

# Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday July 15, 2020

WEB MEETING @ <https://us02web.zoom.us/j/86971533017>

CALL-IN @ + 1-312-626-6799 Passcode: 869 7153 3017#

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## 6:30pm **Work Study Session**

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1. Officials Reports
2. Discussion regarding agenda items

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## 7:00 pm **Regular Meeting**

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### *Pledge of Allegiance*

**Roll Call:** Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

**Minutes:**

1. Work Study Session Minutes dated July 1, 2020.
2. Regular City Council Meeting Minutes dated July 1, 2020.

**Scheduled Persons in the Audience:**

**Consideration of Bids:**

1. Letter from Mayor; Re: Bid for Elevator

**Scheduled Hearings:**

**Communications "A" –**

1. Letter from Mayor; Re: Appointments to Plan Commission
2. Letter from Mayor; Re: Appointment to Ethics Board

**Communications "B" – (Receive and File)**

1. Letter from Mayor; Re: Appointment to Parks & Recreation Commission
2. Michigan Department of Treasury First Responder Hazard Pay Premiums Program

**Ordinances:**

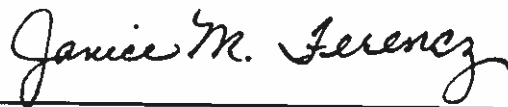
**Old Business:**

**New Business:**

**Unscheduled Persons in the Audience:**

**Claims & Accounts: Warrant #1405 \$2,651,604.30**

**Adjournment:**



**Janice M. Ferencz, City Clerk**

City Council

## **Work Study Session**

July 1, 2020

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***\_ An Informal Meeting of the Council of the City of Southgate was held on July 1, 2020 at 6:30 P.M (Due to the Covid-19 virus, this meeting was via Zoom in accordance with Governor Whitmer's executive order).***

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Present: Bill Colovos, Karen George, Mark Farrah, John Graziani, 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 Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, DPS Director Bob Tarabula, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard.

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Discussion took place on the following Agenda Items:

- Stainless Steel Clamps Bid
- Establish Guidelines & Policy for Outdoor Sales
- MERS Contract Services
- 1<sup>st</sup> Quarter Budget Amendment

This meeting ended at 6:59 pm.

# City of Southgate

## Regular City Council Meeting

### July 1, 2020

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, July 1, 2020 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.**

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Present: Bill Colovos, Karen George, Mark Farrah, John Graziani, 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 Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, DPS Director Bob Tarabula, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard.

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#### **Minutes:**

Moved by Colovos, supported Zamecki, RESOLVED, that the minutes of the City Council Work Study Session dated June 17, 2020 be approved as presented. Carried unanimously.

Moved by George, supported by Rauch, RESOLVED, that the minutes of the Regular City Council Meeting dated June 17, 2020 be approved as presented. Carried unanimously.

#### **Consideration of Bids:**

1. Letter from Mayor; Re: Purchase of Stainless Steel Clamps moved by Farrah, supported by George RESOLVED THAT the Southgate City Council concurs with the DPS Director's recommendation and awards the bid for Stainless Steel Clamps to Ferguson Water Works (1931 Snow Road, Lansing, MI 48917-9505). BE IT FURTHER RESOLVED THAT adequate funds are available in the Water and Sewer Fund for this purpose.

Motion carried unanimously.

#### **Communications "A":**

1. Memo from Administrator; Re: Resolution to Establish guidelines and policy for Outdoor sales, personal service stations, and outdoor dining for existing businesses in the City of Southgate moved by Zamecki, supported by Colovos, RESOLVED THAT the Southgate City Council hereby authorizes the Mayor or his designees to take steps to create reasonable flexibility to react and take action in regards to Southgate Permits, Fees and Ordinances.

Motion carried unanimously.

2. Memo from Finance Director; Re: Resolution to Establish Authorized Signatories for MERS Contract and Service Credit Purchase Awards moved by Farrah, supported by Zamecki, RESOLVED THAT the Southgate City Council adopts a resolution that establishes authorized signatories for MERS contracts and service credit purchase approvals in setting up health insurance deductions for Municipal retirees that retire after January 1, 2019.

Motion carried unanimously.

## Regular City Council Meeting July 1, 2020

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3. Memo from Finance Director; Re: 1<sup>st</sup> Quarter Budget Amendment moved by Farrah, supported by Zamecki, RESOLVED THAT the Southgate City Council concurs with the Finance Director recommendation to amend the 1<sup>st</sup> Quarter Budget Amendment.

Motion carried unanimously.

### **Claims and Accounts:**

Moved by Farrah, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1404 in the amount of \$781,910.10.

Motion carried unanimously.

### **Adjournment:**

Moved by George, supported by Colovos, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:35 P.M. Carried unanimously.

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John Graziani  
Council President

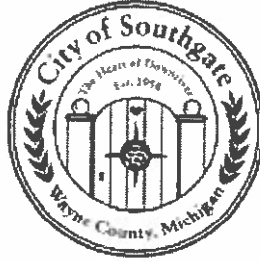
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Michelle Kesler  
Deputy City Clerk

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

July 10, 2020

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Recommendation for Elevator Repair and Maintenance

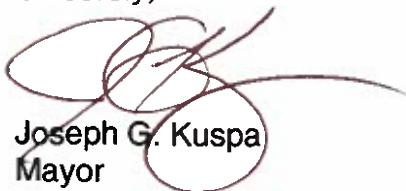
Ladies and Gentlemen:

I have reviewed the above recommendation from the Administration and concur with their recommendation to award this bid to Kone, Inc., in the amount of \$214.90 per hour weekdays and \$365.34 per hour weekends, will remain in effect for 2020.

Adequate funds are available in various departmental budgets to cover the repair and maintenance costs.

Your concurrence would be greatly appreciated.

Sincerely,




Joseph G. Kuspa  
Mayor

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From the Desk of:  
Robert Tarabula  
Director, D.P.S.  
July 10, 2020

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To: David Angileri  
Finance Director

Re: Bid Recommendation for Elevator – Repair and Maintenance

I have reviewed the bid summary under the U.S. Communities Program for Elevator – Repair and Maintenance.

I believe it is in the best interest of the City to accept the bid from **KONE, Inc.**, as they are the lowest qualified bidder on the terms and conditions contained in the bid and bid specification documents. In addition, KONE, Inc. is our current contractor.

Therefore, I recommend that (until November 30, 2024) the bid be awarded to:

<p>KONE, Inc. 11864 Belden Ct. Livonia, MI 48150 734-513-6944 ext. 210 Service: 877-276-8691 Fax: 734-513-6948</p>
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If you have any questions, please contact me.

RT/sb

(D/Bids- Elevator Repair and Maintenance)

Dedicated to People Flow™



**Exhibit 4**

**KONE Inc. Proposal to Supply Elevator, Escalator, Moving Walkway Maintenance, Repair, Modernization and Related, Products, Services and Solutions under the U.S. Communities Program utilizing the Terms and Conditions of the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018)**

The parties hereby agree to be bound to the Terms and Conditions of the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018) ("Contract"), together with those terms and conditions contained in this Exhibit 4 (collectively, "Service Agreement"). In the event of conflict between terms and conditions contained in the Contract and this Exhibit 4, the terms in this Exhibit 4 shall supersede and prevail.

**PROPOSED UNITS & EQUIPMENT PRICING:**

Location & Address	Type of Equipment	Type of Service	Service Call Coverage	Testing	Pricing
City of Southgate Civic Center – Ice Arena 14700 Reaume Pkwy Southgate, MI 48195	Hydraulic Passenger Elevator State #18257, 2-stops, Dover	Complete Maintenance	Regular Time	Cat 1 Annual Test, Cat 3/5 Full Load Test, and Quarterly Fire Service Test	\$195/month
Southgate Municipal Building 14400 Dix Toledo Rd Southgate, MI 48195	Hydraulic Passenger Elevator State #15891, 2-stops, Kone Monospace	Complete Maintenance	Regular Time	Cat 1 Annual Test, Cat 3/5 Full Load Test, and Quarterly Fire Service Test	\$195/month

**TOTAL: \$390/month**

The price is based upon monthly in advance payment. In the event Purchaser choose to pay annually, by initialing the selection below, a discount will apply as outlined:

Payment Option	Discount	Revised Monthly Price/Annual Price	Acceptance
Annual in advance payment	5% Decrease	\$370.50/\$4,446.00	
Monthly in advance payment	-	\$390.00/\$4,680.00	

REQUEST FOR PROPOSAL NO. EV2516

Exhibit 3 - NATIONAL PRICING

HOURLY RATES - 2020

ALL RATES SHOWN ARE NOT TO EXCEED RATES

INSTRUCTIONS:

1. Provide hourly labor rates to repair, upgrade or modernize elevators
2. NORMAL HOURS: Monday-Friday, 8:00 am - 5:00 pm.
3. OVERTIME: Monday - Friday outside of normal working hours and Saturday.
4. SUNDAYS/HOLIDAYS: Sundays and IUEC recognized holidays.

CONTRACTOR  
COMPANY NAME:  
KONE Inc.

LOCATION		POSITION								
		2020 LICENSED MECHANIC			2020 MECHANIC HELPER			2020 Adjuster		
IUEC LOCAL UNION NO	CITY/CITIES AND SURROUNDING AREAS	NORMAL HOURS	OVERTIME	SUNDAYS/HOLIDAYS	NORMAL HOURS	OVERTIME	SUNDAYS/HOLIDAYS	NORMAL HOURS	OVERTIME	SUNDAYS/HOLIDAYS
36 / 2020	Detroit, MI	\$ 214.90	\$ 365.34	\$ 429.81	\$ 181.77	\$ 309.00	\$ 363.53	\$ 234.56	\$ 398.75	\$ 469.12
36 / 2021	Detroit, MI	\$ 221.89	\$ 377.21	\$ 443.77	\$ 187.67	\$ 319.04	\$ 375.35	\$ 242.18	\$ 411.71	\$ 484.36
36 / 2022	Detroit, MI	\$ 229.10	\$ 389.47	\$ 458.20	\$ 193.77	\$ 329.41	\$ 387.55	\$ 250.05	\$ 425.09	\$ 500.11
36 / 2023	Detroit, MI	\$ 236.54	\$ 402.13	\$ 473.09	\$ 200.07	\$ 340.12	\$ 400.14	\$ 258.18	\$ 438.91	\$ 516.36

**APPLICABLE LAW**

This Agreement shall be construed and enforced in accordance with, and the validity and performance of shall be governed by, the laws of the State of Michigan.

**PROPOSED SCOPE OF WORK:**

1. **SERVICES**

**Complete Maintenance -** (Equipment included per table on page 1)

KONE will perform maintenance visits to examine, maintain, adjust, and lubricate the components listed below. In addition, KONE will repair or replace the components listed below, unless exclusion or limited scope language exists elsewhere in this Agreement. All other work related to the equipment is Purchaser's responsibility unless specifically noted elsewhere in this Agreement, or unless Purchaser has separately contracted with KONE for the work.

**A. Gearless Traction Elevators**

1. Relay Logic Control System  
All control system components.
2. Microprocessor Control System  
All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.
3. Gearless Machine Components  
All gearless machine components.
4. Hoistway and Pit Equipment  
All elevator control equipment and buffers.



5. Rails and Guides  
Guide rails, guide shoe gibs, and rollers
  6. Ropes  
Hoist ropes, governor ropes, and compensation ropes.
  7. Wiring  
All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.
  8. Door Equipment  
Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.
  9. Manual Freight Door Equipment  
Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.
  10. Power Freight Door Equipment  
Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices
  11. Signals and Accessories  
Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's maintenance visits. Service requests for re-lamping of signal fixtures will be billed separately at KONE's then current labor rates.
  12. Car Equipment  
All elevator control system components on the car.
- b. MRL Elevators**
1. Relay Logic Control System  
All control system components.
  2. Microprocessor Control System  
All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.
  3. Gearless Machines Components  
All MRL machine components.
  4. Hoistway and Pit Equipment  
All elevator control equipment and buffers.
  5. Rails and Guides  
Guide rails, guide shoe gibs, and rollers
  6. Ropes  
Hoist ropes, governor ropes, and compensation ropes.
  7. Wiring  
All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.
  8. Door Equipment  
Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.
  9. Manual Freight Door Equipment  
Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.
  10. Power Freight Door Equipment  
Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices
  11. Signals and Accessories  
Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position

indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's maintenance visits. Service requests for re-lamping of signal fixtures will be billed separately at KONE's then current labor rates.

12. Car Equipment

All elevator control system components on the car.

**c. Hydraulic Elevators**

1. Relay Logic Control System

All control system components.

2. Microprocessor Control System

All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.

3. Power Unit

Pump, motor, valves, and all related parts and accessories.

4. Hoistway and Pit Equipment

All elevator control equipment and buffers.

5. Rails and Guides

Guide rails, guide shoe gibs, and rollers

6. Wiring

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

7. Door Equipment

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

8. Manual Freight Door Equipment

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

9. Power Freight Door Equipment

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

10. Hydraulic System Accessories

Exposed piping, fittings accessories between the pumping unit and the jack, jack packing, hydraulic fluid, and any heating or cooling elements installed by the original equipment manufacturer ("OEM") for controlling fluid temperature.

11. Signals and Accessories

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's maintenance visits. Service requests for re-lamping of signal fixtures will be billed separately at KONE's then current labor rates.

12. Car Equipment

All elevator control system components on the car.

**2. HOURS OF SERVICE**

All services described above in this Agreement will be performed during the regular working hours of the regular working days of the elevator or escalator trade in the location where the services are performed, unless otherwise specified in the Agreement.

**3. SERVICE REQUESTS (CALLBACKS)**

Service requests are defined as services that require immediate attention and that are within the scope of

services and not excluded from the scope of services as provided below. Service requests outside the scope of services will be billed separately at KONE's then current labor rates and material prices plus mileage and incidentals. Any rates and lump sum amounts are not subject to audit. Service requests that require more than one technician or more than two hours to complete will be treated as a repair and scheduled in accordance with the Hours of Service section above. Purchaser agrees that KONE may perform service requests made by any person that KONE believes is authorized by Purchaser to make such requests.

Regular Time Coverage - (Equipment coverage per the table on page 1)

In addition to the work described in the Scope of Services section, this Agreement covers requests for service during the regular working hours of the regular working days of the elevator trade.

#### 4. TESTS

KONE will perform the following tests on the equipment as per the table on page 1 of this Agreement. KONE is not liable for any property damage or personal injury, including death, resulting from any test.

##### **HYDRAULIC ELEVATOR**

An annual no load test as required by applicable code.

A three (3) year full load test as required by applicable code.

#### 5. EXCLUSIONS

The following are excluded from the scope of services and per attachment D "exclusions section" EV2516:

##### **A. GENERAL**

1. KONE is not obligated to: removal of water or excessive debris from the pit, make replacements or repairs necessitated by fluctuations in the building power systems, adverse machine room or environmental conditions (including without limitation temperature variations below 50 degrees or above 90 degrees Fahrenheit) or humidity greater than 95% relative humidity, prior water exposure, rust, fire, explosion, acts of God, misuse, vandalism, theft, acts or mandates of government, labor disputes, strikes, lockouts, or tampering with the equipment by any person other than a KONE representative, negligence or acts or omissions of the Purchaser or any third party, or any other cause beyond KONE's control.
2. KONE agrees to maintain the existing performance as designed and installed. KONE is not required under this Agreement to make changes in operation and/or control, subsequent to the date of this Agreement.
3. Notwithstanding anything contained to the contrary within this Agreement, KONE's work shall not include any abatement or disturbance of asbestos containing material (ACM), presumed asbestos containing materials (PACM), or other hazardous materials (i.e. lead, PCBs) (collectively "HazMat"). Any work in the affected area where reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from the HazMat is excluded from KONE's scope of work without an applicable change order to reflect the additional costs and time. In accordance with OSHA requirements, Purchaser shall inform KONE and its employees who will perform work activities in areas which contain HazMat of the presence and location of HazMat in such areas which may be contacted during work before entering the area. Other than as expressly disclosed in writing, Purchaser warrants that KONE's work area at all times meets applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its work in any location where suspected HazMat is encountered or disturbed. Any HazMat removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be Purchaser's sole responsibility and expense. After any removal or abatement, Purchaser shall provide documentation that the HazMat has been abated from the KONE work area and air clearance reports shall be made available upon request prior to the start of KONE's work.
4. Nothing contained within this agreement shall be construed or interpreted as requiring KONE to

assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Purchaser shall be responsible to execute all waste manifests necessary to transport hazardous materials for disposal.

#### **B. OBSOLESCENCE**

1. Component may become obsolete during the term of this Agreement. Obsolete components are not covered under this Agreement. KONE will provide Purchaser with a separate quotation for the price to replace obsolete components. Equipment modifications necessary to accommodate replacement of obsolete components are at the Purchaser's expense.
2. Components include without limitation any part, component, assembly, product, or firmware or software module. A component is obsolete when it can no longer be economically produced due to the cessation of consistent sources for materials, a loss or termination of a manufacturing process occurs, product reliability analysis shows that it is not economically feasible to continue to produce the component, escalation of component costs beyond acceptable industry expectations drive alternative equipment upgrades, the support of product safety programs or conformance to codes or standards mandates that use of a component be discontinued in its entirety, the OEM designates the component as obsolete, or such component has been installed 20 or more years. No exception to the above will be made for a component designated as obsolete because it can be custom made or acquired at any price. KONE will not be required to furnish reconditioned or used components. After the component that replaces the obsolete component is installed, that component is covered under this Agreement unless it becomes obsolete.

#### **C. ELEVATOR**

1. Refinishing, repairing, replacing, or cleaning of the: car enclosure; gates or door panels; door pull straps; hoistway enclosure; rail alignment, hoistway doors; door frames; sills; hoistway gates; flooring; power feeders, switches, and their wiring and fusing; car light diffusers; ceiling assemblies and attachments; smoke or heat sensors; fans; fireman's phone devices; intercoms; phone lines; music systems; media displays; card-readers or other security systems; computer monitoring systems; light tubes and bulbs; pit pumps; emergency power generators; hydraulic cylinder; unexposed piping; or disposal or clean-up of waste oil or contamination caused by leaks in the hydraulic cylinder or unexposed piping. KONE is not be obligated to perform or keep records of firefighter's service testing, unless specifically included in this Agreement.

### **6. ASSIGNMENT**

Either party may assign the Agreement to a third party upon thirty (30) days prior written notice to the other party subject to the terms of this provision. If Purchaser transfers ownership of the premises on which such equipment is located to a new owner, Purchaser will promptly provide KONE with new owner's contact information and take all such actions as are necessary to assign the Agreement to the new owner. Purchaser will promptly provide KONE with a copy of such assignment. Should the new owner fail to assume this Agreement, Purchaser shall remain liable for all unpaid amounts, including those owed for the balance of the current unexpired term of this Agreement.

### **7. TERM AND TERMINATION**

Per the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018), this Agreement will commence on the effective date listed below and continue through November 30, 2024 with the option to renew for three (3) additional two-year periods. If a party materially breaches the Agreement, the other party shall provide written notice of the breach and a reasonable time under the circumstances to cure the breach, but in no event less than a thirty (30) day(s) cure period. If the breaching party fails to cure

the breach within the specified time period, the non-breaching party may terminate the Agreement upon fifteen (15) days written notice, via certified mail, to the other party.

**8. PRICE ADJUSTMENTS**

Price adjustments per City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018), KONE may automatically adjust the price annually effective on the first maintenance invoice in each new calendar year with exceptions as follows:

- Maintenance pricing remains fixed for Calendar years of 2021, 2023, 2025, and 2027.
- Escalation plan includes increase of 3.25% in years 2022, 2024, 2026, and 2028.

**ACCEPTANCE**

Service Agreement Effective Date: October 1, 2020

Service Agreement Number: 41247399

The parties to this service agreement agree to the conditions contained herein:

Sign for on behalf of City of Southgate

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Title)

Date: \_\_\_/\_\_\_/\_\_\_

Respectfully submitted,  
KONE Inc.

\_\_\_\_\_  
(Submitted By)

\_\_\_\_\_  
(Approved By) Authorized Representative

\_\_\_\_\_  
(Title)

Date: \_\_\_/\_\_\_/\_\_\_

## KONE Care Value Added Services

*These services are offered to improve the quality and transparency of the KONE service delivery experience.*

### 24/7 CONNECTED SERVICES

KONE's 24/7 Connected Services uses proprietary advanced remote monitoring and analysis technologies to bring intelligent services to elevators and escalators. 24/7 Connected Services provides continuous updates on the status and condition of the equipment, allowing KONE to perform services tailored to each equipment's needs. 24/7 Connected Services is a family of different services that may be ordered separately.

As consideration and in order for KONE to be able to provide the 24/7 Connected Services to the Customer, the Agreement is hereby amended as follows:

1. KONE to provide the Services set forth below at a cost of \$N/A per month. This Service fee will be charged on the maintenance invoice at the same interval as the invoicing for maintenance under the Agreement. Installation and/or set-up fees will be provided in a separate proposal when applicable. The interest on any late payments shall be as detailed in the Agreement.
2. KONE shall perform the selected Value-Added Services (each a "Service" and together the "Services") substantially as set forth and authorized below:

#### A. KONE Care - Emergency Phone Monitoring

KONE shall program the elevator phone(s) listed below to call the KONE Customer Care Center and will monitor the elevator phone(s).

Customer shall:

1. Provide names and phone numbers of at least two (2) of its representatives for the KONE Service Center to contact on a 24 hour basis, and at least one (1) police, fire or local 911 agency name and phone number.
2. Notify KONE immediately in writing of any changes in these names or numbers. In the event of a call from the elevator, the KONE Customer Care Center will contact the points of contact in the order listed below. The local authorities will be contacted only if the previously mentioned point of contacts cannot be reached.
3. Customer shall provide an analog phone line to the elevator machine room (to be terminated on the appropriate phone jacks). If phone line is an extension off an existing phone system, a backup power source must also be provided. An extension, if applicable, must be a direct inward dial (DID) extension. All phones and associated equipment shall be in compliance with the requirements of ASME A17.1, local codes and applicable law, as amended. Customer shall also provide the elevator phone number(s) and/or extension(s) for the phone(s) being programmed.

By initialing below, you are approving the above KONE Care - Emergency Phone Monitoring services for the additional monthly fee of \$0.00 (included services as part of Master Agreement EV2516)

ACCEPTED BY \_\_\_\_\_ Date: \_\_\_\_\_

#### B. KONE Care 24/7 Connect - Performance Analytics

If KONE 24/7 Connected Services is selected, then KONE shall provide and install the necessary device(s) to perform KONE 24/7 Connected Services on the equipment below. Unless otherwise provided for in the Agreement, any callouts, repairs, or maintenance prompted by the KONE 24/7 Connected Services shall be performed during regular working hours of regular working days, Monday to Friday, statutory holidays excluded, of the International Union of Elevator Constructors (IUEC ) All response times

generated by KONE 24/7 Connected Services shall be calculated starting at 8:00 a.m. local time the next business day. Repair and maintenance needs identified through the Services shall be performed based on the repair coverage agreed in the Agreement. Under no circumstances shall any indicators or predictions be cause for immediate services but shall be determined and completed upon the next scheduled maintenance visit, or otherwise at the sole discretion of KONE.

By initialing below, you are approving the above KONE Care 24/7 Connect - Performance Analytics services for the additional monthly fee of \$130 (\$65/unit/month)

ACCEPTED BY \_\_\_\_\_ Date: \_\_\_\_\_

3. The KONE Care 24/7 Connected Services are performed for the following equipment:

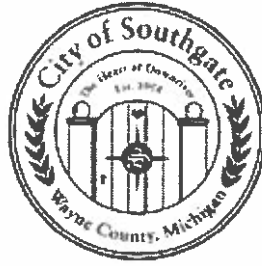
Equipment Name	KONE Equipment #	Wireless Phone	Phone Monitoring	24/7 Connect
Civic Center – Ice Arena - State ID#18257	20277278		X	X
Southgate Municipal Building - State ID #15891	42902091		X	X

4. The Services shall be performed for the duration of the Agreement. Should the Agreement expire or terminate, the Services will automatically terminate.
5. Upon termination for any reason of the Emergency Phone Monitoring, no further phone services will be provided, the phone(s) must be immediately reprogrammed to dial to a location other than a KONE designated phone number and KONE will block the phone numbers from coming into the KONE Service Center.

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

July 6, 2020

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointments:

**Plan Commission – for a term expiring December 2020**

David Ferguson     16728 Melba Jean

This appointment replaces Jason Cashmer who has resigned from the commission.

**Plan Commission – for a term expiring December 2021**

Scott Labadie     16637 Traynor

This appointment replaces Robin Craig who resigned from the commission.

Your concurrence on this appointment is greatly appreciated.

Sincerely,

Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

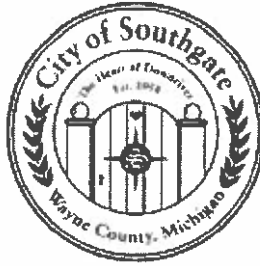
JGK/law



JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

JAMES E. DALLOS  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI  
*Council President*

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

July 10, 2020

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointments:

**Ethics Board – for a term expiring August 2021**

Rick Selva 13805 Maywood

This appointment replaces Jason Cashmer who has resigned from the commission.

Your concurrence on this appointment is greatly appreciated.

Sincerely,

Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

JAMES E. DALLOS  
Treasurer



## City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI  
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

July 10, 2020

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

Re: **Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointments:

**Parks & Recreation Commission** – for a term expiring April 2022

Nicole Hales            13836 Longtin

This appointment replaces Scott Labadie who has resigned from the commission.

Sincerely,

A handwritten signature in red ink, appearing to read "Joseph G. Kuspa", is written over a circular stamp or seal.

Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

# City of Southgate



## *Michigan Department of* **TREASURY**

### **First Responder Hazard Pay Premiums Program Application Packet 2020 Public Act 123**

Coronavirus Aid, Relief, and Economic Security (CARES) Act,  
Public Law 116-136

Application Period: July 7 – September 30, 2020

*NOTE: As U.S. Department of the Treasury issues future guidance and clarifications, the specific guidelines listed in this document are subject to change. Changes will be addendums to this document.*

**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
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**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
Application Instructions**

The purpose of this document is to provide guidance to eligible applicants that would like to apply for Coronavirus Relief Funding under the Michigan Department of Treasury's First Responder Hazard Pay Premiums Program.

To receive reimbursement, eligible applicants must review, complete, and sign this entire application packet. All pages will either be initialed or signed. Pages 1 through 15 must be returned to the Michigan Department of Treasury via email or fax, as outlined in the document.

If you need to enter more employees than the Hazard Pay Premiums Payment Report (page 13) will allow, the data for the remaining employees must be submitted on additional reports. An excel template can be found at [https://www.michigan.gov/treasury/0,4679,7-121-1751\\_2197-532758--,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_2197-532758--,00.html)

Signatures are required on pages 10 and 15. After verifying the entire application packet and reviewing all the requirements and terms and conditions of the grant, the same person needs to initial and date each page and sign both pages 10 and 15. The contact person on Form 5723, the signatory on that form, the page initials, and the certification at the end of the packet must all be the same person.

Questions, contact the Michigan Department of Treasury at: [Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov) or 517-335-0155.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Program Information**

**Program Description**

The program was created by 2020 Public Act 123 to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. The program is funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.

Reimbursements and payments will be on a first-come, first-served basis. An application is deemed to be submitted when all required supporting documentation has been emailed or faxed to the Michigan Department of Treasury.

**Eligible Expenditures**

Eligible hazard pay premiums must be paid to employees by September 30, 2020 to qualify for the program.

Eligible hazard pay premiums are for:

- Law Enforcement Officers
- Firefighters
- Emergency Medical Technicians (EMTs)
- Paramedics
- 9-1-1 Operators
- Local Unit of Government Corrections Officers
- Airport Public Safety Officers
- Eligible personnel associated with ambulance operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)
- Private EMTs and paramedics that contract with municipalities or hospitals, if the hazard pay premiums are paid through the applicant

**Eligible Applicants**

- Cities
- Villages
- Townships
- Counties
- Public Airport Operators
- Ambulance Operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)

**Available Program Amount**

- \$100,000,000

**Maximum Available Limits**

- \$1,000 per eligible employee
- \$5,000,000 to any one applicant

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Program Information**

Application Period

- July 7 – September 30, 2020

Method of Submission

- The entire application packet must be submitted, with all the required forms, signatures, and initials, to the Michigan Department of Treasury via Email ([Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov)) or fax (517-335-3298) by 11:59 p.m. EST on the last day of the application period.

Distributions

- Payments and Reimbursements will be on a first-come, first-served basis.
- Payments will be made no later than November 14, 2020.

Reporting Requirements

1. Each eligible applicant that applies for a subaward must register with the Federal System for Award Management (SAM). For applications submitted on or before July 26, 2020 the applicant has until July 26, 2020 to register in the SAM system. Applicants that apply after July 26, 2020, must register in the SAM system prior to sending an application to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM/>.
2. Each applicant must fully complete and return the application packet by the submission deadline with each page dated and initialed including the completion of the following documents in the packet:
  - a. FRHPPP Reimbursement Request (Form 5723)
  - b. Hazard Pay Premiums Payment Report
  - c. Certification

The Michigan Department of Treasury may request an applicant to submit detailed backup (including payroll reports) to support the hazard pay premiums requested to be reimbursed/paid. Please do not submit any detailed backup unless the Michigan Department of Treasury requests submission from the applicant.

Contact Information

Treasury CARES Grant Programs Hotline  
517-335-0155

Email Address  
[Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov)

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**Subrecipient Information**

Funds were awarded to the State of Michigan as Federal Financial Assistance from the U.S. Department of Treasury. The funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> as the Coronavirus Relief Fund (CRF).

CFDA #: 21.019

FAIN #: SLT0040 and SLT0247

Coronavirus Relief Funds are considered federal financial assistance and have been assigned a Catalog of Federal Domestic Assistance (CFDA) or Assistance Listing Number of 21.019. Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. Sections 7501 – 7507) and the related provisions of the Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.330 – 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Under the Single Audit Act, local jurisdictions will need to report expenditures under this program using the CFDA number 21.019.

The State of Michigan is making these funds available to eligible applicants for reimbursement/payment of first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. Eligible applicants, including but not limited to the certifying local official submitting this application, are required to review the CRF guidance and associated FAQs and other documents to certify their compliance with the terms and conditions of the grant at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>.

Coronavirus Relief Funds are considered federal financial assistance subject to the Single Audit Act and the Uniform Guidance. The following Uniform Guidance provisions have been identified as significant and summarized below. Applicants must review the Uniform Guidance at [https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for complete requirements.

**Use of Funds**

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are *substantially dedicated* to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.



**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**Utilization of CARES Act for this Program**

For this First Responder Hazard Pay Premiums Program (FRHPPP), eligible applicants can request reimbursement/payment for hazard pay premiums paid or will be paid to eligible employees no later than September 30, 2020. The amount of hazard pay premiums is limited to \$1,000 per employee and \$5,000,000 per applicant.

Coronavirus Relief Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement. For this reason, the State of Michigan's First Responder Hazard Pay Premiums Program, Reimbursement Request (Form 5723) requires each applicant to affirm that the amounts for which reimbursement/payment is being requested have not been submitted or will not be submitted to another federal source of funding (for example, FEMA) for reimbursement/payment.

To obtain a payroll reimbursement for employees that are not normally classified as public safety and public health, but are "similar" in the context of the guidance (e.g. employees who are substantially dedicated to COVID-19 response), each jurisdiction's chief administrative officer must decide if their costs are appropriate to charge to the Coronavirus Relief Fund and document the justification for that decision.

**Subaward Period of Performance and Available Funding**

Under the First Responder Hazard Pay Premiums Program (FRHPPP), reimbursements/payments from the State of Michigan will be issued on a first-come, first-served basis and will cover hazard pay premiums paid to eligible employees during the period of time of March 1, 2020 – September 30, 2020. Eligible applicants receiving funding under this program may not use the proceeds to establish a sub-award to another entity.

The last date of the performance period for the subawards is September 30, 2020.

The total amount of Coronavirus Relief Funds available for the First Responder Hazard Pay Premiums Program is \$100,000,000. Funding will be issued on a first-come, first-served basis once an eligible applicant submits all the required documentation to the Michigan Department of Treasury.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**Responsibilities, Records, Repayments & Future Audits**

The U.S. Department of Treasury has indicated that the two provisions of the Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.220 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements are applicable to all CRF subawards at this time. However, guidance is evolving, and jurisdictions will be required to comply with additional guidance as it is published. Effective internal controls must be established and maintained (2 CFR Section 200.303). All reimbursements requested under this program should be accounted for with supporting documentation. Eligible applicants should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the eligible applicant's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant's Single Audit.

Any funds received under the authorizing legislation for this program expended by the eligible applicant in a manner that does not adhere to the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that an eligible applicant receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds, in part or in whole, payable from any state appropriation.

All subawards are subject to future audits and eligible applicants must allow the State of Michigan, any of its duly authorized representatives and/or the State of Michigan's Office of the Auditor General access to the eligible applicant's records and financial statements to ensure compliance with Federal statutes, regulations and the terms and conditions of the grant award.

**Registration**

Each eligible applicant that receives a subaward must register with the Federal System for Award Management (SAM). For applications submitted on or before July 26, 2020 the applicant has until July 26, 2020 to register in the SAM system. Applicants that apply after July 26, 2020, must register in the SAM system prior to applying to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM/>.

**Uniform Guidance**

The Coronavirus Relief Fund Frequently Asked Questions accessible at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf> confirm that CRF payments are subject to the following requirements in the OMB Uniform Guidance (2 CFR Part 200): section 2 CFR 200.303 regarding internal controls, sections 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. These Uniform Guidance provisions are summarized below. If further clarification is needed, the Uniform Guidance is available in the electronic Code of Federal Regulations: [https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tp\)=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tp)=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**2 CFR 200.303 Internal Controls - The non-Federal entity must:**

- 1 Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
- 2 Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- 3 Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- 4 Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- 5 Take reasonable measures to safeguard protected personally identifiable information.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**2 CFR 200.330 – 200.332 Subrecipient Monitoring and Management**

The First Responder Hazard Pay Premiums Program subawards are for an individual eligible applicant's direct hazard pay premiums cost. The eligible applicant receiving the subaward shall not issue any subawards to any other entity.

**Subpart F – Audit Requirements**

**200.501 – Audit Requirements.**

- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

**200.508 – Auditee Responsibilities**

The auditee must:

1. Procure or otherwise arrange for the audit required.
2. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
3. Promptly follow up and take corrective action on audit findings.
4. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

**Record Retention Requirements**

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the U.S. Department of Treasury, Office of Inspector General, upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

*d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—*

1. *are necessary expenditures incurred due to the public health emergency with respect to COVID-19;*
2. *were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and*
3. *were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.*

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;

**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
Subrecipient Information**

7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

## First Responder Hazard Pay Premiums Program Reimbursement Request

Issued under authority of 2020 Public Act 123. Filing is mandatory to qualify for payments.

The First Responder Hazard Pay Premiums program is to reimburse and/or pay for first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19.

Eligible applicants are: Cities, Villages, Townships, Counties, Public Airport Operators and Ambulance Operations (licensed under section 20920 of the Public Health Code, 1978 PA 368, MCL 333.20920).

Applicants must:

1. Submit to the Michigan Department of Treasury (Treasury) a signed *First Responder Hazard Pay Premiums Program, Reimbursement Request* (Form 5723).
2. Submit to Treasury a detailed report that supports the requested reimbursement amounts. The report shall include by employee, the employee's name, eligible employee type, amount of first responder hazard pay premium being requested, and date the first responder hazard pay premium was paid/will be paid to the employee.

Reimbursement Requests must be submitted to Treasury no later than September 30, 2020; however, reimbursements will be processed on a first-come, first-served basis until all funding has been exhausted.

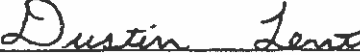
### PART 1: APPLICANT INFORMATION

Applicant Name City of Southgate	Applicant County Name Wayne County	Federal Identification Number 38-6034466	
Applicant Local Unit Code 82-2270	Contact Name Dustin Lent	SAM DUNS Number 037876281	
Contact E-Mail Address dlent@ci.southgate.mi.us	Contact Title City Administrator	Contact Telephone Number (734) 258-3021	Extension

### PART 2: FIRST RESPONDER HAZARD PAY PREMIUMS

For each Eligible Employee Type, enter the total amount of Hazard Pay Premiums. Attach a report listing the name of each employee, the eligible employee type, payment date, and the employee's hazard pay amount being requested. Reimbursements are limited to \$1,000 per eligible employee.

Eligible Employee Types	Number of Employees	Total Amount Requested
Law Enforcement Officers	38.00	\$ 38,000.00
Firefighters	25.00	\$ 25,000.00
Emergency Medical Technicians		
Paramedics		
9-1-1 Operators		
Local Unit of Government Corrections Officers		
Airport Public Safety Officers		
Private EMTs/Paramedics (if paid for by the applicant)		
Ambulance Operations (licensed under section 20920 of the Public Health Code)		

PART 3: QUESTIONS	
1. Were/will any of the above entered first responder hazard pay premiums been/be reimbursed or funded by any other federal funds?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Were/are any of the above entered first responder hazard pay premiums included in a reimbursement request under the Public Safety and Public Health Payroll Reimbursement (PSPHPR) program?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Did you attach a detailed report to support the reimbursement request?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    The report shall include by employee, the employees name, eligible employee type, amount of first responder hazard pay premium being requested, and date the first responder hazard pay premium was paid/will be paid to the employee.	
PART 4: CERTIFICATION	
<i>The undersigned hereby certifies to the Michigan Department of Treasury that the above requested hazard pay premium amounts are accurate, that no more than \$1,000 per employee has been requested, and that the hazard pay premiums have been paid to eligible employees of the applicant or will be paid to eligible employees by September 30, 2020. The undersigned additionally certifies that none of the above hazard pay premium amounts have been or will be paid for with any other federal funds or are being requested for reimbursement under the State of Michigan's Public Safety and Public Health Payroll Reimbursement program. The applicant agrees to reimburse the State of Michigan if any of the above amounts are deemed to be fraudulent or inaccurate.</i>	
Chief Administrative Officer Signature (as defined in MCL 141.422b)	Printed Name of Chief Administrative Officer (as defined in MCL 141.422b)
	Dustin Lent
Title	Date
City Administrator	7/9/2020

Completed and signed form (including required documentation) should be E-mailed to: [Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov).

If you are unable to submit via E-mail, fax the completed form and required documentation to 517-335-3298.

For questions, call 517-335-0155.

## **Instructions for *First Responder Hazard Pay Premiums Program,* *Reimbursement Request (Form 5723)***

### **PART 1: APPLICANT INFORMATION**

**Applicant Name:** Enter the name of the eligible applicant. Eligible applicants are: Cities, Villages, Townships, Counties, Public Airport Operators and Ambulance Operations (licensed under section 20920 of the Public Health Code, 1978 PA 368, MCL 333.20920).

**Applicant County Name:** Enter the county name that the eligible applicant is located in.

**Federal Identification Number:** Enter the applicant's Federal Employer Identification Number (FEIN).

**Applicant Local Unit Code:** For Cities, Villages, Townships, and Counties enter the revenue sharing local unit code. Public Airport Operators and Ambulance Operations can leave this field blank.

**Contact Name:** Enter the Full name of the individual that can answer any questions related to the form being submitted, including required attachment.

**SAM DUNS Number:** Enter the federal System for Award Management (SAM) DUNS Number. Applicants that apply on or before July 26, 2020 have until July 26, 2020 to register in the SAM system. All applicants that apply after July 26, 2020 must register in the SAM system prior to sending an application packet to the Michigan Department of Treasury.

**Contact E-Mail Address/Contact Title/Contact Telephone Number/Extension:** Enter the information for the contact person that can answer any questions regarding the reimbursement request.

### **PART 2: FIRST RESPONDER HAZARD PAY PREMIUMS**

For each of the eligible employee types listed, enter the total number of employees and total amount of first responder hazard pay premiums being requested for reimbursement.

### **PART 3: QUESTIONS**

**Question 3:** To complete the Detailed Report, use the form provided in the First Responder Hazard Pay Premiums Program Application packet.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Hazard Pay Premiums Payment Report – Instructions**

**Hazard Pay Premiums Payment Report – Instructions**

1. Enter the requested information on the Hazard Pay Premiums Payment Report on page 13 for each eligible employee that was or will be paid an eligible hazard pay premium.
  - a. There could be multiple lines for the same employee.
  - b. The total of the chart should equal the hazard pay premiums amounts being requested for reimbursement on Form 5723 *First Responder Hazard Pay Premiums Program, Reimbursement Request*.
  - c. Attach additional sheets if needed.
  - d. Eligible Employee Types are:
    - i. Law Enforcement Officers
    - ii. Firefighters
    - iii. Emergency Medical Technicians (EMTs)
    - iv. Paramedics
    - v. 9-1-1 Operators
    - vi. Local Unit of Government Corrections Officers
    - vii. Airport Public Safety Officers
    - viii. Eligible personnel associated with ambulance operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)
    - ix. Private EMTs and paramedics that contract with municipalities or hospitals, if the hazard pay premiums are paid through the applicant
2. Guidelines:
  - a. Do not include any hazard pay premiums that the eligible applicant requested to be reimbursed under the Public Safety and Public Health Payroll Reimbursement Program.
  - b. The program will only reimburse the actual hazard pay premium paid to the employee, not the associated fringes and payroll taxes.



**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Certification**

I, Dustin Lent, am the chief executive of City of Southgate (eligible applicant's legal name), and I certify that:

1. I have the authority on behalf of City of Southgate (eligible applicant's legal name) to request a First Responder Hazard Pay Premiums Program payment from the State of Michigan pursuant to Section 601 of 2020 Public Act 123, from the allocation of funds to the State of Michigan from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Michigan will rely on this certification as a material representation in issuing a First Responder Hazard Pay Premiums Program payment to City of Southgate (eligible applicant's legal name).
3. City of Southgate (eligible applicant's legal name) is receiving the First Responder Hazard Pay Premiums Program payment as a reimbursement/payment to reimburse and/or pay for first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19 and will be used only to cover those costs.
4. Any funds provided as a reimbursement/payment from the State of Michigan under the First Responder Hazard Pay Premiums Program that are found to be based on inaccurate, non-qualifying, or fraudulent information will be returned to the State of Michigan.
5. Funds provided as a reimbursement/payment under the First Responder Hazard Pay Premiums Program from the State of Michigan pursuant to this certification must adhere to official federal guidance (2 CFR 200) issued or to be issued on what constitutes a necessary expenditure as described in the guidance for the U.S. Treasury Coronavirus Relief Fund at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. I reviewed the guidance prior to completing this request for reimbursement. I understand and agree that any funds expended by an eligible applicant in any manner that does not adhere to official federal guidance shall be returned to the State of Michigan.
6. Any eligible applicant receiving funds under the First Responder Hazard Pay Premiums Program shall retain documentation supporting the reimbursement/payment request, including but not limited to payroll records and timesheets. Such documentation shall be provided to the State of Michigan upon request and maintained by the jurisdiction for five (5) years.
7. Program funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
8. Program funds received pursuant to this application and certification cannot be used for expenditures for which the eligible applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.
9. Program funds received pursuant to this application and certification cannot be used to reimburse or subaward another entity or local unit of government.
10. I have read and agree on behalf of City of Southgate (eligible applicant's legal name) to comply with all applicable provisions and requirements corresponding to the receipt of funds required in the Coronavirus Aid, Relief, and Economic Security Act, Public Law 115-136, and Uniform Guidance, 2 CFR 200.
11. Further, that I understand and agree on behalf of City of Southgate (eligible applicant's legal name) that any funds received under this act and expended by itself or a sub-recipient in any manner that does not comply with the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance, 2 CFR 200, as applicable shall be returned to the State of Michigan.

**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
Certification**

12. Further, that I understand and agree on behalf of City of Southgate (eligible applicant's legal name) that expenditures are not eligible for reimbursement under this section if such expenses have been or will be reimbursed by any other federal funds, and if such expenditure is reimbursed by any other federal funds the undersigned eligible applicant will return said funds to the State of Michigan.
13. The governing body has been notified of the submission of this application, and are aware of the Federal statutes, regulations and terms and conditions of the grant award.

I certify under the penalties of perjury set forth in the Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: Dustin Lent

Signature: *Dustin Lent*

Title: City Administrator

Date: 7/9/2020

Subscribed and sworn to before me this 9 day of July, 2020.

*Marcia A. Cheney*  
Notary Public

My commission expires June 15, 2023

