

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday January 20, 2021

WEB MEETING @ <https://us02web.zoom.us/j/83193059868>

CALL-IN @ + 1-312-626-6799 Passcode: 83193059868

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 January 6, 2021
2. Regular City Council Meeting Minutes dated January 6, 2021

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A" –

- | | |
|--|---------|
| 1. Letter from Mayor; Re: Purchase of CPR Compression Device (Bid Waiver) | Page 5 |
| 2. Letter from Mayor; Re: Joint Crack Sealing Program 2021-2023 (Extension) | Page 11 |
| 3. Letter from Mayor; Re: Spray Patch Repair (Extension) | Page 14 |
| 4. Memo from Administrator; Re: Contract Extension with Carlisle/Wortman | Page 17 |
| 5. Memo from Administrator; Re: Recommendation for hosted email exchange | Page 22 |

Communications "B" – (Receive and File)

- | | |
|--|---------|
| 1. Memo from Deputy City Clerk; Re: Appointment to Municipal Employees Civil Service Commission. | Page 26 |
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Ordinances:

- | | |
|--|---------|
| 1. First Reading – Ordinance Amendment – "Hotel, Motel, and Extended Stay Hotel; License and Regulation Ordinance" | Page 28 |
| 2. First Reading – Ordinance Amendment to rezone property located at 16600 Fort Street | Page 39 |

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1417 \$ 3,728,754.63

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

January 6, 2021

An Informal Meeting of the Council of the City of Southgate was held on January 6, 2021 at 6:30 P.M. (Due to the Covid-19 virus, this meeting was via Zoom in accordance with Governor Whitmer's executive order).

Present: Bill Colovos, Karen George, John Graziani, Mark Farrah, Phil Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, 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 Bob Casanova and Parks & Recreation Director Julie Goddard.

Presented the 2020 Christmas Home Decorating Contest Winners.

Discussed the following agenda items:

- Bids for Sand, Topsoil and Gravel
- Bix extension for Brass Couplings
- Ordinance amendment for "hotel, motel and extended stay hotel; license and regulation ordinance.

This meeting ended at 6:55 pm.

City of Southgate

Regular City Council Meeting

January 6, 2021

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, January 6, 2021 and was called to order at 7:00 PM by Council President John Graziani **(DUE TO COVID-19 VIRUS, THIS MEETING WAS HELD VIA ZOOM, IN ACCORDANCE WITH GOVERNOR WHITMER'S EXECUTIVE ORDER)**

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

Present: Bill Colovos, Karen George, John Graziani, Mark Farrah, Phil Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, 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 Bob Casanova and Parks & Recreation Director Julie Goddard.

Minutes:

Moved by Colovos, supported Zamecki, RESOLVED, that the minutes of the City Council Work Study Session dated December 16, 2020 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Zamecki, RESOLVED, that the minutes of the Regular City Council Meeting dated December 16, 2020 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Letter from Mayor; Re: Bid Letter for Sand moved by George, supported by Zamecki, RESOLVED THAT the Southgate City Council hereby awards the bid for Sand to Freeport Supply (20091 Pennsylvania, Brownstown, MI 48193) in the amount of \$10.74 per cubic yard delivered. BE IT FURTHER RESOLVED THAT sufficient funds are available in the departmental budgets to cover costs associated with this bid award.

Motion carried unanimously.

2. Letter from Mayor; Re: Bid Letter for Topsoil moved by Farrah, supported by Colovos, RESOLVED THAT the Southgate City Council awards the bid for Topsoil to Freeport Supply (20091 Pennsylvania, Brownstown, MI 48193) in the amount of \$14.95 per cubic yard delivered. BE IT FURTHER RESOLVED THAT sufficient funds are available in the departmental budgets to cover costs associated with this bid award.

Motion carried unanimously.

3. Letter from Mayor; Re: Bid Letter for Gravel moved by George, supported by Zamecki; RESOLVED THAT the Southgate City Council hereby awards the bid for Topsoil to Freeport Supply (20091 Pennsylvania, Brownstown, MI 48193) in the amount of \$10.40 per ton delivered. BE IT FURTHER RESOLVED THAT sufficient funds are available in the Public Service and Water & Sewer Fund Budget to cover costs associated with this purchase.

Motion carried unanimously.

Regular City Council Meeting

January 6, 2021

Communications "A":

1. Letter from Mayor; Re: Bid Extension – Brass Couplings moved by Zamecki, supported by Farrah, RESOLVED THAT the Southgate City Council hereby extends the current bid for Brass Couplings for one year to Core and Main (4901 Dewitt, Canton, MI 48188) at the current contract pricing. BE IT FURTHER RESOLVED THAT adequate funds are available in the Water & Sewer Fund for this purpose

Motion carried unanimously.

Claims and Accounts:

Moved by Farrah, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1416 in the amount of \$1,367,101.48.

Motion carried unanimously.

Adjournment:

Moved by Colovos, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:06 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

January 13, 2021

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of CPR Compression Device

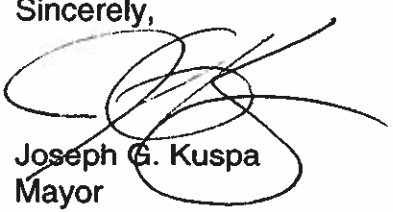
Ladies and Gentlemen:

It is recommended by the Fire Chief, and I concur with his recommendation to waive the bid procedure and award this purchase to Stryker, Chicago, IL in the amount of \$13,704.42. Extensive research has been done by the Fire Chief and we believe this is in the best interest of the City.

Adequate funds are available in the Fire Department Budget for this purchase.

Your favorable consideration of this matter is requested.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES F. 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: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director

DATE: January 13, 2021

RE: Recommendation for Purchase of a CPR Compression Device

I have reviewed the above with the Fire Chief and concur with his recommendation to award this purchase to Stryker, Chicago, IL in the amount of \$13,704.42.

The City has money available through the Fire Department Budget for this purchase.



Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352

Marc Hatfield, Fire Chief
(734) 258-3070
mhatfield@ci.southgate.mi.us



To: Honorable Mayor Kuspa
From: Fire Chief Marc Hatfield
Re: Request for purchase approval
Date: 01/11/2021

Dear Mayor,

The Fire Department has been using a demo automated CPR compression device for the past few months. This device has proven to improve outcomes of sudden cardiac arrest victims and improve operations of our paramedics while on scene of a cardiac arrest.

I have researched several brands and models, and found that the Lucas 3 fits our needs best. This unit includes 2 batteries and chargers and can be used via power cord if needed. I received a quote for \$13704.42 from Stryker. This quote is part of the Wayne County Bulk Buy bid procedure. Stryker has been a regular supplier of fire department needs including our most recent cardiac monitor purchase via Henry Ford Wyandotte Hospital.

It is my recommendation and in the best interest of the Fire Department that we purchase the Lucas 3 from Stryker. Adequate funding is available within the budget.

Sincerely,

A handwritten signature in black ink, appearing to read "M Hatfield", written over a horizontal line.

Marc Hatfield

Fire Chief

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



Wayne County Bulk Buy Lucas

Quote Number: 10308641

Version: 1

Prepared For: SOUTHGATE FIRE DEPT

Attn:

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Jamie Smith

Email:

jamie.smith@stryker.com

Phone Number:

Mobile: (269) 303-1257

Quote Date: 01/08/2021

Expiration Date: 03/04/2021

Delivery Address

Name: SOUTHGATE FIRE DEPT

Account #: 1286336

Address: 14730 REAUME PKWY

SOUTHGATE

Michigan 48195

End User - Shipping - Billing

Name: SOUTHGATE FIRE DEPT

Account #: 1286336

Address: 14730 REAUME PKWY

SOUTHGATE

Michigan 48195

Bill To Account

Name: SOUTHGATE FIRE DEPT

Account #: 1286336

Address: 14730 REAUME PKWY

SOUTHGATE

Michigan 48195

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$11,494.90	\$11,494.90
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$876.85	\$876.85
3.0	11576-000071	LUCAS External Power Supply	1	\$277.61	\$277.61
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$536.05	\$536.05
5.0	11576-000047	LUCAS Disposable Suction Cup (12 pack)	1	\$372.75	\$372.75
6.0	11576-000050	LUCAS Patient Wrist Straps (1 Pair)	1	\$77.39	\$77.39
7.0	21576-000074	LUCAS Stabilization Strap	1	\$68.87	\$68.87
Equipment Total:					\$13,704.42

Price Totals:

Grand Total: \$13,704.42

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



Wayne County Bulk Buy Lucas

Quote Number: 10308641

Version: 1

Prepared For: SOUTHGATE FIRE DEPT

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Jamie Smith

Email: jamie.smith@stryker.com

Phone Number:

Mobile: (269) 303-1257

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

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

January 13, 2021

To the Honorable
City Council
Southgate, Michigan 48195

Re: Joint crack sealing program 2021-2023

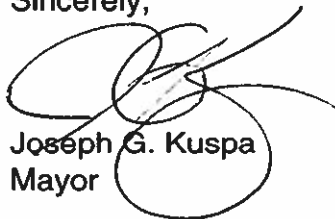
Ladies and Gentlemen:

It is recommended by the City Engineer and I concur, to extend this contract to Michigan Joint Sealing, Farmington Hills, as they are holding the 2020 pricing for the 2021-2023 seasons.

Sufficient funds are available in the Major and Local Street Fund under ACT 51 Transportation Expenditures to cover costs for this project.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
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JAMES E. DALLOS
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CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director

DATE: January 13, 2021

RE: Recommendation for Joint and Crack Sealing

I have reviewed the above and I concur that the City extend the current contract with Michigan Joint Sealing, Farmington Hills Michigan at the current price of \$.80/L ft.

This is the same price as last year and is in the best interest of the City. Funds for the contract come from Major and Local Streets Funds.

MICHIGAN JOINT SEALING, INC.

28830 W. 8 MILE
FARMINGTON HILLS, MI 48336

January 12, 2021

Hennessey Engineers, Inc.
13500 Reeck Road
Southgate, MI. 48195

ATTN: John Miller

RE: Joint and Crack Sealing Program

Dear Sir,

Michigan Joint Sealing, Inc agrees to extend our contract pricing, (\$.80/lft) for the 2021-2023 Joint and Crack Sealing Program.

If you need anything further, please contact our office.

Respectfully,



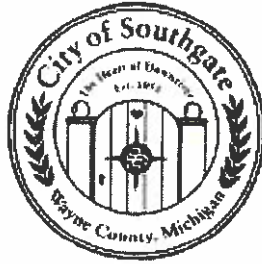
David K. Bacci
Operations

Original via U.S. Mail

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

January 13, 2021

To the Honorable
City Council
Southgate, Michigan 48195

Re: Spray Patch Repair

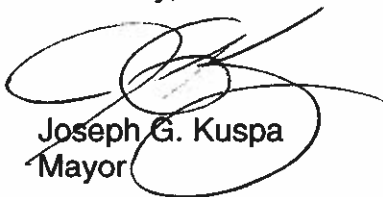
Ladies and Gentlemen:

It is recommended by City Administration and I concur, that we extend the contract for Spray Patch Repair and award this contract to Highway Maintenance & Construction Co., Romulus, Michigan. There has been no increase in price from the contract awarded in 2020.

Adequate funds are budgeted in the Mayor and Local Street Funds to cover the cost of this contract.

Your favorable consideration to this recommendation would be greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

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PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director

DATE: January 13, 2021

RE: Recommendation for Spray Patch Extension

I have reviewed the above and I concur that the City extend the current contract with Highway Maintenance, Romulus Michigan for Spray Patch at the current price of \$365.00 per ton.

This is the bid price from 2019 and is in the best interest of the City. Funds for the contract come from Major and Local Streets Funds.



(734) 941-8885

Fax (734) 941-8962

P.O. Box 74411

Romulus, MI 48174-0411

January 11, 2021

John Miller
Hennessey Engineers, Inc.
13500 Reeck Rd.
Southgate, MI 48195

Subject: 2021 Spray Patch Contract Renewal

John,

We are happy that you are interested in renewing the city of Southgate's contract for the 2021 construction season.

We are happy to be able to extend our 2020 prices for the 2021 season. The price will again be \$365.00 per ton which includes all labor, equipment, and materials. We will again be using and HFRS-2 asphalt emulsion, a clean washed #9 limestone, and a 1-ton steel wheeled roller to roll all patches.

As always, we appreciate the opportunity to work for the City of Southgate. Please feel free to contact us with any questions you may have.

Sincerely,

Jake Demek

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator

Date: January 14, 2021

Re: Contract extension with Carlisle/Wortman

I have reviewed the recommendation from the Planning commission and concur with their recommendation to extend the current contract with Carlisle/Wortman for one year.

I look forward to addressing Council's questions and comments. Your favorable consideration would be greatly appreciated.

CITY OF SOUTHGATE

PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by Ed Gawlik on January 11, 2021 at 7:30 p.m. the following resolution was offered:

Moved by Charney, supported by Anderson, that the Planning Commission recommends to City Council that the firm Carlisle/Wortman Associates, Inc. 117 North First Street Suite 70, Ann Arbor, MI 48104, be retained as the Planning Consultant Firm for the City of Southgate, for the year 2021. MOTION APPROVED UNANIMOUSLY.

I, Ed Gawlik, Chairman of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on January 11, 2021.

Chairman

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

City of Southgate
Planning Commission Meeting
January 11, 2021

This meeting of the Planning Commission was held as a ZOOM Meeting on Monday, January 11, 2021 and called to order by Chairman Ed Gawlik, at 7:30 p.m.

PRESENT: Leticia Crawford, Ed Gawlik, Patricia Anderson, David Furgerson, Joe Charney, Barbara Biskner, Marie Henegar

ABSENT: Scott Labadie, Chad Godbout

ALSO PRESENT: Plan Consultant John Enos, City Attorney Ed Zelenek, Council Member Karen George, City Administrator Dustin Lent

Minutes:

The first order of business is approval of the minutes from the November 9, 2020 Planning Commission meeting.

Moved by Anderson, supported by Charney, that the minutes of the Planning Commission Meeting dated November 9, 2020 be approved. MOTION APPROVED UNANIMOUSLY.

Persons and/or Petitioners:

None.

Public Hearings:

1. Rezoning of property @ 16600 Fort St. from M-1 Light Industrial to C-2 General Business as requested by Rich Oliver. (PC 03-2020)

Public notices were sent out.

Moved by Anderson, supported by Charney, to open the Public Hearing. MOTION APPROVED UNANIMOUSLY.

Plan Consultant Enos stated the applicant is requesting a 1-acre rezoning of part of the Michigan Vehicle Solutions site located at 16600 Fort Street. The MVS site is currently conditionally zoned M-1, Light Industrial Research in order to allow for the approved company that retro-fits vehicles. As the Planning Commission is aware, the previously approved this facility for only this type use. The applicant is now intending to split off a 1-acre parcel fronting Fort Street, the location of the former used car sales office and now MVS to C-2 to allow for the development of a new car wash facility.

The proposed car wash is consistent with the Master Plan and Future Land Use and we recommend approval of the rezoning.

Mr. Chris Maragos, owner of proposed car wash, is very excited to bring this into the city. He has put a lot of time and effort into this project. It will be a new design with the best equipment and many perks.

No public comments were received.

Moved by Charney, supported by Crawford, to close the Public Hearing. MOTION APPROVED UNANIMOUSLY.

Moved by Anderson, supported by Henegar, to recommend City Council approve the request by Rich Oliver to rezone property at 16600 Fort St. from M-1 Light Industrial to C-2 General Business. (PC 03-2020) MOTION APPROVED UNANIMOUSLY.

Officials' Report:

None.

Correspondence:

None.

Old Business:

None.

New Business:

1. Election of Officers for 2021.

Election of Chairman for 2021

Moved by Anderson, supported by Charney, to nominate Ed Gawlik to serve as Chairman of the Planning Commission for the year 2021, and having no other nominations for Chairman, Ed Gawlik is hereby elected to serve as Chairman of the Planning Commission for the year 2021. MOTION APPROVED UNANIMOUSLY.

Election of Vice Chairman for 2021

Moved by Charney, supported by Crawford, to nominate Patricia Anderson to serve as Vice Chairman of the Planning Commission for the year 2021, and having no other nominations for Vice Chairman, Patricia Anderson is hereby elected to serve as Vice Chairman of the Planning Commission for the year 2021. MOTION APPROVED UNANIMOUSLY.

Election of Secretary for 2021

Moved by Charney, supported by Anderson, to nominate Leticia Crawford to serve as Secretary of the Planning Commission for the year 2021, and having no other nominations for Secretary, Leticia Crawford is hereby elected to serve as Secretary of the Planning Commission for the year 2021. MOTION APPROVED UNANIMOUSLY.

3. Adoption of 2021 Meeting Dates and Times

Moved by Crawford, supported by Furgerson, that the Planning Commission adopts the scheduled meeting dates and times as presented, for the year 2021. The meetings will be held in January, March, May, July, September and November. If additional meetings are required they will be scheduled accordingly. MOTION APPROVED UNANIMOUSLY.

4. Appointment of Planning Consultant for 2021

Moved by Charney, supported by Anderson, that the Planning Commission recommends to City Council that the firm Carlisle/Wortman Associates, Inc. 117 North First Street Suite 70, Ann Arbor, MI 48104, be retained as the Planning Consultant Firm for the City of Southgate, for the year 2021. MOTION APPROVED UNANIMOUSLY.

5. Delegate Commission Chairman or Commission Secretary to set Public Hearings

Moved by Anderson, supported by Crawford, that the Planning Commission accepts the Delegate Commission Chairman or Commission Secretary in his absence to set Public Hearings as directed by the Building Official. MOTION APPROVED UNANIMOUSLY.

6. Adoption of By-Laws 2021

Moved by Charney, supported by Anderson, that the Planning Commission accepts the City of Southgate Planning Commission By-Laws and Rules of Procedure as defined in the August 8, 2011 meeting. MOTION APPROVED UNANIMOUSLY.

Adjournment:

Moved by Charney, supported by Anderson, that this meeting of the Planning Commission be adjourned at 7:55 p.m. MOTION APPROVED UNANIMOUSLY.

Ed Gawlik
Chairman, Planning Commission
as

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator

Date: January 14, 2021

Re: Recommendation for hosted email exchange

Administration has reviewed the letter from Tyler Burda of Expert Technologies and we are recommending to upgrade the email system and go to a cloud based system through Microsoft Outlook. The one time migration fee to move all data over would be \$35.00 dollars per email account. Thereafter, the monthly fee would then be \$4 per email account.

Your favorable consideration of this matter is requested.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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Council President

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BILL COLOVOS


DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: January 15, 2021

RE: Recommendation for Hosted Email Exchange

I have reviewed the above with the City IT department for the replacement of the Email server and concur with his recommendation to award this purchase from Expert Technology, Riverview, Michigan, in the amount of \$7,020.00 plus a recurring cost of approximately \$720.00 per month.

Adequate funds are available in the Police Department Account for this purchase.



January 5, 2021

Mr. Lent,

It is my recommendation that we update our email software program. We have two options that I will list below.

Option A:

Migrating all Microsoft exchange emails over to a cloud based system. This would be an estimated first year cost of \$14,940 dollars. The continued yearly cost would be approximately \$8640.

Additionally, the setup, install, and migration to a new onsite server will likely require 8-10 labor hours.

Option B:

Upgrade our existing email server to a new onsite server. This would cost approximately \$15,000 in hardware for the new server, appropriate storage capacity, and onsite backup capacity. Approximately \$20,000 in licensing for the new server software, exchange software, and the required 180 user client access licenses. We will also pay \$900 per year for licensing on the Barracuda spam filter, which is end-of-life and due for replacement at a cost of approximately \$3,500 for the recommended unit.

So year first year cost would be approximately \$39,400. The continued yearly cost would be approximately \$900

Additionally, the setup, install, and migration to a new onsite server will likely require 40-50 labor hours.

I would recommend going with option A.

Let me know if you have any questions or need additional information.

Tyler Burda
Vice President



Account ID	Quote ID	Version	Created	Expiration Date	Quote Reference #
1165704	25990	10	2020-12-21	2021-01-21	

City of Southgate
14400 Dix Toledo Rd
Southgate, Michigan 48195
Attn: Tyler Burda

Expert Technology Services
12450 Nixon
Riverview, Michigan 48193
tburda@ets-tech.net

SCENARIOS

Services will not be provisioned until effective date following order creation.

Scenario	1st Invoice	Recurring
New Scenario	*\$ 7,020.00	\$ 720.00

* 1st invoice items contain one-time and prorated charges prior to first full term. Assumes specified start date.

New Scenario

Item Description	Product ID	Qty	Unit Price	Term	Recurring	1st Invoice	Start Date
Microsoft Exchange Online (Plan 1) - User	1651	180	\$ 4.0000	Monthly	\$ 720.00	\$ 720.00	2021-01-31
SkyKick Migration Suite for Office 365 - Seal	2702	180	\$ 35.0000	One-Time	\$ 0.00	\$ 6,300.00	2021-01-31
					\$ 720.00	\$ 7,020.00	

Memo

To: Honorable City Council
From: Michelle Kessler, Secretary for Municipal Employee Civil Service
CC: MECSC Commissioners
Date: January 14, 2021
Re: Employee Representative Commissioner

The Municipal Employees held an election for the Employee Representative Commissioner. Attached is a copy of the election tally whereby Garret Presnell, 15409 Dumay, Southgate, MI 48195 has been appointed for a term to expire December 31, 2023.

If you have any questions, please contact me.

Thanks & regards,


Michelle Kessler

JOSEPH C. 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: Dustin Lent, City Administrator

Date: January 12, 2021

Re: First Reading of Ordinance Amendment- "Hotel, Motel, and Extended Stay Hotel;
License and Regulation Ordinance"

The State of Michigan currently provides little regulatory oversight of facilities that provide overnight accommodations. With this local ordinance the City can ensure that local hotels, motels and extended stay hotels meet minimum housing standards and that all guests have a safe and pleasant experience in Southgate.

This revised ordinance will enhance our ability to enforce and protect the health, safety, and welfare of guests staying in hotels/motels and extended stay hotels in Southgate.

This language would replace the current language in Chapter 832 and remove the language in 1289.06 and 1289.07

The Administration recommends City Council's favorable consideration.

I look forward to City Council's questions and comments.

ORDINANCE 832

"AN ORDINANCE TO LICENSE AND REGULATE HOTELS, MOTELS, AND EXTENDED STAY HOTELS WHICH ARE ENGAGED IN THE BUSINESS OF PROVIDING ROOMS FOR LODGING OR SLEEPING PURPOSES TO TRANSIENT GUEST; TO PROVIDE A PROCEDURE FOR OBTAINING A LICENSE TO OPERATE WITH THE REVIEW NECESSARY TO DETERMINE SUITABILITY OF AN APPLICANT FOR THE LICENSE AND SUITABILITY OF THE BUSINESSES FOR THEIR INTENDED USE; TO REGULATE THE OPERATION OF THE BUSINESSES SO AS TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE AND PREVENT THE MAINTENANCE OF A PUBLIC NUISANCE OR THE USE OF THE BUSINESSES FOR ILLEGAL ACTIVITY INCLUDING, BUT NOT LIMITED TO, PROSTITUTION OR THE SALE OR USE OF NARCOTICS; TO PROVIDE FOR A HEARING IN THE EVENT OF REFUSAL, SUSPENSION OR REVOCATION OF A LICENSE; AND TO PROVIDE MINIMUM RULES AND REGULATIONS WITH RESPECT TO THE OPERATION OF THESE BUSINESSES; TO PROVIDE THE CITY OF SOUTHGATE WITH THE AUTHORITY TO IMPOSE REASONABLE CONDITIONS UPON THE ISSUANCE OF ANY LICENSE."

THE CITY OF SOUTHGATE ORDAINS:

Short Title: This ordinance shall be known and may be cited as the "Hotel, Motel, and Extended Stay Hotels License and Regulation Ordinance."

Definitions: For the purposes of this ordinance, the following terms shall be deemed to have the meanings hereafter set forth.

- A. ACCOMMODATION(S): The room or other space provided to transient guests for lodging or sleeping, including furnishings and other accessories therein.
- B. HOTEL AND/OR MOTEL: A building or group of buildings containing units (a bedroom, closet and a bathroom) or rooms, which provide for accommodations for transient persons for compensation for periods of thirty (30) consecutive days or less.
- C. EXTENDED STAY HOTEL: A building or group of buildings containing units (a bedroom, closet and a bathroom) or rooms, which provide for accommodations for temporary residence by persons for non-transient extended stays or stays longer than 30 days.
- D. LICENSED ESTABLISHMENT: Any premises licensed pursuant to this ordinance.
- E. TRANSIENT: A person lodging for compensation in any hotel, motel or tourists home for a period of thirty (30) consecutive days or less.

Section 832.01 **License Required:** No person, firm, corporation or other entity shall operate a hotel, motel, and extended stay hotel within the City of Southgate without first having obtained an annual license for that purpose. Any annual license, whenever issued, shall expire December 31 following the date of issuance, unless sooner suspended or revoked pursuant to this ordinance or for any other reason. The City may impose reasonable conditions upon the issuance of any license, including but not limited to those minimum conditions referenced with this ordinance or any other applicable ordinance of the City of Southgate.

Section 832.02 **Business Plan of Operation Compliance.** Applicants for a license and all Licensees shall comply with all applicable Federal, State and City regulations and this general policy, and shall submit a comprehensive, written plan of operation which must be approved. Failure of such compliance or variance from the plan presented may result in the building department to not renew a license or in revocation of the license. All Plans of Operation or changes there to shall be subject to the approval of the Building Department.

Section 832.03 **License Review:** The building department may undertake a review of any license to determine whether or not the license should be renewed, suspended or revoked.

Section 832.04 **Application for License:** Every applicant for a license to operate a licensed establishment shall file an application with the building department office upon a form provided by the City of Southgate and pay a non-refundable application fee. Such fee shall be set by resolution of the City Council and may be amended from time to time. The application shall contain the following information:

- A. The name, residences address and telephone number of each applicant.
 - 1. If the applicant is a corporation, the name, residence address and telephone number of each of the officers and directors of said corporation and of each stockholder owning more than ten percent (10%) of the stock of the corporation if that individual is or will be involved in the management and/or operation of the hotel, motel or tourist home, the address of the corporation itself, and the name and address of a resident agent in Wayne County, Michigan. The applicant shall also provide documentation that the corporation is in good standing in the state of incorporation.
 - 2. If the applicant is a partnership, the name of the partnership, and the name, residence address and telephone number of each of the partners having ten percent (10%) of an ownership interest if that individual is or will be involved in the management and/or operation of the hotel, motel or extended stay hotel, and the name, address and telephone number of a resident agent in Wayne County, Michigan.

3. If the applicant owns stock or has a financial interest in any other licensed establishment under this ordinance, the name, address and telephone number of the corporation, and the name, address and telephone number of each licensed establishment
- B. The history of an applicant in the operation of a licensed establishment, or similar business or occupation including, but not limited to, whether or not such person has previously operated in the City or another municipality or state under license, has had such license revoked or suspended, and the reason therefor.
- C. Applicant'(s) social security number, driver's license number or state ID, and date of birth.
- D. Business, occupation, or employment of the applicant for the three (3) years immediately preceding the date of application, including the name, address and telephone number of any and all employers.
- E. All criminal convictions in the preceding ten (10) years, other than traffic violations, including the dates of convictions, nature of the crime, and place convicted.
- F. Authorization for the City of Southgate, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application. The application shall give such additional information and identification necessary to discover the truth of the matters required to be set forth in the application.
- G. A statement concerning the proposed rates to be charge by the establishment.
- H. The application shall be signed and sworn to by the applicant.
- I. The Successful applicant shall coordinate and schedule, in conjunction with the Fire Chief and the Chief Building Inspector, or their designee(s), Timely inspections of the licensed premises not less than annually and shall acquiesce, in writing, to such other inspection(s) as may be deemed appropriate in the sole discretion of the Fire Chief and the Chief Building Inspector, or their designee(s).

Section 832.05 **Investigation:** Upon receipt of such application, the City Building Department shall refer same as follows:

- A. To the Police Chief or his/her designated representative, who shall investigate and determine whether the person making application for such license is of

suitable character to conduct or maintain such a business in the City of Southgate. The Police Chief or his/her designated representative shall forward to the City Building Department the results of such investigation along with a recommendation concerning whether or not the license should be granted.

1. The phrase "of suitable character" as used in this ordinance for the purpose of licensing shall be construed to mean the propensity on the part of the person to serve the public in the licensed are in a fair, lawful, honest and open manner.
 2. In making his/her determination, the Police Chief or his/her designated representative shall consider:
 - (a) Penal History. All of the applicant's convictions in the preceding ten (10) years, other than traffic violations, the reasons therefor and the demeanor of the applicant subsequent to his/her release.
 - (b) License and Permit History. The license and permit history of the applicant; whether such applicant is previously operating in this City or State or in another municipality or state under a license or permit has had such license or permit revoked or suspended, the reasons therefor.
 - (c) Other Information. The Police Chief may consider any other information and documentation, which he/she considers relevant to make a determination as to whether the applicant is of suitable character.
 3. The Police Chief or his/her designated representative shall complete his/her investigation and determination within thirty (30) days of being provided with the application.
 4. If an applicant is found to be unqualified for a license for any reason, the applicant shall be furnished by the City Building Department with a statement containing information as to the basis for this determination.
- B. If the investigation by the Police Chief or his/her designated representative does not evidence a lack of suitable character, the City Building Department shall then refer the application to the Chief Building Inspector, Fire Chief or their designated representatives, who shall cause a thorough inspection of the premises to be made to ensure that all pertinent provisions of State law and local ordinances are being complied with. The results of such inspections shall be returned to the applicant within thirty (30) days of the date the application was referred.

Section 832.06 License-Refusal, Suspension, Revocation or Non-Renewal:

A license requested under this ordinance may be refused by the City Building Department or his/her designated representative, and any license issued under the provisions of this ordinance may be suspended by the City of Southgate, for cause. The term "cause" as used in this ordinance shall include the doing or omitting of any act, or permitting any condition to exist for which a license is issued, or upon any premise used in connection therewith, which act, omission or condition is contrary to the health, safety and welfare of the public, is unlawful, irregular or fraudulent in nature, is unauthorized or beyond the scope of the license issued, or is forbidden by this ordinance or any applicable law. Cause shall include, but not be limited to:

- A. Fraud or material misrepresentation in the application for license.
- B. Fraud or material misrepresentation in the operation of the licensed business.
- C. Any material violation of this ordinance or of the regulations authorized herein.
- D. Any violation of Federal or State law, or local ordinance which creates a risk to the health, safety or welfare of the transients or to the community, or brings into question whether the Licensee is suitable to operate the business.
- E. Conducting the business in an unlawful manner or in a such manner as to constitute maintenance of a nuisance upon or in connection with the licensed premises. For purposes of this ordinance, "nuisance" shall be given the normal and customary meaning, and shall include, but not be limited to, the following:
 - 1. Existing violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes.
 - 2. A pattern or practice of patron conduct which is in violation of the law and/or interferes with the health, safety and welfare of the residential and/or commercial properties in the area.
 - 3. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris or refuse blowing or being deposited upon adjoining properties.
- F. Failure by the Licenses to permit the inspection of the licensed premises by the City's agents or employees in connection with the enforcement of this ordinance.
- G. Failure of the Licensee to pay personal property taxes, other City obligations, and real property taxes by February 14 of each year arising from their use and occupancy of the property. A Licensee who does not own the real property is not responsible for the payment of the real property taxes unless the lease requires such payment.

Section 832.07 **Revocation of License:** Each establishment licensed pursuant to this ordinance shall be operated and maintained in accordance with all applicable laws and regulations of the City of Southgate and the State of Michigan. Upon violation of this ordinance pursuant to Section 832.06, after notice and hearing, the City of Southgate may revoke such license.

Section 832.08 **Procedure for Recommendation on Non-Renewal, Revocation or Suspension:**

- A. Before taking any action concerning non-renewal, revocation or suspension of license the City Administrator, or his/her designated representative, shall serve the Licensee by registered return receipt, mailed at least ten (10) days prior to hearing the Notice of Hearing, which notice shall contain the following:
 1. Date, time and place of hearing.
 2. Notice of the proposed action.
 3. Reasons for the proposed action.
 4. Names of witnesses known at the time who will testify.
 5. A statement that the Licensee may be represented by legal counsel, present evidence, testimony and confront and cross-examine adverse witnesses.
 6. A statement requiring the Licensee to notify the Southgate City Attorney's Office at least three (3) days prior to the hearing date if Licensee intends to contest the proposed actions, and to provide the names of witnesses known at that time who will testify on the licensee's behalf.
- B. Upon completion of the hearing, the City Administrator, or his/her designated representative shall submit to the Licensee a written statement of its Findings and Determination within thirty (30) days.
- C. During the procedure for non-renewal, revocation or suspension, the Licensee will be permitted to continue to operate until such time as the findings and determination is served upon the licensee by mail or otherwise ordered by a court.

Section 832.09 **License Refusal; Hearing** any person whose initial request for a license is refused shall have a right to a hearing before the City Council, provided a written request thereof is filed with the City Administrator within ten (10) days following such refusal. The City Council shall have the right to affirm and sustain any refusal to issue a license, or the City Council may grant any license.

Section 832.10 **Rules and Regulations:** The following rules, regulations and conditions shall be observed by each Licensee under this ordinance:

- A. All accommodations must afford easy and unobstructed access to a hall or passageway to the outdoors.
- B. In every hotel, motel or extended stay hotel hereafter erected, all accommodations shall be in compliance with the MBC Michigan Building Code, ICC National Property Maintenance Code, International Fire Code and/or all applicable Building Codes in the City of Southgate.
- C. Rooms must be kept clean and free from dirt, vermin, garbage and rubbish.
- D. Clean sheets, pillowcases and towels must be provided before a guest may occupy a bed previously occupied by another registered guest.
- E. The cooking of food in or upon the premises is prohibited, other than in a kitchenette facility in compliance with applicable codes and regulations, and approved by the proper authorities designated in those codes and regulations. The use of hotplates or similar equipment which can be utilized to heat or cook food is specifically prohibited. A notice to this effect shall be conspicuously posted in each accommodation.
- F. A register shall be provided and maintained on the premises near the main entrance and shall be submitted, upon demand, to any official or police officer of the City of Southgate. The register shall contain the following information:
 - 1. The correct name and address of every guest, renting or occupying a room, including but not limited to non-paying minors and/or dependents. The guest shall furnish proof of identity by showing a valid driver's license or similar identification, and provide a date of birth.
 - 2. Each guest with a motor vehicle on the site shall provide the make, year and model of the motor vehicle, as well as the license plate number.
 - 3. The date and time of arrival and date of departure of every guest, and the number of the days each guest has been at the establishment during the calendar year.
 - 4. Where two persons occupy the same room and at least one of the persons is a minor, the relationship of said person shall be noted on the register.
- G. No Licensee shall knowingly permit any accommodations and/or other location on the premises to be used for an unlawful purpose.

- H. All Licensees shall permit free access by the Chief Building Inspector, Fire Marshal, Chief of Police, or their representatives' at all reasonable times.
- I. Accommodations shall not be made available for a period in hourly increments nor shall any accommodation be made available more than one time during the eighteen (18) hour period of 12:00 noon to the following morning at 6:00a.m. The right to occupy any accommodation shall not be assigned or transferred. No transient shall obtain accommodations at any establishment for more than thirty (30) consecutive days, except as provided in Section 832.11.
- J. Occupancy of a room shall not exceed more than two (2) persons for every one (1) bed with a maximum of 4 per bedroom.
- K. The Rules and Regulations (Section 832.10, 832.12, 832.13 of this ordinance) shall be conspicuously displayed with the License at each registration area.
- L. Each room of every establishment shall receive daily housekeeping/cleaning and inspection.
- M. Additional security requirements:
 - 1. A Video Surveillance System (VSS) must be installed within one year of the effective date of this ordinance. All VSS shall have no less than one camera dedicated to each register or check-out stand, entrance/exit, interior hallway and lobby, swimming pool area, exercise facility, loading dock, and parking lots or areas designated for customer and/or employee parking use. Recording must be backed up and kept for a minimum of 30 days and shall be submitted, upon demand, to any official or police officer of the City of Southgate.
 - 2. Exterior doors (other than lobby doors) must be secured from the outside between the hours of 9:00pm and 6:00am.
- N. Any accumulations of snow shall be removed from the licensed establishment in a timely manner and such snow removed from parking lots and all other areas of the licensed establishment shall not be placed on adjacent public easements, sidewalks, or on or near a fire hydrant.
- O. Each occupied lodging room shall have a working telephone with access to 911 emergency services.

Section 832.11 **Requirements for extended stay hotels:** Longer term occupancy of accommodations may be permitted in a licensed extended stay hotel, subject to the following limitations:

- A. Each Unit shall be a minimum of 300 square feet in area, exclusive of bathroom, closet, or balcony space.
- B. Minimum of one thousand (1,000) square feet for recreational use by guest.
- C. A registration lobby staffed on a 24 hour daily basis shall be provided.
- D. Stays greater than one hundred twenty (120) days at an Extended-Stay Hotel prohibited except when:
 - 1. A written contract or documented agreement exists between an extended-stay and a business, corporation, firm or government agency.
 - 2. Documentation, consistent with HIPPA privacy rules, confirms a hotel guest is considered family or caring for a patient admitted in a local hospital.
 - 3. Where a hotel guest has been relocated from their home by a natural disaster, fire or other documented displacement.
- E. Occupancy limits shall be established for each unit based on available sleeping space and fire safety to be approved by the Fire Marshall.
- F. Daily or weekly services for each dwelling unit of linen change, towel change, soap change, and general clean-up shall be provided.
- G. A Minimum of six secured parking spaces shall be developed immediately adjacent to the loading/unloading zone for resident use.
- H. The Licensee shall provide a report to the City on a quarterly basis (January 1st, April 1st, July 1st, and October 1st of each calendar year) of the number of accommodations being utilized in excess of thirty (30) consecutive days. Said quarterly report shall include:
 - 1. The correct name and address of every guest renting or occupying an accommodation, including but not limited to, non-paying minors and/or dependents.
 - 2. The date and time of arrival and date and time of departure of every guest who has utilized an accommodation in excess of thirty (30) consecutive days.
 - 3. A description of the specific accommodation, including the dimensions of the accommodation, the existence of a kitchenette and available appliances, the existence of a bathroom, the number of beds, and a description of any other appliances or facilities available in the specific accommodation.

Section 832.12 **Reporting false information:** It shall be a violation of the ordinance for any registered guest in any hotel, motel or extended stay hotel or to give any false

information. Knowing or having reasonable cause to believe such information to be false, the Licensee or his employee shall notify the Police Department of such fact, and failure to do so shall be grounds for revocation of the license.

Section 832.13 **No Smoking:** Smoking is prohibited in all indoor areas of hotels and motels, including lobbies, common areas, conference and meeting rooms, private offices, hallways, elevators, stairs, restrooms, pool areas, and 100% of guest rooms. Smoking is also prohibited within 20 feet of all entry doors.

Section 832.14 **Reporting of Fires:** Each Licensee under this ordinance shall cause the Fire Department of the City of Southgate to be immediately notified when a fire occurs within his establishment. Any person therein who discovers such a fire shall immediately notify the person in charge of the place of registration.

Section 832.15 **No Assignment of License:** No License granted pursuant to this ordinance may be assigned, transferred or otherwise utilized by any other person or entity other than the Licensee.

Section 832.16 **Penalties:** Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding Five-hundred (\$500.00) dollars or be imprisoned for a period not exceeding ninety (90) days, or be both so fined and imprisoned, in the discretion of the Court.

Section 832.17 **Severability:** If any Section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 832.18 **Repealer:** All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 832.19 **Effective Date:** This ordinance shall take effect sixty (60) days after the final passage thereof.

Joseph G. Kuspa, Mayor

Jan Ferencz, City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate Celebrating 60 Years!

- CITY COUNCIL -

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Council President

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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator

Date: January 14, 2021

Re: First Reading of Zoning Ordinance Amendment to rezone property located at the 16600 Fort Street from conditionally zoned M-1 (Light Industrial) to C-2 (General Business).

The Planning Commission recommends to City Council an amendment to the City of Southgate Zoning Map at its January 11th meeting the following:

The applicant (Rich Oliver) is requesting a 1-acre rezoning of part of the Michigan Vehicle Solutions site located at 16600 Fort Street. The MVS site is currently conditionally zoned M-1, Light Industrial Research in order to allow for the approved company that retro-fits vehicles. As the Planning Commission is aware, the previously approved this facility for only this type use.

The applicant is now intending to split off a 1-acre parcel fronting Fort Street, the location of the former used car sales office and now MVS to C-2 to allow for the development of a new car wash facility.

In your packets is a copy of the Planning Commission minutes, a copy of the City Planner's Memo to the Planning Commission, and the Resolution by the Planning Commission to recommend the amendment to the City Council.

I look forward to addressing Council's questions and comments. Your favorable consideration would be greatly appreciated.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

REZONING ANALYSIS
City of Southgate

Applicant:	Rich Oliver
Property Address:	16600 Fort Street (1 acre)
Current Zoning:	M-1, Light Industrial Research District(Conditionally)
Action Requested:	Rezoning of the subject property a portion (Split) of the parcel back to C-2, General Business
Required Information:	The required information for a rezoning request has been provided.

DESCRIPTION

The applicant is requesting a 1-acre rezoning of part of the Michigan Vehicle Solutions site located at 16600 Fort Street. The MVS site is currently conditionally zoned M-1, Light Industrial Research in order to allow for the approved company that retro-fits vehicles. As the Planning Commission is aware, the previously approved this facility for only this type use.

The applicant is now intending to split off a 1-acre parcel fronting Fort Street, the location of the former used car sales office and now MVS to C-2 to allow for the development of a new car wash facility.

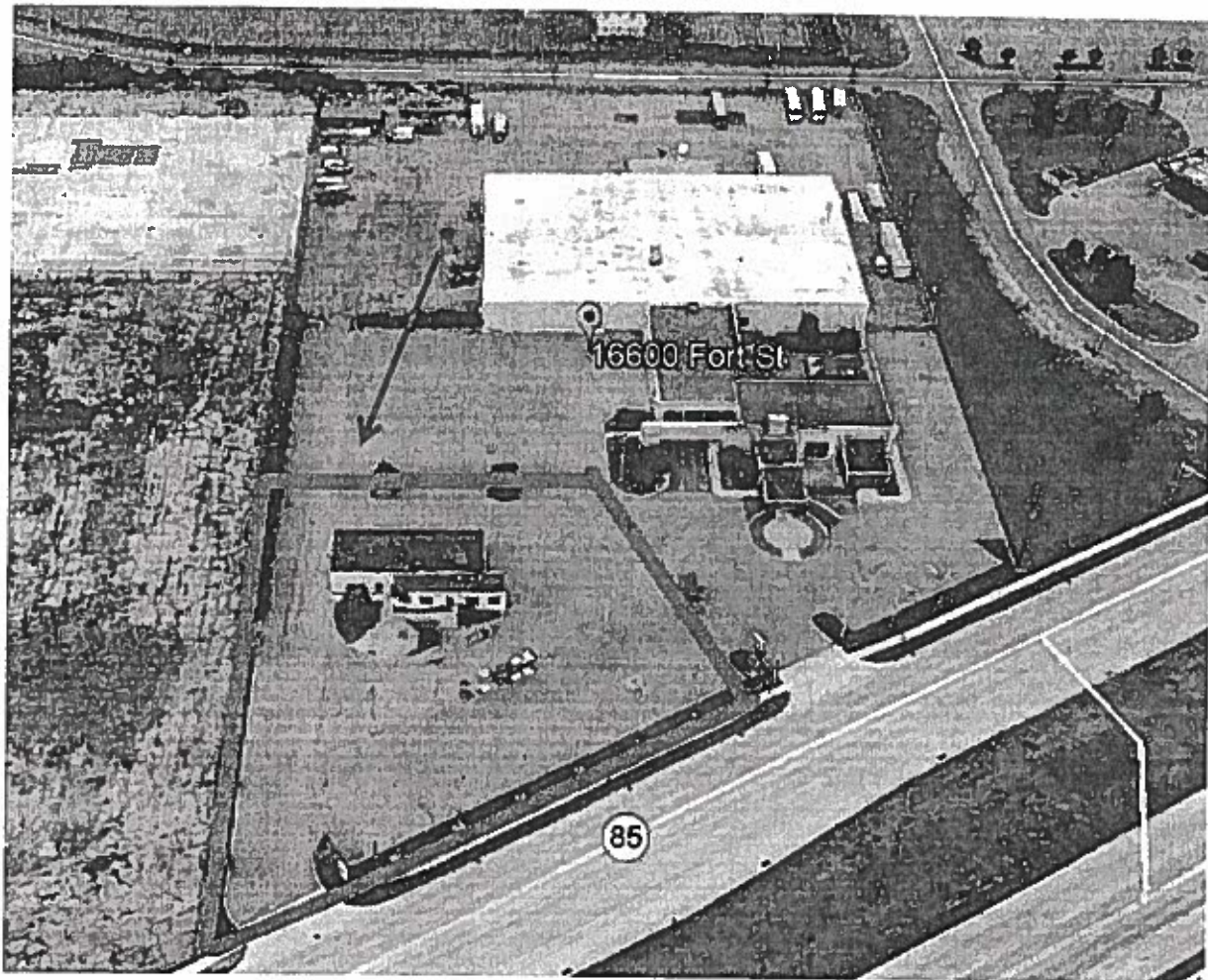
If the City approves the rezoning the applicant will be required to submit a detailed site plan for review and approval by the Planning Commission. At that time, we will review specific design requirements such as landscaping, lighting, circulation and building elevations.

ZONING PROCEDURE

A public hearing is required to be held by the Planning Commission before making a recommendation on the proposed rezoning. Following a recommendation by the Planning Commission the City Council will make a final determination on the rezoning.

Following a public hearing, the Planning Commission will deliberate on the merits of the rezoning and then make a recommendation to the City Council regarding the proposed rezoning.

Figure 1. Aerial Photograph of Subject Site



CONCEPTUAL PLAN

The applicant has submitted a conceptual plan of the car wash, however if the rezoning is approved a detailed site plan will be required for review by the Planning Commission. Based on the conceptual site plan submitted we note the following:

1. The parcel will be one (1) acre and be located at the southeast corner of the site.
2. One new access point on Fort Street will be constructed, no other access drives will be permitted.
3. The use will be a drive thru car wash with vacuums.
4. All elements of the exterior walls of the building will meet the standards of the Southgate Zoning Ordinance.
5. No outdoor storage is permitted.
6. All other City of Southgate Ordinances shall apply.

NEIGHBORING ZONING, LAND USE AND MASTER PLAN

Adjacent zoning, land uses, and master plan designations are summarized in the chart on the following page:

Adjacent Properties			
	Existing Use	Zoning	Master Plan
Subject Site	Small Vacant Used Car Sales Office	M-1, Conditional Light Industrial/Research	General Commercial
North	MVS Parking Area	M-1, Conditional Light Industrial/Research	General Commercial
East	Gas Station	C-2 General Business	General Commercial
West	Vacant	C-2, General Business	General Commercial
South	Kroger	C-3, Thoroughfare Service	General Commercial

The Master Plan designates this area and the surrounding as General Commercial. The General Commercial land use category includes land area occupied by retail users offering commodities which are normally purchased at infrequent intervals, and for which the consumer may "shop around". Such uses include but are not limited to gas stations, large single-use retailers, restaurants, and larger retail strip developments that contain two (2) or more retail/commercial anchors including department stores and large-scale supermarkets.

The proposed car wash consistent with the future land use classification, the site plan to be provided by the applicant will help to mitigate on-site impacts and limits the use on the site which will not allow other more intensive commercial uses be developed. The improvement of the empty building and site should spur additional commercial development along Fort Street which is clearly a positive impact for the surrounding properties.

In addition, one of the goals (Goal 4) of the City of Southgate Master Plan is to *maintain the existing commercial base and encourage commercial development that satisfies local market needs and provides a positive contribution to the local tax base*. The proposed rezoning would allow for a new commercial use to be redeveloped into a productive use adding to the community's tax base and improving the overall aesthetics of the area.

Summary of Findings: *The proposed rezoning from M-1 to C-2 is in conformance with the City of Southgate Master Plan specifically the future land use plan. The proposed rezoning for is car wash is also consistent with the Goal 4 outlined in the City of Southgate Master Plan.*

INTENT OF PROPOSED AND EXISTING ZONING / PERMITTED USES

The intent of the C-2, General Business district is to provide sites for more intense, thoroughfare-oriented business types which would often be incompatible with the more restricted retail commercial uses in the C-1, Community Business District.

The intent of the current M-1, Light Industrial-Research District is to accommodate certain light industrial, technical research and product development facilities. All such uses permitted in the District are intended to be compatible with one another. In this particular case however, the site was conditionally zoned to M-1 solely for the use of MVS. Other light industrial uses are not permitted.

Average daily traffic counts along this portion of Fort Street (2012 MDOT) are between 33,000 and 42,600 vehicle trips per day. In addition, this portion of Fort Street is zoned to accommodate both General Business (C-2) and Thoroughfare Service (C-3) uses.

Summary of Findings: *The proposed C-2 zoning is reasonable and compatible for this area of the City. The intent of the M-1, Light Industrial-Research district is to provide for light manufacturing and research uses within the limited areas zoned for such uses. The proposed use does not include light manufacturing and research processes.*

ESSENTIAL FACILITIES AND SERVICES

The sufficiency of the existing public services available to the parcel will be evaluated by the City Engineer.

Summary of Findings: *The adequacy of existing public facilities will be evaluated by the City Engineer during site plan review.*

SUMMARY OF FINDINGS

We recommend approval of the rezoning. The findings regarding the proposed rezoning are summarized as follows:

- 1) The proposed rezoning from M-1 to C-2 is in conformance with the City of Southgate Master Plan.
- 2) The proposed conditions are consistent with the Goal 4 outlined in the City of Southgate Master Plan.
- 3) Property alongside Fort Street will be reverted to C-2, General Business District for the car wash as intended.
- 4) The adequacy of existing public facilities will be evaluated by the City Engineer during site plan review.

We look forward to discussing this with you at the next Planning Commission meeting.

CITY OF SOUTHGATE

PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by Ed Gawlik on January 11, 2021 at 7:30 p.m. the following resolution was offered:

Moved by Anderson, supported by Henegar, to recommend City Council approve the request by Rich Oliver to rezone property at 16600 Fort St. from M-1 Light Industrial to C-2 General Business. (PC 03-2020) MOTION APPROVED UNANIMOUSLY.

I, Ed Gawlik, Chairman of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on January 11, 2021.

Chairman

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

City of Southgate
Planning Commission Meeting
January 11, 2021

This meeting of the Planning Commission was held as a ZOOM Meeting on Monday, January 11, 2021 and called to order by Chairman Ed Gawlik, at 7:30 p.m.

PRESENT: Leticia Crawford, Ed Gawlik, Patricia Anderson, David Furgerson, Joe Charney, Barbara Biskner, Marie Henegar

ABSENT: Scott Labadie, Chad Godbout

ALSO PRESENT: Plan Consultant John Enos, City Attorney Ed Zelenek, Council Member Karen George, City Administrator Dustin Lent

Minutes:

The first order of business is approval of the minutes from the November 9, 2020 Planning Commission meeting.

Moved by Anderson, supported by Charney, that the minutes of the Planning Commission Meeting dated November 9, 2020 be approved. MOTION APPROVED UNANIMOUSLY.

Persons and/or Petitioners:

None.

Public Hearings:

1. Rezoning of property @ 16600 Fort St. from M-1 Light Industrial to C-2 General Business as requested by Rich Oliver. (PC 03-2020)

Public notices were sent out.

Moved by Anderson, supported by Charney, to open the Public Hearing. MOTION APPROVED UNANIMOUSLY.

Plan Consultant Enos stated the applicant is requesting a 1-acre rezoning of part of the Michigan Vehicle Solutions site located at 16600 Fort Street. The MVS site is currently conditionally zoned M-1, Light Industrial Research in order to allow for the approved company that retro-fits vehicles. As the Planning Commission is aware, the previously approved this facility for only this type use. The applicant is now intending to split off a 1-acre parcel fronting Fort Street, the location of the former used car sales office and now MVS to C-2 to allow for the development of a new car wash facility.

The proposed car wash is consistent with the Master Plan and Future Land Use and we recommend approval of the rezoning.

Mr. Chris Maragos, owner of proposed car wash, is very excited to bring this into the city. He has put a lot of time and effort into this project. It will be a new design with the best equipment and many perks.

No public comments were received.

Moved by Charney, supported by Crawford, to close the Public Hearing. MOTION APPROVED UNANIMOUSLY.

Moved by Anderson, supported by Henegar, to recommend City Council approve the request by Rich Oliver to rezone property at 16600 Fort St. from M-1 Light Industrial to C-2 General Business. (PC 03-2020) MOTION APPROVED UNANIMOUSLY.

Officials' Report:

None.

Correspondence:

None.

Old Business:

None.

New Business:

1. Election of Officers for 2021.

Election of Chairman for 2021

Moved by Anderson, supported by Charney, to nominate Ed Gawlik to serve as Chairman of the Planning Commission for the year 2021, and having no other nominations for Chairman, Ed Gawlik is hereby elected to serve as Chairman of the Planning Commission for the year 2021. MOTION APPROVED UNANIMOUSLY.

Election of Vice Chairman for 2021

Moved by Charney, supported by Crawford, to nominate Patricia Anderson to serve as Vice Chairman of the Planning Commission for the year 2021, and having no other nominations for Vice Chairman, Patricia Anderson is hereby elected to serve as Vice Chairman of the Planning Commission for the year 2021. MOTION APPROVED UNANIMOUSLY.

Election of Secretary for 2021

Moved by Charney, supported by Anderson, to nominate Leticia Crawford to serve as Secretary of the Planning Commission for the year 2021, and having no other nominations for Secretary, Leticia Crawford is hereby elected to serve as Secretary of the Planning Commission for the year 2021. MOTION APPROVED UNANIMOUSLY.

3. Adoption of 2021 Meeting Dates and Times

Moved by Crawford, supported by Furgerson, that the Planning Commission adopts the scheduled meeting dates and times as presented, for the year 2021. The meetings will be held in January, March, May, July, September and November. If additional meetings are required they will be scheduled accordingly. MOTION APPROVED UNANIMOUSLY.

4. Appointment of Planning Consultant for 2021

Moved by Charney, supported by Anderson, that the Planning Commission recommends to City Council that the firm Carlisle/Wortman Associates, Inc. 117 North First Street Suite 70, Ann Arbor, MI 48104, be retained as the Planning Consultant Firm for the City of Southgate, for the year 2021. MOTION APPROVED UNANIMOUSLY.

5. Delegate Commission Chairman or Commission Secretary to set Public Hearings

Moved by Anderson, supported by Crawford, that the Planning Commission accepts the Delegate Commission Chairman or Commission Secretary in his absence to set Public Hearings as directed by the Building Official. MOTION APPROVED UNANIMOUSLY.

6. Adoption of By-Laws 2021

Moved by Charney, supported by Anderson, that the Planning Commission accepts the City of Southgate Planning Commission By-Laws and Rules of Procedure as defined in the August 8, 2011 meeting. MOTION APPROVED UNANIMOUSLY.

Adjournment:

Moved by Charney, supported by Anderson, that this meeting of the Planning Commission be adjourned at 7:55 p.m. MOTION APPROVED UNANIMOUSLY.

Ed Gawlik
Chairman, Planning Commission
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