

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday August 8, 2021

WEB MEETING @ <https://us02web.zoom.us/j/87504265488>

CALL-IN @ + 1-312-626-6799 Passcode:87504265488

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

Roll Call:

Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

Minutes:

1. Work Study Session Minutes dated August 4, 2021
2. Regular City Council Meeting Minutes dated August 4, 2021

Scheduled Persons in the Audience:**Consideration of Bids:****Scheduled Hearings:****Communications "A" –**

1. Memo from Laura Walsh; Re: SMART Municipal and Community Credit Program Agreement
2. Letter from Mayor; Re: Appointment to Plan Commission

Communications "B" – (Receive and File)

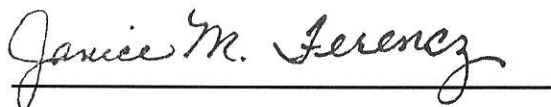
1. Letter from Mayor; Re: Appointment to Parks & Recreation Commission

Ordinances:

1. Second Reading New Ordinance – "Portable Storage Containers"

Old Business:**New Business:****Unscheduled Persons in the Audience:**

Claims & Accounts: Warrant #1431 \$2,743,644.92

Adjournment:

Janice M. Ferencz, City Clerk

City Council

Work Study Session

August 4, 2021

An Informal Meeting of the Council of the City of Southgate was held on August 4, 2021 at 6:30 P.M. *(Due to the Covid-19 virus, this meeting was via Zoom pursuant to our Local State of Emergency to co-inside with Wayne County.*

Present: Bill Colovos (Southgate), Mark Farrah (Southgate), Karen George (Southgate), Phil Rauch (Southgate), Chris Rollet (Southgate), Dale Zamecki (Southgate)

Absent: *John Graziani, *excused

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, City Clerk Janice Ferencz, City Engineer John Hennessey, Public Safety Director Joseph Marsh, Police Chief Mark Mydlarz, Fire Chief Marc Hatfield, Acting DPS Director Kevin Anderson, Building Inspections Director Tim Leach, Julie Goddard Recreation Director

Discussed the following agenda items:

- Waiver of bid, purchase a new speed display device
- Waiver of bid, purchase to repair ladder truck
- Waiver of bid, install video-surveillance cameras at Southgate Veterans Memorial Library

This meeting ended at 6:49 pm.

City of Southgate

Regular City Council Meeting

August 4, 2021

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, August 4, 2021 and was called to order at 7:00 PM by Council President Pro-Tem Mark Farrah (**DUE TO COVID-19 VIRUS, THIS MEETING WAS HELD VIA ZOOM, PURSUANT TO WAYNE COUNTY AND LOCAL STATE OF EMERGENCY.**)

This meeting began with the Pledge of Allegiance, followed by roll call.

Present: Bill Colovos (Southgate), Mark Farrah (Southgate), Karen George (Southgate), Phil Rauch (Southgate), Chris Rollet (Southgate), Dale Zamecki (Southgate)

Absent: *John Graziani, *excused

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, City Clerk Janice Ferencz, City Engineer John Hennessey, Public Safety Director Joe Marsh, Police Chief Mark Mydlarz, Fire Chief Marc Hatfield, Acting DPS Director Kevin Anderson, Building Inspections Director Tim Leach and Julie Goddard Recreation Director.

Minutes:

Moved by Colovos, supported Zamecki, RESOLVED, that the minutes of the City Council Work Study Session dated July 21, 2021 be approved as presented. Carried unanimously.

Moved by George, supported by Rollet, RESOLVED, that the minutes of the Regular City Council Meeting dated July 21, 2021 be approved as presented. Carried unanimously.

Communications "A":

1. Memo from Administrator; Re: Waiver of Bid to purchase a new speed display device moved by Zamecki, supported by George, RESOLVED THAT the Southgate City Council hereby waives the bid procedure and authorizes purchase of a new speed display device from All Traffic Solutions Inc. (12950 Worldgate Dr #310, Herndon, VA 20170) in the amount of \$4,340.

Motion carried unanimously.

2. Memo from Administrator; Re: Waiver of Bid to repair ladder truck moved by Zamecki, supported by Colovos, RESOLVED THAT the Southgate City Council hereby waives the bid procedure and authorizes repair to the ladder truck by West Shore Fire Company (6620 Lake Michigan Dr., Allendale, MI 49401) in the amount of \$3,419.14 with a 15% contingency for a total cost of \$3,932.

Motion carried unanimously.

3. Memo from Administrator; Re: Waiver of Bid to install video surveillance cameras at the Southgate Veterans Memorial Library moved by George, supported by Rauch, RESOLVED THAT the Southgate City Council hereby waives the bid procedure and authorizes purchase and installation of a video surveillance security system for the Southgate Veterans Memorial Library to D/A Central (13155 Cloverdale, Oak Park, MI 48237) in the amount of \$40,409.85.

Motion carried unanimously.

Regular City Council Meeting

August 4, 2021

Ordinances:

1. First reading: Portable Temporary Storage Container Councilman George gave the first reading of an ordinance to regulate the use of portable temporary storage containers on residentially zoned and commercially zoned properties in the City.

Motion carried unanimously.

Claims and Accounts:

Moved by Colovos, supported by Rauch, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1430 in the amount of \$1,644,970.97.

Motion carried unanimously.

Adjournment:

Moved by Colovos, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:09 P.M. Carried unanimously.

Mark Farrah
Council President Pro-Tem

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Laura Walsh

Date: August 12, 2021

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 2022

Please review the attached contract for your approval and authorization.

Thank you.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2022

I, Laura Walsh, as the Admin. Assistant of 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, 2021 through June 20, 2022 (Section 1 below), and **Community Credits** available for the period July 1, 2021 to June 20, 2022 (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 **\$29,564** in **Municipal Credit** funds as follows:

- | | | |
|-----|---|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>29,564.00</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Services Purchased from Subcontractor

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement) | At the cost of: \$ _____ |

Total \$29,564

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, 2024; 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 **\$47,984** in **Community Credit** funds available as follows:

- | | | |
|-----|--|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>43,984.00</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ <u>4,000.00</u> |
| (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 \$47,984

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 2022, 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, 2025; 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**

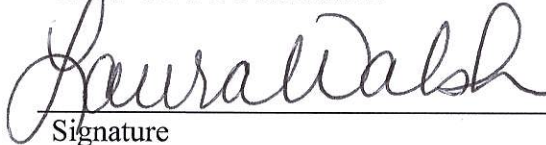
Signature

Printed Name

Title

Date

CITY OF SOUTHGATE


Signature

Laura Walsh

Printed Name

Administrative Assistant

Title

August 12, 2021

Date

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: CITY OF SOUTHGATE

Contract Period: July 1, 2021 – June 30, 2022

Account Number: 48131

OPERATING EXPENSES:

Administrative Fee: <i>(All employees other than drivers and dispatchers)</i> (10% max. of MC & CC funds)	7900.00	
Driver Wages	49,000.00	
Fringe Benefits		
Gasoline & Lubricants	11,845.00	
Vehicle Insurance	3,600.00	
Parts, Maintenance Supplies		
Mechanic Wages		
Fringe Benefits		
Dispatch Wages	3,000.00	
Other (Specify)	5,403.00	
Sub-Total (Operating Expenses)		80,748.00

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:

\$84,748.00

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	29,564.00
Community Credit Funds	47,984.00
Specialized Services Funds	
General Funds	
Farebox Revenue	7,200.00
In-Kind Service	
Special Fares (Contracted Service)	
Other (Specify)	

TOTAL REVENUE:

\$84,748.00

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

EEO COMPLIANCE REPORT A**COMMUNITY PARTNERSHIP FORM****Agency/Community Information**Program Type: Community Partnership Program (CPP) ☒ Specialized Service ☐ New Freedom ☐ JARC ☐ 5310 ☐

Name of Agency/Community: City of Southgate

Address: 14400 Dix-Toledo Rd.

City: Southgate

State: MI

Zip: 48195

Agency/Community Data1) Has your agency/community completed in excess of \$1,000,000 in
DOT federally-funded contracts from SMART in the past year?Yes ☐ No ☒

2) Does your agency/community employ over fifty (50) transit related employees?

Yes ☐ No ☒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 CoordinatorHave all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes ☐ No ☐ N/A ☒**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 ☒ No ☐

Who is your testing program manager?

Dustin Lent

Contact Number: 734-258-3021

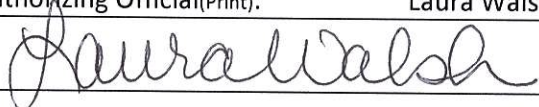
Please Proceed to Employment Data Section on Back

Suburban Mobility Authority For Regional Transportation

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												
	White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race						
	Employees	Male	Female	Minority	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)	3	3																	
Laborers (Unskilled)																			
Service Workers																			
Journey Workers																			
Apprentices																			
Total	5																		

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@ci.southgate.mi.us

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@ci.southgate.mi.us

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@ci.southgate.mi.us

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@ci.southgate.mi.us

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

**Please indicate the staff person who sends the weekly and quarterly reports*

EXHIBIT A

PROJECT DESCRIPTION

Overall Project Description (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-Thursday, 8:30am to 4:00pm. In the last year, Southgate continued to expand the amount of services 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.

Service Area (Provide geographic boundaries):

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

Service Times (Provide days and hours of service):

Monday through Thursday - 8:30am to 4:00pm

Eligible User Groups (Users eligible to use the service):

~~Transportation is available to seniors aged 55 and older, and handicapped individuals. We have 3 vans with lifts. Persons 55 or older may utilize the service if they are on a disability retirement.~~

Fare Structure: (Cost to use service)

Trips for medical appointments, shopping, banking, health services in the City have a nominal charge of \$1 one-way per seven (7) additional miles of travel.

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

Two Fourteen passenger vehicles and one van. All 3 vehicles have lifts.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

August 6, 2021

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

Please be advised I have made the following appointment:

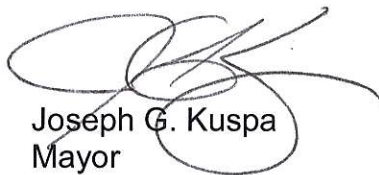
Plan Commission – for a term expiring December 2023

James Yoos 16479 Silverado Dr.

This appointment is to fill the vacancy created by the resignation of Dave Furgerson.

Your concurrence on this appointment is greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

August 9, 2021

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointment to Boards/Commissions

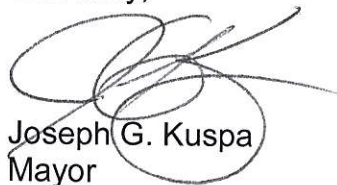
Ladies and Gentlemen:

Please be advised I have made the following appointment:

Parks & Recreation Commission – for a term expiring April 2022

Andrew Moul 18924 Superior

Sincerely,


Joseph G. Kuspa
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

Portable Temporary Storage Containers

Portable Temporary Storage Containers

The purpose of this ordinance is to regulate the use of storage containers on residentially zoned and commercially zoned properties in the city, which regulations are adopted to protect the public health, safety, and welfare, and promote positive aesthetics in the city.

As Defined: Portable Temporary Storage Container (PSC): A box-like container typically delivered by truck, used to temporarily store household or other goods and items. A PSC does not include a truck trailer, or other part of a motor vehicle, nor any type of wheeled vehicle or conveyance except when attached to a truck for delivery and removal.

A portable temporary storage unit, also known as a portable storage container (PSC) and sometimes called a portable on-demand storage unit, may be temporarily delivered, placed and used in any zoning district, but only in compliance with the provisions of this section.

1. A PSC may be temporarily placed on a property to store goods, items or objects that are being moved to another location or that are being stored during building remodeling or for other purposes.
2. The placement and use of a PSC requires an application and payment of a fee established by the City. A permit shall be issued by the Building Director upon finding that the provisions of this section have been met. The permit shall state the date of issuance, the maximum time a PSC can remain on the property and any terms and conditions.
3. Except as stated below, a PSC shall not remain on a property for more than 30 consecutive days during a 12-month period, commencing on the date the permit is issued. However, when being used to store equipment, goods and materials associated with remodeling or new construction, a PSC may remain on a property until 10 days after the completion of the project. In either case, one permit extension may be granted by the Building Department for a period not more than 30 additional days beyond the time originally specified, subject to the following:
 - a. The applicant has demonstrated a sufficient reason for the time extension, such as extenuating circumstances requiring additional and reasonably necessary time for storage.
 - b. That the requirements of this section were satisfied by the applicant during the initial approved period of storage.
 - c. That serious adverse effects are not likely to result from extending the period for storage.
4. A PSC in a residential zoned area shall not be longer than sixteen (16) feet, wider than eight (8) feet, nor taller than eight (8) feet. A PSC in the C-1, C-2, C-3, M-1 and PD district may be up to twenty (20) feet in length.
5. Not more than one PSC may be placed on a property at one time, except that in the C-1, C-2, C-3, M-1 and PD district the Building Director may approve up to three (3), subject to all the requirements of this section. When approving additional PSCs, the Building Director shall find:
 - a. The applicant has demonstrated a sufficient reason for additional PSCs, such as extenuating circumstances requiring additional storage space.
 - b. That the terms and conditions of this section would be satisfied, despite additional PSCs.
 - c. That serious adverse effects are not likely to result from additional PSCs.

6. A PSC shall not be located closer than ten feet to a public or private street right-of-way, nor closer than ten feet to a property line.
7. A PSC shall only contain a sign that is limited to the name, address and telephone number of the owner of the PSC. No other text or graphics referring or pertaining to any service or product other than the PSC or the person or business entity providing the PSC are permitted, including any advertising, logo or slogan.
8. A PSC shall not be used to store toxic or hazardous materials.
9. A PSC in an agricultural or residential district shall only be used to store personal goods and property, not commercial goods, business inventory or personal property not associated with the property on which the PSC is placed.