

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday November 1, 2023

6:30pm **Work Study Session**

1. Proclamation – Purple Heart City
2. Proclamation – National American Indian Heritage Month
3. Officials Reports
4. 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 October 18, 2023
2. Regular City Council Meeting Minutes dated October 18, 2023

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

1. Memo from Administrator; Re: Repair or Demolition of 13630 Edison

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Communications “A”

1. Memo from Laura Walsh; Re: SMART MCC Program Agreement
2. Memo from Administrator; Re: Taco Bell Storm Water Management Agreement
3. Letter from Mayor; Re: Change order for Janitorial Services – Ice Rink

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Communications “B” – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1484 \$1,580,602.19

Adjournment:

Janice M. Ferencz, City Clerk

PROCLAMATION
PURPLE HEART CITY

WHEREAS, the residents of the City of Southgate have great admiration and gratitude for the men and women who have selflessly served their country and this community in the Armed Forces; and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782; and

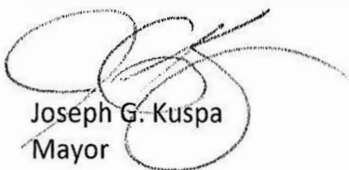
WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat; and

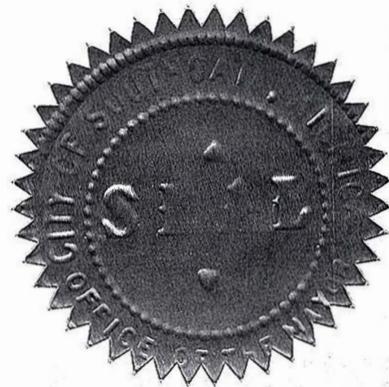
WHEREAS, the City of Southgate seeks to remember and recognize the sacrifices our Purple Heart recipients made in defending our freedoms and acknowledges those men and women for their courage by showing our support and honor; and

NOW, THEREFORE BE IT RESOLVED, that I, Joseph G. Kuspa, by the powers vested in me as Mayor of the City of Southgate, Michigan, do hereby proclaim Southgate a

"PURPLE HEART CITY"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City be affixed this 1ST day of November, 2023.


Joseph G. Kuspa
Mayor



PROCLAMATION

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

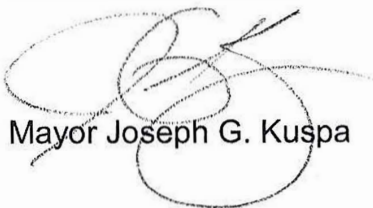
WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

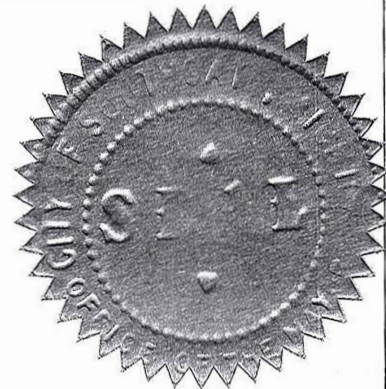
WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned;

NOW THEREFORE, I, Joseph G. Kuspa, by virtue of the authority vested in me as Mayor of the City of Southgate, Michigan do hereby proclaim November 2023 as the National American Indian Heritage Month, in the City of Southgate and urge all citizens to observe this month with appropriate programs, ceremonies and activities.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Southgate, Michigan be affixed this 1st day of November, Two-thousand and Twenty-three.


Mayor Joseph G. Kuspa



City Council

Work Study Session

October 18, 2023

An Informal Meeting of the Council of the City of Southgate was held on October 18, 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

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

Discussed the following agenda items:

- Award for Pest Control (Waiver of Bid)
- Award for Computer Security Keys (Waiver of Bid)
- Award for Flagpoles (Waiver of Bid)
- Update to Annual Business License Fees
- Approval of Early Voting Location for Presidential Primary Election
- Appointment to Dangerous Building Hearing Board
- Parkside Gardens and Southwinds Lease Extensions
- Resolution for Charitable Gaming License for a Southgate Based Non- Profit
- Updated SMART Bus Driver Drug & Alcohol Policy

This meeting ended at 6:53 pm.

City of Southgate

Regular City Council Meeting

October 18, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, October 18, 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

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

Minutes:

Moved by Colovos, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated October 4, 2023 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Kowalsky, RESOLVED, that the minutes of the Regular City Council Meeting dated October 4, 2023 be approved as presented. Carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Award for Pest Control (Waiver of Bid) moved by Colovos, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the bidding process and approve the award of an agreement for pest control through December 31, 2026 to All Seasons Pest Control (13759 Dix-Toledo Road, Southgate, MI 48195) in the amount of \$3,000 per month for 2023, \$3,500 per month for 2024, \$3,750 per month in 2025, and \$3,881.25 per month in 2026. Motion carried unanimously.
2. Letter from Mayor; Re: Award for Computer Security Keys (Waiver of Bid) moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council waive the bidding process and approve the award for computer security keys to Smartpoint Solutions (1400 Belleville St, Richmond, VA 23230) in the amount of \$27,652.00, utilizing ARPA funding. Motion carried unanimously.
3. Letter from Mayor; Re: Award for Flagpoles (Waiver of Bid) moved by Rauch, supported by Colovos, RESOLVED THAT the Southgate City Council waive the bidding process and approve the award for two (2) aluminum flagpoles to Rocket Enterprise, Inc. (30660 Ryan Road, Warren, MI 48092) in the amount of \$4,500.00. Motion carried unanimously.
4. Memo from Administrator; Re: Update to Annual Business License Fees moved by Ayres-Reiss, supported by Rauch, RESOLVED THAT the Southgate City Council amend the annual business license fee from \$75/year to \$500/year for pawnbrokers, secondhand and scrap dealers beginning 2024. Motion carried unanimously.
5. Memo from City Clerk; Re: Approval of Early Voting Location for Presidential Primary Election moved by Rauch, supported by Colovos, RESOLVED THAT the Southgate City Council approve the locations **page 5** Voting for the Presidential Primary Election on Friday, both Saturdays and both Sundays at the Senior Center and Monday through Thursday at Parkside Gardens. Motion carried unanimously.

Regular City Council Meeting October 18, 2023

6. Letter from Mayor; Re: Appointment to Dangerous Building Hearing Board moved by Colovos, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council appoint Ray Howard to the Dangerous Building Hearing Board for a term expiring December 2024. This appointment will fill the vacancy created by the passing of Tom Ozeranic. Motion carried unanimously.
7. Memo from Administrator; Re: Parkside Gardens Lease Extensions moved by Rauch, supported by Kowalsky, RESOLVED THAT the Southgate City Council authorize the Mayor and City Clerk to sign the Parkside Gardens lease extension agreement with Crystal Gardens for a period of three (3) years beginning November 1, 2023. Motion carried unanimously.
8. Memo from Administrator; Re: Southwinds Golf Clubhouse Lease Extensions moved by Rauch, supported by Kowalsky, RESOLVED THAT the Southgate City Council authorize the Mayor and City Clerk to sign the Southwinds Golf Clubhouse lease extension agreement with Crystal Gardens for a period of three (3) years beginning November 1, 2023. Motion carried unanimously.
9. Letter from Administrator; Re: Resolution for Charitable Gaming License for a Southgate Based Non-Profit moved by Kowalsky, supported by Rauch, RESOLVED THAT the Southgate City Council approve the request of Touchdown Titans Booster Club (15475 Leroy, Southgate, MI 48195), of Southgate MI, to be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license. Motion carried unanimously.
10. Memo from Laura Walsh; Re: Updated SMART Bus Driver Drug & Alcohol Policy moved by Kowalsky, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council adopt the updated Drug and Alcohol Policy related to our SMART Bus Drivers. Motion carried unanimously.

Claims and Accounts:

Moved by Graziani, supported by Rauch, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1483 for \$1,388,092.79. Motion carried unanimously.

Adjournment:

Moved by Colovos, supported by Ayres-Reiss, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:13 P.M. Carried unanimously.

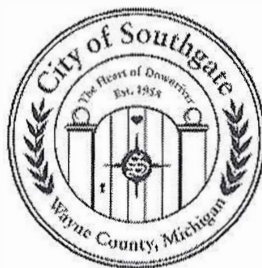
Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: October 27, 2023

Re: Public Hearing for Repair or Demolition of 13630 Edison

On August 22, 2023 and again on September 19, 2023 the Dangerous Buildings Board met to review 13630 Edison. The Dangerous Buildings Board recommended that the owners have 90 days to repair or demolish the structure, and to secure the property. In your agenda packet is the notification to the property owner regarding the November 1, 2023 Public Hearing, the minutes from the meetings held on August 22nd and September 19th, and pictures of the property. If you have any questions please contact me.



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING

14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195

PHONE: (734) 258-3027

FAX: (734) 281-6670

www.southgatemi.org

October 9, 2023

Fabian, Sklar, King & Liss
33450 West Twelve Mile Rd
Farmington Hills, MI 48331

To whom it may concern,

Please refer to the attachment here regarding the Public Hearing for the property @ 13630 Edison Southgate MI 48195.

If you have any questions, feel free to give the Building Department a call @ 734-258-3010 ext. 3131

Sincerely,

Timothy L. Leach
Building Inspections Director

TLL/mg

City of Southgate NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Council of the City of Southgate will hold a Public Hearing on Wednesday, November 1, 2023 at 7:00 pm in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan.

The purpose of said hearing is to provide an opportunity for comment by interested individuals regarding: **Repair or Demolition of the property located at 13630 Edison.**

You may appear at the above-designated hearing to voice your objections. Any written comments should be filed in the Southgate City Clerk's Office, twenty-four hours prior to the time set for said hearing.

Janice M. Ferencz, City Clerk

Print: October 8, 2023

DANGEROUS BUILDING BOARD

MINUTES

13630 Edison

August 22, 2023

Present: Robert Hines Dangerous Buildings Board, Mike Yoos Dangerous Buildings Board, Tim Leach Building Inspections Director, Randy Coleman Ordinance Officer, Dan Marsh City Administrator, Ed Zelenak City Attorney, property owners from 13630 Edison and Michelle Gendron Building Department Secretary.

The meeting was called to order at 3:09pm with the Dangerous Building Board considering the residential property at 13630 Edison.

Roll Call was taken: Robert Hines and Mike Yoos present to constitute a quorum.

Mike Yoos nominated Bob Hines as chairman and Mike Yoos as vice Chairman. All in favor.

2nd story building permit was issued 8-5-2022 footing inspection on 9-28-2022 no other inspections called in. On 4-4-23 Mr. Reyna called and spoke with Building Director Tim Leach and asked for an extension on his permit that he was going to have his fathers help. Extension was granted with a \$30.00 fee. Fee was never paid and no inspections have taken place. Permit terminated on 7-11-2023.

Mr. Leach stated structure has been open at least 6 to 8 month to the elements compromising the existing and new material.

Pictures were taken on 8-4-2023 day we posted the property. Garbage in the rear yard.

Owners stated they are suing the insurance company, and that there hands are tied. Stating insurance claim was denied because they didn't have a receipt for the tarp that was installed.

Mike Yoos recommended motion 90 days to fix, repair or demolish, Bob Hines second the motion

Ed Zelenak recommends continue order for 28 days meet back on 9-19-2023 @ 3:00pm

Mike Yoos motioned to amend the recommended 90 days to the 28 days order. Bob Hines 2nd motion. All in favor.

Land owners will not give permission to inspect the property.

1832 Detroit Ave Lincoln Park, MI 48146 Address of Mr. & Mrs. Reyna

Motion by Mike Yoos, supported by Hines

Meeting adjourned @ 3:36pm.

DANGEROUS BUILDING BOARD

MINUTES

13630 Edison

September 19, 2023

Present: Robert Hines Dangerous Buildings Board, Mike Yoos Dangerous Buildings Board, Time Leach Building Inspections Director, Randy Coleman Ordinance Officer, Dan Marsh City Administrator & Ed Zelenak City Attorney

Roll Call was taken: Robert Hines and Mike Yoos present to constitute a quorum.

The property owners of 13630 Edison were not present. Director Leach stated at the previous meeting at which said homeowner being present, that said meeting would reconvene on September 19, 2023 at 3:00 p.m.

Mike Yoos made a motion to approve the minutes from the August 22, 2023 meeting, Robert Hines supported.

Robert Hines reopened the Public Hearing for 13630 Edison to continue discussion.

Robert Hines asked Director Leach for any updates in regards to this case. Director Leach stated that they discussed at the previous meeting that the owners of the property were supposed to contact the Building Department for an onsite inspection, but they did not contact them for any type of inspection. Director Leach and Ordinance Officer Coleman went out to the location today and did a site inspection; nothing has changed since the last time, which was thirty days ago. They took some pictures to verify. City Attorney Zelenak verified with Director Leach that nothing appeared to make the building more substantial that the building could be saved or if it was in the same state of abandonment where it needs to be fixed, repaired or demolished. He also verified that they did not pull any new permits or renew their current permits. Director Leach added that they could not renew their permit because they canceled it due to the lack progress. City Attorney Zelenak verified with Ordinance Officer Coleman that the property owners have not taken care of their matters at the court. Ordinance Officer Coleman added that the city, through US Lawns, cut the property yesterday. City Attorney Zelenak asked if the site was secure from individuals coming into the property who could get injured. Director Leach stated that there is a gate, but it is not locked. He added that the side gate is unlocked and the house is open for someone to come in, it is not totally secure. City Attorney Zelenak asked if the building has been marked with the orange tags. Director Leach stated that they posted them on the fence and front door to stop work, due to unsafe conditions. Robert Hines asked if they could require them to secure the property. Director Leach stated that even if the property was secure, the nuisance conditions have not changed. The building is dilapidated and in disrepair, including the property around the house. Property maintenance calls it a dangerous structure. Director Leach read the following from 2021 International Property Maintenance Code: *A building or structure used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement is determined by the code official to be unsanitary, unfit for human habitation or in such condition is likely to cause sickness or disease.* Director Leach added that at that point it becomes a dangerous building and moves to dangerous building to either to rectify or demolish it. City Attorney

Zelenak stated to Director Leach that the board moved and supported at the last meeting, but didn't vote. He asked if he had any changes to the recommendation. Director Leach stated that he did not. City Attorney Zelenak advised the board that it would go to City Council on October 4th. He reminded them that once it is scheduled that they have personal and written service on the property owners so they are aware.

Mike Yoos motioned and Robert Hines supported that the board amend the motion of the recommended 90 days to fix, repair or demolish by adding that if the property owner's fail to secure the premise from intrusion, vandals and trespassers, that the city, at the owner's expense, can take the appropriate measures to secure the safety of the premises.

Meeting was adjourned at 3:20 p.m.

Respectfully submitted

Emily Stacy

DANGEROUS BUILDING BOARD

MINUTES

13630 Edison

August 22, 2023

Present: Robert Hines Dangerous Buildings Board, Mike Yoos Dangerous Buildings Board, Tim Leach Building Inspections Director, Randy Coleman Ordinance Officer, Dan Marsh City Administrator, Ed Zelenak City Attorney, property owners from 13630 Edison and Michelle Gendron Building Department Secretary.

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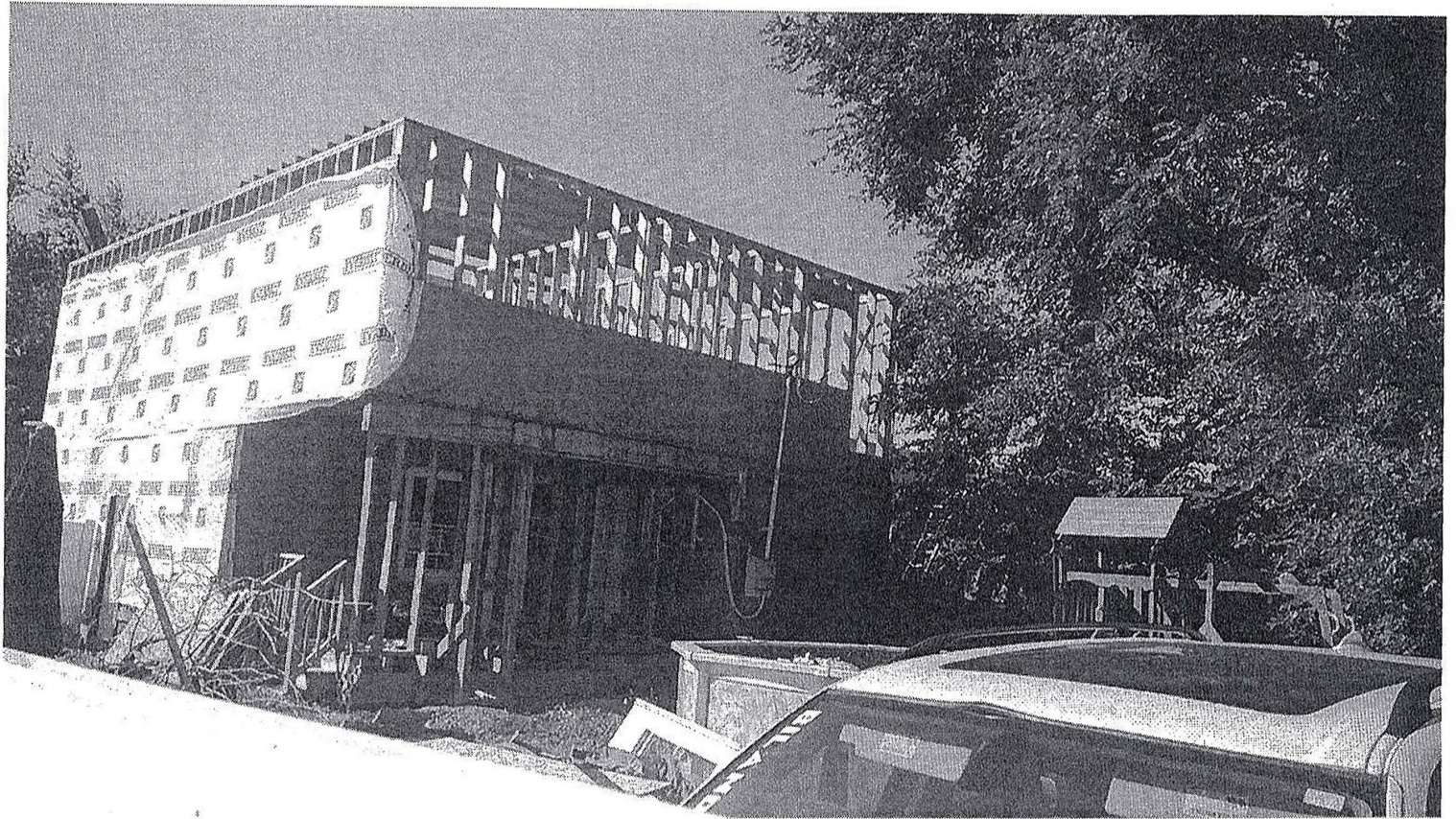
Mike Yoos motioned to amend the recommended 90 days to the 28 days order. Bob Hines 2nd motion. All in favor.

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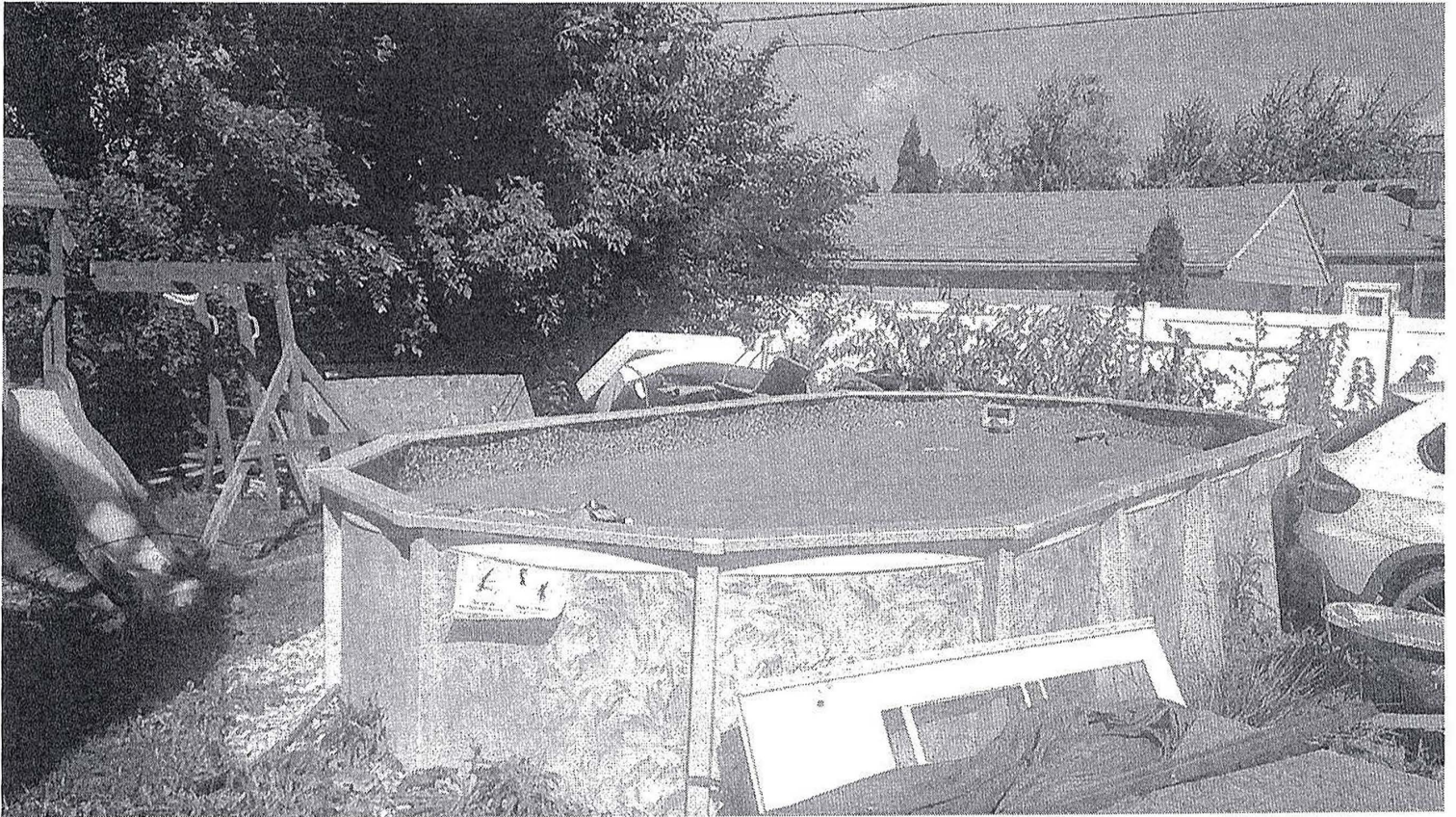
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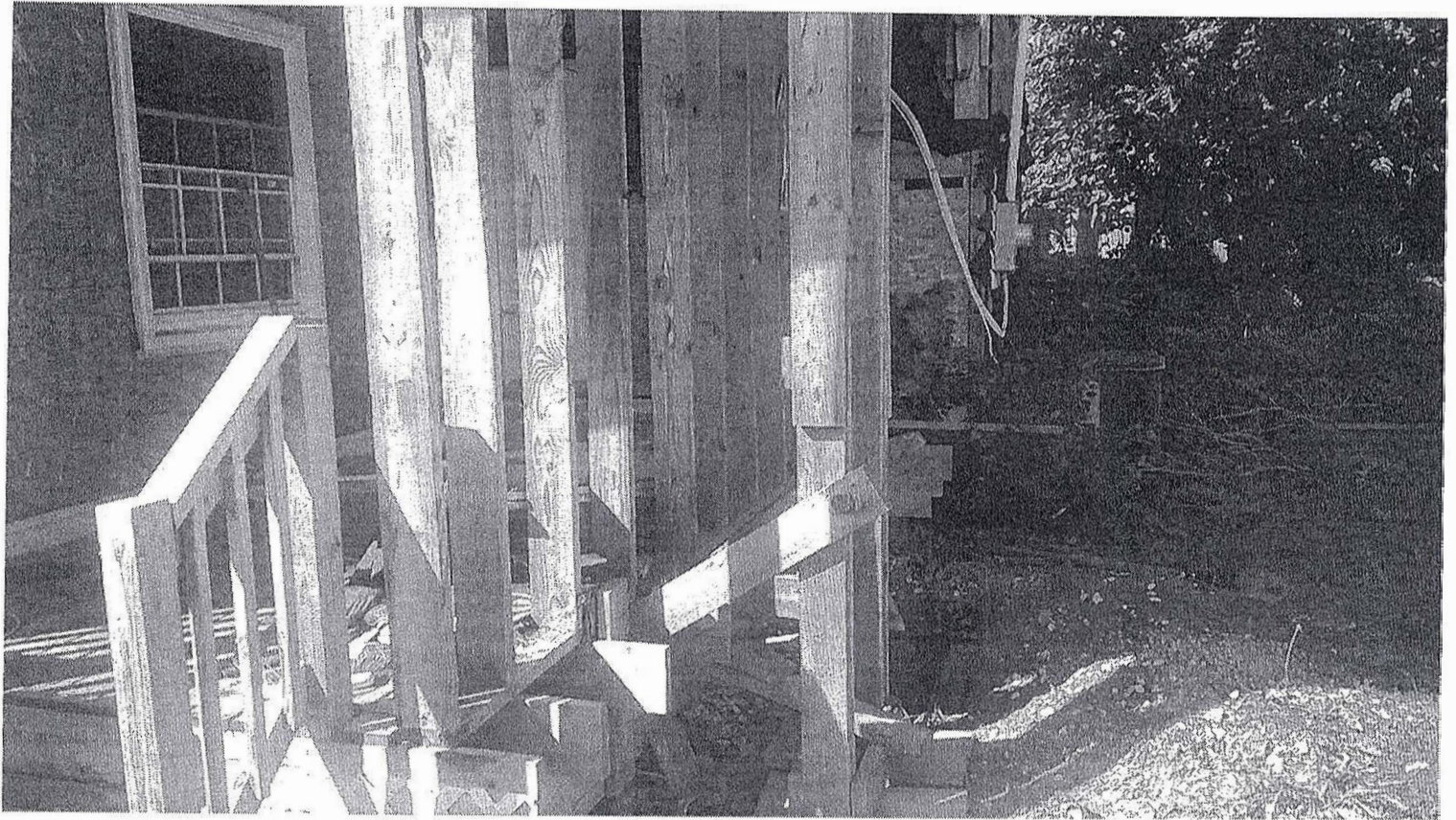
Motion by Mike Yoos, supported by Hines

Meeting adjourned @ 3:36pm.













JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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PRISCILLA AYRES-REISS

GREG KOWALSKY

Memorandum

To: Honorable City Council Members

From: Laura Walsh 

Date: October 25, 2023

Re: SMART Municipal and Community Credit Program Agreement

Enclosed please find documents for the City of Southgate Transportation Program and Funding programs available for the SMART program under the following title:

Municipal and Community Credits Program for FY 2024

Please review the attached contract for your approval and authorization.

Thank you.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2024

I, Laura Walsh, as the Administrative Assistant of **the City of Southgate** (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2023 through June 30, 2024 (Section 1 below), and **Community Credits** available for the period July 1, 2023 to June 30, 2024 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$28092** in **Municipal Credit** funds as follows:

(a) Transfer to _____ Funding of: \$ _____

TRANSFeree COMMUNITY

(b) Van/Bus Operations At the cost of: **\$ 28,092.00**
(Including Charter and Taxi services)

(c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)

(d) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)

(See attached Subcontractor Service Agreement)

Total \$28092

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature

to SMART. All Municipal Credit funding must be spent by June 30, 2026; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$52048** in **Community Credit** funds available as follows:

(a) Transfer to _____ Funding of: \$ _____

TRANSFeree COMMUNITY

(b) Van/Bus Operations At the cost of: **\$ 48,048.00**
(Including Charter and Taxi services)

(c) Services Purchased from SMART At the cost of: **\$ 4,000.00**
(Including Tickets, Shuttle Services/Dial-a-Ride)

(d) Capital Purchases At the cost of: \$ _____

(e) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)

(See attached Subcontractor Service Agreement)

Total \$52048

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2024, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2027; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY FOR
REGIONAL TRANSPORTATION**

Signature

Printed Name

Title

Date

CITY OF SOUTHGATE

Signature

Printed Name

Title

Date

EXHIBIT A
PROJECT DESCRIPTION

Overall Project Description (please provide a descriptive narrative):

Southgate operates a transportation service that is available to senior citizen and handicapped residents of the city. This transportation service operates Monday through Thursday, 9am to 2pm. In the last year, Southgate continues to expand the amount of service available within the time frames listed above. This has been accomplished by purchasing new buses and assigning additional drivers to the daily service. In the coming years it is estimated that an average of 400 hours of service will be conducted each month. This amount will allow flexibility in the scheduling of appointments for our clients.

Service Area (please provide geographic boundaries):

We pick up Southgate residents but will travel through the whole downriver area.

Service Times (please provide days and hours of service):

Monday through Thursday 9am to 2pm

Service Reservation number: 734-258-3066

Eligible User Groups (please set forth users eligible to use the service):

Transportation is available to senior citizens, age 55 and older, and handicapped individuals (a handicapped lift is available in all 3 vans). Persons 55 or older may utilize this service if they are on a disability retirement. A further restriction of the program is that the senior citizen or handicapped person cannot or does not drive.

Fare Structure:

Reservations scheduled with clients primarily include destinations to shopping, banking, the Senior Center, doctors and other health services. Trips for medical appointments, shopping, etc. in the City have a nominal charge of \$1 one-way per seven (7) additional miles of travel.

Service Mode: (List SMART Vehicle number, local owned vehicles and type of vehicles available, and whether they are wheelchair lift-equipped):

Two fourteen passenger vehicles and one Van. They all have lifts. 3 vehicles total.

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: City of Southgate

Contract Period: July 1, 2023 through June 30, 2024

Account Number: 48131

OPERATING EXPENSES:

Administrative Fee: *(All employees
other than drivers and dispatchers)*

8,000.00

(10% max. of MC & CC funds)

Driver Wages

50,000.00

Fringe Benefits

Gasoline & Lubricants

12,340.00

Vehicle Insurance

4,000.00

Parts, Maintenance Supplies

Mechanic Wages

Fringe Benefits

Dispatch Wages

3,000.00

Other (Specify)

6,000.00

Sub-Total (Operating Expenses)

83,340.00

PURCHASED SERVICE:

Taxi Service

Charter Service

SMART Bus Tickets

4,000.00

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify) _____

Sub-Total (Purchased Service)

4,000.00

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment

Software

Vehicle

Maintenance Equipment

Other (Specify)

Sub-Total (Capital Equipment)

TOTAL EXPENSES _____ **Operating Expenses,**
Purchased Service, and Capital Equipment:

87,340.00

EXHIBIT B, continued (Page 2)

REVENUES:

| | | |
|------------------------------------|----------|-----------|
| Municipal Credit Funds | 28092 | |
| Community Credit Funds | 52048 | |
| Specialized Services Funds | | |
| General Funds | | |
| Farebox Revenue | | |
| In-Kind Service | 7,200.00 | |
| Special Fares (Contracted Service) | | |
| Other (Specify) | | |
| <u>TOTAL REVENUE:</u> | | 87,340.00 |

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

| Agency/Community Information | | |
|---|-----------|---|
| Program Type: Community Partnership Program (CPP) <input checked="" type="checkbox"/> Specialized Service <input type="checkbox"/> New Freedom <input type="checkbox"/> JARC <input type="checkbox"/> 5310 <input type="checkbox"/> | | |
| Name of Agency/Community: City of Southgate | | |
| Address: 14400 Dix-Toledo Rd. | | |
| City: Southgate | State: MI | Zip: 48195 |
| Agency/Community Data | | |
| 1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts from SMART in the past year? | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 2) Does your agency/community employ over fifty (50) transit related employees? | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below: | | |
| Buhl Building 535 Griswold Street, Suite 600 Detroit, MI 48226 Attn: EEO Coordinator | | |
| Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | | |
| Testing Program Requirements | | |
| Does your agency/community have a DOT Drug and Alcohol testing program for Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security) | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Who is your testing program manager? | Dan Marsh | Contact Number: 734-258-3021 |
| Please Proceed to Employment Data Section on Back | | |

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

| Employment Data | | | | | | | | | | | | | | | | | | | | |
|--|-----------|------|--------|----------|--------------|--------|------------------|--------|----------|--------|-------|--------|------------------|--------|-----------------|--------|------------|--------|------|--------|
| Report all Transit related permanent, temporary, or part-time employees including apprentices and on-the-job trainees. Enter the appropriate figures in the boxes below relating to an employee's race and gender. | | | | | | | | | | | | | | | | | | | | |
| Job Classification | Total | | | | Race | | | | | | | | | | | | | | | |
| | | | | | Non Minority | | Minority | | | | | | | | | | | | | |
| | Employees | Male | Female | Minority | White | | African American | | Hispanic | | Asian | | Pacific Islander | | American Indian | | Multi Race | | | |
| | | | | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| Officials/Manager | 1 | | 1 | | | | | | | | | | | | | | | | | |
| Professionals | | | | | | | | | | | | | | | | | | | | |
| Technicians | | | | | | | | | | | | | | | | | | | | |
| Sales Workers | | | | | | | | | | | | | | | | | | | | |
| Office and Clerical Staff | 1 | | 1 | | | | | | | | | | | | | | | | | |
| Craftsmen (Skilled) | | | | | | | | | | | | | | | | | | | | |
| Operators (Semi-Skilled) | 5 | 3 | 2 | | | | | | | | | | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | | | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | | | | | | | | | | |
| Journey Workers | | | | | | | | | | | | | | | | | | | | |
| Apprentices | | | | | | | | | | | | | | | | | | | | |
| Total | 7 | | | | | | | | | | | | | | | | | | | |

| Certification | | |
|--------------------------------------|---|---|
| How was this information obtained? | Visual Survey: Yes <input type="checkbox"/> No <input type="checkbox"/> | Employment Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Name of Authorizing Official(Print): | Laura Walsh | Title: Admin. Assistant |
| Signature: | Date: | |
| Contact Person for report: | Laura Walsh | Title: |
| Telephone: | 734-258-3022 | Ext: Email: lwalsh@southgatemi.gov |

City/Agency Name: City of Southgate

*Primary Contact Person Name: Laura Walsh (Quarterly)

Title: Administrative Assistant

Office Telephone Number: 734-258-3022

Fax Number: 734-246-1414

Email Address: lwalsh@southgatemi.gov

Street Address, City, Zip Code: 14400 Dix-Toledo Rd., Southgate, 48195

Secondary Contact Person Name: Julie Goddard

Title: Parks & Recreation Director

Office Telephone Number: 734-258-3032

Cell Phone Number:

Fax Number: 734-246-1414

Email Address: jgoddard@southgatemi.gov

Street Address, City, Zip Code: 14700 Reaume Pkwy., Southgate, 48195

*Other Name(s): Diane Grabowski (Weekly)

Title: Senior Coordinator

Office Telephone Number: 734-258-3066

Cell Phone Number:

Fax Number: 734-258-7794

Email Address: dgrabowski@southgatemi.gov

Street Address, City, Zip Code: 14700 Reaume Pkwy, Southgate, 48195

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

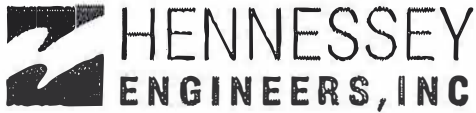
Date: October 25, 2023

Re: Taco Bell Storm Water Management Agreement

The administration respectfully requests that City Council pass the attached resolution which approves the City of Southgate, Permit No. M-53454 for long term maintenance of storm water management system issued by Wayne County. The approval of this resolution will keep Taco Bell and the City of Southgate in compliance with the Wayne County Storm Water Ordinance.

Your favorable consideration of this request is appreciated.

Proposed Motion: *To authorize the Mayor to execute, on behalf of the City of Southgate Permit No. M-53454 for long term maintenance of storm water management system issued by Wayne County for the Project.*



October 23, 2023

Mr. Dan Marsh, City Administrator
City of Southgate
14400 Dix-Toledo Road
Southgate, MI 48195

**Re: 13865 Eureka Road, Taco Bell – Storm Water Management
City of Southgate, Wayne County, Michigan
Hennessey Project 12191**

Dear Mr. Marsh:

Please find enclosed the Community Resolution for Long Term Maintenance of Storm Water Systems, Storm Water Maintenance Exhibits A & B and Wayne County's Letter and Storm Water Maintenance Permit for the above-mentioned site. The Community Resolution needs to be signed and dated by the City of Southgate and approved by the City Council. The Long Term Maintenance Agreement signed by Taco Bell of America, LLC on October 17, 2023, was submitted to your office for City signatures and notarization on October 17, 2023 and shall be part of this package.

The Storm Water Maintenance Agreement along with the enclosed paperwork should be placed on the next City Council agenda for approval and acceptance. Once these documents have been executed by the City of Southgate we at Hennessey Engineers, Inc. will forward them onto Wayne County for their approval.

If you have any questions, or if additional information is necessary, please do not hesitate to call me at (734) 759-1600.

Very Truly Yours,

HENNESSEY ENGINEERS, INC

A handwritten signature in black ink, appearing to read 'John M. Miller'.

John M. Miller
Project / Construction Manager

Enclosures

cc: Honorable Joseph Kuspa, Mayor, City of Southgate
Kevin Anderson, DPS Director, City of Southgate
Bassma Gawil, Plan Review Engineer, Wayne County
Dianne Errington, Associate Manager-Legal, Taco Bell Corporation
John J. Hennessey, P.E., Vice-President, Hennessey Engineers, Inc.
File B.3

10/23/2023

14400 Dix-Toledo Road Southgate, MI 48195 | (734) 759-1600 | Fax (734) 262-3536 | www.hennessey-engineers.com

Engineering
for Results

**COMMUNITY RESOLUTION ACCEPTING
LONG TERM MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM**

Resolution No. _____

At the Regular Meeting of the City Council of the City of Southgate on _____, 2023, the following resolution was offered:

WHEREAS, chapter 7 of the Wayne County Storm Water Management Ordinance (“Wayne County Ordinance”), requires storm water management systems to be maintained in perpetuity to ensure that the system functions properly as designed:

WHEREAS, Rule 1001 of the Wayne County Storm Water Management Administrative Rules (“Administrative Rules”) requires applicants for storm water construction approval to submit long-term maintenance plans as part of an application for storm water construction.

WHEREAS, **Taco Bell of America, LLC** (“Developer”) has applied to the Wayne County Department of Public Services for a storm water construction approval with respect to the a project named **Taco Bell** (“Project”) located on the south side of Eureka Road east of Trenton Road in the City of Southgate, Wayne County, Michigan.

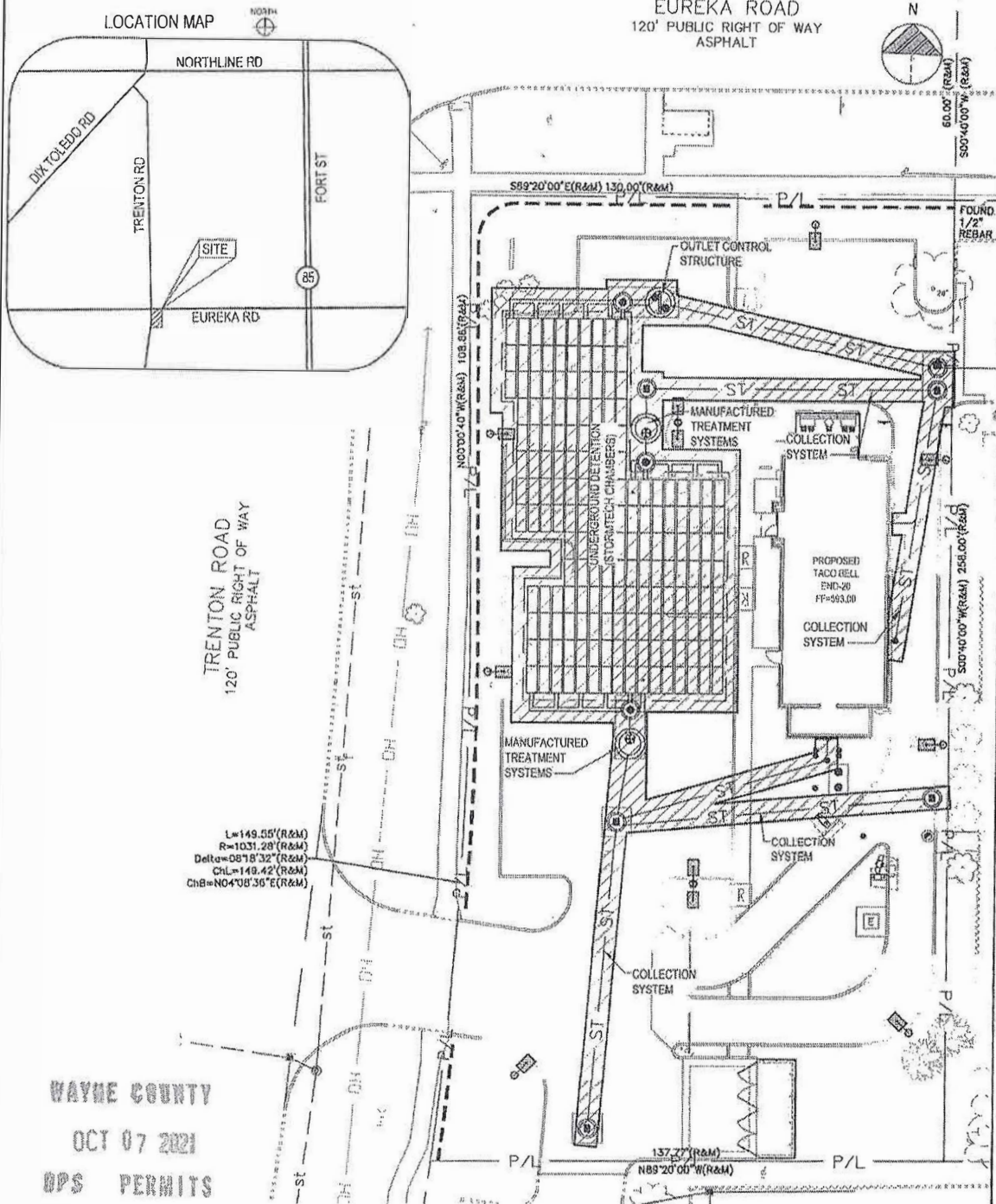
WHEREAS, Developer’s application for Storm Water Construction approval was assigned permit review number **R21-507**.

WHEREAS, Developer submitted a plan to the County and the City of Southgate entitled **Taco Bell** (“Plan”) for long-term maintenance of the storm water management system(s) as the Project pursuant to Rule 801, which Plan has been tentatively approved by the County pending issuance of this resolution and has been accepted by the City of Southgate; and

WHEREAS, the City of Southgate has agreed to assume jurisdiction over and accepts responsibility for long term maintenance of storm water management system(s) at the Project Pursuant to the Wayne County Ordinance, the Administrative Rules, the Plan, and the storm water construction approval issued by Wayne County;

BE IT FURTHER RESOLVED, that approval be and is hereby granted, authorizing **Mayor Joseph Kuspa** to execute, on behalf of the City of Southgate, Permit No. **M-53454** for long term maintenance of storm water management system issued by Wayne County for the Project.

EXHIBIT "A" - PHYSICAL LIMITS OF STORMWATER MANAGEMENT SYSTEM



WAYNE COUNTY
OCT 07 2021
DPS PERMITS

LEGAL DESCRIPTION:

PART OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 36, TOWN 3 SOUTH, RANGE 10 EAST, CITY OF SOUTHGATE, WAYNE COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH IS NORTH 89 DEGREES 20 MINUTES 00 SECONDS WEST 672.30 FEET, AND SOUTH 00 DEGREES 40 MINUTES 00 SECONDS WEST 60.00 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 36; THENCE CONTINUING SOUTH 00 DEGREES 40 MINUTES 00 SECONDS WEST 258.00 FEET; THENCE NORTH 89 DEGREES 20 MINUTES 00 SECONDS WEST 137.77 FEET; THENCE ON A CURVE TO THE LEFT HAVING A RADIUS OF 1031.28 FEET, ARC OF 149.55 FEET, CENTRAL ANGLE OF 08 DEGREES 18 MINUTES 32 SECONDS, CHORD NORTH 04 DEGREES 08 MINUTES 36 SECONDS EAST 149.42 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 40 SECONDS WEST 108.86 FEET; THENCE SOUTH 89 DEGREES 20 MINUTES 00 SECONDS EAST 130.00 FEET TO THE POINT OF BEGINNING.

LEGEND

CITY OF SOUTHGATE STORM MAINTENANCE RESPONSIBILITY

ST STORM SEWER

PROJECT:

TACO BELL
13865 EUREKA ROAD
SOUTHGATE, MI 48195

CLIENT:

STEVE PULCHION
CONSTRUCTION MANAGER
TACO BELL CORP.
1 GLEN BELL WAY, MD #534
IRVINE, CA 92618
OFFICE: 949-863-3864
FAX: 949-863-8187
CELL: 951-315-3462



520 South Main Street, Suite 2531
Akron, OH 44311
330.572.2100 Fax: 330.572.2102

DATE: 08/12/21
JOB NO.: 2020088.05

SCALE:
1"=30'



SHEET:
1 of 1

DRAWN BY:
NDG

EXHIBIT "B" - STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

Wayne County DPS Permit No.:

Wayne County DPS Plan review No.:

A. Physical Limits of the Storm Water Management System

The storm water management system (SWMS) subject to this long-term maintenance plan (Plan) is depicted on Exhibit A to the permit and includes without limitation the storm sewers, swales, catch basins, manholes, inlets, manufactured treatment system, underground detention system, flow restrictor structure and outlet pipe that conveys flow from the underground detention system to an existing storm system within the public highway of Ford Road that outlets to a County Drain. For the purposes of this plan, this SWMS and all of its components as shown in Exhibit A is referred to as "Taco Bell's SWMS".

B. Time Frame for Long-Term Maintenance Responsibility

Taco Bell of America, LLC is responsible for maintaining the Taco Bell's SWMS including complying with applicable requirements of the local or Wayne County soil erosion and sedimentation control program until Wayne County releases the construction permit. Long-term maintenance responsibility for Taco Bell's SWMS commences when defined by the maintenance permit issued by the County. Long-term maintenance continues in perpetuity.

C. Manner of Insuring Maintenance Responsibility

The City of Southgate has assumed responsibility for long-term maintenance of Taco Bell's SWMS. The resolution by which The City of Southgate has assumed maintenance responsibility is attached to the permit as Exhibit C. Taco Bell of America, LLC, through a maintenance agreement with the City of Southgate, has agreed to perform the maintenance activities required by this plan. The City of Southgate retains the right to enter the property and perform the necessary maintenance of the Taco Bell's SWMS if Taco Bell of America, LLC, fails to perform the required maintenance activities.

To ensure that the Taco Bell's SWMS is maintained in perpetuity, the map of the physical limits of the storm water management system (Exhibit A), this plan (Exhibit B), the resolution attached as Exhibit C, and the maintenance agreement between the City of Southgate and the property owner will be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded documents will be provided to the County.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance and remedial actions). Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed.

**TABLE 1
STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE**

| | SYSTEM COMPONENTS | Storm Collection System (Sewers, Swales, Catch Basins, Manholes) | Manufactured Treatment System | Underground Detention System | Flow Restrictor Structure & Outlet Pipe | Pavement Areas | FREQUENCY |
|--|--|---|-------------------------------|--|---|----------------------|-------------------------------|
| MAINTENANCE ACTIVITIES | | | | | | | |
| Monitoring/Inspection | | | | | | | |
| Inspect for Sediment Accumulation/Clogging | | X | X | X | X | X | Annually |
| Inspect For Floatables, Dead Vegetation & Debris | | X | X | X | X | X | Annually & After Major Events |
| Inspect For Erosion And Integrity of System | | X | | | | X | Annually & After Major Events |
| Inspect All Components During Wet weather & Compare to As-Built Plans | | X | X | X | X | X | Annually |
| Ensure Maintenance Access Remain Open/Clear | | X | X | X | X | X | Annually |
| Preventative Maintenance | | | | | | | |
| Remove Accumulated sediments | | X | X | X | X | X | As Needed (See Note Below) |
| Remove Floatables, Dead Vegetation & Debris | | X | | | | X | As Needed |
| Sweeping of Paved Surfaces | | | | | | X | As Needed |
| Remedial Actions | | | | | | | |
| Repair/Stabilize Areas of Erosion | | X | | | | X | As Needed |
| Replace Dead Plantings & Reseed Bare Areas | | X | | | | | As needed |
| Structural Repairs | | X | X | X | X | X | As Needed |
| Make Adjustments/Repairs to Ensure Proper Functioning | | X | X | X | X | X | As Needed |
| NOTE: Manufactured treatment system and underground detention system to be cleaned according to the manufacturer's recommendations; at a minimum, whenever sediments accumulate to a depth of 6-12 inches, or if sediment resuspension is observed. | | | | | | | |
| PROJECT: Taco Bell 13865 Euroka Road Southgate, MI, 48195 | LESSEE (RESPONSIBLE PARTY): Taco Bell of America, LLC 1900 Colonel Sanders Lane Louisville, KY 40213 Attn: TBD Phone: (502) 874-8300 | | | ENGINEER: GPD Group 520 South Main St, Suite 2531 Akron, OH 44311 Phone: (330) 572-2100 | | DATE: 06 / 23 / 2021 | |
| | | | | | | | |
| | | | | | | SHEET 1 OF 1 | |

WAYNE COUNTY

OCT 07 2021

DPS PERMITS

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184,
PHONE (734) 595-6504
FAX (734) 595-6356

72 HOURS BEFORE ANY
CONSTRUCTION. CALL

FOR INSPECTION



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No.

M-53454

ISSUE DATE

EXPIRES

8/24/2023

REVIEW No.

WORK ORDER

R 21-507

PROJECT NAME

MAINTENANCE PERMIT FOR TACO BELL DRIVE THRU

LOCATION

TRENTON ROAD AND EUREKA (LOCATED AT THE SEC OF TRENTON ROAD AND EUREKA)

CITY/TWP

SOUTHGATE

PERMIT HOLDER

CITY OF SOUTHGATE
14400 DIX TOLEDO ROAD
SOUTHGATE, MI 48195

CONTRACTOR

CONTACT

KEVIN ANDERSON

CONTACT

WISSAM <BLANK>

(313) 995-2444

DESCRIPTION OF PERMITTED ACTIVITY

(72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

PERMIT TO MAINTAIN THE STORM WATER MANAGEMENT SYSTEM IN ACCORDANCE WITH THE DRAWING ATTACHED AS EXHIBIT "A", THE TERMS OF THE LONG-TERM MAINTENANCE PLAN ATTACHED AS EXHIBIT "B" AND THE WAYNE COUNTY STORM WATER ORDINANCE AND ADMINISTRATIVE RULES. A RESOLUTION FROM THE LOCAL MUNICIPALITY TO MAINTAIN THE PROPOSED STORM WATER MANAGEMENT SYSTEM AND ITS FACILITIES IS REQUIRED.

THE CITY OF SOUTHGATE SHALL ASSUME JURISDICTION OVER AND ACCEPT RESPONSIBILITY FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM(S) TO ENSURE THAT THE STORM WATER MANAGEMENT SYSTEM FUNCTIONS PROPERLY AS DESIGNED AND CONSTRUCTED. THE PERMIT HOLDER'S RESPONSIBILITIES UNDER THIS PERMIT SHALL INCLUDE, WITHOUT LIMITATIONS, (A) ANY MONITORING AND PREVENTIVE MAINTENANCE ACTIVITIES SET FORTH IN THE PLAN; (B) ANY AND ALL REMEDIAL ACTIONS NECESSARY TO REPAIR, MODIFY OR RECONSTRUCT THE SYSTEM AND (C) OTHER ACTIVITIES OR RESPONSIBILITIES FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM AS MAY BE SET FORTH IN THE ORDINANCE, ADMINISTRATIVE RULES, THE PLAN OR THIS PERMIT.

THE CITY OF SOUTHGATE SHALL PERFORM ALL MONITORING, MAINTENANCE, REMEDIAL AND OTHER RESPONSIBILITIES REQUIRED BY THE WAYNE COUNTY ORDINANCE, ADMINISTRATIVE RULES, THE PLAN AND THIS PERMIT, IN PERPETUITY AND AT ITS SOLE COST EXPENSE.

THE CITY OF SOUTHGATE SHALL PREPARE, EXECUTE AND (IF NECESSARY) RECORD ANY AND ALL AGREEMENTS, CONTRACTS AND OTHER DOCUMENTS THAT MAY BE REQUIRED TO PERFORM ITS OBLIGATIONS HEREUNDER AND ENSURE MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM IN PERPETUITY.

IF WAYNE COUNTY FINDS IT NECESSARY TO ADJUST OR RELOCATE ALL OR ANY PORTION OF THE PERMITTED STORM WATER MANAGEMENT SYSTEM, THE PERMIT HOLDER SHALL CAUSE THIS ADJUSTMENT OR RELOCATION TO BE ACCOMPLISHED AT NO EXPENSE TO THE COUNTY. PRIOR TO ANY WORK BEING PERFORMED IN THE RIGHT-OF-WAY, A PERMIT SHALL BE SECURED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES PERMIT OFFICE.

APPROVED PLANS PREPARED BY

GPD Group

PLANS APPROVED BY

Yousif, I.

REQUIRED ATTACHMENTS

EXHIBIT 'A': MAP DEPICTING PHYSICAL LIMITS OF STORM WATER MGT SYSTEM

EXHIBIT 'B': LONG TERM MAINTENANCE PLAN

EXHIBIT 'C': BINDING AGREEMENT (COMMUNITY RESOLUTION)

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

PERMIT HOLDER NAME

DATE

PREPARED BY

PERMIT HOLDER / AUTHORIZED AGENT

VALIDATED BY

PERMIT COORDINATOR

page 36
DATE

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

October 27, 2023

To the Honorable
City Council
Southgate, Michigan 48195

Re: Change Order for Janitorial Services Contract – Ice Rink

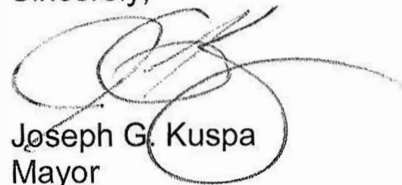
Ladies and Gentlemen:

It is recommended by the City Administrator and I concur with his recommendation to approve Change Order No. 1 with Services to Enhance Potential (STEP), Dearborn, Michigan, for a period of three (months), ending January 31, 2024 at the additional rate of \$2,800.00 per month for Ice Rink janitorial services. STEP is our current vendor and therefore, in the best interest of the City.

Sufficient funds are available in the General Fund Budget to cover costs associated with this bid.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

MEMORANDUM

TO: Honorable Mayor and City Council

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

DATE: October 27, 2023

RE: Recommendation to Approve Change Order No. 1 for Ice Rank Janitorial Services

I have reviewed the above with the City Administrator and concur with his recommendation to approve Change Order No. 1 with Services To Enhance Potential – STEP (Dearborn MI) for ice rink janitorial services for a three-month period ending January 31, 2024 at the rate of \$2,800.00/month.

Adequate funds are available in the General Fund.

Proposed Motion

Approve Change Order No. 1 with Services To Enhance Potential – STEP for a three-month period ending January 31, 2024 to provide janitorial services at the Southgate Ice Arena, at the rate of \$2,800.00 per month.



10/20/2023

BID-PROPOSAL TO PROVIDE JANITORIAL SERVICES FOR:
City of Southgate – Recreation Center
14700 Reaume Pkwy, Southgate, MI 48195

1. CONTRACTOR INFORMATION:

This proposal is presented by Services To Enhance Potential (STEP). Established in 1973, STEP is a private, not-for-profit, 501(c) 3 corporation, Federal I.D. # 28-7289763. Our corporate offices are located at 2941 S. Gulley Rd. Dearborn, MI. 48124. Our President/CEO is Mr. Brent Mikulski. This contract would be administered by our Employment and Training Services Department (account manager for this contract will be Holly Mullins, our Transitional Employment Manager).

STEP is a fully licensed and bonded Michigan corporation and qualifies as a Community Rehabilitation Organization (CRO) for contracting with the State. STEP provides vocational training and employment services to more than 1,000 persons with a disability or other barriers to employment, throughout Wayne County.

2. PRIOR EXPERIENCE & CAPABILITIES:

STEP currently manages ten commercial cleaning crews under contract to a variety of customers (including the State of Michigan). Last year our janitorial contracting totaled approximately \$250,000. We hold multi-year contracts with the State of Michigan (at a Secretary of State office and at MDOT) and the U.S. Federal Government (cleaning the FAA tower at the Detroit Metropolitan Airport). Additionally, we provide service for the City of Wayne Courthouse and City of Taylor Municipal Buildings; STEP also holds contracts with numerous private companies including Detroit-Wayne Mental Health Authority, Feast Detroit, and Lincoln Bowman Archery Center. STEP also holds several custodial contracts with the Federal Government through the national AbilityOne Program.

We are experienced in cleaning office and professional spaces, as well as industrial (multi use) plants. All these contracts are, and have been, performed by crews consisting of workers chosen from the agency's referral base of adults with developmental or other disabilities along with staff supervision, training, and support. The references we have provided can attest to the integrity, quality, and dependability of our workers and staff.

Reference 1: City of Wayne – 29th District Court
Contact: Denise Kelley (Court Administrator)
Phone: 734-419-0109
Janitorial services provided July 2017 to present.

Reference 2: Detroit Wayne Mental Health Authority

Contact: Niecy Jones (Facility Manager)

Phone: 313-833-2500

Janitorial services provided February 2016 to present date.

Reference 3: State of Michigan

Contact: Harold Inman

Phone: 313-965-6350

Janitorial services provided September 2013 to present date.

3. WORK PLAN & STAFFING:

If awarded this contract, STEP will provide 2-3 custodians per day and 1 on-site supervisor to oversee the cleaning operations and ensure quality expectations are being met.

- STEP will provide transportation to/from STEP facility to ensure that all members work as a team throughout the assigned building.
- STEP has two warehouse facilities located in Dearborn, where we have over 30 supervising staff members that work full time and part time. We also have over 80 participants in our supported employment training programs. These locations are where our people learn janitorial tasks. Custodians for this contract will be from that referral base.
- Custodians and supervisors will all participate in outlined tasks; onsite supervisors are responsible for ensuring that all tasks are completed and for reporting any issues to off-site management.
- All services will be completed by STEP employees and supervising personnel; no work shall be subcontracted unless otherwise collaborated with City of Southgate approval.

4. HEALTH, SAFETY & ENVIRONMENTAL PROTECTION:

STEP's Supervisor will be responsible for the daily implementation of the health and safety program. STEP has a comprehensive safety/emergency procedures policy, and a copy of procedures has been included with this bid proposal. In addition, a worksite disaster control plan will be developed that will include specifics of this location to include medical & first aid, fire alarm procedures, location of devices – extinguishers, etc., evacuation plan, and MSDS information. STEP will use the supply storage spaces provided by the City of Southgate and will ensure that all materials are maintained safely and by OSHA standards.

5. SUPPLIES & EQUIPMENT:

City of Southgate will furnish all supplies, equipment, and expendables related to the services being performed by STEP. However it is STEP's responsibility to communicate with City's designated POC of any supply needs to ensure that everything stays stocked and maintained.

6. PRICING & INVOICING INFORMATION:

STEP will invoice City of Southgate once monthly for each visit. Terms are net 30 from date of invoice. STEP will remain as employer of record and be responsible for all liability, workers' compensation coverage, and payroll processing for crew members. A certificate verifying coverage's can be made available upon request.

Option #1: Includes ALL items discussed at walkthrough on 10/15/2023

Fee = \$140.00 per visit (approx. 20 visits per month)

Monthly fee estimated \$2,800.00

Option #2: Does NOT include the interior glass/partitions

Fee = \$100.00 per visit

Monthly fee estimated \$2,000.00

7. QUALITY ASSURANCE & CUSTOMER SERVICE:

STEP has been CARF Accredited since 1985, and we are currently accredited through 2023 for Community Integration, Community Services Coordination, Community Employment Services, Job Development, Job-Site Training, Job Supports, Employment Services Coordination, and Organizational Employment Services.

- All employees will have annual certification through Spartan CleanCheck training segments.
- Contract Supervisor will assist with cleaning tasks as needed and is on-call for any immediate concerns during non-operational hours. Contract supervisor is also responsible for daily quality assurance and training of employees.
- Program Manager will receive and respond to all customer concerns communicated by the City and will conduct on-site walkthroughs each quarter, to ensure that services remain consistent; may act as Key Personnel in emergency situations to ensure that services at the facility go uninterrupted.

Customer Service Contact(s):

Holly Mullins– Transitional Employment Manager
313.319.1526
hmullins@stepcentral.org

Lori Dika – Transitional Employment Supervisor
313.498.4773
ldika@stepcentral.org

**SERVICES TO ENHANCE POTENTIAL
JANITORIAL SPECIFICATIONS**

WORKSITE: Southgate Recreation Center - 14700 Reaume Pkwy, Southgate, MI 48195

| A. COMMON AREAS / HALLWAYS / ENTRANCES / ARENA PERIMETER | FREQUENCY |
|--|------------------------------|
| Sweep/wet mop entrances (2) | 5x per week (M,T,W,TH,F) |
| Wipe/disinfect tables, chairs, & counters in main lobby (between arenas) | 5x per week (M,T,W,TH,F) |
| Sweep/wet Main area between arenas | 5x per week (M,T,W,TH,F) |
| Disinfect and Polish drinking fountains | 5x per week (M,T,W,TH,F) |
| Clean glass on doors and all 1st floor partitions (NOT ARENA BOARDS) | 2x per week (T & F) |
| Vacuum all carpeting and runners accessible | 5x per week (M,T,W,TH,F) |
| Empty wastebaskets & replace liners throughout all rooms accessible | 5x per week (M,T,W,TH,F) |
| Spot Clean smudges on walls and baseboards throughout facility | 1x per week (W) |
| ARENA #1: Sweep bleachers and spot mop | 2x per week (M & TH) |
| ARENA #1: Sweep & Mop perimeter of room | 2x per week (M & TH) |
| ARENA #2: Sweep bleachers and spot mop | 2x per week (T & F) |
| ARENA #2: Sweep & Mop perimeter of room | 2x per week (T & F) |
| B. RESTROOMS / LOCKER ROOMS | FREQUENCY |
| Clean/disinfect all toilet bowls, urinals and sinks | 5x per week (M,T,W,TH,F) |
| Clean and polish all chrome | 5x per week (M,T,W,TH,F) |
| Clean glass (mirrors) | 5x per week (M,T,W,TH,F) |
| Empty Sanitary Napkin receptacles and disinfect | 5x per week (M,T,W,TH,F) |
| Empty wastebaskets, disinfect, and replace liners | 5x per week (M,T,W,TH,F) |
| Spot clean walls and partitions | 5x per week (M,T,W,TH,F) |
| Wipe down benches & partitions | 5x per week (M,T,W,TH,F) |
| Re-stock paper products and hand soap | 5x per week (M,T,W,TH,F) |
| Sweep and wet mop floor w/germicidal solution | 5x per week (M,T,W,TH,F) |
| D. SPECIAL SERVICES(S) | FREQUENCY |
| High Dusting not reached in daily dusting | 1 Time per month (1st Thurs) |
| Report when light bulbs need replaced | As Needed |
| **All supply needs will be communicated with City Hall Supplies** | |