

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday July 5, 2023

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 June 21, 2023
2. Regular City Council Meeting Minutes dated June 21, 2023

Scheduled Persons in the Audience:

Consideration of Bids:

1. Letter from Mayor; Re: 2023 Lead Water Service Replacement Program

Page 5

Scheduled Hearings:

Communications "A":

1. Letter from Mayor; Re: Purchase of Ice Rink Seal Pro Cooling Solution **(Waiver of Bid)**
2. Letter from Mayor; Re: Purchase of Keyless Entry System for Dog Park **(Waiver of Bid)**
3. Letter from Mayor; Re: Purchase of Park Video Security Cameras **(Waiver of Bid)**

Page 10

Page 15

Page 20

Communications "B" – (Receive and File):

Ordinances:

1. Memo from Administrator; Re: 2nd Reading Multifamily Rental Housing Certification and Inspections

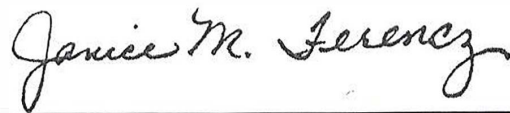
Page 27

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1476 \$1,801,731.42

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

June 21, 2023

An Informal Meeting of the Council of the City of Southgate was held on June 21, 2023 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

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

Absent: Phil Rauch

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Treasurer Chris Rollet, City Clerk Janice Ferencz, City Engineer John Hennessey, Public Safety Director Joe Marsh, Fire Chief Justin Graves, Police Chief Mark Mydlarz, Building Inspections Director Tim Leach & Recreation Director Julie Goddard

Discussed the following agenda items:

- Award for Bid Demolition of 16133 Eureka
- Appointments to Economic Development Corp. Board and Board of Review
- Rezoning of 3 Vacant Parcels at 14005 Allen Rd
- Extending the Service Contract with Rapid Response EMS
- Wavier bid-Renewal of Online Document Storage Subscription
- Fiscal Year 2022-23 4th Quarter Budget Amendment
- Appointments to Brownfield Redevelopment Authority
- Appointments to CASE Commission
- 1st Reading of Multifamily Rental Housing Certification and Inspections Ordinance

This meeting ended at 6:58 pm.

City of Southgate

Regular City Council Meeting

June 21, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, June 21, 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, Bill Colovos, Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa
Absent: Phil Rauch
Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Engineer John Hennessey, City Clerk Janice Ferencz, City Treasurer Chris Rollet, Public Safety Director Joe Marsh, Fire Chief Justin Graves, Police Chief Mark Mydlarz, Building Inspections Director Tim Leach, Recreation Director Julie Goddard

Minutes:

Moved by George, supported Colovos, RESOLVED, that the minutes of the City Council Work Study Session dated June 7, 2023 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Kowalsky, RESOLVED, that the minutes of the Regular City Council Meeting dated June 7, 2023 be approved as presented. Carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Award Bid of Demolition of 16133 Eureka Road, moved by George, supported by Colovos, RESOLVED THAT the Southgate City Council award the bid to International Construction, Inc. (53618 Cherrywood Drive, Shelby Township, MI 48315) for demolition of 16133 Eureka Road in the amount of \$26,900.00. Motion carried unanimously.
2. Letter from Mayor; Re: Appointments to Economic Development Corp. Board and Board of Review moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council concur with the Mayor's recommendation to appoint Sam Galanis & Jay Leonard to the Economic Development Corp. Board for a term expiring June 2029 and Chris Poirier to the Board of Review for a term expiring June 2027 and Maryann Zelasko & Paul Knott (Alternative) to the Board of Review for a term expiring June 2026. Motion carried unanimously.
3. Memo from City Administrator; Re: Rezoning of 3 Vacant Parcels at 14005 Allen Rd from R1-B to RM moved by Colovos, supported by George, RESOLVED THAT the Southgate City Council concur with the recommendation of the Planning Commission and approve the rezoning of the three vacant parcels located at 14005 Allen Rd from R1-B One-Family Residential to RM Multiple Family Residential District. Motion carried unanimously.
4. Memo from City Administrator; Re: Extending the Service Contract with Rapid Response EMS moved by Kowalsky, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve a Service Contract Extension with Rapid Response EMS (29045 Airport Drive, Romulus, MI 48174) for a Term of July 1, 2023 to June 30, 2024. Motion carried unanimously.
5. Letter from Mayor; Re: Renewal of Online Document Storage Subscription moved by Colovos, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the bid process and approve the renewal of online document storage platform subscription for a term of one year to PowerDMS (2120 Park Pl, Suite 100, El Segundo, CA 90245) in the amount of \$7,221.02. Motion carried unanimously.
6. Memo from Assistant City Administrator/Finance Director; Re: Fiscal Year 2022-23 4th Quarter Budget Amendment moved by Kowalsky, supported by George, RESOLVED THAT the Southgate City Council

Regular City Council Meeting June 21, 2023

approve proposed budget amendments as detailed on the attached report. Motion carried unanimously.

Communications "B":

1. Letter from Mayor; Re: Appointment to Brownfield Redevelopment Authority & C.A.S.E. Commission moved by Ayres-Reiss, supported by George, RESOLVED THAT communications B, is hereby received and filed. Motion carried unanimously.

Ordinances:

1. Memo from Administrator; Re: 1st Reading of Multifamily Rental Housing Certification and Inspections Ordinance as this is the first reading, no action by council is required.

Claims and Accounts:

Moved by Graziani, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1475 for \$1,973,793.94. Motion carried unanimously.

Adjournment:

Moved by Colovos, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:12 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

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ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

June 29, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: 2023 Lead Water Service Replacement Program

Ladies and Gentlemen:

It is recommended by the City Engineer and I concur, that the contract for the 2023 Lead Water Service Replacement Program be awarded to RVP Construction Services, South Rockwood, Michigan, in the amount of \$146,664.00 with a 15% contingency of \$21,999.60 for a total of \$168,663.60. It is the lowest bid and in the best interest of the City.

Sufficient funds are available in the Water and Sewer Fund to cover costs associated with this bid.

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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ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: June 29, 2023

RE: Recommendation to Award Bid for 2023 Lead Water Service Replacement Program

I have reviewed the above bids with the City Engineer and recommend awarding the bid for the 2023 Lead Water Service Replacement Program to RVP Construction, Inc. (South Rockwood MI) in the amount of \$146,664.00, plus 15% contingency of \$21,999.60, for a total bid award of \$168,663.60. RVP Construction provided the lowest bid proposal of the two responses.

Funds have been appropriated in the FY 2023-24 Water / Sewer Fund budget.

Proposed Motion

Award bid to RVP Construction, Inc. (South Rockwood MI) for the 2023 Lead Water Service Replacement Program in the amount of \$146,664.00, plus 15% contingency in the amount of \$21,999.60, for a total award of \$168,663.60.



June 27, 2023

Mr. Dan Marsh, City Administrator
City of Southgate
14400 Dix-Toledo Highway
Southgate, Michigan 48195

**Re: 2023 Lead Water Service Replacement Program
Recommendation of Contract Award
City of Southgate
Hennessey Project No. 13139**

Dear Mr. Marsh:

As you are aware, the City of Southgate opened bids on Tuesday, June 27, 2023 for the above referenced project and received bids from two (2) of the fifteen (15) contractors that electronically downloaded contract documents. Attached is a copy of the bid tabulation.

Our office has reviewed the two (2) bids received and in summary, bids received were as follows:

<u>Contractor</u>	<u>Bid Amount</u>
• RVP Construction, Inc.	\$146,664.00
• Bidigare Contractors	\$150,906.00

This project involves the removal and replacement of fourteen (14) lead water services on Kerr Street, between Howard Street and Fort Street along with the removal and replacement of concrete sidewalk, driveway approaches and restoration of disturbed areas. The project is scheduled to start on July 17, 2023 and be fully completed by August 18, 2023.

Hennessey Engineers has worked with RVP Construction, Inc. in other communities on water main and lead water service replacement work, and based on references provided by the Contractor, we find that RVP Construction, Inc. is more than capable to complete this project in the City of Southgate

Therefore, based upon the outcome of the bids, references and past experience, it is our office's recommendation to award the 2023 Lead Water Service Replacement Program to RVP Construction, Inc. of South Rockwood, Michigan, in the amount of \$168,663.60, which includes a 15% contingency of \$21,999.60.

If you have any questions, please do not hesitate to contact me at any time.

CITY OF SOUTHGATE - 2023 Lead Water Service Replacement Program PROJECT NO. 13139				RVP Construction, Inc. P.O. Box 143 South Rockwood, MI 48179		Bidigare Contractors 939 South Mill Street Plymouth, MI 48170	
Line Number	Description	Est Amount	Unit	Unit Price in Figures	Line Total	Unit Price in Figures	Line Total
1	Remove & Replace Lead Water Service, Long Service	6	EACH	\$9,550.00	\$57,300.00	\$11,000.00	\$66,000.00
2	Remove & Replace Lead Water Service, Short Service	8	EACH	\$8,600.00	\$68,800.00	\$8,500.00	\$68,000.00
3	Remove & Replace 4" Concrete Sidewalk	500	SFT	\$9.32	\$4,660.00	\$6.00	\$3,000.00
4	Remove & Replace 6" Concrete Sidewalk	100	SFT	\$10.00	\$1,000.00	\$7.00	\$700.00
5	Remove & Replace 6" Concrete Driveway Approach	50	SFT	\$70.00	\$3,500.00	\$7.00	\$350.00
6	Restoration	500	SYD	\$12.00	\$6,000.00	\$12.00	\$6,000.00
7	Traffic Maintenance & Control	1	LSUM	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00
8	Construction Observation	\$488.00	DAYS	8	\$3,904.00	12	\$5,856.00
2023 LEAD WATER SERVICE TOTAL BID AMOUNT					\$146,664.00		\$150,906.00

*

* = Correction in bid calculations determined by HEI

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

June 29, 2023

To the Honorable
City Council
Southgate, Michigan 48195

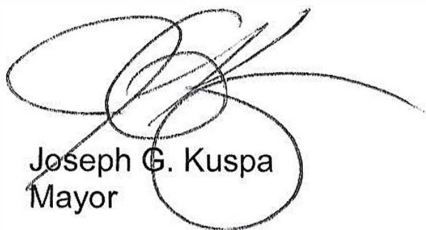
Re: Purchase of Ice Rink Seal Pro Cooling Solution (WAIVER OF BID)

Ladies and Gentlemen:

I have reviewed the above and concur with the Parks & Recreation Director's recommendation to waive the bid procedure and award the purchase of Ice Rink Seal Pro Cooling Solution to Shaler – Rink Seal Pro in the amount of \$15,850.00.

Adequate funds are available in the Parks & Recreation Millage Fund budget.

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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GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: June 29, 2023

RE: Recommendation to Approve Purchase of Ice Rink Seal Pro Cooling Solution (**WAIVER OF BID**)

I have reviewed the above with the Parks and Recreation Director and concur with her recommendation to waive the bidding process and approve the purchase of the Ice Rink Seal Pro Cooling Solution to Shaler – Rink Seal Pro in the amount of \$15,850.00.

Funds have been appropriate in the Fiscal Year 2023/24 Parks & Recreation Millage Fund budget.

Proposed Motion

Waive the bidding process and approve the purchase of the Ice Rink Seal Pro Cooling Solution to Shaler – Rink Seal Pro in the amount of \$15,850.00.

Southgate Michigan

PARKS & REC

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

To: Doug Drysdale, Finance Director
From: Julie Goddard, Parks & Recreation Director
Date: June 28th, 2023
Re: Ice Rink - Rink B

Upon the taking down of Arena B (original rink surface), we discovered a cold floor glycol leak in the arena surface. If we were to put the ice down without taking care of this issue - the ice on top of it will continue to not freeze, causing the surface to be unusable.

We contacted Serv-Ice who handles all of our rink compressors on who the other arenas in the area have used and was recommended Shaler - Rink Seal Pro, as this is very specific process.

Shaler has formulated a revolutionary solution for ice arenas called Rink Seal Pro™, it's an affordable, safe and environmentally friendly solution to the widespread problem of under-ice coolant leaks. Under-ice leaks mean expensive maintenance and poor ice quality – both of which can quickly threaten an ice arena's bottom line. Shaler is also recommended by all the National Organizations in the Industry, including but not limited to the Ice Sports Industry, and STAR - Serving the American Rinks.

We are in need of moving this along quickly as we are scheduled to paint this surface on July 16th in order to be up and running on July 24th, as both surfaces are fully booked starting that week.

Therefore, I am asking that we waive the bid and award Shaler-Rink Pro to seal any existing leaks on the system for \$15,850.00

The solution will also have cleaning effect for the existing system. The process is guaranteed to stop any leaks or we would receive our money back.

There are sufficient funds available in the Parks & Recreation Millage Fund, for this project.

It is my recommendation to the Administration and Council that we waive this bid and award Shaler, Rink Seal Pro this project.

Respectfully Submitted,



Julie Goddard
Parks & Recreation Director

Quote
Prepared By: Justin Montgomery

Customer Information

Quote Date: 6/28/2023 Quote#: 93194
Company: Southgate Arena /
Attn: Jason Graham
Email: jgraham@southgate.gov Phone: 313-549-0525 Fax:

System Description

Based on the customers information, the customer has a cold floor glycol leak resulting in the loss of less than 100 gallons in a 24hr. period.

System Solution

Our recommendation is Rink Seal Pro Cooling solution be applied to the system. This will seal any existing leaks on the system. Solution will also have a cleaning effect for the existing system. All filtration systems must be bypassed for 12 months. Guaranteed to stop your leak or your money back.

Quote Terms/Pricing (USD Only)

Payment Terms	Quote Price:	Freight:	Quote Total:	Tax Exempt?	Tax ID
7 Days	\$15,700.00	\$150.00	\$15,850.00	No	

****Note:** If you have not already, please fax or email proof of tax exemption. All applicable taxes will be charged unless you provide tax exempt status.

Payment/Shipping Information

Payment Method ☐ Check ☐ COD ☐ Credit Card ☐ PO ☐ Warranty ☐ Wire Transfer PO Number
Shipping Method ☐ Air Freight ☐ Customer Pick-up ☐ Ground ☐ LTL ☐ Ocean Freight

****Note:** Unless COD, shipping charges will be reflected on final invoice. Please make all checks payable to Shaler. **USD Only.**

TERMS AND CONDITIONS OF SALE

1. **Parties.** "Seller" means Shaler a Michigan corporation. "Buyer" means the entity or person submitting the purchase order to Seller.

2. **Application.** These Terms and Conditions of Sale define the relationship of Buyer and Seller and apply to all sales of products, supplies, materials, or other personal property (individually and collectively, "Product(s)") by Seller to Buyer. Buyer acknowledges and agrees that these Terms and Conditions of Sale are incorporated in, and are a part of, each quotation, purchase order, invoice, release, requisition, work order, shipping instruction, specification, and any other document, whether expressed verbally, in written form or electronic commerce, relating to the sale of Product(s) by Seller to Buyer (these documents are collectively referred to as the "Agreement").

3. **Warranty, Disclaimer and Money Back Guarantee.** Seller warrants if the Product(s) fail to meet Sellers published specifications and is defective because it fails to meet the Seller's normal published specifications, Seller will issue the

Buyer a refund of the amount paid to Seller for the Product subject to the warranty claim. Warranty claims must be made in writing by Buyer to Seller. Seller's liability for warranty claims of any kind is strictly limited to the purchase price of the Product.

4. Limitation. THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE. NO OTHER WARRANTY OR REMEDY IS EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR AND THOSE ARISING OUT OF COURSE OF DEALING OR USAGE OF TRADE. BUYER ACKNOWLEDGES THAT EXCEPT FOR THE WARRANTY SET FORTH ABOVE, NO REPRESENTATIONS CONCERNING THE PRODUCTS ARE OR WERE MADE TO BUYER OR RELIED UPON BY BUYER WITH RESPECT TO THE QUALITY OR FITNESS OF THE PRODUCTS. BUYER WAIVES THE RIGHT TO ANY CLAIMS BASED ON AN ALLEGED BREACH OF WARRANTY BY THE SELLER EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT.

Except as otherwise specified in this Agreement, the Seller shall have no liability of any kind from either Buyer, its customers, or end users of the Products, for any reason, for any expenditure made, or loss of income incurred, by Buyer in preparation for performance of the Buyer's obligations under this Agreement or otherwise. IN NO EVENT SHALL THE SELLER BE LIABLE TO BUYER OR ANY PARTY CLAIMING THROUGH BUYER FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR CONTINGENT DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, INJURIES TO PROPERTY, LOSS OF USE OF THE PRODUCT, OR ANY ASSOCIATED EQUIPMENT WITH RESPECT TO CLAIMS MADE UNDER THIS AGREEMENT OR BY ANY PURCHASER OR USER OF PRODUCTS, REGARDLESS OF THE FORESEEABILITY OF SUCH DAMAGES OR WHETHER THE SELLER WAS APPRISED OF THE LIKELIHOOD THEREOF.

Thank You!

Justin Montgomery - Sales Representative
Shaler - Rink Seal Pro
365-885-3700 Ext:
810-603-1335 (fax)
justin.montgomery@shalerpro.com

X

Buyer Signature

Buyer/Company Name

Date

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PRISCILLA AYRES-REISS

GREG KOWALSKY

June 29, 2023

To the Honorable
City Council
Southgate, Michigan 48195

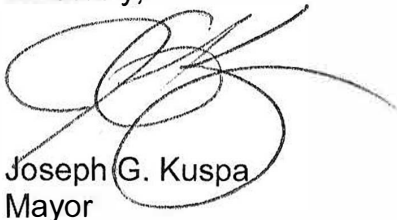
Re: Purchase of Keyless Entry System for Dog Park **(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Parks & Recreation Director's recommendation to waive the bid procedure and award the purchase of a keyless entry system for the dog park to Granite Networks, Royal Oak, Michigan in the amount of \$5,662.00.

Adequate funds are available in the Parks & Recreation Millage Fund budget.

Sincerely,



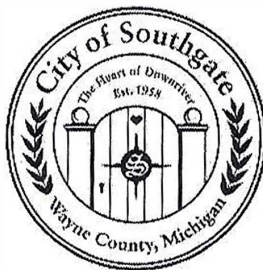
Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
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PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: June 29, 2023

RE: Recommendation to Approve Purchase of Dog Park Keyless Entry System
(WAIVER OF BID)

I have reviewed the above bids with the Parks and Recreation Director and concur with their recommendation to waive the bidding process and approve the purchase of a keyless entry system for the dog park to Granite Networks (Royal Oak MI) in the amount of \$5,662.00.

Funds have been appropriate in the Fiscal Year 2023/24 Parks & Recreation Millage Fund budget.

Proposed Motion

Waive the bidding process and approve purchase of a keyless entry system for the dog park to Granite Networks in the amount of \$5,662.00.

Southgate

Michigan
PARKS & REC

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

To: Doug Drysdale, Finance Director
From: Julie Goddard, Parks & Recreation Director
Date: June 28th, 2023
Re: Dog Park Keyless Entry System

At the Dog Park, located at Lions Park, we are in need of purchasing the Keyless Entry System for our residents to be able to access the park, once they have purchased a membership. The system will allow our members to access the Dog Park during operating hours with the scan of their phone, a designated number or their membership card.


I am asking that we waive the bid and award Granite Networks of Royal Oak, Michigan the bid for the necessary equipment at the cost of \$5662.00.

Granite Networks is the company that directly works with KISI and DaySmart. These companies will be our new Recreation Software starting next month as our current vendor got bought out. We have been training on all the software and it will be a great fit for our needs and provide much easier access to our residents.

There are sufficient funds available in the Parks & Recreation Millage Fund,

It is my recommendation to the Administration and Council that we waive this bid and have Granite Networks provide the equipment for this project.

Respectfully Submitted,


Julie Goddard
Parks & Recreation Director
City of Southgate

granite networks

Quote Number: 1976
Kisi Access System - Dog Park Project

Payment Terms: Prepay
Expiration Date: 07/31/2023

Prepared For (Client)

Julie Goddard
City of Southgate
14700 Reaume Parkway
Southgate, MI 48195
United States
Phone: 734-258-3035
jgoddard@ci.southgate.mi.us

Prepared By (MSP)

Blaine Tillander
Granite Networks
Phone: 248-733-4269
blaine@granitenetworks.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
Yearly Items					
1)	2	Kisi Standard Door License 1 Yr Kisi Door License Standard - 1 Year License - Unlimited Users & Admins, Integrations with MS, Google	\$300.00	\$300.00	\$600.00
Yearly Total					\$600.00
One-Time Items					
2)	1	Kisi Controller Pro 2 Kisi Controller Pro 2 connects up to 4 doors	\$1,099.00	\$1,099.00	\$1,099.00
3)	2	Kisi Reader Pro 2 Kisi Reader Pro - Card and Phone Reader for In- and Outdoor including Kisi Safe Workspace Functionality	\$749.00	\$749.00	\$1,498.00
4)	1	Kisi Standard Onboarding Personalized onboarding with a dedicated Kisi Implementation Specialist to tailor your Kisi access control to fit your space. Your onboarding will include software configuration, hardware installation guidance, and training for you and your team.	\$300.00	\$300.00	\$300.00
5)	2	Locknetics MLBK1200 L-Bracket for MG1200	\$45.00	\$45.00	\$90.00
6)	2	Locknetics MG1200 MG Series Electromagnetic Lock, 1200 lb	\$165.00	\$165.00	\$330.00
7)	1	CAT6A 28AWG SLIM CLEAR SNAGLESS MOLDED BOOT NETWORK PATCH CABLE 80FT BLUE CAT6A 28AWG SLIM CLEAR SNAGLESS MOLDED BOOT NETWORK PATCH CABLE 80FT BLUE	\$55.00	\$55.00	\$55.00
8)	1	Infrastructure Cabling Labor for cabling and related infrastructure installation, modification, and/or repair. Flat Rate - includes installation of two Kisi access readers and one controller to control dog park access.	\$1,440.00	\$1,440.00	\$1,440.00
9)	1	Miscellaneous - Description Required Cable, conduit, and related hardware & supplies.	\$250.00	\$250.00	\$250.00
One-Time Total					\$5,062.00
Subtotal					\$5,662.00
Total Taxes					\$0.00

Total \$3,000.00

This Quote and/or Statement of Work is governed under the provisions of the Master Services Agreement located at [Granite Networks MSA.pdf](#) ("MSA"). This Quote and/or Statement of Work is further defined by the conditions and provisions of the services guide located at [Granite Works Services Guide.pdf](#) ("Services Guide"). The MSA and Services Guide contain important provisions related to the Services (including payment and auto-renewal terms), and by agreeing to this Quote and/or Statement of Work, you agree to the provisions of the MSA and the Services Guide. If you cannot access the MSA or Services Guide, or if you have any questions about those documents, then please do not sign this Quote and/or Statement of Work and contact us for further information.

OFFICE USE ONLY BELOW THIS LINE:

APPROVAL RESPONSE:

APPROVED BY (IF ADDRESS CAPTURED):

APPROVED DATE:

APPROVAL RESPONSE COMMENTS:

We make IT work for you.®

Granite Networks, Inc. 317 E. 4th Street, P.O. Box 1779, Royal Oak, Michigan 48067 888-838-0112 www.granitenetworks.com

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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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

June 29, 2023

To the Honorable
City Council
Southgate, Michigan 48195

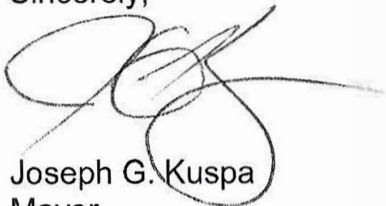
Re: Purchase of Park Video Security Cameras **(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Parks & Recreation Director's recommendation to waive the bid procedure and award the purchase of security cameras for Kiwanis and Market Center Parks to Lawrence Technology Services, Southgate, Michigan in the amount of \$12,712.50 plus 15% contingency of \$1,906.88 for a total purchase amount of \$14,619.38.

Adequate funds are available in the Parks & Recreation Millage Fund budget.

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

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: June 29, 2023

RE: Recommendation to Approve Purchase of Park Video Security Cameras
(WAIVER OF BID)

I have reviewed the above bids with the Parks and Recreation Director and concur with her recommendation to waive the bidding process and approve the purchase of video security cameras for Kiwanis Park and Market Center Park to Lawrence Technology Services (Southgate MI) in the amount of \$12,712.50, plus 15% contingency in the amount of \$1,906.88, for a total purchase amount of \$14,619.38.

Funds have been appropriate in the Fiscal Year 2023/24 Parks & Recreation Millage Fund budget.

Proposed Motion

Waive the bidding process and approve the purchase of video security cameras for Kiwanis Park and Market Center Park to Lawrence Technology Services in the amount of \$12,712.50, plus 15% contingency in the amount of \$1,906.88, for a total purchase amount of \$14,619.38.

Southgate Michigan

PARKS & REC

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

To: Doug Drysdale, Finance Director
From: Julie Goddard, Parks & Recreation Director
Date: June 28th, 2023
Re: Park Cameras for Kiwanis Park & Market Center Park

We are in need of purchasing camera systems for Kiwanis Park and Market Center Park. This will enable us to access video when there is vandalism or incidents at the park.

I am asking that we waive the bid and award Lawrence Technology Services of Southgate, Michigan the bid for the necessary equipment at the cost of \$3,450.50 for Market Center Park and \$9,262.00 for Kiwanis Park with a 15% contingency for unforeseen issues or repairs for a total of \$14619.38.

Jason Rucker, our IT Director, met with and explained our needs to the vendors.

We feel this is the right fit for our parks and the company will be able to provide service and assistance to us quickly being located in our city.

There are sufficient funds available in the Parks & Recreation Millage Fund, for this project.

It is my recommendation to the Administration and Council that we waive this bid and award Lawrence Technology Services this project.

Respectfully Submitted,



Julie Goddard
Parks & Recreation Director
City of Southgate



Lawrence Technology Services
<https://www.lawrencesystems.com/>
sales@lawrencesystems.com
 313-299-1503

14140 Pennsylvania Rd
 Southgate, MI 48195
 United States

Quote Issued To
 City of Southgate
 Client ID: 1048
 734-284-3800 x6805
 14710 Reaume Parkway
 Southgate, MI 48195

Quote Number	28592
Quote Date	Dec 8, 2022
Total	\$3,450.50
Deposit Due	\$1,825.00

Item	Description	Unit Cost	Qty	Line Total
Hardware	Amcrest 4K Optical Zoom IP Camera, Varifocal 8MP Outdoor POE Camera Dome	\$260.00	1	\$260.00
Hardware	Gratuity Junction Box 14.6x10.6, IP67 Waterproof Plastic Enclosure for Electrical Project for Second Building	\$77.00	1	\$77.00
Hardware	NETGEAR 8-Port Gigabit Ethernet Unmanaged PoE Switch	\$182.00	1	\$182.00
Hardware	Unifi UISP LTU Pro Point to Multi Point	\$233.00	3	\$699.00
Data Drop - CAT 6	Install network drop(s) - CAT 6 for camera Wall Fished / Tested / Plated	\$200.00	1	\$200.00
Hardware - Patch Cable 4 - 8'	Hardware - Patch Cable 4 - 8' for structure building to PNP	\$7.50	1	\$7.50
On Site (HOURLY)- Service Call	Service Call - Troubleshoot 2 cameras on Bath and Bodyworks Building	\$200.00	1.5	\$300.00
On Site (HOURLY) - Device Install	Device Install -Camera' PNP's, Job Box -Camera .5 -Access Point .25 -Network Equipment .25	\$200.00	5	\$1,000.00
On Site (HOURLY)	Program new camera	\$200.00	1	\$200.00
Deployment	Deployment Fee	\$225.00	1	\$225.00

Fee

Remote (HOURLY)	Program PNP's	\$200.00	1.5	\$300.00
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Add Camera, Troubleshoot 2 cameras not working, and Replace PNP's with Multi point PNP's at Market Place

Subtotal \$3,450.50

Total \$3,450.50

Any repairs on non working cameras will be billed at completion of project

Terms

**Quotes are only valid 14 days from original quote date.

**This is only a Quote, actual cost may vary depending on changes in Scope or unforeseen circumstances

Deposit Due \$1,825.00



Lawrence Technology Services
<https://www.lawrencesystems.com/>
sales@lawrencesystems.com
313-299-1503

14140 Pennsylvania Rd
Southgate, MI 48195
United States

Quote Issued To
City of Southgate
Client ID: 1048
734-284-3800 x6805
14710 Reaume Parkway
Southgate, MI 48195

Quote Number 28588
Quote Date Dec 7, 2022
Total \$9,262.00
Deposit Due \$4,650.00

Item	Description	Unit Cost	Qty	Line Total
Hardware	Synology DS923+ with 4 WD Purple 4TB HDD Raid SHR	\$1,295.00	1	\$1,295.00
Synology Camera License	Synology One Time Camera License - Synology comes with 2	\$60.00	6	\$360.00
Hardware	Amcrest 4K Optical Zoom IP Camera, Varifocal 8MP Outdoor POE Camera Dome	\$260.00	8	\$2,080.00
Hardware	ECHOGear 10U Network Rack - Wall Mountable Heavy Duty 4 Post Design-Open Frame Design Includes 2 1U Vented Shelves - First Building	\$208.00	1	\$208.00
Hardware	Gratuity Junction Box 14.6x10.6, IP67 Waterproof Plastic Enclosure for Electrical Project for Second Building	\$77.00	1	\$77.00
Hardware	Unifi PNP UISP airMAX GigaBeam 60 GHz Radio	\$167.00	2	\$334.00
Hardware	NETGEAR 8-Port Gigabit Ethernet Unmanaged PoE Switch	\$182.00	2	\$364.00
Remote (HOURLY)	Synology Setup, Programing of PNP's and Programing of Cameras	\$200.00	7	\$1,400.00
Data Drop - CAT 6	Install network drop(s) - CAT 6 - 8 Cameras, 1 to PNP on first building <i>Wall Fished / Tersed / Plated</i>	\$200.00	9	\$1,800.00
Hardware - Patch Cable 4 -	Hardware - Patch Cable 4 - 8' for second building to PNP	\$7.50	1	\$7.50

8'

Hardware - Patch Cable 1 - 3'	Patch Cable 1-3' - from switch to synology and cable modem	\$5.75	2	\$11.50
On Site (HOURLY) - Device Install	Device Install -Camera .5 -Access Point .25 -Network Equipment .25	\$200.00	4.25	\$850.00
On Site (HOURLY) - Cabinet Build	On-Site Cabinet Build - Rack mounted to wall	\$200.00	1.25	\$250.00
Deployment Fee	Deployment Fee	\$225.00	1	\$225.00

New Camera System at Kiwanis Park

Subtotal \$9,262.00

Power will need to be ran by client to where the Job Box on the
second building will be placed

Total \$9,262.00

Terms

**Quotes are only valid 14 days from original quote date.

**This is only a Quote, actual cost may vary depending on
changes in Scope or unforeseen circumstances

Deposit Due

\$4,650.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PRISCILLA AYRES-REISS

GREG KOWALSKY

Memorandum

To: Honorable Mayor and City Council

From: Dan Marsh, City Administrator

Date: June 29, 2023

RE: 2nd Reading of Multifamily Rental Housing Certification and Inspections Ordinance

The administration recommends the passing of the proposed ordinance regarding Multifamily Rental Housing Certification and Inspections. Feedback received during the first reading held at the June 21, 2023 Council Meeting, was taken into consideration and the language has been adjusted accordingly. Included in your packets is a proposed fee schedule for the administration of the ordinance. Should the council choose to adopt the proposed ordinance, the Administration recommends an effective date of no later than November 1, 2023 in order to allow time to communicate the new ordinance to property owners.

If you have any questions please reach out to me.

Proposed Motion: *To amend the code of ordinances Part Fourteen – Building and Housing Code, Title Two, Building Standards, to include the proposed language as a new chapter entitled Chapter 1423 “Multifamily Housing Certification” to the City of Southgate Code of Ordinances effective no later than November 1, 2023.*

**CITY OF SOUTHGATE
WAYNE COUNTY, MICHIGAN**

ORDINANCE NO. XX

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES BY AMENDING
PART FOURTEEN – BUILDING AND HOUSING CODE, TITLE TWO – BUILDING
STANDARDS, TO ADD NEW CHAPTER 1423 ENTITLED “MULTIFAMILY
HOUSING CERTIFICATION” TO THE CITY OF SOUTHGATE CODE OF
ORDINANCES.**

The City of Southgate ordains:

The City of Southgate Code of Ordinances, Part Fourteen, Title Two, is hereby amended by adding **Chapter 1433** entitled, “**Multifamily Housing Certification**” to read as follows:

Sec. 1423.01 – Purpose.

The purpose of this article is to establish certain responsibilities and duties of landlords and tenants essential to make such dwellings safe, sanitary, and fit for human habitation, to provide for registration with the Building Department, to provide for biennial property maintenance inspections, to require a certificate of compliance issued by the Building Department in order to occupy residential rental dwellings, and to designate penalties for violations of this chapter. Further, the purposes of this article are:

- (a) to ensure that all non-owner-occupied multifamily housing units are being maintained in conformance with all applicable building and safety codes, rules, and regulations for the protection of the public health and safety of the residents of the rental units and the community;
- (b) to proactively identify blighted and deteriorated rental housing stock and to ensure the rehabilitation or abatement of rental properties that do not meet minimum building and housing code standards, exterior maintenance standards, fire code standards, and site maintenance standards all in an attempt to create and maintain a healthy, safe and crime and nuisance free environment to further preserve and enhance the quality of life for the residents of the City living in multifamily dwellings, as well as the community as a whole;
- (c) to regulate multifamily housing through registration, inspection, and certification to protect the public health, safety, and welfare, and to achieve the goals of this Chapter; and
- (d) to assist the City with information to provide more adequate police, fire, and emergency protection; more equal and equitable real and personal property taxation; better efficiency

and economy in furnishing public utility services; and more comprehensive and informed planning and zoning for uses of land and structures within the City.

Sec. 1423.02 – Definitions.

The following words and phrases shall have the following meanings respectively given to them in this article:

Apartment means an attached dwelling unit with party or common walls, contained in a building with other dwelling units or sharing the occupancy of a building with other than a residential use. Apartments are commonly accessed by common stair landing or walkway. Apartments are typically rented to the occupants. Apartment buildings often may have a central heating system and other central utility connections. Apartments typically do not have their own yard space. Apartments are also known as garden apartments or flats.

Apartment complex means one or more parcels of land containing a group of multifamily structures owned or managed by the same person or entity. Apartment complexes typically provide parking lots and other site amenities for tenants and guests.

Building Code means Chapter 1420, as amended, of the Code of Ordinances of Southgate, Michigan.

Building Official means the City employee or his/her designee responsible for conducting inspections under the building code, rental inspection guidelines, and property maintenance code for residential rental structures and residential rental units.

Certificate of compliance means a certificate issued by the City's Building Department indicating that the residential rental structure or dwelling unit identified on the certificate complies with all the applicable provisions of this code and other applicable state laws and City ordinances, particularly the property maintenance code and the fire prevention code.

Certificate of compliance incentive bonus means an additional twelve (12) months period of time that a certificate of compliance is valid.

Department means the City of Southgate Building Department.

Dwelling means a building or portion thereof which is used exclusively as a residence and provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Duplex dwelling means a detached building, designed exclusively for, and occupied by two families living independently of each other, with separate housekeeping, cooking, and bathroom facilities for each family.

Fee means a monetary fee determined from time to time by City Council resolution.

Initial phase-in period means the period from the effective date of this Chapter through completion of the first inspection cycle, a duration of approximately two (2) years, during which time all multifamily residential rental structures and residential rental units in existence on the effective date of this article shall be required to be inspected and issued a Certificate of Compliance. It shall be permissible for a tenant to continue to occupy an existing residential rental unit during the initial phase-in period barring any order of the Building Official or Fire Marshal to the contrary.

Inspection guidelines means the provisions of Chapter 1422 of the Southgate City Code entitled International Property Maintenance Code.

Lease means any written or oral agreement that sets forth conditions concerning the use and occupancy of residential rental structures or residential rental units between an owner and tenant.

Life/safety code violation means any physical condition or violation of the City's property maintenance code, fire code, building code, mechanical code, electrical code, plumbing code, blight ordinance, or county, state and federal health and safety regulations that, in the opinion of the Building Official or Fire Marshal, poses an immediate threat to the life, health, and safety of occupants of a structure or the general public.

Multifamily accessory facility means a common hallway or stairs, mechanical room, boiler room, laundry room, storage area, recreation facility, or other similar facility located within a multifamily structure or on the property of one or more multifamily structures.

Multifamily structure means a building consisting of three or more dwellings.

Owner means a person or entity with legal or possessory interest in a dwelling unit.

Registration means submittal of an official City application form and fee to the Building Department reporting ownership of a multifamily residential rental structure including all required data and information regarding said structure, dwellings, and accessory facilities contained within said structure, and upon said premises, and including the Responsible Local Agent where applicable.

Rent means the consideration paid for the right to use and possess property, examples of which include, but are not limited to, the payment of money, the payment of taxes, the payment of utilities, the exchange of goods or services, the performance of home improvements or routine maintenance, the occupancy of a dwelling to maintain security, a form of employment compensation, the bartered or discounted exchange(s) of merchandise or services, labor, and the like.

Responsible local agent means an individual person, corporation, partnership, or other legal entity that represents the owner and/or manages a residential rental structure and its residential rental units on behalf of the owner. The responsible local agent must have a place of business or

residence in the United States within fifty (50) miles of the Southgate City limits. The responsible local agent shall be designated by the owner as responsible for operating such premises in compliance with all the provisions of the City codes and ordinances. The owner may act as the responsible local agent provided that the owner resides or has a place of business in the United States within fifty (50) miles of the Southgate City limits.

Temporary certificate of compliance means a certificate issued for a residential rental structure or unit, following an inspection, which is found to be in substantial compliance with the Code and which, in the opinion of the building official, has no life/safety code violations. Such certificate shall state any remaining violations to be corrected and the date it expires. A reasonable extension may be granted at the discretion of the department. Failure by the owner to correct the violations within the specified time shall constitute a violation of this article.

Tenant means the person, under a lease or who pays rent, entitled to the use and occupancy of a dwelling unit or any portion thereof.

Sec. 1423.03 – Registration of multifamily residential rental structures required.

No person shall engage, or be engaged, in the operation, rental or leasing of a multifamily residential rental unit without first registering the residential rental structure and reporting all residential rental units and accessory facilities, if any, contained therein with the City in the manner provided herein.

- (a) The owner of any existing multifamily residential rental structure(s) shall register each such structure with the City within 30 days of the effective date of this article.
- (b) All newly constructed multifamily residential rental structures shall be registered concurrently with the issuance of a certificate of occupancy by the City. Newly constructed multifamily residential rental structures shall not be assessed a registration fee.
- (c) Structures not subject to the provisions of this article on the effective date of this article that later become multifamily residential rental structures shall immediately be registered and comply with all other provisions of this article prior to occupancy.
- (d) The registration shall include a description of all residential rental dwelling units and accessory facilities, if any, within each structure and upon said premises.
- (e) One registration is required for each structure even though multiple units occupied by multiple individuals may be contained within the structure.
 - 1) Duplex dwellings shall require one registration.
 - 2) Each multifamily structure/building shall require one registration.
- (f) The registration of one multifamily residential rental structure shall not relieve the owner from the necessity of registering all other multifamily residential rental structures that he/she/it owns in the City.

Sec. 1423.04 – Responsible local agent.

An owner of a multifamily residential rental structure may designate a person or entity as the responsible local agent. If the owner of a multifamily residential rental structure resides more than fifty (50) miles from the City of Southgate or outside of the United States, the owner shall designate a person or entity as the responsible local agent.

The responsible local agent shall maintain a place of business or residence in the United States within fifty (50) miles of the City of Southgate and shall be responsible for operating and providing access to the multifamily residential rental structure or residential rental unit.

All official notices and correspondence from the City related to administration of this article may be issued to the responsible local agent, and any notice or correspondence so issued shall be deemed to have been issued upon the owner.

Sec. 1423.05 – Registration forms.

(a) Application for registration shall be made on a form supplied by the City and filed with the Building Department and shall include the following information:

- 1) The address of the structure, type of structure, number of dwelling units, and whether an owner occupies any portion of the structure.
- 2) The individual owner's name, birthdate, driver's license number, address, phone number, and email address. No post office box shall be accepted as a legal address, however, may be accepted as a mailing address upon written request of the owner.
- 3) If the owner is a corporation, the registration shall include the corporate name, Michigan corporate entity number, name and mailing address of the resident agent, corporate mailing address, phone number, and email address.
- 4) The owner's signature or alternate method of conveying consent by a person or entity lawfully authorized to do so representing the owner or owner's estate.
- 5) If applicable, the designation of a responsible local agent, the agent's birthdate if an individual, driver's license number if an individual, mailing address, phone number, and email address.
- 6) The responsible local agent's signature (if applicable).
- 7) The registration shall include the unit number and description of each dwelling unit, the number of separate exterior dwelling entrances, and all multifamily accessory facilities as requested on the form.
- 8) A registration fee as established by City Council resolution.

(b) The owner shall provide a site plan or drawing showing details of the property including locations of structures, parking areas and accessory facilities on the site, and a complete layout of each building showing building addresses, dwelling unit numbers and floor plans.

Sec. 1423.06 – Certificate of compliance required.

- (a) The Department shall provide for the systematic inspection of all multifamily residential rental structures, residential rental units, and multifamily accessory facilities, which are subject to provisions of this article for the purpose of determining whether the structures, units, and facilities comply with all applicable City codes and with provisions of this article. Those structures, units, and facilities that are determined to be in compliance shall be issued a certificate of compliance.
 - 1) The exterior building/grounds and each interior dwelling unit of duplex dwellings shall require separate certificates of compliance.
 - 2) The exterior building/grounds of each multifamily structure, each multifamily accessory facility, and each residential rental unit within a multifamily structure shall require separate certificates of compliance.
- (b) An owner shall provide the Department with a certificate of insurance, issued by an insurance company, that certifies that the structure(s) and unit(s) is insured against structural loss or damage, including, but not limited to, fire damage. The certificate of insurance shall state the name of each person named on the policy and its expiration date. The certificate of insurance shall be in force at the time a certificate of compliance is issued or at the time a renewed certificate of compliance is issued.
- (c) No person or entity, either the owner or the owner's responsible local agent, shall rent or lease a residential rental unit unless that owner or agent has first obtained valid certificates of compliance from the Department except during the limited period of time until the unit is first inspected during the initial phase-in period of this article. For new construction the original certificate of occupancy shall serve as the certificate of compliance for a period of 24 months, after which the owners of said units shall apply for a standard biennial certificate of compliance renewal. Structures not subject to the provisions of this article on the effective date of this article that later become residential rental structures shall be registered, obtain a certificate of compliance, and comply with all other provisions of this article prior to occupancy of any dwelling unit.

Sec. 1423.07 – Issuance of certificate of compliance.

- (a) A certificate of compliance shall not be issued until all cited code violations have been corrected and approved, and until all fees have been paid in full.
- (b) A certificate of compliance shall be issued on the condition that the subject structure, unit, or facility remain in compliance with the City's property maintenance code and all other applicable ordinances and laws. If, after certification, the Department determines that violations exist, the certificate may be temporarily suspended as to the affected areas or the full certificate may be revoked, and the areas of violation may be ordered vacated until the subject structure, unit, or facility is brought into compliance.

Sec. 1423.08 – Term and renewal.

- (a) *Registration* of a residential rental structure shall be valid for as long as ownership or designation of a responsible local agent remains unchanged.
- (b) *Certificates of compliance* shall be renewed on a biennial basis and are valid until the expiration date recorded on the certificate of compliance unless administratively extended, suspended, or revoked by the Department. The period of time the certificate is valid shall begin on the date of the scheduled first inspection and shall expire at midnight on 24 months following issuance. If an owner or agent cancels or fails to appear for a scheduled inspection or takes an unreasonable period of time to correct code violations, the time delay to certify the structure or unit shall not serve to extend the period of time the certificate is valid. The date of issuance and expiration shall be recorded on the certificate. It is the duty of the owner or responsible local agent of the subject property to arrange for the inspection necessary for the renewal of the certificate of compliance at least 60 days prior to its expiration.
- (c) Any owner or responsible local agent shall be afforded the opportunity to earn a *certificate of compliance incentive bonus* that extends the period of time a certificate of compliance is valid from 24 months to 36 months. An additional twelve (12) months bonus time shall be granted when all of the following conditions are met:
 - 1) There are no life/safety code violations cited during the initial inspection;
 - 2) There are no more than four (4) code violations cited during the initial inspection;
 - 3) All cited code violations are corrected and verified during the first scheduled re-inspection;
 - 4) There are no outstanding fees, fines, or taxes owed to the City for the subject property;
 - 5) All required permits for work done within the structure have been obtained.
- (d) If an owner or responsible local agent fails to arrange for the inspection necessary to renew the certificate of compliance at least 60 days prior to its expiration, the Department shall schedule the inspection and send notification to the owner or responsible local agent.
- (e) The department may, in the absence of any life/safety code violations, administratively extend the expiration date of a certificate of compliance of any residential rental unit due to circumstances beyond the control of an owner or responsible local agent including, but not limited to, the department's inability to perform an inspection in a timely manner.

Sec. 1423.09 – Transfer of Ownership or Responsible Local Agent.

- (a) Certificates of compliance shall be transferable when the ownership of a multifamily residential rental structure changes provided that all certificates of compliance required for the property are valid at the time of transfer.
- (b) It shall be the duty of the new owner to immediately register with the Department consistent with Sec. 1423.03 and pay a fee established by the City.
- (c) It shall be unlawful for the owner of any multifamily residential rental structure or residential rental unit, who has received a notice of violation of any code or ordinance of the City for

that location, including zoning violations, building code violations, violations of rental inspection guidelines, fire code, or nuisance code violations, to transfer, convey, sell, including by land contract, ownership and/or interest in any way to another, unless such owner shall have first furnished to the grantee, vendee, or transferee a copy of any notice of violation and shall have furnished to the Department a signed and notarized statement from the grantee, vendee, or transferee acknowledging receipt of such notice of violation and acknowledging legal responsibility for correction of the violation.

- (d) An owner may at any time designate a new responsible local agent to replace the responsible local agent, if any, on file with the department by submitting a form provided by the department and paying a fee established by the City.

Sec. 1423.10 – Initial Inspections.

- (a) The Department shall schedule initial inspections, at its discretion, of multifamily residential rental structures, units, and accessory facilities which are subject to provisions of this article to determine if the structures and units qualify for a certificate of compliance. The owner or responsible local agent of the property shall receive prior notice of the Department's intent to inspect; the owner may voluntarily waive the notice period and consent to an inspection at an earlier date. The owner shall provide to the tenant(s) a minimum of 72 hours written notice of the Department's intent to inspect the unit he/she occupies.
- (b) Inspection fees established by the City shall be paid in full prior to the date of inspection.
- (c) After the initial phase-in period, all residential rental structures, units, and accessory facilities which are subject to provisions of this article shall be required to be inspected at not less than 24-month intervals nor more than 36-month intervals unless adjusted by the Department.
- (d) The Department shall inspect multifamily residential rental structures, units, or accessory facilities pursuant to any of the following circumstances:
 - 1) Upon receipt of a new rental registration application for a structure that was not previously registered.
 - 2) Upon receipt of any certificate of compliance renewal request for any structure, unit, or accessory facility that has been previously certified.
 - 3) Upon receipt of a complaint from an owner or tenant that a structure, unit, or accessory facility is in violation of the property maintenance ordinance or any other ordinance or code of the City of Southgate, or is in violation of Michigan's housing law, Section 125.401 et seq. of the Michigan Compiled Laws.
 - 4) Upon receipt of a report or a referral from the Southgate Police Department, Department of Public Works, Fire Department, other law enforcement agency, public agency or department, or any individual indicating that the premises may be in violation of this article. The request shall be based on the personal knowledge of the person making the report.
 - 5) If an exterior survey of the premises gives the building official probable cause to believe that the premises is in violation of this article.

- 6) Upon receipt of information that the multifamily residential rental structure is not registered with the City as required by this chapter.
- (e) If entry to a multifamily residential rental structure, unit, or accessory facility requiring inspection is refused, the Building Official and/or their designee shall have recourse to the remedies provided by law to secure entry, including but not limited to obtaining a warrant for an administrative search. Inspections shall be limited to only the areas necessary to ascertain compliance with applicable ordinances, codes, and state law. Every reasonable effort shall be made to obtain consent to voluntarily enter the premises for the purpose of conducting a property maintenance inspection.

Sec. 1423.11 – Reinspection required; presumptions.

- (a) *Reinspections required.* An owner or responsible local agent who is provided with written notice of a code violation or violations, shall correct the code violations within the period of time specified in the notice of violations. Failure to correct a code violation within the specified period of time constitutes a nuisance per se and may result in the residential rental structure or residential rental unit being posted for non-compliance with the City's property maintenance code and/or any other applicable codes or regulations.
- (b) *Failure to have property timely reinspected.* Following inspection and notice of violations, should the owner, the owner's responsible local agent, or the person responsible for the structure fail to facilitate a reinspection prior to the date specified for correction of the violations or by any extended date granted by the department, it shall be presumed that any violations in the notice of violations that have not been previously reinspected and approved have not been corrected and the owner or responsible local agent shall be responsible for failing to repair those violations as if they had not been corrected.
- (c) *Inability to conduct reinspection.* Should the department not be able to gain entry to a residential rental structure or residential rental unit for a scheduled reinspection then it shall be presumed that any violations in the notice of violations that have not been previously reinspected and approved have not been corrected and the owner or responsible local agent shall be responsible for failing to repair those violations as if they had not been corrected.

Sec. 1423.12 - Notice of intent to inspect.

If the owner or the owner's responsible local agent shall not register a residential rental structure or apply for a certificate of compliance for a residential rental structure, unit, or accessory facility, the department will send notice of its intent to inspect the subject structure, unit(s), and/or accessory facilities to the owner or responsible local agent at the mailing address of record with the Assessor's Office for the property owner and the mailing address provided on the registration form if different. Owners or responsible local agents shall have 14 days from the date of mailing to submit the completed registration forms, fees, and request for inspection appointment.

Sec. 1423.13 – Inspection guidelines and property maintenance standards.

The inspection guidelines and property maintenance standards required by this article shall be governed by those guidelines set forth in Chapter 1422 of the Southgate City Code entitled International Property Maintenance Code.

Sec. 1423.14 – Notices and Orders

- (a) Official notices and orders issued pursuant to this article, including but not limited to inspection scheduling notices, inspection reports, notices of code violations, and invoices, shall be served upon the owner or designated responsible local agent by first class mail to the address reported on the registration form, in person, or by email to the email address reported on the registration form upon written consent of the owner or agent.
- (b) Whenever the Building Official or his/her designee determines that there has been a violation of any section of this article, he/she shall give notice of such alleged violation and order for correction of the violation as provided for in the International Property Maintenance Code, Chapter 1422 of the Code of Ordinances.

Sec. 1423.15 – Appeal Process

- (a) Appeal of Applicability of the Article.
 - 1) If the owner or responsible local agent disagrees with the opinion of the Building Official or his/her designee as to whether the subject property is subject to provisions of this Chapter other than the International Property Maintenance Code, the owner or responsible local agent may appeal to the City Council.
 - 2) Any owner or responsible local agent requesting such an appeal shall file a written request therefor to the Building Department within ten (10) days after the date of the opinion of the Building Official. The appeal shall be made in writing and mailed, or hand delivered to the Building Department.
 - 3) As soon as practical, the City Council shall fix a time, date and place for a hearing and provide notice of the same to the owner or responsible local agent ten (10) days before the scheduled hearing date.
 - 4) The City Council shall hear evidence and testimony by City Departments and other concerned individuals regarding the appeal. The owner or responsible local agent, and/or their representatives, shall be allowed to present evidence and testimony at the hearing on the issues that are the subject of the appeal. After the hearing, the City Council shall decide by Resolution whether the subject structure or dwelling shall be regulated pursuant to provisions of this article. The decision of the City Council shall be final and shall be binding on the owner, responsible local agent, tenant, and the City.
 - 5) The owner may appeal the final decision of the City Council to the Wayne County Circuit Court within 21 days of the date of the final decision.
- (b) Appeal of Notice of Violation of the International Property Maintenance Code.
 - 1) If the owner or responsible local agent disagrees with the opinion of the Building Official or his/her designee as to the existence of an alleged violation, or the period of

time that will be reasonably required to correct the alleged violation as set forth in the notice of violation, the owner or responsible local agent may appeal as provided for in the International Property Maintenance Code, Chapter 1422 of the Code of Ordinances.

Sec 1423.16 – Fees.

- (a) Reasonable fees to receive and process registrations, to schedule and conduct inspections and reinspections, to invoice and collect fees, to issue certificates of compliance, and for other miscellaneous requirements to administer this chapter shall be established by resolution adopted by the City Council and shall be placed on file and made available to the public by the City Clerk's Office.
- (b) A fee will be charged when an inspector is unable to conduct an inspection because the person responsible for facilitating access was not present to do so, when the inspector is effectively locked out of the area to be inspected, when an inspection is canceled less than 72 hours prior to its scheduled date/time of occurrence, and when an administrative search warrant is necessary to facilitate an inspection.

Sec. 1423.17 – Right to examine certificate of compliance; registry of certificate holders.

- (a) The owner or responsible local agent shall provide a copy of a valid certificate of compliance to the tenant or prospective tenant upon request.
- (b) The Building Department shall maintain a registry of all multifamily residential rental structures and residential rental units that have been granted valid certificates of compliance or have had a certificate of compliance denied, suspended, or revoked. Such registry shall be available for public inspection.

Sec. 1423.18 – Harassment.

- (a) Any owner or responsible local agent who harasses or threatens a tenant or person who pays rent with loss of occupancy because of filing a verified complaint shall be responsible for a municipal civil infraction.
- (b) Any tenant or person who pays rent who shall maliciously or frivolously cause an inspection to be made for the purpose of harassing any individual, owner or responsible local agent, corporation, or governmental agency when no violation is present shall be responsible for a municipal civil infraction.
- (c) Building Officials and/or his/her designees shall not be harassed, stalked, threatened, hindered, assaulted, or otherwise interfered with in the performance of their duties. Notwithstanding any other section in this article, a violation of this subsection shall be a municipal civil infraction.

Sec. 1423.19 – Penalties.

- (a) Any person who shall violate the provisions of this Chapter, or who shall fail to comply with any of the requirements thereof, shall be guilty of a municipal civil infraction. A separate

offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues. The enforcing agency for the City shall be the Building Department.

(b) The civil fines payable to the City's Municipal Ordinance Violations Bureau for admissions of responsibility shall be as follows:

- 1) \$100 for a first offense.
- 2) \$300 for a second repeat offense within two years.
- 3) \$500 for a third and each subsequent repeat offense within two years.

**CITY OF SOUTHGATE
MULTIFAMILY RENTAL HOUSING CERTIFICATION
SAMPLE 2023-24 FEE SCHEDULE**

REGISTRATION (one-time fee per ownership of property)	
DUPLEX 2-FAMILY STRUCTURE	\$165
MULTIFAMILY BUILDINGS UP TO 6 FLOORS	\$165 EACH BUILDING
MULTIFAMILY BUILDINGS MORE THAN 6 FLOORS	\$275 EACH BUILDING
CHANGE OF OWNERSHIP OR AGENT	\$55 PER BUILDING

INSPECTIONS (biennial cycle)	
Two-Family Duplex Structure - Exterior Bldg & Grounds	\$85
Two-Family Duplex Structure - Interior per Dwelling Unit	\$85
Multifamily - Building Exterior & Grounds / Up to 3 Floors	\$135 each Building
Multifamily - Building Exterior & Grounds / 4 to 6 Floors	\$220 each Building
Multifamily - Building Exterior & Grounds / More than 6 Floors	\$440 each Building
Multifamily - Dwelling Unit	\$85 each apartment dwelling
Multifamily - Accessory Facilities (mechanical/laundry/recreation, etc.)	\$85 each separate facility
Re-Inspections (all)	\$85 each re-inspection to verify compliance
Document Verification (as required to certify)	\$30
Furnace/Boiler Certification by Licensed Mechanical Contractor	Licensed Contractor at Owner's Expense

MISCELLANEOUS FEES	
Late Cancellation <72 hrs notice	\$30
Appointment No Show/Lock Out	Equal to scheduled inspection fee
Tenant Complaint Response/Inspection	\$85 Billed to Tenant if No Code Violation Verified
Tenant Complaint Re-Inspection	\$85 Billed to Owner if Code Violation Verified
Failure to Register Penalty	\$275 per Structure + required inspection fees
Administrative Inspection Warrant	\$330 Per Premises + required inspection fees