

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday June 7, 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 May 17, 2023
2. Regular City Council Meeting Minutes dated May 17, 2023

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A":

1. Letter from Mayor; Re: Replacement Furnaces and A/C Units for Library (WAIVER OF BID)
2. Letter from Mayor; Re: Purchase of Lucas 3 Chest Compression System (WAIVER OF BID)
3. Letter from Mayor; Re: Purchase of Street Sweeper (WAIVER OF BID)
4. Letter from Mayor; Re: Purchase of BS&A Human Resources Module (WAIVER OF BID)
5. Memo from Administrator; Re: Listing of Parcel #53 014 99 0002 000 for Sale and the Approval of Signature Associates as the Broker

Communications "B" – (Receive and File):

Ordinances:

1. Memo from Administrator; Re: Amend Board of Review Ordinance to Allow for Alternate appointments to Board of Review

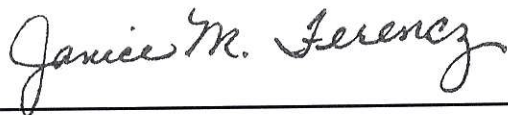
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1474 \$1,784,923.06

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

May 17, 2023

An Informal Meeting of the Council of the City of Southgate was held on May 17, 2023 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Priscilla Ayres-Reiss, Bill Colovos, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent: *Karen George *excused

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 Miller, Public Safety Director Joe Marsh, Fire Chief Justin Graves, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Building Inspections Director Tim Leach

Discussed the following agenda items:

- Wavier bid-Contract Extension for Tree Pruning & Maintenance
- Wavier Bid for Eureka Rd/Dix-Toledo Rd Streetscape Repairs
- Waiver Bid-Agreement for Soil Disposal to Riverview Land Preserve
- Approval for Oasis Senior Living Planned Development Site Plan Review
- Ordinance 1034-Ordinance Update Codifying 2022 Code Supplement
- Appointment to Downtown Development Authority

This meeting ended at 6:48 pm.

City of Southgate

Regular City Council Meeting

May 17, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, May 17, 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, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent: *Karen George *excused

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

Minutes:

Moved by Rauch, supported by Colovos, RESOLVED, that the minutes of the City Council Work Study Session dated May 3, 2023 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Rauch, RESOLVED, that the minutes of the Regular City Council Meeting dated May 3, 2023 be approved with the following revision to the bid amount from \$8,230 to \$7,140 for the Installation of ADA Doors at Southgate Library Restrooms. Carried unanimously.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that the Public Hearing minutes of May 3, 2023 regarding FY 2023/24 Proposed Budget be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Rauch, RESOLVED, that the Public Hearing minutes of May 3, 2023 regarding FY Southgate Wyandotte Drainage District User Charge be approved as presented. Carried unanimously.

Moved by Colovos, supported by Ayres-Reiss, RESOLVED, that the Public Hearing minutes of May 3, 2023 regarding Proposed Water & Sewer Rate Increase be approved as presented. Carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Contract Extension for Tree Pruning & Maintenance moved by Kowalsky, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bid procedure and extend the contract for a two year period for Tree Pruning and Maintenance to Limb Walkers Tree and Snow (10073 Bruce Rd, Avoca, MI 48006). Pricing will remain the same as the rates approved in 2022.

Motion carried unanimously.

2. Letter from Mayor; Re: Eureka Road/Dix-Toledo Rd. Streetscape Repairs moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bid procedure and award the Eureka Road/Dix-Toledo Rd. Streetscape Repairs to S  le Building Company (5940 Commerce Drive, Westland, MI 48185) for the amount of \$7,500.

Motion carried unanimously.

3. Letter from Mayor; Re: Agreement Approval for Soil Disposal moved by Colovos, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the bid procedure and award the agreement for Soil

Regular City Council Meeting May 17, 2023

Disposal to Riverview Land Preserve (20863 Grange Road, Riverview, MI 48193) for disposal of yard soils at the rate of \$5.00 per yard.

Motion carried unanimously.

4. Memo from City Administrator; Re: Approval for Oasis Senior Living Planned Development Site Plan Review moved by Colovos, supported by Kowalsky, RESOLVED THAT the Southgate City Council concurs with the Planning Commission and approves the Final Planned Development Site Plan for Oasis Senior Living at 11555 Allen Road, Southgate, Michigan 48195.

Motion carried unanimously.

5. Memo from City Clerk: Re: Codification Ordinance moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council hereby approves Ordinance 23-1034 approving the Codification of 2022 Ordinances.

Motion carried unanimously.

6. Letter from Mayor; Re: Appointment to Downtown Development Authority moved by Colovos, supported by Rauch, RESOLVED THAT the Southgate City Council concur with the Mayor's recommendation to appoint Jeff Taylor to the Downtown Development Authority for a term expiring December 2025 (this appointment will fill the vacancy created by Greg Kowalsky).

Motion carried unanimously.

Unscheduled Persons In Audience

1. Jim Austin – Commander of the American Legion gave details on the upcoming Memorial Ceremony.
2. Frank Gajewski, 11250 Hawthorne, discussed his Senior Shuttle Bus concerns.

Claims and Accounts:

Moved by Graziani, supported by Rauch, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1473 for \$3,067,251.38.

Motion carried unanimously.

Adjournment:

Moved by Colovos, supported by Kowalsky, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:20 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 2, 2023

To the Honorable
City Council
Southgate, Michigan 48195

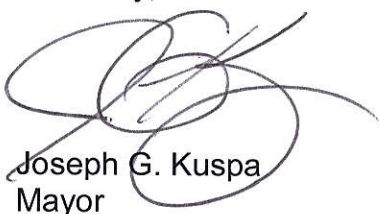
Re: Purchase of Replacement Furnaces and A/C Units for Library **(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Library Director's recommendation to waive the bid procedure and award the purchase of Replacement Furnaces and A/C Units for the Southgate Veteran's Memorial Library to Flo-Aire Heating and Cooling, Southgate, Michigan in the amount of \$41,200.00.

Adequate funds are available in the FY 2023/24 Library Fund.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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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 2, 2023

RE: Recommendation to Award Purchase of Replacement Furnaces and A/C Units for Southgate Veterans Memorial Library **(WAIVER OF BID)**

I have reviewed the above item with the Library Director and concur with his recommendation to waive the bidding process and award the purchase of replacement furnaces and A/C units to Flo-Aire Heating & Cooling (Southgate MI) in the amount of \$41,200.00.

Funds are available in the FY 2023/24 Library Fund.

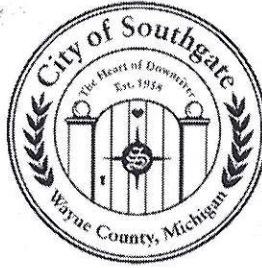
Proposed Motion

Waive the bid process and award the purchase of replacement furnaces and A/C units at the Southgate Veterans Memorial Library to Flo-Aire Heating & Cooling in the amount of \$41,200.00.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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PRISCILLA AYRES-REISS

GREG KOWALSKY

May 23rd, 2023

MEMO

TO: Mayor Joseph Kuspa

FROM: Don Priest, Southgate Veterans Memorial Library

DATE: May 23rd, 2023

SUBJECT: Proposal to replace library furnace and A/C units

Situation: The furnaces and A/C units at the Southgate Veterans Memorial Library are outdated.

Solution: Replace all five furnaces and A/C units

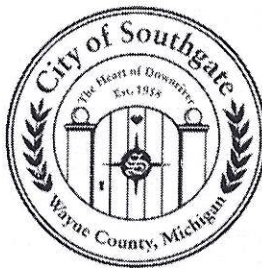
Flo-Aire conducted a check on our furnace and A/C units in March, 2023. Furnaces 1 – 4 are 37 years old, and no parts are available for them any longer. A/C units 1 & 2 are also 37 years old. A/C units 3 & 4 are an estimated 12 and 14 years old, respectively. Furnace 5 is an estimated 20 years old, and A/C unit 5 is estimated 14 years old.

Furnace 5 is younger than the others, and could be left in place, as parts for it should still be available. A/C units 3, 4, & 5 are also younger. However, the refrigerant used in these A/C units is R22, which is being phased out, and is no longer produced or imported into the United States. In addition, the evaporator coils for the A/C units are beneath the furnaces, so the furnaces would need to be moved to replace the A/C units. It will save work and money in the future if we replace them now, when the furnaces are already being removed.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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GREG KOWALSKY

Flo-Aire provided quotes for several different options on May 16th, 2023.

Option 1, replace furnaces 1 & 2, A/C units 1 & 2: \$18,960

Option 2, replace all 5 furnaces and A/C units: \$41,200

Option 3, replace furnaces 1 – 4, A/C units 1 – 4: \$35,645

These quotes are good for a limited time. The gentleman who provided the quote to me explained that, in past years, prices would go up every couple of years, but in recent years have increased several times per year.

It is my recommendation that we take option 2, and replace all 5 furnaces, as well as all 5 A/C units, for \$41,200. It will save time, effort, and money to tackle the entire project at once, rather than replacing some units now, and others later.

A rough estimate on how long the work may take, once scheduled, is one and a half to two weeks. Fortunately, the library will not need to close while this work is conducted, as they can work on replacing some furnace and A/C units, while leaving those not being worked on yet running.

Don Priest
Director
Southgate Veterans Memorial Library



Flo-Aire Heating & Cooling

15761 Eureka Road | Southgate, Michigan 48195
734-285-1809 | accounting@flo-aire.com |
<https://floaireheatingcooling.com/>

RECIPIENT:

City of Southgate Library

14719 Schafer Court
Southgate, Michigan 48195

Phone: 734-3419477 Jerry Stacy

SERVICE ADDRESS:

14680 Dix Toledo Road
Southgate, Michigan 48195

Quote #145

Sent on

Mar 28, 2023

Total

\$18,960.00



Flo-Aire Heating & Cooling

15761 Eureka Road | Southgate, Michigan 48195
 734-285-1809 | accounting@flo-aire.com |
<https://floaireheatingcooling.com/>

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Furnace and a/c replacement	<p>We recommend doing furnace and ac replacement together because evaporator coil is under furnace (down flow). We also recommend doing 2 - furnace's and 2-a/c's together as they are twinned together and share the same ductwork and thermostat. This would be the more cost effective way for replacing units. We will remove and recycle existing furnace #1, furnace #2, a/c #1, and a/c #2. We will install 2-bryant 95% efficient 1-stage down flow 80k btu furnaces, 2-bryant 5-ton capacity 13 seer 2 efficient 410a complete air conditioning systems with cased evaporator coils and 40' linesets. We will install new 3 phase disconnects electrical whips and pads for units. We will tie to existing ductwork, gas pipe and electrical with any necessary changes to adapt to new equipment. If permits are required they will be billed in accordance (separately). All materials and labor to complete this job \$18,960.00</p> <p>Option 2 We will replace all 5 furnaces and a/c's with all Bryant equipment. We will tie to existing ductwork, electric, and gas pipe with any necessary changes to adapt to new equipment. All labor and materials to complete this job \$41,200.00. Approximately a 12% savings on total project vs doing 2 at a time. If you have any questions please feel free to contact Cory (734)308-2674</p> <p>Option 3 We will replace furnaces and A/C'S 1 through 4. We will take off 6% for a total price of \$35,645.00. Permits if required will be billed in accordance.</p> <p>This quote is good for 45 days If job is not scheduled until fall, we would require a 40% deposit down to order equipment. If we wait to order equipment this job will be subject to a 4-12% price increase based on equipment price at that time.</p>	1	\$18,960.00	\$18,960.00

Total

\$18,960.00

This quote is valid for the next 15 days, after which values may be subject to change.

Signature: _____ Date: _____

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

June 1, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Lucas 3 Chest Compression System


(WAIVER OF BID)

Ladies and Gentlemen:

I have reviewed the above and concur with the Fire Chief's recommendation to waive the bid procedure and award the purchase of a Lucas 3 chest compression system, with the additional protective case, to Stryker Medical, Chicago, IL in the amount of \$16,906.15.

Adequate funds are available in the General Fund.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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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 1, 2023

RE: Recommendation to Approve Purchase of Lucas 3 Chest Compression System **(WAIVER OF BID)**

I have reviewed the above item with the Fire Chief and concur with his recommendation to waive the bidding process and approve the purchase of a Lucas 3 chest compression system, with the additional protective case, to Stryker Medical in the amount of \$16,906.15.

Funds are available in the General Fund.

Proposed Motion

Waive the bid process and award the purchase of a Stryker Lucas 3 chest compression system, including the protective case, to Stryker Medical in the amount of \$16,906.15.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195

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

Justin Graves, Fire Chief

(734) 258-3070

jgraves@southgatemi.gov



To: Honorable Mayor Kuspa

From: Fire Chief Justin Graves

Re: Request for Waiver of bid/Purchase approval

Date: 05/23/2023

Dear Mayor,

The Fire Department is requesting a bid waiver to purchase a new Stryker Lucas 3 chest compression system and an additional protective case for \$16,906.15.

The Stryker Lucas 3 chest compression system is a mechanical device that provides chest compressions for cardiac arrest patients. Current research has shown that high quality chest compressions is one of the most important elements in having a positive outcome when CPR is performed. This device provides consistent compression depth and rate throughout the resuscitation effort.

Stryker Medical is the only company that makes the Lucas 3 and since the Fire Department currently has one other Lucas 3 in service, there is a benefit in cost savings on equipment that can be shared between the two devices. The Fire Department personnel are already proficient and familiar with the Lucas 3 so no extra training would be needed. Also, other surrounding communities use the Lucas which makes mutual aid calls an easier transition.

It is my recommendation and in the best interest of the Fire Department and Southgate citizens, that we purchase a new Stryker Lucas 3 chest compression system with an additional protective case from Stryker Medical. There is adequate funding within the current budget to cover the cost.

Sincerely,

Justin Graves

Fire Chief

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



LUCAS

Quote Number: 10666113

Version: 2

Prepared For: SOUTHGATE FIRE DEPT

Attn:

Remit to: Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Jamie Smith

Email: jamie.smith@stryker.com

Phone Number:

Mobile: (269) 303-1257

Quote Date: 05/10/2023

Expiration Date: 08/08/2023

Delivery Address

Name: SOUTHGATE FIRE DEPT

Account #: 1286336

Address: 14730 REAUME PARKWAY
CIVIC CIR

SOUTHGATE

Michigan 48195-2503

End User - Shipping - Billing

Name: SOUTHGATE FIRE DEPT

Account #: 1286336

Address: 14730 REAUME PARKWAY
CIVIC CIR

SOUTHGATE

Michigan 48195-2503

Bill To Account

Name: SOUTHGATE FIRE DEPT

Account #: 1286336

Address: 14730 REAUME PARKWAY
CIVIC CIR

SOUTHGATE

Michigan 48195-2503

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$16,232.17	\$16,232.17
2.0	11576-000094	LUCAS Carrying Case, Hard Shell, STRYKER	1	\$452.96	\$452.96
Equipment Total:					\$16,685.13

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$221.02
Grand Total:	\$16,906.15

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

• **TOTAL DELIVERED PRICE** **\$280,135.00**

If you have any questions concerning this proposal, please call or email me. Thank you for the opportunity!

Yours truly,

Clark R. Bushman
Territory Sales Representative
Bell Equipment

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 1, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Street Sweeper

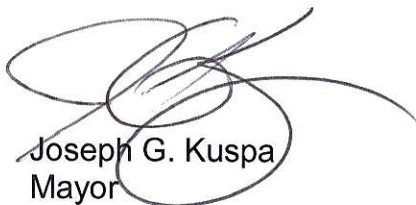
(WAIVER OF BID)

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Service Director's recommendation to waive the bid procedure and award the purchase of an Elgin Pelican Street Sweeper to Bell Equipment Company, Lake Orion, Michigan in the amount of \$280,135.00. Pricing for this purchase was obtained through the MiDeal cooperative bidding group.

Adequate funds are available in the 2023/24 Local Street Funds Budget.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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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 1, 2023

RE: Recommendation to Approve Purchase of Street Sweeper (WAIVER OF BID)

I have reviewed the above item with the DPS Director and concur with his recommendation to waive the bidding process and approve the purchase of an Elgin Pelican Street Sweeper to Bell Equipment Company (Lake Orion MI) in the amount of \$280,135.00. Pricing for this piece of equipment was obtained through the MiDeal cooperative bidding group.

Funds have been appropriated in the FY 2023-24 Local Streets Fund budget.

Proposed Motion

Waive the bid process and award the purchase of an Elgin Pelican Street Sweeper to Bell Equipment Company in the amount of \$280,135.00.

Memorandum

To: The Honorable Mayor and Members of City Council

From: Kevin Anderson, DPS Director

Date: May 15, 2023

Re: Request for Equipment Order- New Elgin Pelican Street Sweeper

The Department of Public Service is requesting a bid waiver in the amount of \$280,135.00, to purchase a new Elgin Pelican Street Sweeper. Pricing is derived from the State of Michigan MI-Deal Contract. Bell Equipment is our current service provider for the Department of Public Service and has always provided excellent service.

I recommend the City waive the bid process for the purchase of the New Elgin Pelican Street Sweeper. I respectfully request this item be placed on the City Council agenda for the next meeting, for purposes of bid waiver and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Kevin Anderson
DPS Director

KA/sd



Equipment Company

February 20, 2023

Mr. John Iannucci
City of Southgate
14719 Shafer Court
Southgate, MI. 48195

Michigan Office:
78 Northpointe Drive
Lake Orion, Michigan 48359
Phone: (248) 370-0000
Fax: (248) 370-0011

Ohio Office:
1045 Taylor Road
Gahanna, Ohio 43230
Phone: (614) 655-0022
Fax: (614) 655-0023

Dear John,

Please review the following revised proposal for the purchase of (1) New Elgin Pelican Street Sweeper. Pricing is derived from the State of Michigan MI-Deal Contract.

- Elgin Pelican Dual Street Sweeper
- All sweeper and engine manuals
- Midwest auto-lube system
- Hydraulic temp and level shutdown
- URB strip broom, center sweep
- Conveyor stall alarm
- Lower roller deflector
- Conveyor cleanout
- In-cab restriction gauge
- LED clearance lights
- (2) LED rear flood and backup lights
- (2) LED strobes with guards on top of cab
- (2) LED cab forward flood lights with light bar
- LED stop/tail/turn lights
- LED arrow-stick
- Sliding rear window
- Dual west coast mirrors, motorized and heated
- Heavy duty dual limb guards
- AM/FM/CD/Bluetooth
- Dual side broom tilt
- Dual Bostrom air-ride Hi-back cloth seats
- (1) 2 ½ LB. fire extinguisher
- Rear camera
- (3) Triangle deflectors
- Engine pre-cleaner
- Battery disconnect switch
- Spare drive wheel with tire, spare guide wheel with tire
- Sweeper painted color of choice
- Delivery and training
- **LIST PRICE** **\$285,500.00**
- **LESS 3% MID-DEAL DISCOUNT** **- \$8,565.00**
- **NET PURCHASE PRICE** **\$276,935.00**
- **ELGIN SURCHARGE** **\$3,200.00**

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

June 1, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of BS&A Human Resources Module **(Waiver of Bid)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Assistant City Administrator/Finance Director's recommendation to purchase the BS&A Human Resources Module in an amount not to exceed \$23,650.00. BS&A is our current governmental accounting software vendor and this module is an addition to the currently used modules, therefore we are requesting a waiver of the bid process.

Adequate funds are available in the FY 2023/24 General Fund.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

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Treasurer



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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 1, 2023

RE: Recommendation to Approve Purchase of BS&A Human Resources Module (**WAIVER OF BID**)

I am requesting approval to waive the bid process and purchase the Human Resources module from BS&A Software in the amount not-to-exceed \$23,625.00. The amount includes the application, project management and planning, implementation, and travel expenses. This module will interface with the BS&A Payroll module we currently employ, and will provide additional capabilities related to the human resources function.

Funds have been appropriated in the FY 2023-24 General Fund budget.

Proposed Motion

Waive the bid process and approve the purchase of the Human Resources module from BS&A Software in the not-to-exceed amount of \$23,625.00.

Proposal for Software and Services, Presented to...

City of Southgate, Wayne County MI

March 8, 2023

Quoted by: Steve Rennell



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 30,014. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Personnel Management

Human Resources .NET

\$16,995

Data Conversions/Database Setup

No conversion or database setup to be performed.

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$1,100



Implementation and Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		\$1,100
Personnel Management Applications	Days:	3		\$3,300
		Total:	4	Subtotal \$4,400



Cost Totals

Not including Annual Service Fees

Applications	\$16,995
Project Management and Implementation Planning	\$1,100
Implementation and Training	\$4,400
Total Proposed	\$22,495
<i>Travel Expenses</i>	<i>\$1,130</i>

Payment Schedule

- 1st Payment: **\$1,100** to be invoiced upon execution of this agreement.
2nd Payment: **\$16,995** to be invoiced at start of training.
3rd Payment: **\$5,530** to be invoiced upon completion of training.



Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Personnel Management

Human Resources .NET	\$3,400
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Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

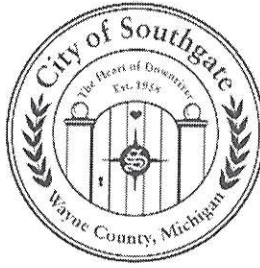
City, State, Zip _____



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 City Council Members

From: Dan Marsh, City Administrator

Date: June 1, 2023

Re: Listing of Parcel #53 014 99 0002 000 for Sale and the Approval of Signature Associates as the Broker

The Administration is recommending parcel #53 014 99 0002 000 be listed for sale, and Signature Associates be selected as the real estate broker for the sale.

The property has appraised at \$625,000 and the Administration has received RFQ responses from four commercial real estate brokers. After reviewing all responses, and interviewing brokers from the top two firms, the Administration is recommending Signature Associates as the real estate broker. The appraisal report, the Signature Associates RFQ response, and the Signature Associates Listing Agreement have been included in your packet.

Please do not hesitate to contact me with any questions.

PROPOSED MOTION: *To approve the listing of Parcel #53 014 99 0002 000 for sale at the appraised value of \$625,000 and to authorize the City Administrator to sign the listing agreement with Signature Associates.*



EXCLUSIVE LISTING AGREEMENT – SALE

To: Signature Associates

June 1, 2023

In consideration of your services as broker in offering the following described property for sale, the undersigned hereby grants you the exclusive right, from this date to twelve o'clock noon of December 31, 2023, to find a Purchaser therefore. Thereafter, this Agreement shall be extended, on a month-to-month basis, until either party hereto terminates this Agreement by written notice thereof to the other party.

Land and premises in the City of Southgate, County of Wayne, State of Michigan, described as: 0.66 acre vacant lot located at the SEC Northline and I-75 in front of Wyndham Garden Southgate Hotel (Parcel ID No. 53-014-99-0002-000).

The sale price shall be **Six Hundred Twenty-Five Thousand and 00/100 (\$625,000.00) Dollars**, on terms as follows: Cash or terms acceptable to Seller.

OWNER AGREES AND REPRESENTS AS FOLLOWS:

(1) It is agreed by the Real Estate Broker, Real Estate Salesperson and Seller that as required by law, discrimination because of religion, race, color, national origin, handicap, age, sex or marital status on the part of the Real Estate Broker, Real Estate Salesperson or Seller in respect to the lease or sale of the subject property is prohibited.

(2) If a Purchaser is obtained by you or by anyone for Owner (including Owner) during said period, at the stated price and terms, or upon any other price, terms or exchange to which Owner consents, or if said property is sold by Owner or for Owner within one hundred eighty (180) days after expiration of this Agreement, or if either an Agreement to Sell is entered into or an Option to Purchase is granted within said time period, but the transaction is not closed until after the expiration of said time period to a Purchaser known to Owner to have been shown the property during said period by Broker and registered in writing with Owner prior to the expiration of this Agreement, the Owner agrees to pay the Broker a commission of six (6%) percent of the sale price. Such commission shall be due and payable at the time of the closing of this transaction.

(3) That the undersigned is the owner of the above described property and has the authority to enter into this Agreement and can deliver marketable title of record thereto, subject to any restrictions, and free from encumbrances thereon, except: No exceptions.

(4) The Seller shall deliver and the Purchaser shall accept possession of said property at the time of closing, subject to the right of tenants as follows: None. If the Owner occupies the property or any part thereof, it shall be vacated on or before the date of closing. The Owner agrees to pay a mutually acceptable usage fee per day from date of vacating the property



(5) That the Broker may show the interior thereof to prospective Purchasers during reasonable hours, erect a "For Sale" sign thereon, remove other "For Sale" signs therefrom, and cooperate with other brokers.

(6) The Broker hereby discloses that the agency status that the Broker has with the Owner/Landlord is as Seller's/Landlord's agent and that this information is provided to the undersigned before disclosures of any confidential information. The parties hereto do further acknowledge and consent that the Broker may act as a dual agent for the sale or lease of the listed property permitting the Broker to also act as agent for the Buyer or Tenant. By the parties signing below, each has confirmed that this is in compliance with the agency disclosure statement required by Act 93 of Public Acts of 1993.

Receipt of a copy hereof is hereby acknowledged.

Broker:

SIGNATURE ASSOCIATES
One Towne Square, Suite 1200
Southfield, Michigan 48076

By: _____

Bruce D. Baja

Its: Director of Retail Division
Vice President | Principal

Owner:

CITY OF SOUTHGATE
14400 Dix Toledo Hwy.
Southgate, Michigan 48195

By: _____

Dan Marsh

Its: City Administrator