

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday June 3, 2020

WEB MEETING @ <https://us02web.zoom.us/j/82965451261>

CALL-IN @ + 1-312-626-6799 Passcode: 829 6545 1261

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 May 20, 2020.
2. Regular City Council Meeting Minutes dated May 20, 2020.

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A" –

1. Letter from ACA/Finance Director; Re: City's Credit Card Policy

Communications "B" – (Receive and File)

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1402 \$755,046.75

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

May 20, 2020

An Informal Meeting of the Council of the City of Southgate was held on May 20, 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).*

Present: Bill Colovos, Karen George, Mark Farrah, John Graziani, Philip Rauch, Chris Rollet

Absent: *Dale Zamecki, *excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, 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.

Discussion took place on the following Agenda Items:

- Library Painting Project
- Library Carpet Project
- Bid for Tree Pruning and Maintenance
- Proposed FY 2020/2021 Budget Final Approval
- Appointment to Board of Review
- Electrical Repairs and Maintenance Contract Extension
- Eagle Grant-Loan Oversight Contract

This meeting ended at 7:00 pm.

City of Southgate

Regular City Council Meeting

May 20, 2020

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, May 20, 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.

Present: Bill Colovos, Karen George, Mark Farrah, John Graziani, Philip Rauch, Chris Rollet

Absent: *Dale Zamecki, *excused

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.

Minutes:

Moved by George, supported Colovos, RESOLVED, that the minutes of the City Council Work Study Session dated May 6, 2020 be approved as presented. Carried unanimously.

Moved by Rauch, supported by George, RESOLVED, that the minutes of the Regular City Council Meeting dated May 6, 2020 be approved as presented. Carried unanimously.

Moved by Rollet, supported by Colovos, RESOLVED, that the Public Hearing minutes on the 2020/2021 Budget dated May 6, 2020 be approved as presented. Carried unanimously.

Moved by George, supported by Colovos, RESOLVED, that the Public Hearing minutes on the Southgate/Wyandotte Drainage District dated May 6, 2020 be approved as presented. Carried unanimously.

Consideration of Bids:

1. Memo from City Administrator; Re: Recommendation Library Painting Project moved by George, supported by Rollet, RESOLVED that the Southgate City Council hereby awards the bid for the Library Painting Project to Quality Painting Systems (2080 Whittaker Road # 244, Ypsilanti, MI 48197) in the amount of \$16,880.

Motion carried unanimously.

2. Memo from City Administrator; Re: Recommendation Library Carpet Project moved by Farrah, supported by Rollet, RESOLVED that the Southgate City Council hereby awards the bid for the Library Carpet Project to Jabro Carpet One (13460 Northline Rd., Southgate, MI 48195) in the amount of \$115,500.

Motion carried unanimously.

Regular City Council Meeting

May 20, 2020

3. Letter from Mayor; Re: Recommendation for Tree Pruning and Maintenance moved by George, supported by Rauch, RESOLVED that the Southgate City Council hereby awards the two year bid for Tree Pruning and Maintenance to G's Trees, Inc. (1665 Lafayette, Lincoln Park, MI 48146) in the amount of \$24,460. FURTHER BE IT RESOLVED THAT sufficient funds are available in the Major and Local Street Funds for this bid.

Motion carried unanimously.

Communications "A":

1. Memo from ACA/Finance Director; Re: Proposed FY 2020/2021 Budget moved by Farrah, supported by Rollet, RESOLVED that the Southgate City Council hereby concurs with the recommendation of Administration and hereby authorizes a 1% Administrative Fee be established as part of the FY 2020/2021 Budget; and, FURTHER BE IT RESOLVED, authorization that the following Millage Rates be levied for the 2020/2021 Fiscal year Budget:

General Operating	10.1295
Rubbish	2.4308
Act 345 Retirement	10.0310
Library	.8800
Parks & Rec of 2017	0.9993
Act 359 of 1925	0.0675
Roads	<u>1.9320</u>
Total Summer Levy	26.4701

WHEREAS, the Mayor's proposed budget for fiscal year 2020/2021 was submitted on March 27, 2020 to the City Council of Southgate and a copy thereof filed with the City Clerk's Office for Public Review; and,

WHEREAS, on May 6, 2020 the City Council of Southgate held a public hearing on the proposed budget for fiscal year 2020/2021; and,

WHEREAS, THE City Council, based on a recommendation from the Mayor, established the tax rates for General Fund operations and indebtedness.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Article 5, Section 97, of the City of Southgate Charter that the City Council of Southgate hereby approves the fiscal year 2020/2021 operating budget by activity, as presented by the Mayor and revised by Council and implemented through the following policies and specifications as the official budget for the City of Southgate for the fiscal year beginning July 1, 2020.

1. **ADOPTION BY FUND, AND ACTIVITY WITHIN EACH FUND**

The budget is hereby adopted by fund and department within each fund as follows:

101 General Fund Revenues

Taxes	16,839,098
Licenses and Fees	715,000
State Revenue Sharing	3,666,424
Charges for Services	658,000
Fines and Forfeits	1,629,000
Interest, Rents and Royalties	734,000
Miscellaneous	68,000
Transfers-In	1,214,359

Regular City Council Meeting

May 20, 2020

II. APPROPRIATION NOT A MANDATE TO SPEND

Appropriations will be considered the maximum authorization to incur expenditures and not a mandate to spend.

III. LIMIT ON OBLIGATIONS AND PAYMENTS.

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation, and sufficient funds are or will be available to meet this obligation.

IV. No obligation shall be incurred against and no payment shall be made from any appropriation account for additional full time and/or part time employees, unless sufficient funding is first appropriated to meet this obligation.

V. CONFORMITY WITH PERVIOUS ACTIONS.

The City Council rescinds any prior actions not in conformity with the above stated policies and specifications.

VI. Restate Fund Balances:

2. Letter from Mayor; Re: Appointment to Board of Review moved by Colovos, supported by George, RESOLVED that the Southgate City Council hereby concurs with the Mayor's appointment of Doug Drysdale (15310 Cameron, Southgate, MI 48195) to the Board of Review for a term expiring June 2023.

Motion carried unanimously.

3. Letter from Mayor; Re: Recommendation for Electrical Repairs and Maintenance moved by Rollet, supported by Farrah, RESOLVED that the Southgate City Council hereby extends the current contract for another two (2) years for Electrical Repairs and Maintenance with Riney Electric (16020 Dix-Toledo Rd, Southgate, MI 48195) in the amount of \$55.00 per hour Monday - Friday and \$75.00 per hour Saturdays, Sundays and Holidays. FURTHER BE IT RESOLVED THAT sufficient funds are available in the various Departmental Budgets to cover costs associated with these maintenance issues.

Motion carried unanimously.

New Business

1. Memo from Administrator; Re: EGLE Grant-Loan Oversight Contract moved by George, supported by Rollet, RESOLVED that the Southgate City Council awards the (EGLE) Environmental Consulting and Oversight Contract to AKT Peerless (333 W. Fort Street, Suite 1410, Detroit, MI 48226) for the property located at 15200 Fort St. for an amount NOT to exceed \$20,000.

Motion carried unanimously.

Regular City Council Meeting
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Claims and Accounts:

Moved by Farrah, supported by Rauch, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1401 in the amount of \$2,913,623.42.

Motion carried unanimously.

Adjournment:

Moved by Rollet supported by Rauch, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:17 P.M. Carried unanimously.

John Graziani
Council President

Michelle Kessler
Deputy City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

City of Southgate

May 27, 2020

Honorable Mayor and Council
City of Southgate
Southgate, Michigan 48195

Ladies and Gentlemen:

Background: On October 8, 2003, the city council adopted a Credit Card Policy with National City Bank for conducting City of Southgate business in compliance with Michigan Public Act 266 of 1995, MCLA 129.243, et seq. Since that time, credit card usage for City business has expanded and evolved with the current nature of electronic business. The suggested revisions to the existing policy are an effort by Administration to enhance user accountability, increase security and increase efficiencies in purchasing and reporting. Also, at this time, we would like to change our credit card account to Huntington Bank.

Enumerated below are the key proposed changes:

1. New users shall be jointly authorized by the City Administrator and the Finance Director's representative.
2. Clarification of allowable expenditures in accordance with existing City policies.
3. Clarification on required documentation of valid business expenses.
4. Protection and custody of the credit card is expanded to the digital realm.
5. Addition of a Cardholder User Agreement to be signed by all City credit card holders, acknowledging their responsibilities under the Credit Card Policy.
6. Recovery of any unauthorized charges, interest, and late fees through payroll deduction.
7. Penalties for misuse of the City credit card up to and including revocation of credit card privileges and/or disciplinary action.

First Impact: Increased accountability and efficiency in procurement and reporting in accordance with City policies.

Recommendation: It is recommended that the City Council adopt the revised City of Southgate Credit Card Policy.

Sincerely,

David Angileri
Assistant City Administrator/Finance Director

RECOMMENDED RESOLUTION:

WHEREAS: The City of Southgate adopted a credit card policy in compliance with Michigan Public Act 266 of 1995, MCLA 129.243, et seq. on October 8, 2003.

WHEREAS: City Administration has identified a need to update the existing policy to reflect current business practices and the operating environment;

NOW THEREFORE BE IT RESOLVED: That the City Council does hereby adopt the following updated Credit Card Policy:

- (a) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
- (b) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
- (c) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.157m to 750.157w, 750.174, 750.175, 750.219a, and 750.490a of the Michigan Compiled Laws; section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.1a of the Michigan Compiled Laws; or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.
- (d) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.
- (e) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.
- (f) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.
- (g) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.
- (h) For the approval of credit card invoices before payment.
- (i) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.
- (j) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.
- (k) Any other matters the governing body considers advisable.

CITY OF SOUTHGATE

RESOLUTION NO. 215-03

RESOLUTION OF THE GOVERNING BODY OF THE CITY OF SOUTHGATE, AUTHORIZING THE EXECUTION AND DELIVERY OF A PURCHASING CARD AGREEMENT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING RELATED ACTIONS

WHEREAS, the City of Southgate, Wayne County, Michigan (the "*Customer*"), a Michigan Municipal Corporation, is authorized by the laws of the State of Michigan to purchase and acquire goods and services for the benefit of the Customer and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the Customer desires to purchase and acquire goods and services that are necessary for the Customer to perform its governmental or proprietary functions; and

WHEREAS, in order to acquire such goods and services, the Customer proposes to enter into that certain Visa Purchasing Card Agreement (the "*Agreement*") with National City (the "*Bank*"), the form of which has been presented to the governing body of the Customer at this meeting; and

WHEREAS, the governing body of the Customer deems it for the benefit of the Customer and for the efficient and effective administration thereof to enter into the Agreement for the services therein described on the terms and conditions therein provided.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED, by the governing body of the City of Southgate, Michigan as follows:

Section 1. Approval of Documents. The form, terms and provisions of the Agreement are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by the officers herein authorized to execute and deliver the Agreement for and on behalf of the Customer, the execution of the Agreement being conclusive evidence of such approval; and the Mayor of the Customer is hereby authorized and directed to execute, and the City Clerk of the Customer is hereby authorized and directed to attest and countersign, the Agreement and any related exhibits attached thereto, and to deliver the Agreement to the Bank. Such duly authorized officers are hereby further authorized to execute and deliver such amendments and modifications to the Agreement from time to time, which may be entered into with the Bank in accordance with the Agreement.

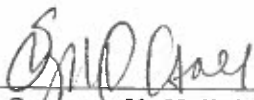
Section 2. Other Actions Authorized. The officers and employees of the Customer shall take all action necessary or reasonably required by the parties to the Agreement to make Purchases in accordance with the Agreement, open the Accounts, obtain the Cards and otherwise carry out, give effect to and consummate the transactions contemplated by the Agreement (and any amendments thereto) and to take all action necessary in conformity therewith.

Section 3. No General Liability. Nothing contained in this Resolution, the Agreement or any other instrument shall be construed with respect to the Customer as incurring a pecuniary liability or charge upon the general credit of the Customer or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Customer or any charge upon its general credit or against its taxing power.

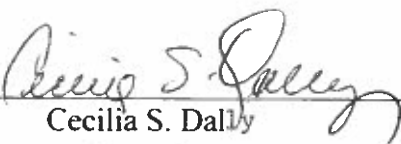
Section 4. Appointment of Purchasing Card Administrators. The City Finance Director of the Customer is hereby designated to act as Purchasing Card Administrators of the Customer for purposes of the Agreement until such time as the governing body of the Customer shall designate any other or different Purchasing Card Administrators for purposes of the Agreement.

Section 5. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

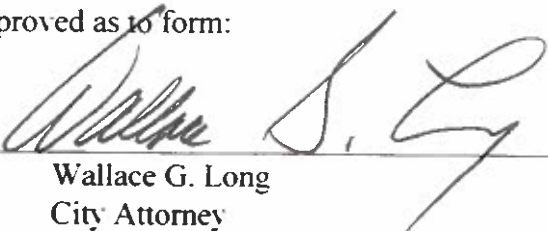
ADOPTED AND APPROVED by the City Council of the City of Southgate this 8th day of October, 2003.

By: 
Suzanne K. Hall, Mayor

ATTEST:

By: 
Cecilia S. Dally
City Clerk

Approved as to form:

By: 
Wallace G. Long
City Attorney