

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

CHRISTOPHER P. ROLLET  
Treasurer



- CITY COUNCIL -

ZOEY KUSPA  
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

# City of Southgate

## MEMORANDUM

**TO:** Honorable Mayor and City Council

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

**DATE:** April 20, 2023

**RE:** Adoption of Proposed FY 2023/24 Budget & Millage Rates

Pursuant to the Proposed Budget Hearings held on April 19, 2023 and May 3, 2023 the following are the proposed Millage rates to be levied for the 2023/2024 Fiscal Year Budget.

General Operating	10.0304
Rubbish	2.4069
Act 345 Retirement	10.3882
Library Operating	0.8800
Parks & Rec of 2017	0.9895
Act 359 of 1925	0.0595
Roads	1.9131
<b>Total Summer Levy</b>	<b>26.6676</b>

The 2023 Headlee Millage Reduction Factor for Southgate was 1.0000, resulting in no decrease to any of the City's millage. Act 359 of 1925 Levy restricts the tax levy to no more than \$50,000 per year; as such that millage has been reduced. The Act 345 Retirement levy is exempt from Headlee rollbacks.

In addition, relative to the proposed budget, a motion is required in order to levy the 1% Administration Fee for all taxes to be levied and collected during the Fiscal Year commencing July 1, 2023 through June 30, 2024.

A resolution (attached) adopting the Proposed Budget for fiscal year 2023/24 is requested; also a resolution authorizing the establishment of the above Millage rates and the 1% administration fee is requested.

**RESOLUTION**

At a meeting of the Southgate City Council called to order by Council President Zoey Kuspa on May 3, 2023 at 7:00 P.M. the following resolution was offered:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_,

RESOLVED, that Council concurs with the recommendation of Administration and hereby authorizes a 1% Administrative Fee be established as part of the FY 2023/24 Budget; and,

FURTHER BE IT RESOLVED, authorization that the following Millage Rates be levied for the 2023/24 Fiscal year Budget:

General Operating	10.0304
Rubbish	2.4069
Act 345 Retirement	10.3882
Library Operating	0.8800
Parks & Rec of 2017	0.9895
Act 359 of 1925	0.0595
Roads	1.9131
<b>Total Summer Levy</b>	<b>26.6676</b>

WHEREAS, the Mayor's proposed budget for fiscal year 2023/24 was submitted on March 24, 2023 to the City Council of Southgate and a copy thereof filed with the City Clerk's Office for Public Review; and,

WHEREAS, on April 19, 2023 and May 3, 2023 the City Council of Southgate held a public hearing on the proposed budget for fiscal year 2023/24; and,

WHEREAS, THE City Council, based on a recommendation from the Mayor, established the tax rates for General Fund operations and indebtedness.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Article 5, Section 97, of the City of Southgate Charter that the City Council of Southgate hereby approves the fiscal year 2023/24 operating budget by activity, as presented by the Mayor and revised by Council and implemented through the following policies and specifications as the official budget for the City of Southgate for the fiscal year beginning July 1, 2023.

1. **ADOPTION BY FUND, AND ACTIVITY WITHIN EACH FUND**

The budget is hereby adopted by fund and department within each fund as follows:

**101 General Fund Revenues**

Property Taxes	\$19,421,183
Licenses & Permits	745,500
Federal Sources	42,000
State Sources	4,382,251
Charges for Services	804,400
Other Revenue	80,162
Fines & Forfeitures	802,000
Investment Income & Rentals	886,627
Transfers In	1,186,933
<b>Total Revenues</b>	<b>\$28,351,056</b>

## 101 General Fund Expenditures

<b>Dept #</b>	<b>Dept Name</b>	<b>Budget</b>
101	City Council	\$48,540
136	District Court	1,364,226
171	Administration	268,292
191	Elections	47,241
209	Assessor	213,150
210	Attorney	171,504
215	Clerk	141,004
220	Municipal Employees Civil Service	650
221	Police & Fire Civil Service	10,500
223	Finance Department	512,363
228	Information Technology	335,023
253	Treasurer	311,114
299	General Government	3,518,090
301	Police Department	9,626,657
336	Fire Department	5,525,130
371	Building Department	532,395
400	Planning Commission	24,000
426	Police Reserves	5,040
441	Public Services	2,101,872
442	Garage	753,035
528	Sanitation	1,630,662
672	Senior Citizen Center	85,596
751	Recreation	608,886
803	Historic Commission	2,000
965	Transfers Out	500,000
	<b>Total Expenditures</b>	<b>\$28,336,970</b>

<b>Fund #</b>	<b>Fund Name</b>	<b>Budgeted Expenditures</b>
202	Major Streets Fund	\$1,184,760
203	Local Streets Fund	1,062,000
204	Municipal Streets Fund	1,452,500
208	Parks & Recreation Fund	101,351
211	Southgate / Wyandotte O&M Fund	1,136,930
246	District Court Capital Improvements Fund	15,000
260	Michigan Indigent Defense Fund	172,500
271	Library Fund	629,053
305	Building Authority Fund	670,160
494	DDA Fund	199,352
495	TIFA Fund	811,460
584	Golf Course Fund	332,975
591	Water & Sewer Fund	10,349,714
677	Workers Comp Fund	152,000
734	Severance Reserve Fund	161,475

## II. APPROPRIATION NOT A MANDATE TO SPEND

Appropriations will be considered the maximum authorization to incur expenditures and not a mandate to spend. **page 40**

III. LIMIT ON OBLIGATIONS AND PAYMENTS.

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation, and sufficient funds are or will be available to meet this obligation.

IV. No obligation shall be incurred against and no payment shall be made from any appropriation account for additional full time and/or part time employees, unless sufficient funding is first appropriated to meet this obligation.

V. CONFORMITY WITH PERVIOUS ACTIONS.

The City Council rescinds any prior actions not in conformity with the above stated policies and specifications.

Yeas:

Absent:

Nays:

Motion:

I, Janice M. Ferencz, Clerk of Southgate, do hereby certify that the foregoing is a true, correct and complete copy of a resolution passed by the Southgate City Council at a regular meeting held on May 3, 2023.

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City Clerk

**2023 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes <b>Wayne</b>	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023
Local Government Unit Requesting Millage Levy <b>City of Southgate</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	1958	12.5000	10.0304	1.0000	10.0304	1.0000	10.0304	10.0304		N/A
298/17	Refuse		3.0000	2.4069	1.0000	2.4069	1.0000	2.4069	2.4069		N/A
345/37	P&F Retire	As Need			1.0000	10.3882	1.0000	10.3882	10.3882		N/A
Library	Operating	1994	1.0000	0.9564	1.0000	0.9564	1.0000	0.9564	0.8800		N/A
Roads	Con/Recon	2021	1.9268	1.9131	1.0000	1.9131	1.0000	1.9131	1.9131		11/2026
Park/Rec	Con/Imp	2017	1.0000	0.9895	1.0000	0.9895	1.0000	0.9895	0.9895		11/2022
359/25	Advertising		0.0650	0.0630	1.0000	0.0630	1.0000	0.0630	0.0595		N/A

Prepared by <b>Douglas Drysdale</b>	Telephone Number <b>(734) 258-3017</b>	Title of Preparer <b>Asst City Admin / Fin Director</b>	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Janice Ferencz</b>	
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		<b>Joseph G. Kuspa</b>	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.**

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

JOSEPH G. KUSPA  
Mayor

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GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council

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

**DATE:** April 27, 2023

**RE:** Southgate-Wyandotte Drainage District User Charge

Under a separate transmittal, you have previously held the Public Hearing on May 3, 2023 for the Southgate-Wyandotte Drainage District regarding the 2023/24 special assessments.

It is recommended that City Council adopt a resolution, which approves the 2023/24 fiscal year apportionment for the City of Southgate in the amount of \$1,223,317.32.

#### **Motion**

Motion to approve the 2023/24 fiscal year apportionment of costs related to the operations, maintenance, and replacement of facilities constructed by the Southgate-Wyandotte Relief Drain Drainage District, in the amount of \$1,223,317.32.

**RESOLUTION**

At a meeting of the Southgate City Council called to order by Council President Zoey Kuspa on May 3, 2023 at 7:00 P.M. the following resolution was offered:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_,

WHEREAS, the costs of operating, maintaining, and replacing facilities, constructed by the Southgate-Wyandotte Relief Drain Drainage District have been apportioned by the Wayne County Drainage Board in accordance with Sections 468, 469 and 478 of the Michigan Drain Code, Act 40 of Michigan Public Acts of 1956, as amended and Section 14a of Act 51 of Michigan Public Acts of 1951, as amended, and in accordance with the Federal Water Regulations promulgated there under (Title 40 Code of Federal Regulations, Part 35); and,

WHEREAS, the City of Southgate is empowered by Section 490 of the Michigan Drain Code, Act 40 of Michigan Public Acts of 1956, Section 9 of Act 211 of Michigan Public Acts of 1956, and City of Southgate Charter Section 162 to enact user service charges for the Southgate-Wyandotte Relief Drain Drainage District by ordinance; and,

WHEREAS, the collection of such user service charges is necessary to fund the repair, operation and maintenance of the facilities of the Southgate-Wyandotte Relief Drain Drainage District and is essential to the public health, safety and welfare of users of said Southgate-Wyandotte Relief Drain Drainage; and,

WHEREAS, a Public Hearing regarding the proposed user service charge apportionments promulgated by the Wayne County Drainage Board and the individual user service charges derived there from was held by the City Council, City of Southgate on May 3, 2023 and notice given to all the residents within the benefitting geographic area by publication in the local newspaper; and,

WHEREAS, such Public Hearing was held by the City Council to entertain views and comments from interested individuals regarding the individual user service charges for fiscal year July 1, 2023 through June 30, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the City of Southgate does hereby adopt the following apportionment of costs of operating, maintaining and replacing facilities constructed by the Southgate-Wyandotte Relief Drain Drainage District as proposed by the Wayne County Drainage Board:

City of Southgate, MI	42.708%
City of Wyandotte, MI	50.322%
State of Michigan	1.804%
County of Wayne	<u>5.166%</u>
TOTAL	100.000%

BE IT FURTHER RESOLVED, that the City of Southgate:

- a) Affirms that the County's cost of operating and maintaining the Southgate-Wyandotte Drainage District for fiscal year July 1, 2023 through June 30, 2024 is estimated to be \$2,375,276.00; and,

- b) Affirms that the City's cost of modernization and automation of the Southgate-Wyandotte Drainage District Treatment Facilities along with the Barberry Relief Sewer for fiscal year July 1, 2023 through June 30, 2024 are estimated to be \$1,223,317.32; and,
- c) Assess such annual costs less excess Fund Balance to benefitting property owners in compliance with the user charge formula as identified in Exhibit A and attached hereby and incorporated herein by reference; and,
- d) Confirms the roll for all persons whose name appears on the tax rolls as owning land within the Southgate-Wyandotte Drainage District as prepared by the City Clerk and Finance Department and on file within City Hall incorporated herein by reference in its entirety.

BE IT FURTHER RESOLVED, that user charges have been or shall be levied on the summer tax rolls of the owners of real property within the geographic areas as follows:

- North: Brest Avenue
- South: Pennsylvania Road
- East: Fort Street, and
- West: Generally comprised by the area commencing with McCann (on the south side) to Eureka Road, to Reeck Road, to I-75;

BE IT FURTHER RESOLVED, that the City of Southgate does hereby re-adopt the individual user charge formula, which formula is attached hereto as Exhibit A and incorporated herein in its entirety by reference thereto, which formula shall be kept in the Office of the City Clerk for review by any interested party.

BE IT FURTHER RESOLVED, that any individual who is aggrieved by the user charge formula adopted herein or aggrieved by the application of said formula to their property shall file a notice of same with the City Engineer, within twenty-eight (28) days of the annual adoption of the user charge, who shall review the complaint and make a recommendation the City Council. The City Council shall deny, affirm, or modify such user charges in accordance with its rules.

Yeas:

Absent:

Nays:

Motion:

I, Janice M. Ferencz, Clerk of Southgate, do hereby certify that the foregoing is a true, correct and complete copy of a resolution passed by the Southgate City Council at a regular meeting held on May 3, 2023.

---

City Clerk



JOSEPH G. KUSPA  
Mayor

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Treasurer



## City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Douglas Drysdale, Assistant City Administrator/Finance Director  
**DATE:** April 27, 2023  
**RE:** Proposed Water/Sewer Rate Increase

Administration is requesting that City Council adopt a resolution establishing the new Water Rate at \$33.13 and the new Sewer Rate at \$42.82 per 1,000 cubic feet; the Capital Rate will remain the same at \$8.00. The Water and Sewer Rates include a proposed 4% increase from the prior year's rates. The proposed rates will be sufficient to cover the operations, management, and capital requirements of the system.

The proposed rates were discussed with City Council at the April 1, 2023 budget session, and a public hearing was held earlier on tonight's agenda. The adopted rates will be effective July 1, 2023.

#### **Motion**

Motion to approve the proposed Water Rate of \$33.13, the proposed Sewer Rate of \$42.82, and the Capital Rate of \$8.00, per 1,000 cubic feet, effective July 1, 2023.

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
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*Treasurer*



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GREG KOWALSKY

April 28, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Approval of Change Order for Upgraded Thermal Liners for Turnout Gear

Ladies and Gentlemen:

I have reviewed the above and concur with the Fire Chief's recommendation to approve the change order in the amount of \$4,448.00 for Upgraded Thermal Liners for Turnout Gear, which was originally awarded at the 01/18/2023 City Council meeting.

The revised not-to-exceed amount for the purchase of the turnout gear, including the above change order is \$330,870.00.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

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Treasurer



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GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council

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

**DATE:** April 27, 2023

**RE:** Recommendation for Approval of Change Order for Upgraded Thermal Liners for Turnout Gear

I have reviewed the above change order with the Fire Chief, and concur with his recommendation to approve a change order in the amount of \$4,448.00. This change order will allow the City to purchase and upgrade thermal liners in the turnout gear.

At the 01/18/2023 City Council meeting, Allied Fire Sales & Services (Spring Lake MI) was awarded the bid for turnout gear under the Assistance to Firefighters Grant (AFG) award in a not-to-exceed amount of \$326,422.00. This was a regional bid that included the communities of Allen Park, Lincoln Park, Trenton, Wyandotte, and Southgate.

The revised not-to-exceed amount for the purchase of the turnout gear, including the above change order, is \$330,870.00.

#### **Motion**

Motion to approve change order in the amount of \$4,448.00 with Allied Fire Sales & Services for upgraded thermal liners for turnout gear, for a revised bid award of not-to-exceed \$330,870.00.

# 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: Change order for turnout gear

Date: 04/18/2023

Dear Mayor,

Due to concerns with the durability of the original thermal liner, a change was made to upgrade to a more reliable liner. The upgraded liner will result in an increase of \$4,448 to the total cost.

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

It is my recommendation and in the best interest of the Fire Department that we purchase the turnout gear for a price not to exceed \$330,870.00 from Allied Fire. With Southgate being the host city, we will receive the grant funds from the federal government and make payment to the vendors. Each municipality will be invoiced for their respective cost share, and reimburse the City of Southgate. Southgate's total cost will be up to \$63,000.00 with \$56,700 from the grant and remaining \$6,300 coming from the fire department budget. Adequate funding is available within the budget.

Sincerely,

Justin Graves

Fire Chief

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

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

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*Treasurer*



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April 28, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

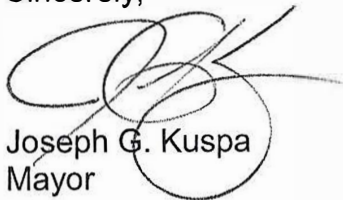
Re: Purchase of Lion's Park Dog Park Site Furnishings  
**(WAIVER OF BID)**

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 site furnishings for Lion's Park Dog Park to Penchura, LLC, Brighton, Michigan, in the amount of \$5,716.00. The equipment was bid through the KPN cooperative purchasing program.

Funds are available in the Parks & Recreation Millage Fund.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
Mayor

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### MEMORANDUM

**TO:** The Honorable Mayor and City Council

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

**DATE:** April 27, 2023

**RE:** Recommendation to Approve Purchase of Lions Park Dog Park Site Furnishings (**BID WAIVER**)

I have reviewed the above and concur with the Parks & Recreation Director to waive bidding and award purchase of site furnishings (i.e., benches and trash receptacles) for Lions Park Dog Park to Penchura LLC (Brighton MI) in the amount of \$5,716.00. This equipment was bid through the KPN cooperative purchasing program.

Funds are available in the Parks & Recreation Millage Fund

### **Motion**

Motion to waive bidding and approve purchase of site furnishings for Lions Park Dog Park with Penchura LLC in the amount of \$5,716.00.



## Southgate Parks & Recreation Department

14700 Reaume Parkway

Southgate, MI 48195 (734)258-3035

To: Dan Marsh, City Administrator  
From: Julie Goddard, Parks & Recreation Director  
Date: April 27th, 2023  
Re: Site Furnishings - Lions Park Dog Park

It is my recommendation that we purchase 2—6' cast benches with steel seat and 2— 32 gallon all steel trash receptacles for the dog park to be used inside the small dog park and the large dog park in the amount of \$5,716.00 through the KPN cooperative purchasing program we belong to.

The site furnishings will be from DuMor, which is of excellent quality. We have purchased several DuMor products for our parks over the past few years.

The KPN goes to bid and solicits competitive - sealed-bid pricing on behalf of their members so that can cooperatively deliver better prices at a lower cost of acquisition. By ordering through the purchasing program we will save on average an additional 6% on the listed above items. Funds are available to purchase the site furnishings from the Recreation Millage Funds.

I appreciate your consideration in this matter.

Respectfully Submitted,

Julie Goddard  
City of Southgate  
Parks & Recreation Director



Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
4/19/2023	23-632

Bill To
City of Southgate Parks & Recreation 14400 Dix-Toledo Highway Southgate, MI 48195 United States

Ship To
Cobb Park 13600 Superior St. Southgate, MI 48195

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Julie Goddard	(734) 258-3032		Net 30		JRS

Item	Description	Qty	Weight	Price	Total
190-60	6' Cast Bench, Steel Seat	2		1,468.00	2,936.00
84-32	DuMor 32 Gallon All Steel Receptacle	2		1,099.00	2,198.00
Freight	Freight	1		582.00	582.00

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

<b>Subtotal</b>	\$5,716.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$5,716.00

Credit Card fee of 3% on all purchases over \$2,000.00

AMX fee of 5% on all purchases over \$2,000.00

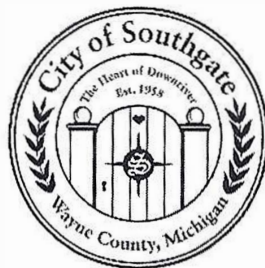
889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
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## City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

April 28, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Purchase of Leads Online PowerPlus Investigation System Service Package  
**(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Safety Director's recommendation to waive the bid procedure and award the purchase of Leads Online PowerPlus Investigation System Service Package, for a period covering 05/15/23-05/14/24, in the amount of \$4,151.00, to Leads Online, Plano, Texas.

Funds are available in the Federal Forfeiture Fund.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

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*City Clerk*

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## 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:** The Honorable Mayor and City Council

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

**DATE:** April 27, 2023

**RE:** Recommendation to Award Purchase of Leads Online PowerPlus Investigation System Service Package **(WAIVER OF BID)**

I have reviewed the above and concur with the Public Safety Director to waive bidding and award the purchase of Leads Online PowerPlus Investigation System service package from Leads Online (Plano TX) in the amount of \$4,151.00. This purchase will cover the period of 05/15/2023 – 05/14/2024.

Funds are available in the Federal Forfeiture Fund.

#### **Motion**

Motion to waive bidding and award the purchase of the PowerPlus Investigative System service package from Leads Online for a one-year period in the amount of \$4,151.00.



**SOUTHGATE POLICE DEPARTMENT MEMO**

To: Honorable Mayor Kuspa

From: Mark A. Mydlarz, Chief of Police

RE: Request to Purchase – Waiver of Bid Leads Online

Date: April 24<sup>th</sup>, 2023

Dear Mayor Kuspa,

City Ordinance 833.15 Electronic Reporting of Transactions requires that all licensed pawnbrokers and secondhand dealers are required to electronically submit a record of each transaction in which the licensee received used goods by pawn, purchase, exchange, or consignment.

The current provider that licensees' use to submit these electronic records is Business Watch International (BWI) which was recently acquired by Leads Online. Leads Online and BWI will integrate their systems which will provide our investigators the most current data regarding pawn and secondhand transactions to advance criminal investigations while ensuring business can continue to report transactions without interruption. Our Detective Bureau recently utilized the Leads Online platform for a one week trial period. During that short trial period the Leads Online platform proved beneficial resulting in the recovery of a stolen electronic device as well as identification of a suspect.

It is my recommendation that we purchase the Leads Online PowerPlus Investigation System Service Package as outlined in the attached quote from Leads Online located at 6900 Dallas Parkway, Suite 825, Plano, TX, 75024 at the annual cost of \$4,151.00.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on May 03<sup>rd</sup>, 2023, for purpose of purchase approval.

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

Sincerely,

A handwritten signature in black ink that reads "Mark A. Mydlarz". The signature is written in a cursive style with a long, sweeping underline.

Mark A. Mydlarz  
Chief of Police

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



Real Time Crime · CellHawk · Toolbox

# QUOTE

6900 Dallas Parkway, Suite 825  
Plano, Texas 75024-4200

City of Southgate Police Department  
14710 Reaume Parkway Civic Cir  
Southgate, MI 48195

**Date:** 4/20/2023  
**Quote#:** Q-8311-1  
**Terms:** Quote Only  
**Agency ID:** 8311

Service Dates:
05/15/23 – 05/14/24

DESCRIPTION	TOTAL
LeadsOnline PowerPlus Investigation System Service Package	\$4,151
<p><b>Thank you for your interest in LeadsOnline! Please contact your LeadsOnline representative to move forward with this quote.</b></p> <p><b>We accept Checks, Credit Cards, and EFT/ACH Payments</b></p>	<b>Total: \$4,151</b>

**Update Your Billing Contact Information Online:**  
[www.leadsonline.com/update](http://www.leadsonline.com/update)

**Download our W-9:**  
[www.leadsonline.com/w9](http://www.leadsonline.com/w9)

<p>For questions about your LeadsOnline service, subscription package or agency / user accounts, call (972) 361-0900 or email <a href="mailto:support@leadsonline.com">support@leadsonline.com</a>.</p> <p>For questions about your quote, vendor forms, or general billing inquiries, email <a href="mailto:accounting@leadsonline.com">accounting@leadsonline.com</a>.</p>
--

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



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GREG KOWALSKY

April 28, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

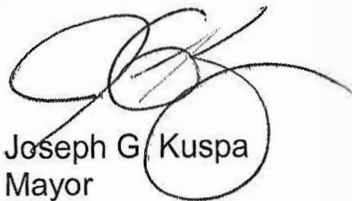
Re: Purchase of Security and Surveillance Equipment for Police Department  
Evidence Room **(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Safety Director's recommendation to waive the bid procedure and award the Purchase of Security and Surveillance Equipment for Police Department Evidence Room to DA Central, Oak Park, Michigan, in the amount of \$11,155.95. DA Central is our current vendor for existing security and surveillance equipment throughout the police department.

Funds for this purchase will be provided by the City's ARPA Funds.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



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GREG KOWALSKY

### MEMORANDUM

**TO:** The Honorable Mayor and City Council

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

**DATE:** April 26, 2023

**RE:** Recommendation to Award Purchase of Security and Surveillance Equipment for Police Dept Evidence Room **(WAIVER OF BID)**

I have reviewed the above and concur with the Public Safety Director to waive bidding and award purchase of security and surveillance equipment to DA Central (Oak Park MI) in the amount of \$11,155.95. This vendor currently supplies the existing security and surveillance equipment throughout the police department.

Funds for this purchase will be provided by the City's ARPA funds.



## SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joe Marsh, Director of Public Safety

Re: **Request to Purchase – Waiver of Bid DA Central**

Date: April 24<sup>th</sup>, 2023

Dear Mayor Kuspa,

The police department is looking to convert the old pistol range into our new evidence room. This transition will require the addition of three security cameras and two new card read security access sensors for doors within the evidence room space. These systems will help us control access into the evidence room and provide us with 24/7 video surveillance of all property stored within the property room.

DA Central is the current vendor that supplies all of the surveillance cameras and door security access control systems throughout the police department. DA Central examined this project and made recommendations as to the number of cameras and door access sensors that would be necessary to secure the new evidence room. DA Central then provided a quote for this project which totaled \$11,155.95.

It is my recommendation that we award this project to DA Central, located at 13155 Cloverdale, Oak Park, Michigan in the amount of \$11,155.95 for the purpose of increasing our video and external security in our new evidence room space. I've spoken with the City Administrator and Finance Director about this project and they have indicated that ARPA funds are available for this project.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on May 3<sup>rd</sup>, 2023, for purpose of bid review and purchase approval.

Sincerely,

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

Joseph L. Marsh

Director of Public Safety

cc: City Administrator, Finance Director, Chief Mydlarz, Public Safety Commission (7), file



# D/A CENTRAL

intelligent technology solutions  
13155 Cloverdale  
Oak Park, MI 48237

PROPOSAL  
15748

April 13, 2023

**BILL TO:**

**City of Southgate**  
14400 Dix-Toledo Highway  
Southgate, MI, 48195  
Joseph Marsh  
(734)258-3060

**WORK LOCATION:**

**City of Southgate**  
14400 Dix-Toledo Highway  
Southgate, MI, 48195  
Joseph Marsh  
(734)258-3060

## Security Upgrade for new Armory Area

### SCOPE OF WORK

Joseph Marsh  
Director of Public Safety  
**City of Southgate Public Safety**  
14710 Reaume Parkway  
Southgate, Michigan 48195

Joseph,

Thank you for the opportunity to quote the price to add access control and additional new cameras to your new Armory at the Southgate Police Department.

This quote includes two new card read doors in the Armory as we discussed, these doors will have a card reader, door contact, request to exit motion sensor, and electric strike. We will run new cable from these doors back to the IT room and connect them to a new dual reader module, enclosure and power supply.

We will also provide three (3) new IP cameras that will tie into your existing video surveillance system including cable and software. The new cable will run from the cameras back to the existing video security switch, this switch should have enough open ports for this project. We will also re-purpose the existing IP camera in this area also.

This quote includes installation of equipment, testing and verification of proper operation.

All new D/A equipment carries a 1 year parts and labor Prime Support Warranty.

The next page will show line items and a system total.

Please contact me with any questions or if you would like to proceed.



Thank you for the privilege of serving.

Regards,

Joseph A. Vanwelsenaers

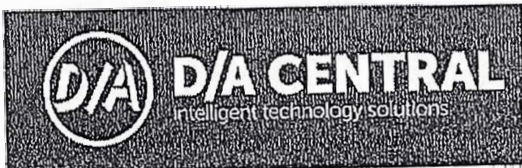
**D/A Central, Inc.**

13155 Cloverdale

Oak Park, Michigan 48237

Ph: 248/ 399-0600 x 122

Email: joe.vanwel@dacentral.com



800.486.4855 | [dacentral.com](http://dacentral.com) Detroit | Grand Rapids | Flint

PART DESCRIPTION	QTY
Repurpose existing camera in the area	0.00
Dome, 2MP, Indoor, 3.4-8.9mm, f/1.8, 1080p, WDR	3.00
License, XProtect Pro+, Device	3.00
License, Care+, XProtect Pro+, Device, 1 Year	3.00
Door Controller, 2 Door	1.00
Enclosure, 18x24x4.5", 6 Boards	1.00
We will incorporate some of the existing enclosures and modules into the new enclosure listed below	0.00
Reader, BlueDiamond Mobile Enabled, Single Gang, Multi-Tech, Bluetooth, Terminal, Black	1.00
Reader, BlueDiamond Mobile Enabled, Mini-Mullion, Multi-Tech, Bluetooth, Terminal, Black	1.00
Generic Door Contact	2.00
Generic Locking Device	2.00
PIR, Request To Exit, Light Grey Finish	2.00
Power Supply, 12/24VDC, 6A, 115VAC, ACM8CB	1.00
Composite, Plenum, Mint	3.00
CAT6, Plenum, Unshielded, Blue	3.00
Cable Support including surface conduit if needed	15.00
Cabling	
Installation Services	
Engineering Services	
CAD-update drawings for this project	
Project Management	
Investment Protection for 1 year	1.00
Miscellaneous Installation Materials	1.00
Freight	1.00

<b>SUBTOTAL:</b>	\$11,155.95
<b>TAX (EXEMPT):</b>	\$0.00
<b>TOTAL:</b>	\$11,155.95



## Standard Terms and Conditions

1. Where applicable, the above systems are subject to the approval of the "Authority Having Jurisdiction" (AHJ); any changes required by the AHJ are not included. Any required permits are not included.
2. Taxes are not included unless specifically stated otherwise.
3. Customer must provide building power source where required. 110 VAC power on 20-amp dedicated circuit, no more than .5V to ground, clear of spikes and surges, where required with insulated earth ground.
4. Customer will provide network drops where required.
5. Customer must provide environmentally safe location in areas where the work is to be performed.
6. D/A Central Inc. requires written notification of any existing environmental hazard (i.e. asbestos) that D/A Central Inc. personnel could be exposed to while providing this system. Each area of concern will require separate notification.
7. Customer is solely responsible for compliance with any applicable ADA requirements.
8. D/A Central's technicians shall have full and free access upon their arrival to the equipment covered under this Agreement to provide maintenance thereon. That includes remote access for rapid response unless mutually agreed upon differently.
9. Non-solicitation agreement - Client will not directly or indirectly employ or recruit for employment any employee, agent or subcontracted party of D/A on any Project during the Term of this Agreement and for two (2) years thereafter without prior written consent of D/A.
10. Cyber limitation clause - The Company has adopted an Acceptable Use and Cybersecurity Policy (the "AUP"). The AUP can be found at [www.dacentral.com/AUP](http://www.dacentral.com/AUP). All Company employees are obliged to protect this data. In this cybersecurity policy, the Company gives its employees instructions on how to avoid security breaches, but the Customer acknowledges that, despite all commercially reasonable efforts under the circumstances, certain security breaches can occur.
11. If applicable, the customer must provide connection to fire alarm system to interface into their equipment. All costs associated with the fire contractor's scope of work are the customer's responsibility and are not included in this proposal. This proposal assumes that all fire related inspections will occur during normal business hours. Any fees required by the inspection authority and/or the fire contractor are the customer's responsibility and are not included in this proposal.
12. All permits and fees associated with permits are excluded from this proposal and are the responsibility of the customer. The customer is responsible for the cost for any and all permits required from local government before project commencement and are to be determined before installation can begin.
13. Customer must provide proper working hardware. All doors are assumed to be properly aligned and all existing hardware is presumed to be in good working condition and remains the responsibility of the customer. Any hardware found to be non-working or insufficient for the needs of the system will be replaced as necessary but will require a change order to be issued prior to any additional work being completed.
14. Programming is included in this proposal and is defined as the input of system software information. D/A Central will assist the customer in the input of schedules while the actual input of data will remain the responsibility of the customer. There may be an additional charge if the customer requests D/A Central Inc. to perform this labor.
15. If this quote contains software, D/A Central Inc. will load the software on one computer per server or client license purchased. If requested, D/A Central Inc. will provide the customer a quote to load software onto additional computers. If the customer provides the computer and additional installation time is required because of hardware, software, firewall, domain policies, privileges, etc., additional charges may apply.
16. D/A Central will perform testing and commissioning of the system.
17. Conduit runs are not included with this proposal, unless specifically stated otherwise.
18. Customer must provide accessible and non-obstructed chase ways for needed wire run. Customer must provide riser sleeve or core drilling between floors, where required.
19. Customer must provide adequate mounting space for all panels, terminal interfaces, modems and expanders on a wall mounted plywood surface.
20. Customer must provide proper lighting in all work areas as required.
21. All drawings and related documentation created or provided by D/A Central, Inc. are proprietary and will remain the property of D/A Central, Inc., any use or reproduction of same are strictly prohibited.
22. Customer must provide permanent signage related to life safety codes as needed.
23. If applicable, the customer must provide patching or painting. The customer is responsible for restoring all the existing locations (where the card readers, electric locks, door contacts, REX motions, cameras, etc. were located) to original (non-Automated) specifications. There may be an additional charge if the customer requests D/A Central Inc. to perform this labor.
24. This quotation, unless agreed upon in advance under an associated agreement, does not include invoicing fees or discounts, safety training program charges, Background checks or other fee-based portals. If those fees are required, they will be added to invoices to cover all associated costs.



# Service Terms

## Prime Support

D/A Central Inc. Prime Support covers all labor associated with servicing and replacing equipment covered by the contract. Manufacturer Warranty of covered equipment is extended to the Customer and D/A Central Inc. will handle the RMA paperwork and shipping for the repair and/or replacement. Prime Support Customers will also receive Priority Service Dispatching. Prime support coverage begins at the time of system activation and acceptance. Any deficiencies found in workmanship will be the responsibility of the D/A Central Inc. except for acts of nature, misuse, or vandalism. Repairs or attempted repairs by others will void the D/A Central Contract support coverage. Prime Support Customers will also receive discounted Service Rates for any billable service needs.

## Prime Support PLUS+

In addition to our standard Prime Support coverage (described above), D/A Central Inc. Prime Support PLUS+ offers the following services: Repair costs covered up to \$300 per incident. One time annual system training up to 4 hours. Training for New features for Manufacturer software. Lifecycle Management Reporting. Annual system recertification and preventative maintenance inspections. Emergency After-Hours Service. Annual Software Support Agreements are included. Monthly or Quarterly Billing available.

## Prime SHIELD

In addition to our standard Prime Support PLUS+ coverage (described above), D/A Central Inc. Prime SHIELD offers the following services: D/A Solution Replacement Guarantee, Bundled Support and Maintenance, Fixed Annual Payment Plans and Natural Disaster Coverage - up to \$5000 deductible relief for acts of nature, such as lightning, tornado, fire, etc. Monthly or Quarterly Billing available.

## D/A is NOT an Insurer

User understands and agrees that D/A is NOT AN INSURER. D/A makes no guarantee or warranty, including any Implied warranty of merchantability or fitness that the equipment or services supplied will avert or prevent occurrences or the consequences thereof, which the system/equipment is designed to detect or avert.

It is agreed that damages or losses suffered are not allocable to performance and shall be fixed at \$250. Insurance that D/A carries for its own protection and indemnification for its customers is stated on the Certificate of Insurance available at User's request.



## Summary of Costs

<b>SUBTOTAL:</b>	\$11,155.95
<b>TAX (EXEMPT):</b>	\$0.00
<b>TOTAL:</b>	\$11,155.95

## Acceptance

The following signatures reflect acceptance and authorization of this Proposal - Statement of Work and are bound by the Terms & Conditions included in this agreement or otherwise negotiated through a Master Service Agreement executed by both Parties.

Upon contract award, 30% of total contract price for engineering and mobilization will be billed unless otherwise stated. Projects exceeding one calendar month will be billed for work completed during each month (progressive billing). Progressive billing will include invoicing for engineering, programming prior to on-site installation as well as for materials stored at D/A Central Inc. offices and/or delivered to site. Progressive billing for Project Management will also be done based on a monthly percentage of the proposed total upon commencement of installation.

This quote is valid for 30 days

Due to supply chain disruptions, equipment delays and pricing fluctuations that are beyond our control may occur causing project delays. In the event of such disruptions, D/A will re-quote or provide potential alternatives to the proposal for your review and approval.

In addition, some manufacturers are adding temporary surcharges to specific products to maintain supply availability. D/A may be required to add those surcharges to projects under agreement.

CLIENT **City of Southgate**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT: \_\_\_\_\_

PO: \_\_\_\_\_

COMPANY: **D/A Central, Inc.**

TITLE: Security Upgrade for new Armory Area

PROPOSAL #: 15748

SALES REP: Joe Vanwelsenaers

PHONE: (248)399-0600 EXT 122

EMAIL: joe.vanwel@dacentral.com

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

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GREG KOWALSKY

April 28, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

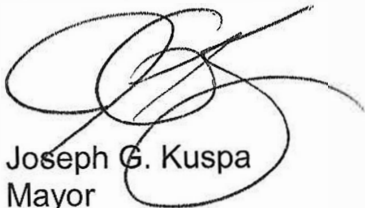
Re: Construction of Police Department Evidence Room Improvements  
**(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Safety Director's recommendation to waive the bid procedure and award the Construction of Police Department Evidence Room Improvements to C&S Construction, Wyandotte, Michigan, in the amount of \$11,250.00. This vendor currently has a contract with the City for building construction services.

Funds for this purchase will be provided by the City's ARPA Funds.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
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GREG KOWALSKY

### MEMORANDUM

**TO:** The Honorable Mayor and City Council

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

**DATE:** April 27, 2023

**RE:** Recommendation to Award Construction of Police Dept Evidence Room Improvements **(WAIVER OF BID)**

I have reviewed the above and concur with the Public Safety Director to waive bidding and award construction of the police department evidence room improvements to C&S Construction (Wyandotte MI) in the amount of \$11,250.00. This vendor currently has a contract with the City for building construction services.

Funds for this purchase will be provided by the City's ARPA funds.

#### **Motion**

Motion to award construction of police department evidence room improvements to C&S Construction in the amount of \$11,250.00.



SOUTHGATE POLICE DEPARTMENT MEMO

To: Honorable Mayor Kuspa

From: Joe Marsh, Director of Public Safety

Re: Request to Purchase – Waiver of Bid Evidence room wall, lighting

Date: April 26<sup>th</sup>, 2023

Dear Mayor Kuspa,

The police department is looking to convert the gun range space into our new evidence room. After the lead cleaning and removal of the old range trap systems we will need to install a wall to separate the space, a security door, and moving our evidence room cage into this space. Additionally, we will need to add some new lighting. We've spoken with and received a quote from C&S Construction, our approved City contractor about this project. They provided us a cost of \$11,250.00 for that additional work. The goal with this project is to clean out our old gun range and convert the space to be our new department evidence room.

It is my recommendation that we award this project to C&S Construction, located at 1202 6<sup>th</sup> Street, Wyandotte, Michigan in the amount of \$11,250.00. I've spoken with the City Administrator and Finance Director about this project and they have indicated that ARPA funds are available for this project.

With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on May 3<sup>rd</sup>, 2023, for purpose of bid review and purchase approval.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph L. Marsh".

Joseph L. Marsh

Director of Public Safety

cc: City Administrator, Finance Director, Chief Mydlarz, Public Safety Commission (7), file





April 26, 2023

Joe Marsh, Director of Public Safety  
Southgate Police Department  
14710 Reaume Parkway  
Southgate, MI 48195

**Proposal:** Southgate Police Gun Range Renovation Walls /Lights

**Scope of work:**

**Additional work for shooting range decommission project:**

- |   |                   |
|---|-------------------|
| 1. Add new LED Ceiling lights per code  | \$3,200.00        |
| 2. New drywall separator wall<br>(includes hollow metal door and frame, painted, approx. 19' 6" long) | \$6,800.00        |
| 3. Re-locate existing wire mesh wall<br>( from old evidence room and re install in shooting range)    | <u>\$1,250.00</u> |

**Total** \$ 11,250.00

Please call with any questions,  
Sincerely,

Chuck Schimmel cell 734-320-0689  
C & S Construction Management

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



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GREG KOWALSKY

April 28, 2023

To the Honorable  
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Southgate, Michigan 48195

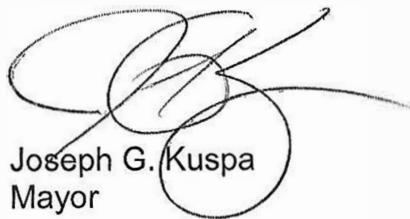
Re: Installation of ADA Doors at Southgate Library Restrooms  
**(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Library Director's recommendation to waive the bid procedure and award the installation of ADA Doors at the Southgate Library Restrooms, which includes a 5 year inspection and maintenance agreement, to Stanley Access Technologies in the amount of \$7,410.00.

Adequate funds are available in the Library Fund. .

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

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GREG KOWALSKY

### MEMORANDUM

**TO:** The Honorable Mayor and City Council

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

**DATE:** April 26, 2023

**RE:** Recommendation to Waive Bid and Award Installation of ADA Doors at Southgate Library Restrooms

I have reviewed the above and concur with the Library Director to waive the bidding process and award bid to Stanley Access Technologies for the installation of ADA doors at the Southgate Library, and 5-year inspection & maintenance agreement, in the total amount of \$7,410.00.

Adequate funds are available in the Library Fund.

### **MOTION**

Motion to waive the bid process and award the bid for the Southgate Library ADA restroom doors and 5-year inspection / maintenance plan to Stanley Access Technologies in the total amount of \$8,230.00.

**City of Southgate MI**  
**Library ADA Doors / Inspections & Maintenance Plan**  
**Summary of Cost Proposals**

		Stanley Access Technologies		Assa Abloy	
<i>Description</i>	<i>Approximate Quantity (L/F)</i>	<i>Unit Prices</i>	<i>Total</i>	<i>Unit Prices</i>	<i>Total</i>
ADA Power Door Operators	1	\$ 6,330.00	\$ 6,330.00	\$ 5,500.00	\$ 5,500.00
Annual Inspection & Maintenance	5	\$ 216.00	\$ 1,080.00	\$ 546.00	\$ 2,730.00
			<b>\$ 7,410.00</b>		<b>\$ 8,230.00</b>

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

April 4, 2023

## MEMO

**TO:** Mayor Joseph Kuspa

**FROM:** Don Priest, Southgate Veterans Memorial Library

**DATE:** April 4<sup>th</sup>, 2023

**SUBJECT:** Proposal to install power doors in public bathrooms

**Situation:** The doors to our public restrooms are difficult to open for some patrons. Those in wheelchairs, with walkers, canes, or other assistive mobility tools, can struggle, as can children, or anyone else who lacks the strength to easily move the heavy doors.

**Solution:** Install power door operators in both the men's and women's bathrooms in the main section of the library.

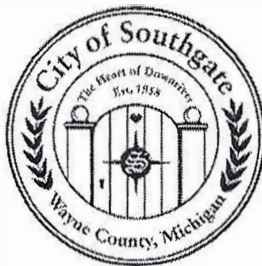
The most heavily used bathrooms in the library are the public restrooms located near the entrance. Each of these bathroom has two doors, separated by a small entryway. To make these bathrooms easily accessible to all, we can install power door operators, triggered by push plates, one outside each bathroom, and one inside. The second, interior door can be removed, so we would not need to also purchase power door operators and other hardware for them.

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JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

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*Council President*

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PRISCILLA AYRES-REISS

GREG KOWALSKY

I have reached out to two companies for quotes, Stanley Access Technologies (owned by Allegion Access Technologies, LLC) and Assa Abloy. The equipment covered in these quotes are

- 2 single swing door operators & associated hardware
- 4 push plates activators (2 per bathroom) with wireless transmitters
- 2 wireless receivers

For these parts, as well as installation, the quoted prices would be:

- Stanley Access Technologies: \$6,330
- Assa Abloy: \$5,500

In addition to the installation of these new power door operators, I requested information on inspection & maintenance contracts for our existing power door operators, at the entrance to the library, to ensure those are kept in good working order. Also, each installation quote includes a 1 year warranty for parts and labor; once that warranty expires, we will want to obtain another contract for the new operators, to help us keep those in good working order as well.

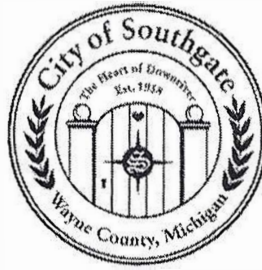
Both companies offer 3 levels of maintenance & inspection plan, with a 5 year contract. Stanley Access Technologies offers plans with an annual inspection & maintenance visit, while Assa Abloy offers plans with 2 visits, one that is only planned maintenance, the other for inspection & maintenance.

- The most expensive plan includes all costs for labor, parts, & travel
  - Stanley Access Technologies: \$1,520/year
  - Assa Abloy: \$1,780/year

JOSEPH G. KUSPA  
*Mayor*

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GREG KOWALSKY

- The second most expensive plan includes the cost of labor & travel
  - Stanley Access Technologies: \$686/year
  - Assa Abloy: \$1,102/year
- The least expensive plan only provides for the scheduled inspection & maintenance visits
  - Stanley Access Technologies: \$216/year
  - Assa Abloy: \$546/year

It is my recommendation that we have installation performed by Stanley Access Technologies, for \$6,330. I also recommend signing a 5 year agreement with them for the lowest level of inspections & maintenance plan, for \$216/year (\$1,080 total).

While Stanley Access Technologies has provided the more expensive quote for installation of new power door operators, the lower price of inspection & maintenance plans will more than make up the difference, especially if we sign a similar contract later for service to the new operators. The more expensive inspection & maintenance plans offer better coverage, but I do not believe the price is worthwhile; paying for parts, travel, & labor may end up being more costly, but only if repairs & replacements are needed.

Don Priest  
Director  
Southgate Veterans Memorial Library

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

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PRISCILLA AYRES-REISS

GREG KOWALSKY

April 28, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Ice Arena Soffit Repairs

**(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 overhang soffit repairs at the Southgate Ice Arena to C&S Construction in the amount of \$29,900.00. C&S Construction and the City currently have an agreement in place to provide building repairs at a contractually agreed-upon time and materials rate.

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:** The Honorable Mayor and City Council

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

**DATE:** April 26, 2023

**RE:** Recommendation to Approve Ice Arena Soffit Repairs

I have reviewed the above and concur with the Parks & Recreation Director to approve proposal with C&S Construction for the overhang soffit repairs at the Southgate Ice Arena in the amount of \$29,900.00. The City currently has an agreement in place with C&S Construction to provide building repairs at a contractually agreed-upon time and materials rate.

Adequate funds are available in the General Fund.

### **MOTION**

Motion to approve the proposal submitted by C&S Construction for ice arena soffit repairs in the amount of \$29,900.00, at the contractually agreed-upon rates for time and materials.

# Southgate Michigan

## PARKS & REC

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

To: Dan Marsh, City Administrator  
From: Julie Goddard, Parks & Recreation Director  
Date: April 27th, 2023  
Re: Ice Arena Overhang Soffit Repair

The Ice Arena is in need a Southside Overhang Soffit Repair. It is currently exposed to the outside weather conditions, as well as birds/pigeons.

I am asking that we waive the bid and have Construction Management, our current vendor, repair the existing soffit for \$29,900.00.

The existing soffit is currently falling apart and there is exposed framing area on the south end of the building facing the police department in the older arena. The repair will consist of cover existing soffit with factory prefinished metal soffit material.

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 our current vendor, Construction Management perform the repair as stated.

Respectfully Submitted,



Julie Goddard  
Parks & Recreation Director  
City of Southgate



April 26, 2023

**Jerry Stacey, DPS Field Supervisor**

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

**Budget:** Southgate Ice Arena Southside Overhang Soffit repair

**Scope of work:**

Repair existing overhang soffit. Existing soffit is falling apart, exposed framing  
Area is the south end of building.

**Repair:**

Cover existing soffit with factory prefinished metal soffit material.

**Cost of project:**

**Assumptions:**

- Existing framing has structural integrity
- Existing soffit material can be mechanically fasten into with agreeable pull out strength to fasten new metal soffit system

**Cost:**

-Lift Rentals	\$ 4,700
-Environmental cost (to decontaminate existing bird waste)	\$ 5,000
-Framing and metal soffit material	<u>\$ 19,200</u>

**Total Cost: \$ 29,900**

\*\*\*\*This proposal honors and includes contracted agreed time and material rates per contract with the City of Southgate.

Please call with any questions,  
Sincerely, Chuck Schimmel cell 734-320-0689

C & S CONSTRUCTION MANAGEMENT  
734-320-0689 csconstruction@yahoo.com

WYANDOTTE, MI 48192  
www.thecsconstruction.com