

Southgate City Council Agenda

Council Chambers

Wednesday August 7, 2019

6:30pm **Work Study Session**

1. Officials Reports
2. Discussions regarding 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 July 17, 2019.
2. Regular City Council Meeting Minutes dated July 17, 2019.

Scheduled Persons in the Audience: The Senior Alliance

Consideration of Bids:

Scheduled Hearings:

Communications "A" –

- | | |
|--|---------|
| 1. Letter from Mayor; Re: Bid Waiver – Purchase of 2 Pick-up Trucks | Page 5 |
| 2. Letter from Mayor; Re: Bid Waiver – Purchase of 2 Thermal Imaging Cameras | Page 10 |
| 3. Memo from Laura Walsh; Re: SMART | Page 13 |
| 4. Memo from Parks & Recreation Director; Re: COA & Southgate Seniors Merger | Page 22 |
| 5. Memo from Administrator; Re: New Annual Business License Fee | Page 33 |
| 6. Memo from Administrator; Re: Resolution to Approve the Senior Alliance
2020-2022 Multi-Year Plan | Page 36 |

Communications "B" – (Receive and File)

Ordinances:


Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1382 see warrant

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

July 17, 2019

An Informal Meeting of the Council of the City of Southgate was held on July 17, 2019 at 6:30 P.M. in the Council Chambers of the Municipal Building, 14400 Dix-Toledo Highway, Southgate, Michigan.

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phillip Rauch, Christopher Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, Assistant City Administrator/Finance Director David Angileri, City Attorney Ed Zelenak, City Engineer John Hennessey, City Treasurer Jim Dallos, City Clerk Jan Ferencz, Public Safety Director Jeff Smith, Policy Chief Brett Selby, Fire Chief Mike Sypula, Building Inspections Director Bob Casanova, Director of Public Services Bob Tarabula and Parks & Recreation Director Julie Goddard.

Discussion took place on the following item scheduled for action at the regular meeting:

- Application for Planning Commission Review (Form No. 01)
- Chapter 874 Marijuana Production and Sales Regulation

This meeting ended at 6:58 pm.

City of Southgate Regular City Council Meeting July 17, 2019

A Regular Meeting of the Council of the City of Southgate was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Wednesday, July 17, 2019 and was called to order at 7:00 PM by Council President John Graziani.

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

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phillip Rauch, Christopher Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, Assistant City Administrator/Finance Director David Angileri, City Brandon Fournier, City Engineer John Hennessey, City Treasurer Jim Dallos, City Clerk Janice Ferencz, Public Safety Director Jeff Smith, Police Chief Brett Selby, Fire Chief Mike Sypula, Building Inspections Director Bob Casanova, Director of Public Services Bob Tarabula and Parks & Recreation Director Julie Goddard.

Minutes:

Moved by Colovos, supported by George, RESOLVED, that the minutes of the City Council Work Study Session dated July 3, 2019 be approved as presented. Carried unanimously.

Moved by Zamecki, supported by Rollet, RESOLVED, that the minutes of the Regular City Council Meeting dated July 3, 2019 be approved as presented. Carried unanimously.

Communications A:

1. Memo from Building Director; Re: application for Planning Commission Review (Form No. 01) moved by Rollet, supported by Rauch, RESOLVED that the Southgate City Council hereby concurs with the Building Director and approves the proposed planning and zoning fees and escrows be amended as presented In Form No. 01.

Motion carried unanimously

Ordinances:

1. Chapter 874 Marijuana Production and Sales Regulation moved by George, supported by Zamecki that the Southgate City Council hereby waive the 2nd reading of an ordinance on Chapter 874 Marijuana Production and Sales Regulation

Councilman Rauch objected to motion, followed by discussion.

Roll call on motion to OPT OUT:

Zamecki	Yes	George	Yes
Farrah	Yes	Graziani	Yes
Rollet	No	Colovos	Yes
Rauch	No		

Motion to OPT OUT passes 5-2

Regular City Council Meeting July 17, 2019

NOW THEREFORE, BE IT RESOLVED THAT the Southgate City Council OPTS OUT of allowing the Marijuana Production and Sales Regulation as put forth in an ordinance to be added to the Southgate City Codified Ordinances otherwise known as Ordinance no. 1004 as Chapter 874 Marijuana Production and Sales Regulation.

Claims and Accounts:

Moved by Farrah, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1381 in the amount of \$1,591,919.56.

Motion carried unanimously.

Adjournment:

Moved by George, supported by Rollet, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:26 P.M. Carried unanimously.

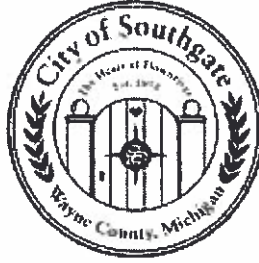
John Graziani
Council President

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

August 1, 2019

Honorable City Council Members
14400 Dix-Toledo Rd.
Southgate, Michigan 48195

Re: Bid Waiver for the Purchase of Two Pick-up Trucks – Water Department

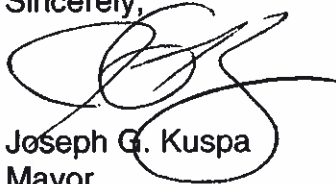
Ladies and Gentleman:

The Administration concurs with the DPS Directors recommendation to waive the bid procedure for the purchase of two pick-up trucks for the Water Department and award the purchase to Southgate Ford. Southgate Ford has agreed to match the State Bid pricing in the amount of \$25,269.00. The total amount is \$50,538.00 for this bid.

Adequate funds are available in the 2019/2020 Water Department Budget for this purchase.

Your favorable consideration of this bid recommendation is greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

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: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: July 31, 2019

RE: Recommendation for Purchase of Two Pick-up Trucks for the Water Department State Bid.

I have reviewed the above with the DPS Director and concur with his recommendation to award this bid to Southgate Ford (they have agreed to match the State Bid) in the amount of \$25,269.00 for the each F-150. The total amount of the bid is \$50,538.00.

Adequate funds are budgeted and available in the Water Department for this purchase. The Funds for this purchase are available in the 2019/2020 Budget. The DPS Director has called each of the City Councilmembers and did a phone poll, last week and got the concurrence to place the order.

Acct: 591-000-142-0000: Water & Sewer-Vehicles




City of Southgate

DEPARTMENT OF PUBLIC SERVICES

14719 Schafer Court • Southgate, Michigan 48195
Ph: (734) 258-3079 • Fax: (734) 246-1333

Memorandum

To: The Honorable Mayor and Members of City Council
From: Robert Tarabula, DPS Director 
Date: July 25, 2019
Re: Request for Waiver of Bid – Trucks

The Water Department is need of replacing 2 aging utility pick-up truck. Adequate funding has be set aside by the Finance Director for this purpose.

Southgate Ford has agreed to match the State of Michigan bid for F-150 utility pick-up trucks. The following price includes standard manufacture equipment, options requested by the State contract (#LDT-0081A), and options requested by the City. The cost for each F-150 is \$25,269.00. These trucks will replace current trucks in the Water Department fleet which in turn will be passed on to other departments.

I recommend that the purchase of two pick-up trucks be awarded to Southgate Ford, 16501 Fort St., Southgate, MI 48195 for the amount of \$50,538.00. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

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

Enclosure

RT/sb

SOUTHGATE FORD



"The Home Of Quality Sales & Service"

16501 Fort St. • Southgate, Michigan 48196
Phone 734-282-3636 • Fax 734-282-1770



July 25, 2019

City of Southgate
Attention: Fleet Supervisor John Iannucci

Dear John,

The following bid (with attachment) reflects the State Bid Award for:

2019 Ford F-150 Supercab 4x2 (State reference # LTD-0081A).

Since Fleet Orders are Balanced Out for the 2019 model year, we will be able to order for stock the exact same truck as your 2018's with the following exception:

In order to get Power Equipment Group on a Stock Order we will have to order Equipment Group 101A (see attachment for content).

Your price per vehicle = \$25,269.00

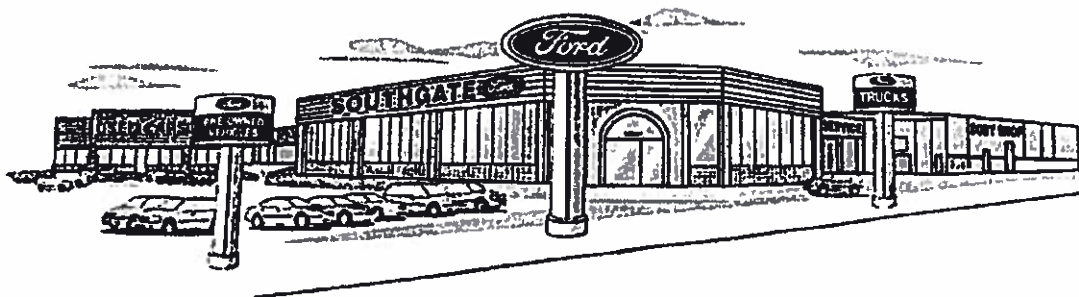
Total for 2 trucks = \$50,538.00

Delivery may be expected within 8-12 weeks.

Sincerely yours,

Don Daniel

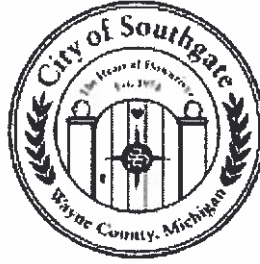
Sales/Fleet Specialist
Southgate Ford
734-324-9808



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 1, 2019

To the Honorable
City Council
Southgate, Michigan 48195

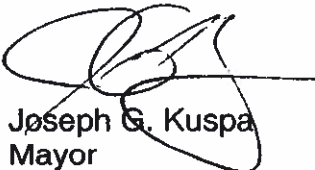
Re: Bid for Purchase of 2 Thermal Imaging Cameras

Ladies and Gentlemen:

Quotes for the Purchase of 2 Thermal Imaging Cameras were received and reviewed by the administration. It is recommended by the Fire Chief and I concur, that the bid procedure be waived and to award this purchase to Douglas Safety Systems, Sanford, Michigan in the amount of \$10,343.64.

Sufficient funds are available in the Fire Department – Capital Outlay- Machinery & Equipment Account for this purchase.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer




City of Southgate
Celebrating 60 Years!

- 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: July 31, 2019

RE: Recommendation for Purchase (2) Thermal Imaging Camera Kit

I have reviewed the above with the Fire Chief and concur with his recommendation for a waiver of bid and to award this purchase to Douglas Safety System, Sanford, MI. in the amount of \$10,343.64.

Adequate funds were budgeted and are available in the Fire Department – Capital Outlay-Machinery & Equipment Account for this purchase.

Southgate Fire Department

14730 Reaume Parkway

Southgate, Michigan 48195

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

Mike Sypula, Fire Chief

(734) 258-3070

msypula@ci.southgate.mi.us



July 31, 2019

To: Dustin Lent, City Administrator

From: Mike Sypula, Fire Chief

Re: Bid Waiver for Thermal Imaging Camera kit

I have requested and reviewed three quotes to purchase two Thermal Imaging Camera. I am requesting that we purchase two Thermal Imaging Cameras Kit from Douglas Safety Systems LLC.

The Fire department has been doing business with Douglas Safety for over twenty years and has received excellent service from them in the past. Douglas Safety is a Michigan company and was the lowest quote. Funds have been set aside for this purchase, account 336-978 equipment capital improvement.

- | | |
|---|--------------|
| 1) Douglas Safety System LLC
2655 Meridian Rd Suite # 6
Sanford, MI 48657 | \$ 10,343.64 |
| 2) T-Equipment
205 Westwood Ave
Longbranch NJ, 07740 | \$ 11,639.76 |
| 3) Dindesfire Company
454 Cass Street
Dundee, MI 48131 | \$ 13,509.90 |

If you have any questions, please contact me.

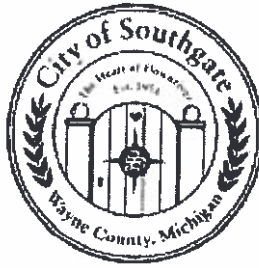
Mike Sypula, Fire Chief

Cc: David Angileri, Finance Director.

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 *LWalsh*

Date: August 1, 2019

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 2020

Please review the attached resolution for your approval and authorization.

Thank you.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2020

I, Laurea Walsh, as the Admin Assistant 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, 2019 through June 30, 2020 (Section 1 below), and **Community Credits** available for the period July 1, 2019 to June 30, 2020 (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 _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 29,564⁰⁰
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$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, 2021; 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 \$46,261 in **Community Credit** funds available as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 41,178⁰⁰
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ 4,000⁰⁰
(Including Tickets, Shuttle Services/Dial-a-Ride)

- (d) Capital Purchases At the cost of: \$ _____
- (e) Services Purchased from Subcontractor At the cost of: \$ _____

 (NAME OF SUBCONTRACTOR)
 (See attached Subcontractor Service Agreement)

Total \$46,261

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 2020, 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 20, 2022; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

CITY OF SOUTHGATE

By: _____

Date _____

Its: _____

Suburban Mobility Authority for
Regional Transportation

Date _____

By: _____

John C. Hertel
General Manager

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: **City of Southgate**

Contract Period: July 1, 2019 – June 30, 2020

Account Number: 48131

OPERATING EXPENSES:

Administrative Fee: <i>(All employees other than drivers and dispatchers)</i> (10% max. of MC & CC funds)	7,899.50	
Driver Wages	<u>48,363.50</u>	
Fringe Benefits		
Gasoline & Lubricants	<u>10,946</u>	
Vehicle Insurance	<u>3,599</u>	
Parts, Maintenance Supplies	<u>3,000</u>	
Mechanic Wages	<u>3,000</u>	
Fringe Benefits		
Dispatch Wages	<u>3,000</u>	
Other (Specify)	<u>10,080</u>	
Sub-Total (Operating Expenses)		<u>80,888</u>

PURCHASED SERVICE:

Taxi Service		
Charter Service	<u>4,000</u>	
SMART Bus Tickets		
SMART Shuttle Service		
SMART Dial-A-Ride		
Other (Specify) _____		
Sub-Total (Purchased Service)		<u>4,000</u>

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment		
Software		
Vehicle		
Maintenance Equipment		
Other (Specify) _____		
Sub-Total (Capital Equipment)		<u>84,888</u>

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

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>\$29,564</u>
Community Credit Funds	<u>\$46,261</u>
Specialized Services Funds	<u> </u>
General Funds	<u> </u>
Farebox Revenue	<u> </u>
In-Kind Service	<u>7,200</u>
Special Fares (Contracted Service)	<u> </u>
Other (Specify)	<u> </u>

TOTAL REVENUE:

84,888

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

EXHIBIT A
PROJECT DESCRIPTION

Overall Project Description (please provide a descriptive narrative):

Southgate operates a transportation service that is available to senior citizen and handicapped residents of the city. This transportation service operates Monday through Thursday, 8:30am to 4:00pm. In the last year, Southgate continues to expand the amount of service available within the time frames listed above. This has been accomplished by purchasing new buses and assigning additional drivers to the daily service. In the coming years it is estimated that an average of 400 hours of service will be conducted each month. This amount will allow flexibility in the scheduling of appointments for our clients.

Service Area (please provide geographic boundaries):

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

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

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

Service Reservation number: 734-258-3022

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

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

Fare Structure:

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

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

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

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 Data

1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts from SMART in the past year? Yes 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 Coordinator

Have 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

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	2		2															
Craftsmen (Skilled)																		
Operators (Semi-Skilled)	3	3																
Laborers (Unskilled)																		
Service Workers																		
Journey Workers																		
Apprentices																		
Total																		

Certification

How was this information obtained? Visual Survey: Yes No Employment Records: Yes No

Name of Authorizing Official(Print): Laura Walsh Title: Administrative Assistant

Signature: _____ Date: _____

Contact Person for report: Laura Walsh Title: _____

Telephone: 734-258-3022 Ext: _____ Email: lwalsh@ci.southgate.mi.us

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2020

Primary Contact Person Name: Laura Walsh

Office Telephone Number: 734-258-3022

Cell Phone Number:

Fax Number: 734-246-1414

Email Address: lwalsh@ci.southgate.mi.us

Street Address, City, Zip Code: 14400 Dix-Toledo / Southgate, MI 48195

Secondary Contact Person Name: Julie Goddard

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, MI 48195

*Other Name(s): Linda Kochanek

Office Telephone Number: 734-258-3066

Cell Phone Number:

Fax Number: 734-258-7794

Email Address: lkohanek@ci.southgate.mi.us

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

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



Southgate Parks & Recreation Department

14700 Reaume Parkway

Southgate, MI 48195 (734)258-3035

To: Mayor & Honorable City Council
From: Julie Goddard, Southgate Parks & Recreation Director
Date: July 31st, 2019
Re: COA & Southgate Seniors Merger

After several months of discussion with both the Commission on Aging and the Southgate Seniors, it is my recommendation that the two groups merge to create one governing body over the Southgate Seniors. This merger would eliminate the Southgate Seniors Board and the Commission on Aging would serve as the governing board of the Southgate Seniors.

Both groups have agreed upon the attached changes to the Commission on Aging Bylaws and also the Rules and Regulations of the Southgate Senior Center. The decision to merge was unanimous among both the COA and the Seniors. I appreciate your consideration in this matter.

Respectfully Submitted,

A handwritten signature in black ink that reads "Julie Goddard".

Julie Goddard

Parks & Recreation

City of Southgate



Southgate Parks & Recreation Department

14700 Reaume Parkway

Southgate, MI 48195 (734)258-3035

To: Mayor & Honorable City Council
From: Dolores Cebula, Commission on Aging President
Date: July 31st, 2019
Re: COA & Southgate Senior Group Merger

The Commission on Aging after several months of discussion proposes that they merge with the Southgate Senior Citizens Group to create one cohesive group. The COA will serve as the governing board of the Southgate Seniors and act as the liaison between the Mayor of the City of Southgate and the Southgate Senior Citizens.

The decision was unanimous among the commission members that the merger take place. The commission believes that this new structure will provide a unified front in managing and carrying out the events at the Southgate Senior Center. The commission appreciates your consideration in this matter.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dolores Cebula".

Dolores Cebula
Commission on Aging President
City of Southgate



Southgate Parks & Recreation Department

14700 Reaume Parkway

Southgate, MI 48195 (734)258-3035

To: Mayor & Honorable City Council
From: Val Bojanowski, Southgate Senior Citizen President
Date: July 31st, 2019
Re: COA & Southgate Senior Group Merger

It is the recommendation of the Southgate Senior Citizen Board and Members that we merge with the Commission on Aging. The COA will serve as the governing board eliminating the Senior Citizen Board. The decision was unanimous among the Senior Group that the merge take place to create one governing body over the Southgate Seniors. The Southgate Seniors appreciate your consideration in this matter.

Respectfully Submitted,

Val Bojanowski

Southgate Senior Citizen President

City of Southgate

Commission on Aging Meeting—July 1, 2019

The meeting was called to order at 1:05 PM. The Pledge of Allegiance was recited by all.

Members present—V Bojanowski, D Bentley, N Mellon, V Witt, C Healey, M Graziani, D Cebula

Absent excused- C Pesci

Also present- D Angileri, J Goddard

Treasurers report—

The Firekeepers trip netted a profit of \$606.00 All there were in favor of a fall trip. Motion to accept Treasurers report- D Bentley, 2nd by V Witt

Discussion-

Heritage Days Parade- only one person on the bus and one person walking. All worked at Taste of the Town

The by-laws were discussed. The final draft has to be presented to the Senior group and OK'd by them. Then it gets sent to D Lent's office.

J Goddard passed out copies of finished by-laws to COA Members. They were read by D Angeleri and specific changes were pointed out.

Motion to accept the by- laws by D Bentley, 2nd by M Graziani . Roll call vote taken, approved by all members present.

The by-laws will be given to the Senior group on July 11, and a vote will be taken on July 18 to accept or reject.

The idea of a 50's dance put on by the COA and the Seniors was discussed. There was a question of which account the funds would be used. D Angeleri said it would be up to the COA at the time.

Motion to adjourn by D Bentley, 2nd by V Bojanowski. Next meeting Sept 9, 2019.

Respectfully submitted by C Healey

Southgate Senior Meeting – July 18th, 2019

The Meeting was called to order at 12:14 p.m. The Pledge of Allegiance was recited by all.

Board Members Present – V. Bojanowski, D. Cebula, C. Healy and K. Kuspa. Excused – V. Witt
Also Present: J. Goddard – Parks & Recreation Director

Discussion was held on merging the Southgate Seniors with the Commission on Aging to create one governing body over the Southgate Seniors

Motion by: B. Rehanan and Seconded by: D. Cebula

Vote taken was unanimous.

Further discussion was had that the COA will meet once a month in the Senior Center on the date and time decided upon once the COA commissioners and board are in place. The other three weeks of the month will still have speakers, celebrating birthdays and special events as they do now. Councilwoman Karen George was present at several of the meetings and voiced her support in the matter.

Councilwoman Karen George updated the Seniors that the City Council had voted to opt out of the ability for people to sell Marijuana in the City of Southgate. Everyone was pleased with this announcement.

Discussion was held on how enjoyable a few of the recent Senior Trips have been, especially the DSO and dinner at Sinbads. Everyone is looking forward to attending next year.

Events for August and the Senior Parties Schedule will be coming out at the beginning of August.

Motion to Adjourn by J. Goddard and seconded by K.Kuspa

Meeting was adjourned at 12:47 p.m.

Meeting Minutes Respectfully Submitted by J. Goddard in the absence of V. Witt

BYLAWS

City of Southgate

COMMISSION ON AGING

ARTICLE I – MEMBERSHIP, QUALIFICATIONS AND DUTIES

Section 1. GENERAL POWERS AND DUTIES. The Commission on Aging may suggest the implementation of policies for the City with respect to the problems of the aging and may supervise programs to prevent problems from occurring during the advanced years of our residents. Such recommendations and suggestions shall be made in writing to the Mayor and Council when implementing this section.

Section 2. APPOINTMENT. All commissioners are appointed by the Mayor.

Section 3. MAYORAL LIASION. The Commission shall serve as the liaison between the Southgate Senior Citizen organization and the Mayor's office.

Section 4. NUMBER. The number of commissioners sitting on the board shall consist of no less than seven (7) nor greater than nine (9) commissioners.

Section 5. COMMISSIONER REQUIREMENT. Commissioner shall be residents of Southgate and have reached the age of majority.

Section 6. OATH OF OFFICE. Before assuming the office, commissioners shall qualify by taking and subscribing to the constitutional oath of office.

Section 7. TERM OF OFFICE. A commissioner shall hold office until the commissioner's successor is appointed. All seats on the commission shall have a two (2) year term.

Section 8. REMOVAL. Pursuant to notice and after having the opportunity to be heard, a commissioner may be removed, with cause, by a vote of the Commission at the regular meeting. Being absent from three (3) consecutive regular commission meetings shall constitute cause for removal. The Mayor's office must be notified within 48 hours of any such action.

Section 9. BOARD VACANCIES. Vacancies occur when a commission seat is vacated between terms. The right to fill the vacancies is reserved exclusively to the Mayor and shall be made for the balance of the vacated term.

Section 10. COMPENSATION. Commissioners shall not receive any salary from the Commission on Aging, but the commission may reimburse a member(s) for actual, reasonable and necessary expenses incurred in his or her capacity as a commissioner.

ARTICLE II – MEETINGS

Section 1. REGULAR MEETINGS. Regular meetings of the commission shall be scheduled monthly at a time and date determined at the first meeting of each newly appointed commission. The annual meeting schedule shall consist of no fewer than seven (7) regular meetings. The board, as needed, may make changes in the regular meeting schedule. All regular meetings shall be conducted in public and held in compliance with the Open Meeting Act, Act No. 267 of Public Acts of 1967 as it currently exists

and as amended in the future. Public notice of the time, date and place of the meeting shall be given in a manner required by the Open Meeting Act.

Regular meetings shall include an agenda item that will accommodate questions and comments from any Southgate based senior membership organization with ten members or more. Any such organization must contact the Board Chairman with proof of membership to be acknowledged on the agenda as a qualifying organization. This acknowledgement may be reviewed annually at the discretion of the Board.

Section 2. SPECIAL MEETINGS. Special meetings of the commission may be called by the Chairperson or shall be called by the Secretary on the written request of not less than five (5) commissioners. All special meetings shall be conducted in public and held in compliance with the Open Meeting Act, Act No. 267 of Public Acts of 1967 as it currently exists and as amended in the future. Public notice of the time, date and place of the meeting shall be given in a manner required by the Open Meetings Act. A special meeting shall be held notice of time and place thereof is mailed or delivered personally to each commissioner at least two (2) days before the day on which the meeting is to be held. The business to be transacted at, and the purpose of, a special meeting must be specified in the notice of meeting.

Section 3. QUORUM. A quorum at a meeting of the commission for the transaction of business is constituted by a majority of the members of the commission.

Section 4. ADJOURNMENT. In the absence of a quorum, a majority of the commissioners present at the time and place of any meeting may adjourn such meeting from time to time until quorum is present.

Section 5. PROCEDURAL PROCESS FOR CONDUCTING OF MEETINGS. All commission meetings shall be conducted under a prescribed framework, such as Roberts Rules of Order of board practice.

Section 6. REQUIRED VOTE. Amendments of the Bylaws of the commission requires the vote of not less than two-thirds (2/3) of the commissioners then in office. For all other purposes, the vote of the majority of the commissioners present at the meeting at which a quorum is present constitutes the action of the commission. At all meetings of the commission, each commissioner present shall have only one vote.

Section 7. CITY COUNCIL LIASON. The commission shall invite the appointed City Council Liaison to all regular and special meetings.

ARTICLE III – RECORDS

Section 1. EXPENSES. All expense items of the commission shall be publicized at each regular meeting and the financial records shall always be open to the public.

Section 2. OTHER DOCUMENTS. All writing prepared, owned, used, in the possession of, or retained by the commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Act of 1967, being sections 15.231 to 15.246 of the Michigan Compiled Laws, as amended from time to time.

ARTICLE IV – COMMITTEES

Section 1. COMMITTEE AUTHORIZATION. The Chairperson and/or the commission may designate one or more committees, with each committee consisting of one or more commissioners to serve in an

advisory capacity to the commission. A committee, and each member, shall serve at the pleasure of the commission and/or Chairperson. A majority of any committee will constitute a quorum.

Section 2. AD-HOC COMMITTEE. Ad-hoc committees may be established to meet the need of a particular project or issue that is not of reoccurring nature. Ad-hoc Committees, in general, should be given a specific charge and, once that task is completed, become inactive.

ARTICLE V – OFFICERS

Section 1. NUMBER AND ELECTION. The officers of the commission shall consist of a Chairperson, Secretary, Treasurer, and may consist of one or more Vice- Chairpersons, and such other officer as may be determined by the commission. The commission shall appoint the officers for a two-year term at the first meeting of each newly appointed commission or as necessary to fill vacancies.

Section 2. TERM OF OFFICE. The term of each office shall be for a two (2) year period and coincide with the commission appointments. An officer appointed, as herein provided, shall hold office for the term appointed and qualified.

Section 3. REMOVAL. An officer elected or appointed by the commission may be removed by the commission, with or without cause, by a two-thirds (2/3) vote.

Section 4. DUTIES OF OFFICERS. An officer shall discharge the duties of his/her position in good faith and with degree of diligence, care, and skill, which an ordinary prudent person would exercise under similar circumstance in like position.

Section 5. CHAIRPERSON. The Chairperson shall preside at all meetings of the members of the commission when present. The Chairperson shall, in general, perform all duties and have all powers incident to the office of Chairperson and shall perform such other duties and have such powers as, from time to time, may be assigned by these Bylaws or by the commission.

Section 6. VICE-CHAIRPERSON(S). At the request of the Chairperson or in the event of his/her absence or disability, the Vice-Chairperson designated by the Chairperson (or in the absence of such designation, the Vice-Chairperson designated by the commission) shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. Any Vice-Chairperson shall perform such other duties and have such other powers as, from time to time, may be assigned by these Bylaws, the commission, or the Chairperson.

Section 7. SECRETARY. The Secretary shall keep the minutes of the proceedings of the commissioners of the commission in one or more books kept for that purpose. The Secretary shall, in general, perform all duties and have all powers incident to the office of Secretary and shall perform such other duties and have such other powers as may, from time to time, be assigned by the Bylaws, the commission, or the Chairperson. The Secretary shall give all notices required by the Charter or Bylaws. The duties of the Secretary may be assigned to an individual currently not on the commission, but for the purpose of serving as "recording" Secretary or meeting legal posting requirements.

Section 8. TREASURER. The Treasurer shall perform all duties and have all powers incident to the office of Treasurer and shall perform such other duties and such powers as may, from time to time, be assigned by these Bylaws, the commission, or the Chairperson. The duties of the Treasurer may be

assigned to an individual currently not on the commission, but for the purpose of fulfilling to responsibilities of the office.

ARTICLE VI – SOUTHGATE SENIOR CENTER

The objective of the Southgate Senior Center is to offer Southgate Seniors with the opportunity to enjoy companionship, entertainment and self-expression through leisure time activities; to inform members of developments in the field of gerontology; to indulge in service projects which will help the community, as well as, stimulate the membership and promote more participation and expression of friendship.

The Board shall establish rules and regulations for the operation of the Southgate Senior Center with the concurrence of the Senior Coordinator. The establishment of any amendment or repeal of the rules and regulations shall be subject to Mayoral approval.

ARTICLE VII - INDEMNIFICATION

A commissioner who is acting or reasonably believes he or she is acting within the scope of his or her authority and meets the requirements of MCLA 691.1407 as amended or any applicable law regarding governmental or volunteer immunity shall be immune from Tort Liability. An insurance policy to indemnify commissioners who act within scope or reasonable believes he or she is acting within the scope of his or her authority shall be maintained for all current commissioners.

ARTICLE VIII – AMENDING OR REPEALING BYLAWS

The power to amend or repeal the Bylaws or adopt new Bylaws is subject to Mayoral approval.

Adopted on the 1st day of July, 2019 by resolution of the commissioners of the City of Southgate Commission on Aging.

City of Southgate
William H. Brainard Senior Center
14700 Reaume Parkway
Southgate, MI 48195

RULES AND REGULATIONS
Adopted July 18th, 2019

The objective of the Southgate Senior Center shall be to offer Southgate seniors with the opportunity to enjoy companionship, entertainment and self-expression through leisure time activities; to inform seniors of developments in the field of gerontology; to indulge in service projects which will help the community, as well as, stimulate the membership and promote more participation and expression of friendship.

ARTICLE I-COMMISSION ON AGING

The Commission on Aging (COA) will serve as the governing board of the Southgate seniors and act as a liaison between the Mayor of the City of Southgate and the Southgate senior citizens. The duties of the COA are set forth in city ordinance No.233.

ARTICLE II-REGISTRATION AND MEMBERSHIP

All Southgate residents 50 and older are eligible to join the activities at the Senior Center. Official registration is encouraged and may provide benefits over non registered seniors. Registration will consist of completing a registration card and submitting it to the Senior Coordinator or designee.

ARTICLE III-MEMBERSHIP RULES AND OBLIGATIONS

- A. Senior Center membership shall be made up of any Southgate resident who is 50 years or older.
- B. A member's spouse who is under the age of 50 is also eligible for membership.
- C. There shall be no membership dues.
- D. A member who moves out of the city, but has been a registered member of the Southgate seniors for 10 or more years is eligible to remain on the active member list as an "honorary member". Honorary members are eligible to attend all senior functions.
- E. No member, political candidate or community organization may campaign or present information on an issue concerning any political office or election ballot proposals at any senior activity. Nor may anyone distribute political flyers or petitions. The only exception to the policy is the distribution of information and/or discussion about City of Southgate ballot proposals or initiatives.
- F. All activities shall be halted during the presence of a speaker, announcement or prayer.
- G. Outside speakers must get the prior approval of the COA Chairman or senior coordinator before addressing the membership. A time limit may be established by the Chairman.
- H. No one will be allowed to promote or sell private enterprise unless part of an approved vendor fair of other special activity approved by the COA Board.

ARTICLE IV-EVENT PRICING FOR REGISTERED MEMBERS AND OTHERS

- A. Under most circumstances, events and activities will cost less for registered senior members.
- B. A spouse of a registered member who does not qualify on their own as a registered senior shall pay full price plus \$2.00 when attending a special event that is funded or partially funded by the COA or Senior Center.
- C. Honorary members shall pay the regular member price.
- D. Guests will be required to pay the regular price plus \$5.00 when attending a special event that is funded or partially funded by the COA or Senior Center.

ARTICLE V-GET WELL WISHES AND MEMORIALS

The Senior Center Coordinator will work with the COA Board to send greetings to an ill member or the family of a deceased member.

ARTICLE VI-CHANGES TO THESE RULES AND REGULATIONS

Changes to these rules and regulations are subject to the Bylaws of the Commission on Aging.

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: Dustin Lent, City Administrator

Date: July 31, 2019

Re: Recommendation for new annual business license fee

Administration has reviewed the letter from the Building Director Robert Casanova, and we are recommending a resolution to change all Business License Fee's to \$75.

This change is designed to be more business friendly and will start in 2020.

Attached in your packet please find the list of current license fees.

Your favorable consideration of this matter is requested.



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING
14400 DIX-TOLEDO ROAD, SOUTHGATE, MICHIGAN 48195
PHONE: (734) 258-3030
FAX: (734) 281-6670
www.southgatemi.org

MEMORANDUM

To: City Council

From: Robert A. Casanova, Building Inspections Director

Re: Proposed Business License Fee

Date: July 31, 2019

The Southgate building department is looking to streamline the application and the business licenses fees for businesses in the City of Southgate. The proposed fee would be \$75 per each business address located in Southgate. This uniform flat fee will help with the streamlining and future implementation of the BS&A system that have already been approved by council.

If you have any questions, feel free to call me.

Attachment

RAC

2019 City of Southgate Business License Fee Schedule

Type of Business Permit	# of permits issued	Permit Cost	Total Revenue
Accounting Firms	5	\$ 60.00	\$ 300.00
Apartment Complex	11	\$ 105.00	\$ 1,155.00
Attorney's Office	8	\$ 60.00	\$ 480.00
Automobile Dealership	5	\$ 90.00	\$ 450.00
Automobile Repair Shop	23	\$ 90.00	\$ 2,070.00
Bakery	2	\$ 75.00	\$ 150.00
Bank	3	\$ 60.00	\$ 180.00
Bar	8	\$ 75.00	\$ 600.00
Car Rental Companies	1	\$ 90.00	\$ 90.00
Car Wash	6	\$ 60.00	\$ 360.00
Collision Shops	1	\$ 90.00	\$ 90.00
Dance Hall/ Social Halls	2	\$ 105.00	\$ 210.00
Gas Station	13	\$ 90.00	\$ 1,170.00
Home Improvement or Repair	3	\$ 60.00	\$ 180.00
Hotels / Motels/ Inns	9	\$ 150.00	\$ 1,350.00
Insurance Agencies	16	\$ 60.00	\$ 960.00
Massage Parlors establishments	5	\$ 450.00	\$ 2,250.00
Medical Practice	70	\$ 60.00	\$ 4,200.00
Party/ Convenience Stores	4	\$ 75.00	\$ 300.00
Personal Care Salons	28	\$ 60.00	\$ 1,680.00
Printing Companies	3	\$ 75.00	\$ 225.00
Realtor	6	\$ 60.00	\$ 360.00
Restaurants	72	\$ 75.00	\$ 5,400.00
Retail Sales with Food	30	\$ 75.00	\$ 2,250.00
Retail Sales without Food	49	\$ 60.00	\$ 2,940.00
Small Business	85	\$ 60.00	\$ 5,100.00
Small Office	4	\$ 60.00	\$ 240.00
Theater	1	\$ 150.00	\$ 150.00
Trailer Park	1	\$ 105.00	\$ 105.00
Unlisted Business	14	\$ 60.00	\$ 840.00
Totals	488		\$ 35,835.00

NEW City of Southgate Business License Fee Schedule

Type of Business Permit	# of permits issued	Permit Cost	Total Revenue
Small Business	488	\$ 75.00	\$ 36,600.00
Totals	488	\$ 75.00	\$ 36,600.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate
NORMA J. WURLINGER
MUNICIPAL BUILDING

- CITY COUNCIL -

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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Mayor and City Council
From: Dustin Lent, City Administrator
Date: 29 July 2019
Re: Resolution to Approve the Senior Alliance (TSA) 2020-2022
Multi-Year Plan

Over the years the City of Southgate has partnered with The Senior Alliance (TSA) to improve resources for and the quality of life for many Southgate Seniors. TSA provides literature, program and other services to our seniors through the City's Senior Center.

The Senior Alliance (TSA) is a 501 (c)(3) that began serving older adults in 1980 and is designated by the Michigan Commission on Services to the Aging to operate as an Area Agency on Aging for the 34 communities of southern and western Wayne County (SWWC).

TSA operates and manages a wide-ranged network of local services for older adults under Federal and State funding provided through the Older Americans Act (OAA) and the Older Michiganians Act (MIPA 180 of 1981). The 2020-2022 multi-year plan (MYP) is required by the OAA and is submitted to the Michigan Aging and Adult Services Agency prior to a review by the Michigan Commission on Services to the Aging.

The purpose of the 2020-2022 MYP is to articulate the vision, direction, and specific goals that will guide TSA's work in the upcoming three (3) years.

The administration is recommending Council's favorable consideration, and as always I look forward to your comments and questions.

Resolution # _____

RESOLUTION OF CITY/TOWNSHIP COUNCIL OF THE CITY/TOWNSHIP
OF _____ AFFIRMING APPROVAL OF
THE SENIOR ALLIANCE **2020-2022 MULTI-YEAR PLAN** FOR AGING SERVICES

WHEREAS, the City/Township Council of the City/Township of _____, Wayne County, Michigan recognizes the role of The Senior Alliance as the designated Area Agency on Aging for Southern and Western Wayne County to be responsible for planning, developing, coordinating, monitoring, and managing a comprehensive organized service delivery system of services for older adults and caregivers.

WHEREAS, the 34 communities of Southern and Western Wayne County, including the City/Township of _____ comprises the Planning and Service Area to the agency's governing body.

WHEREAS, the Aging and Adult Services Agency require local Area Agencies on Aging to request approvals of their Annual Implementation Plan from their local governments.

WHEREAS, The Senior Alliance has submitted the plan to this honorable body in accordance with federal and state laws.

WHEREAS, The Senior Alliance has held a public hearing for client, caregiver, and service provider population feedback which contributed to the development of the Multi-Year Plan for Fiscal Years (FY) 2020-2022.

NOW, THEREFORE, BE IT RESOLVED, that this honorable body of _____ approves the Multi-Year Plan for Fiscal Years (FY) 2020-2022, as presented to the City/Township.

APPROVED AND ADOPTED, by the City/Township Council on _____, 2019.

Motion:

Second:

Ayes:

Signed:

Dated:

I attest that the foregoing is true and correct copy of a resolution approved at the _____ held in _____ on _____.