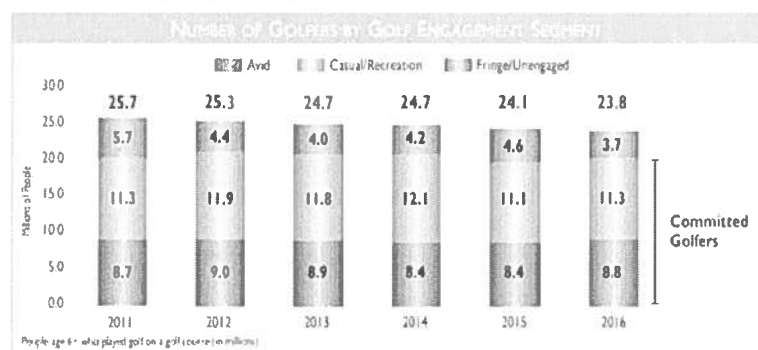
Programs like "Try Golf Days", "Bring a Child" and "Children's Birthday Parties" can be successful when a welcoming environment is created. Beginner golfers can be encouraged to use the Foote Golf and Disc Golf courses. These forms of golf are more welcoming to the fringe player and are less intimidating. Along with a welcoming and variety of experiences, the golf course also needs to be conducive for beginner golfers and children.

South Winds Golf Course has the facilities available for the Avid golfer. Unlike most public courses, South Winds also has the facilities to host programming that can target women, children and the Interested Non-Golfer. The addition of Foote Golf and Disc Golf in recent years assist in this effort tremendously. In order to grow the revenue, it is essential to develop and implement programs that will grow these segments and leverage the non-traditional forms of golf by enhanced marketing and promotions as an avenue to attract new players to the facility.

LATENT DEMAND (Very Interested Non-Golfers)

Number	2011	2012	2013	2014	2015	2016
Very Interested non-golfers age 6+ (in millions)	6.4	7.1	8.0	9.7	11.4	12.8

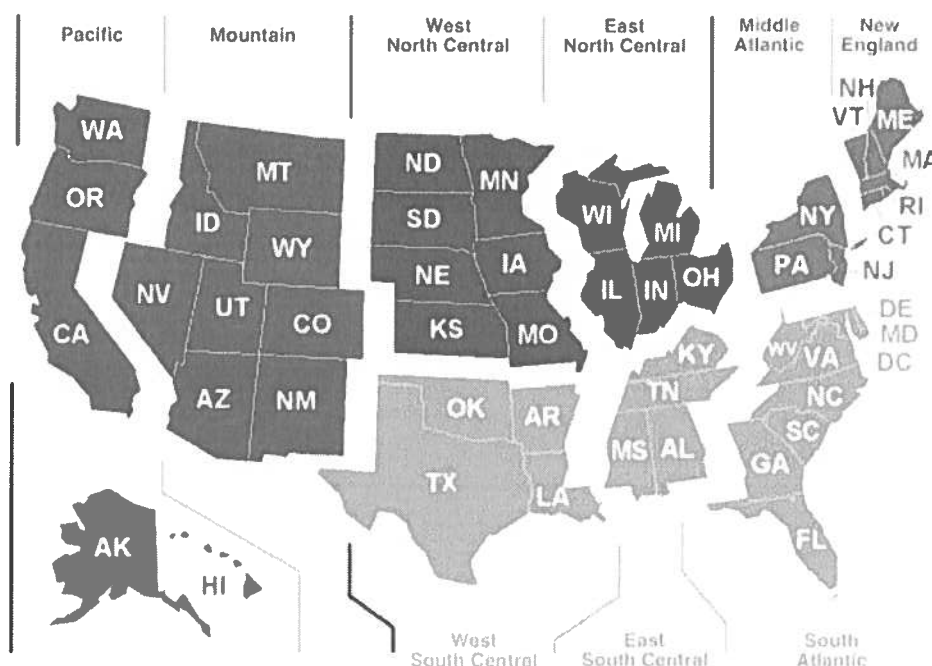
Averages	Male	Female	Total
Very Interested non-golfers age 6+			
Age	29.5	30.1	29.6
HH Income	\$74,869	\$81,356	\$76,859



GOLF PARTICIPATION STATISTICS



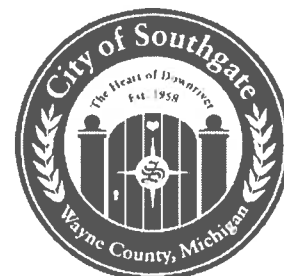
	Participation Rate	Number of Golfers (000)	Percent of Golfers	Average Annual Rounds	Total Annual Rounds (MM)
New England	8.9%	1,218	5.1%	22.3	27.2
Middle Atlantic	8.4%	3,261	13.7%	15.7	51.2
East North Central	9.1%	4,037	17.0%	18.0	72.5
West North Central	10.0%	1,945	8.2%	15.1	29.4
South Atlantic	7.8%	4,499	18.9%	24.4	110.0
East South Central	6.2%	1,097	4.6%	18.2	20.0
West South Central	6.2%	2,186	9.2%	19.2	42.0
Mountain	9.6%	2,079	8.7%	23.0	47.9
Pacific	7.3%	3,492	14.7%	19.6	68.6
Total	8.0%	23,815	100.0%	19.7	468.6



Email Marketing & Customer Retention



In order to build a strong and sustainable financial performance at South Winds Golf Course, a robust email marketing system and point of sale needs to be implemented. It begins with data collection, meaning emails. That effort turns into communicating with customers. This is an ongoing process and developing messages that are unique for the diverse golfer demographic is important.



- At Davey, we develop customized marketing plans that will be appealing to ALL demographics. We pride ourselves on delivering messages our customers want to hear, rather than flooding them with information. Each golfer is unique and we communicate exactly that way!
- Our customized approach has resulted in customers opening our emails over 600% more compared to their prior operators email marketing campaigns.
- We provide incentive for golfers to provide their email!



Forward to friend

View it in your browser



Make sure you're a Golf Perks loyalty member!



Save the Date!



We are excited to share with you our
2020 Club Tournament Schedule!

[Click here to view the schedule!](#)

We appreciate your business and want to reward you! You will receive 2.5% back on golf purchases and 5% back on merchandise! Come out to the course and make sure you are taking advantage of this great deal!

Recent News!

We are continuing to update the facility. A new dryject technique was used on the Pioneer greens to help improve root proliferation and soil modification.



Davey Golf Management Operations



Cash Management Process for Revenue

General Rules:

- Any cash collected at a Davey operated facility cannot be used or expended for any purpose. (i.e. petty cash purchases, wage payouts, etc.)
- All revenue collected at a Davey operated facility is to be deposited into the banking institution assigned to that particular facility. All transactions will be fully documented so that an indisputable audit trail exists.
- Receipts must be issued immediately as proof of money received. Official receipts must be generated from the point of sale system (POS) with an associated transaction number indicating what goods or services were sold, the type of sale (cash/ credit), time, date, and dollar amount of income received. All receipts must be turned in accompanied with an end of shift report for each employee shift worked.
- All receipts must be properly kept and can only be taken out after proper documentation and authorization is given by an assigned manager. Any voided or misapplied sales must be turned in along with a manager's signature with a written reason.
- All cash collections for the day must be credited to the bank the following day. Any cash is not to be held at said location for longer than three (3) working days from the time of collection.
- Record all cash to be deposited onto a bank issued deposit slip.
- Compare the total on the deposit slip to the total on the end of day transaction report generated by the POS. Reconcile any differences.
- Cash is to be transported in a locked pouch and delivered to the bank by an authorized Davey employee.
- Cash deposits in excess of \$9,999.00 are to be accompanied by a police escort. In such cases, an authorized Davey employee is to make a phone call to the local police department to arrange for an escort to the bank.
- Deposit slips must be retained and checked against bank statement/account number.
- Safekeeping of revenue: Cash collections will be stored at the safe/strong room. Keys and lock combination number must be known only by authorized personnel.
- Cash register is not to exceed \$1,000.00. Once threshold is met money is to be recorded and dropped into safe.
- Any overage in the drawer will be accounted for by a separate deposit. Any shortage over \$10.00 the employee will be responsible for reimbursement. All over/short will be accounted for on an end of shift log.
- Any monies received that have yet to be sent to the bank cannot be used for any purpose and no staff member is allowed to borrow, advance or change the money received on behalf of Davey Tree Expert Company
- All receipts must be properly recorded to the appropriate account codes.
- The point of sale software will be programmed with sales items
- A sales report will be generated at the conclusion of each operating day and submitted to the designated account manager.
- The account manager will then make journal entries for each day's sales items as they relate to GL accounts
- Weekly sales reports will be generated through the POS and reconciled with the daily reports.

DAILY CASH RECONCILIATION



A complete audit trail is created each day to ensure financial controls. The audit trail will consist of:

- ◆ Sales report generated from the point of sale software.
- ◆ Copy of bank deposit slip.
- ◆ Credit card settlement report.
- ◆ A tax detail report for sales tax submission.
- ◆ Cash close out worksheet to be completed by the staff member who closed the cash register and counted money.

The following pages is an example of a single day's audit trail.


FIFTH THIRD BANK

06/09/2020, 10:07 AM 6/7/2020
 Business Date 06/09/2020
 Teller #3 DC #00906 REF #155488309

Cash In.....\$861.00
 Deposit - Checking - x9674.....\$861.00

Deposit checks anywhere, anytime with Fifth
 Third Mobile Deposit.*
 Get the App at 53.com/mobile or
 Text MOBILE to 535353 Dewier

*Mobile Internet data and text message
 charges may apply. Please contact your
 mobile service provider for details.
 Basic Checking and Access 360 accounts
 not eligible for Mobile deposit.

6/7/2020 - 6/7/2020

Card Type	Transactions	Gross Sales	Gross Refunds / Voids	Total	Fee Amount	Batch Settlement Amount
Master Card	51	\$1,566.96	\$0.00	\$1,566.96	\$42.95	\$1,524.01
Discover	3	\$88.00	\$0.00	\$88.00	\$2.40	\$85.60
Visa	28	\$822.36	\$0.00	\$822.36	\$22.51	\$799.85
American Express	6	\$206.25	\$0.00	\$206.25	\$5.53	\$200.72
Total	88	\$2,683.57	\$0.00	\$2,683.57	\$73.39	\$2,610.18

DAILY CASH RECONCILIATION



Detwiler Park Golf Course

Dashboard

Sunday, June 7, 2020 - Sunday, June 7, 2020

Appointments				Service & Retail Sales			
Cancelled/No show	0			*Green Fee	123	\$2,162.08	
Paid/Complete	0			Products	265	\$1,284.69	
Unpaid	0			Cancellation/No Show Fee			
	0			Contract Fees			
				Credit Account Balance Forwards			
Orders	146	\$3,544.82		Credit Account Charges			
Average Ticket		\$23.61		External Account Balance Replenishes			
Unpaid Appointments	0			Gift Card Refills			
Remaining Balance	0			Gift Certificates			
				Membership Dues			
				Membership Initiation Fee			
				Membership Minimum Fee			
				Membership Freeze Fees			
				Series			
				Service			
				Shared Services			
				Special Free Items			
				Sales Tax		\$89.05	
				Tips		\$9.00	
				Auto Gratuity		\$0.00	
				Auto Gratuity Tax		\$0.00	
				Service Charge			
				Service Charge Tax			
				Service Tax			
				Refunds	0		
				Closed Deposits	0		
				Totals Sales:		\$3,544.82	
				Package	0	\$0.00	
Customers							
	Non-members	Members	Total				
New	43	2	45				
Existing	0	0	0				
Walk-In	90	N/A	90				
Total	133	2	135				
Payments				Paid	Deposits	Refunded	Total
Payments							
MasterCard	51	\$1,566.96					\$1,566.96
Cash	48	\$861.25					\$861.25
Visa	28	\$822.36					\$822.36
American Express	6	\$206.25					\$206.25
Discover	3	\$88.00					\$88.00
		\$3,544.82					\$3,544.82

DAILY CASH RECONCILIATION



Tax Detail

Grouping: By Product

Tax Type: Sales Tax

Detwiler Park Golf Course

Sunday, June 7, 2020 - Sunday, June 7, 2020

Order	Product	SKU	QTY	Sales Amount	Tax Amount	Tax Rate
All Orders	League Cart	fsVZ1312779928	2	\$12.00	\$0.88	7.25%
	16 oz white claw/truly/blue moon	fsVZ1312765556	8	\$28.00	\$2.03	7.25%
	6 pack Domestic	fsVZ1312763744	7	\$81.55	\$5.88	7.25%
	Bottled Pop	fsVZ1312693655	7	\$13.02	\$0.91	7.25%
	Bottled Water	fsVZ1312779931	10	\$18.70	\$1.37	7.25%
	Busch/Busch Light Special	12988776	10	\$18.60	\$1.34	7.25%
	Can Beer Domestic	12988685	21	\$48.93	\$3.57	7.25%
	Can Beer Premium	12988690	14	\$39.69	\$2.86	7.25%
	Cart 18 Holes	fsVZ1312692118	61	\$568.52	\$41.48	7.25%
	Cart 9 Holes	fsVZ1312692111	33	\$153.78	\$11.22	7.25%
	Chips and Crackers	fsVZ1312746053	18	\$19.95	\$1.48	7.25%
	Gatorade	12981346	18	\$38.40	\$2.75	7.25%
	Hot Dogs	fsVZ1312756741	10	\$18.60	\$1.31	7.25%
	Logo Balls	fsVZ1312773913	5	\$9.30	\$0.67	7.25%
	Lunch Package	fsVZ1312770529	1	\$4.66	\$0.34	7.25%
	Range Balls	12897527	6	\$55.92	\$4.07	7.25%
	Tee 's	fsVZ1312725109	3	\$2.79	\$0.21	7.25%
	Titleist Hats	fsVZ1312740432	2	\$46.62	\$3.38	7.25%
	Titleist ProV1	fsVZ1312693658	2	\$26.10	\$1.89	7.25%
	used balls	fsVZ1312723869	8	\$7.44	\$0.53	7.25%
	Weathersoft gloves	fsVZ1312741778	1	\$12.12	\$0.88	7.25%
	Total			\$1,224.69	\$89.05	

DAILY CASH RECONCILIATION



Daily Cash Management
Course DeWitt

Date 6-7-20

Beginning of Day/Shift

Beginning Cash Float Amount ✓ \$150.00

Verify Starting Cash Float RK

Print Name Rachael Kitchen

Signature Rachael Kitchen

Time & Date 7:00

Difference in Starting Cash Float N/A

If starting cash float is not not \$150 contact manager immediately

End of Day/Shift

\$0.01	<u>.50</u>
\$0.05	<u>2</u>
\$0.10	<u>5</u>
\$0.25	<u>9.5</u>
\$0.50	<u>0</u>
\$1.00	<u>44</u>
\$5.00	<u>120</u>
\$10.00	<u>50</u>
\$20.00	<u>680</u>
\$50.00	<u>0</u>
\$100.00	<u>100</u>

Checks 0

Total Cash & Checks 1011

Less Starting Cash Float 150

Net Deposit 861

Verify Starting Cash Float and Net Deposit Amount

Print Name Karyn Wolf

Signature Karyn Wolf

Time & Date 8:20

EXPENSES

- Require Manager approval
- Obtain complete supplier information
- Place order for goods/services
- Enter supplier information into database (Corporate submission)
 - Payment remittance
 - Contact name
 - Contact phone number
 - Payment terms
 - Certificate of insurance
 - Receive invoice/credit memo
- Verify receipt of goods/services
- Confirm that payee is entitled to payment
- Verify that supporting documentation is correct
- Manager approval (stamp)
- Davey cost center (stamp)
- Davey G/L financial coding (stamp)
- Scan invoices with management approval to regional controller
- Verify accuracy of financial coding
- Submit to corporate using Readsoft software
- Request payment
- Confirm payment details
- Check date
- Check number
- Cost center
- G/L expense code
- Check amount



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

January 12, 2023

To the Honorable
City Council
Southgate, Michigan 48195

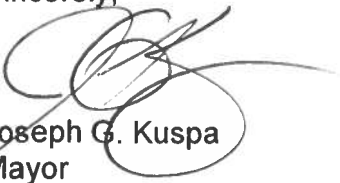
Re: Two Year Bid Extension with Quint Plumbing for Plumbing Repairs **(WAIVER OF BID)**

Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, that the contract with Quint Plumbing for plumbing repairs be renewed for a two year period. The contract renewal will maintain the current fee schedule for plumbing repairs.

Sufficient funds are available in the General Fund and Water & Sewer Funds.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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DALE W. ZAMECKI

MEMORANDUM

TO: The Honorable Mayor and City Council

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

DATE: January 11, 2023

RE: Recommendation for 2-Year Bid Extension with Quint Plumbing for Plumbing Repairs

I have reviewed the above with the Director of Public Services, and concur with his recommendation to extend the city's contract for two years with Quint Plumbing & Heating, Inc. for plumbing repairs at their current fee schedule.

Adequate funds are available in the General Fund and Water & Sewer Fund budgets for this purchase.

From the Desk of:
Kevin Anderson
Director, D.P.S.
January 11, 2023

To: Dan Marsh
City Administrator

Re: Bid Extension Recommendation for Plumbing Repairs

I respectfully request to extend the bid for Plumbing Repairs to **Quint Plumbing & Heating, Inc.** They will extend the pricing on Plumbing Repairs with the city of Southgate for 2 years beginning on January 04, 2023. (Current bid expiration is January 6, 2023)

They are our current contractor and have extended their fee schedule for two years. I believe this to be in the best interest of the City as they have always provided excellent service and respond rapidly to all service calls.

If you have any questions, please contact me.

Sincerely,



Kevin Anderson
Director, DPS

Enclosure

KA/sd



Quint Plumbing & Heating, Inc

4144 6th Street Wyandotte, MI 48192

www.quintplumbing.com Email: admin@quintplumbing.com

Phone: 734-281-1153

Fax: 734-281-0405

January 6, 2023

City of Southgate DPW
14719 Schaefer
Southgate, MI 48195

Dear Mr. Anderson:

Quint Plumbing & Heating, Inc. is extending the contract with the City of Southgate for two (2) years beginning January 4, 2023 and ending on January 4, 2025

If you should have any further questions, please feel free to give me a call.

Sincerely,

Quint Plumbing & Heating, Inc.


Michael Quint
Owner