

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday January 3, 2024

6:30pm

Work Study Session

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm

Regular Meeting

Pledge of Allegiance

Roll Call:

Ayres-Reiss, Colovos, George, Graziani, Kowalsky, Kuspa, Rauch

Minutes:

1. Work Study Session Minutes dated December 20, 2023
2. Regular City Council Meeting Minutes dated December 20, 2023

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from Mayor; Re: Bid for Roof Replacement at Senior Center and Ice Arena

Scheduled Hearings:

Communications "A"

1. Letter from Mayor; Re: Bid Extension for Sand, Top Soil and 21A Aggregate (**Wavier of Bid**)

Communications "B" – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1488 \$ See Warrant

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

December 20, 2023

An Informal Meeting of the Council of the City of Southgate was held on December 20, 2023 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Priscilla Ayres-Reiss, Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa

Absent: Bill Colovos *excused, Phil Rauch

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

William Brickey from Plante Moran presented the City's Auditor's Report.

Discussed the following agenda items:

- Resolution Accepting & Approving the Fiscal Year 2022/23 Audit Report and Restating Fund Balances
- Approval of Purchase of John Deere Turf Gator Utility Vehicle (Waiver of Bid)

This meeting ended at 6:45 p.m.

City of Southgate

Regular City Council Meeting

December 20, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, December 20, 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.

Present: Priscilla Ayres-Reiss, Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa

Absent: Bill Colovos *excused, Phil Rauch

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

Minutes:

Moved by Kowalsky, supported George, RESOLVED, that the minutes of the City Council Work Study Session dated December 6, 2023 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by George, RESOLVED, that the minutes of the Regular City Council Meeting dated December 6, 2023 be approved as presented. Carried unanimously.

Communications "A":

1. Memo from Administrator; Re: Resolution Accepting & Approving the Fiscal Year 2022-23 Audit Report and Restating Fund Balances moved by George, supported by Kowalsky, RESOLVED THAT the Southgate City Council adopt resolution accepting and approving the audit report from Plante Moran for fiscal year 2022/23, and restating the fund balance as indicated. Motion carried unanimously.
2. Letter from Mayor; Re: Purchase of John Deere Turf Gator Utility Vehicle (Waiver of Bid) moved by Ayres-Reiss, supported by Kowalsky, RESOLVED THAT the Southgate City Council waive the bidding process and approve the purchase of a new John Deere Turf Gator utility vehicle to Revels Turf and Tractor (7060 Kensington Road, Brighton, MI 48116) in the amount of \$13,561.34, under the State of Michigan MiDeal Extended Purchasing Program. Motion carried unanimously.

Unscheduled Persons In the Audience

1. Craig Finney, 13285 Rosedale, voiced his concerns with an issue he is having scheduling an inspection of his water meter in his home. He also voiced his concerns regarding the waiver of bids as well as his concern with the city using Southgate businesses for city purchases.

Claims and Accounts:

Moved by Graziani, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1487 for \$1,941,255.94. Motion carried unanimously.

Adjournment:

Moved by George, supported by Ayres-Reiss, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:14 P.M. Carried unanimously.

Regular City Council Meeting
December 20, 2023

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

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

December 20, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid for Roof Replacement at the Senior Center and Ice Arena

Ladies and Gentlemen:

It is recommended by Matt Verhey of Garland Co., Inc., the City of Southgate Roofing Expert, and I concur, to award the bid for Roof Replacement at the Senior Center (sections 3&5) and Ice Arena (section 4) to Lutz Roofing Co., Inc., Shelby Township, MI, in the amount of \$552,000.00 plus 10% contingency of \$55,200.00, for a total bid award of \$607,200.00. Lutz was the lowest bid received meeting all specifications.

Funding for this project will come from the General Fund, utilizing the American Recovery Plan Act (ARPA) grant funds.

Your favorable consideration of this matter is requested.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: December 20, 2023

RE: Recommendation to Award Bid for Roof Replacement at the Senior Center and Ice Arena

I have reviewed the above bid with Matt Verhey of Garland Company, Inc., the City of Southgate Roofing Expert, and recommend awarding the bid for the roof replacement of the Senior Center (sections 3 and 5) and the Ice Arena (section 4) to Lutz Roofing Co., Inc. (Shelby Township MI) in the amount of \$552,000.00, plus 10% contingency of \$55,200.00, for a total bid award of \$607,200.00.

Bidding was overseen by the Garland Company, Inc. Bids were received from four contractors for this project, and Lutz Roofing was the low bidder meeting specifications.

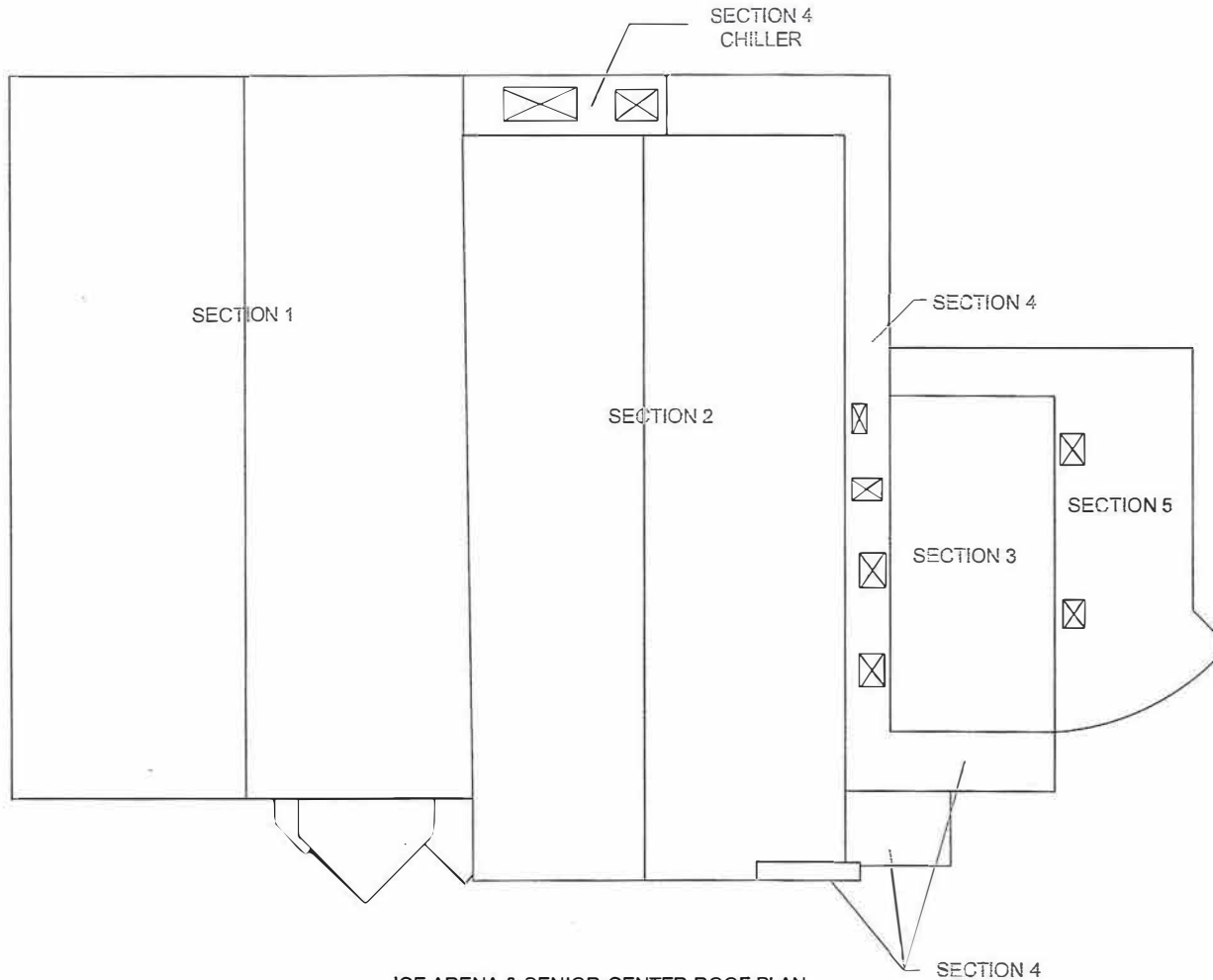
Funding for this project will come from the General Fund, utilizing the American Recovery Plan Act (ARPA) grant funds.

Proposed Motion

Award bid to Lutz Roofing Co., Inc. (Shelby Township MI) for the roof replacement of the Senior Center (sections 3 and 5) and the Ice Arena (section 4) in the amount of \$552,000.00, plus 10% contingency of \$55,200.00, for a total bid award of \$607,200.00.

CITY OF SOUTHGATE

SOUTHGATE, MI



ICE ARENA & SENIOR CENTER ROOF PLAN

GENERAL ROOF NOTES:

- Roof access by hatch
- The building consists of several different sections with Standing Seam Roofs, Single-ply TPO, and Asphalt Based Built-Up Roof systems.
- A restoration on Section 2 was performed in 2011.
- Replacements were performed on Section 4 (except the chiller area) in 2019 with 30-year BUR
- Chiller area was not completed due to new chillers being installed in 2020.
- Leaks on Section 3 and Section 5 have been recurring. Section 3 is a standing seam roof however the design does not currently meet building code due to the slope requirements for a standing seam roof.
- Section 5 consists of a BUR system that is approximately 30 years old and is reaching the end of its life cycle

EXISTING ROOF COMPOSITION

- Section 1: Pre-engineered metal building with standing seam metal panels
- Section 2: Pre-engineered metal building with standing seam metal panels. Single-Component Urethane restoration performed in 2011.
- Section 3: Standing seam metal roof
- Section 4: Asphalt based BUR that was replaced in 2019
- Section 5: Asphalt Based BUR with flood and gravel, approximately 30 years old

EXISTING ROOF

- Section 1 - 35,000 SF
- Section 2 - 26,100 SF
- Section 3 - 5,800 SF
- Section 4 - 9,500 SF
- Section 5 - 7200 SF

LEGEND

- ☒ - MECHANICAL UNIT/VENT
- - VENT STACK
- - ACCESS HATCH
- ⊕ - INTERNAL DRAIN

THE GARLAND COMPANY INC.
3800 EAST 194 STREET - CLEVELAND, OHIO 44106-2197
PHONE (800) 221-9231 / FAX (216) 841-6033



ICE ARENA & SENIOR CTR

REVISION:
 SHEET: 2 OF 8
 DATE: 8-30-23



GARLAND COMPANY, INC.

Matt Verhey

Mobile: 248-880-0896

Email: mverhey@garlandinc.com

Learn More: www.garlandco.com

Thursday, December 14, 2023

City of Southgate
14400 Dix Toledo Road
Southgate, MI 48195

Attn: Dan Marsh

Re: Roof Bids
Senior Center Sections 3 & 5 and Ice Arena Section #4 Chiller

Dear Dan,

At your direction, I have reviewed the bids submitted for the above referenced roof replacement project that was due on December 14, 2023 at 2:00pm. The low bidder, Lutz Roofing and Sheet Metal, is an approved contractor for the type of roof system specified. They have completed projects of similar size and scope for many of my other clients in the SE Michigan with great quality workmanship and professionalism.

I believe the initial budget estimates for the Senior Center and Ice Arena Bids were \$605,000. Three of the four bids were at or below the budget and one bid from Schreiber Roofing was above at \$710,000. Lutz roofing was the low bid at \$552,000 with LaDuke Roofing in second at \$597,000 and Royal Roofing at \$608,000. Each bidder was present at the mandatory pre-bid meeting held on November 30, 2023 at 1:00pm and each bidder has met the bidding requirements.

Lutz Roofing has met all of the criteria set forth in the bid documents and has a stellar record of performing work similar to that which was specified and identified in the bid documents. In speaking with Lutz Roofing, they anticipate work to be completed within the timeframe set forth within the bid documents (Spring/Summer of 2024). As such, it is recommended that the contract/PO be awarded to Lutz Roofing for the sum of \$552,000.00.

Additionally, projects of this size and scope may incur smaller incidental charges for items like decking replacement, replacement of rotted wood nailers, drain replacement due to cracked bowls, etc. While we try to capture all costs associated with the project during the bid process, some of those items won't be able to be identified until the roof is removed. In order to avoid change orders and approval while the roof is "open", it is recommended that a contingency in the amount of 10% be added to the above bid price. Should any unanticipated costs be encountered during the project, they will be documented, submitted for approval, and billed against the contingency.

Should you have any questions, please do not hesitate to contact me. I look forward to working with you on this project.

Respectfully,

Matt Verhey
The Garland Company

Contractor's Bid
City of Southgate
Senior Center & Ice Rink Chiller
Partial Roof Replacement BID #23-751-01

To: City Clerk
14400 Dix Toledo Rd
Southgate, MI

Bid Due Date: Thursday, December 14, 2023 by 2:00 pm

Sealed bids are to be submitted to the Clerk's Office located by the time and date listed above. Bids received after the Due Date and Time will not be considered.

Pursuant to notices given, the undersigned proposes to furnish all materials and labor necessary to complete the replacement as described below and in strict accordance to the plans and specifications dated **11-4-23**. I, the undersigned, having familiarized myself with the attached Contract Documents do hereby propose to furnish all labor, equipment, materials, drayage, tolls, supervision, etc. and to complete all work as specified in these Documents and Specifications. By my submission of this Bidding Proposal I acknowledge the receipt of the Package containing the following: General Conditions & Requirements, General Instructions to Bidders, Detailed Specifications, Detailed Rooftop Diagrams, and Detailed Specification Drawings. To provide supervision, labor, materials and equipment for roof repairs of the following items, per the attached:

BASE BID: Section 3, 4 Chiller, & 5

Section 3, 4 Chiller, & 5: Sum of Five Hundred Fifty Two Thousand & 00/100 (\$ 552,000.00)

***Bid Note: It is the intent of the City to award the project to a single contractor based upon the total sum of the sections. The City would like to know the amount for each broken out section for internal purposes.**

Section 3: Sum of Two hundred four thousand three hundred twenty seven & 00/100 (\$ 204,327.00)

Section 4 Chiller : Sum of Seventy five thousand three hundred ninety & 00/100 (\$ 75,390.00)

Section 5 : Sum of Two hundred seventy two thousand two hundred eighty three & 00/100 (\$ 272,283.00)

Extra work may be necessary other than required by the plans and specifications, extra work will be completed according to the written instructions of the Owner for the following unit prices:

Unit Cost Items: **Wood blocking** - \$6.00 per linear ft.
 Replacement of Metal Decking - \$15.00 per sq. ft.
 Replacement of Insulation (Ice Rink) - \$2.00 per sq. ft.
 Drain Replacement - \$1,750.00 ea.

Proposed Start Date and Duration: Spring 2024 with 15 working days

Addenda Numbers 1, 2, 3 are hereby acknowledged

Respectfully Submitted,

SIGNATURE:



TITLE:

Project Manager

BUSINESS NAME:

Lutz Roofing

CONTRACTOR ADDRESS:

4721 22 Mile Shelby, MI 48317 **DATE:** 12/14/2023

BID COMPLIANCE FORM

The owner has established a level of minimum performance for the roof system components and manufacture involvement for this project. This minimum standard of quality has been established to protect the long term interest the City of Southgate. Substandard performance or incomplete information for any of the following criteria will result in a non-compliant bid.

ROOF MANUFACTURE AND SYSTEM QUALIFICATION FORM

1.	PREBID ATTENDENCE	YES	NO
2.	ROOF SYSTEM MFG.	<hr/>	
3.	ROOF SYSTEM MFG ISO 9002 CERTIFICATION #	<hr/>	
4.	ROOF SYSTEM MFG CURRENT RATIO OF ASSETS TO LIABILITIES	<hr/>	
5.	ROOF SYSTEM MFG LONG-TERM BANK DEBT	<hr/>	
6.	ROOF SYSTEM MFG WARRANTY CLAIMS VS PERCENT OF SALES	<hr/>	
7.	ROOF SYSTEM MFG NUMBER OF YEARS IN BUSINESS	<hr/>	
8.	ROOF SYSTEM MFG DUN & BRADSTREET RATING	<hr/>	
9.	ROOF SYSEM MFG. NON PRO-RATED WARRANTY TERM	20	25 <u>30</u>
10.	ROOF SYSTEM MFG. DAILY INSPECTIONS (3/WK) & WRITTEN REPORTS	YES	NO
11.	ROOF SYSTEM MFG. ANNUAL INSPECTIONS & WRITTEN REPORTS	YES	NO
12.	ROOF SYSTEM ATTACHMENT; MECHANICALLY FASTEN OR FULLY ADHERED	MF	FA
13.	MULTI-PLY ROOF SYSTEM	YES	NO
14.	ROOF MEMBRANE MADE FROM RECYCLED MATERIALS	YES	NO
15.	TOTAL MEMBRANE ROOF SYSTEM MINIMUM THICKNESS IN MILS	<hr/> MILS	

ROOF CONTRACTOR QUALIFICATION QUESTIONARE

16.	10 YEARS OF COMMERCIAL ROOF EXPERIENCE	YES	NO
17.	ROOF CONTRACTOR DUN & BRADSTREET REPORT INCLUDED	YES	NO

2:00 p.m.

Signature #2:

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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GREG KOWALSKY

December 20, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid Extension for Sand, Top Soil and 21A Aggregate **(Waiver of Bid)**

Ladies and Gentlemen:

It is recommended by the Department of Public Services Director and I concur, to waive the bid procedure and extend the current contract with Freeport Supply Co., Brownstown, Michigan, for Top Soil, Sand and 21A Aggregate for the period of one year. The current rates are \$14.95/ton for Top Soil, \$10.74/ton for Sand and \$10.40/ton for 21A Aggregate.

Adequate funds are available in the Water and Sewer Budget fund.

Your favorable consideration of this matter is requested.

Sincerely,

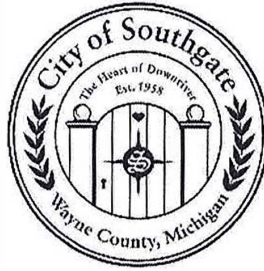
Joseph G. Kuspa
Mayor

JGK/law

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GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Douglas Drysdale, Assistant City Administrator / Finance Director
DATE: December 21, 2023 *DWD*
RE: Recommendation for Bid Extension with Freeport Supply Co. for Sand, Top Soil, 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. (Brownstown MI) for sand, top soil, and 21A aggregate at the current rates:

Top Soil - \$14.95/ton

Sand - \$10.74/ton

21A Aggregate - \$10.40/ton

This contract was originally awarded to Freeport Supply by City Council at their Jan 6, 2021 meeting. The rates have not changed since the original contract was awarded.

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

Proposed Motion

Approve bid extension to Freeport Supply Co. (original contract was awarded Jan 6, 2021), for sand, top soil, and 21A aggregate in the amounts of \$14.95/ton, \$10.74/ton, and \$10.40/ton, respectively, for a period of one year.

From the Desk of:
Kevin Anderson
Director, D.P.S.
December 20, 2023

To: Doug Drysdale
Finance Director

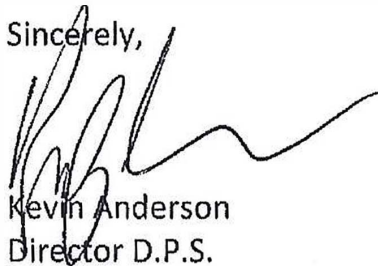
Re: Bid Extension Recommendation for Sand, Topsoil and 21A

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: Wednesday, December 20, 2023 9:06 AM
To: Sonya Bovair
Subject: 2024 Pricing

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.

Attention: Sonya
Re: Material Pricing

Our pricing for the 2024 Season will remain the same as 2023.

Top Soil = \$ 14.95

Sand = \$ 10.74

21A = \$ 10.40

If you have any questions give me a call at your earliest convenience.

Thank you,
Don Truszkowski
President
FREEPORT SUPPLY CO.
734-285-2324 Office
734-285-8787 Fax