



**CITY OF HARPER WOODS
REGULAR COUNCIL MEETING
JANUARY 22, 2025
7:00 P.M.**

**19617 HARPER AVENUE, HARPER WOODS, MI 48225
CITY COUNCIL CHAMBERS**

MEETING AGENDA

A. CALL TO ORDER - MOMENT OF SILENCE - PLEDGE OF ALLEGIANCE:

B. ROLL CALL:

C. APPROVAL OF MINUTES:

- 1) Regular City Council meeting held on January 6, 2025

D. PUBLIC COMMENTS ON AGENDA ITEMS:

E. TABLED AND PENDING:

- 1) CM 01-04-25 Animal Services Agreement - Grosse Pointe Animal Adoption Society

F. CONSENT AGENDA:

- 1) Approval of Accounts Payable Listing. (\$711,872.29).
- 2) Payment to SAFEbuilt LLC. (\$26,127.86).
- 3) Payment to Drive Creative Services LLC. (\$16,526.00).
- 4) Payment to WCA Assessing. (\$6,384.16).
- 5) Payment to Anderson, Eckstein & Westrick, Inc. (\$26,079.27).
- 6) Payment to Guardian Sewers. (\$18,500.00).
- 7) Payment to Nu Appearance Maintenance, Inc. (\$5,577.50).
- 8) Payment to Grosse Pointe Woods - Torrey Road Pump Station. (\$62,927.34).
- 9) Payment to Turf & Timber LLC. (\$48,600.00).
- 10) Approval of Repair - City Hall Temperature Control Unit. (\$15,760.00).
- 11) Payment to City Insight. (\$16,068.00).

G. OLD BUSINESS:

H. NEW BUSINESS - CITY MANAGER'S REPORTS:

- 1) Public Hearing - Clean Water State Revolving Fund Loan Project
- 2) Resolution - Clean Water State Revolving Fund Loan Project
- 3) Award of Proposal - Annual Financial Audit
- 4) Progress Payment No. 1 - City Hall Generator #180-291
- 5) Progress Payment No. 2 - CDBG Sidewalk Replacement Program #180-350
- 6) Approval of Purchase - Police Interceptor Vehicle

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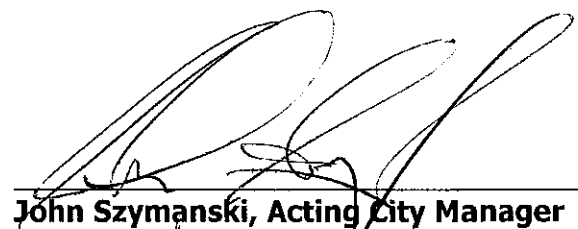
- 7) Approval of Purchase - Public Works Bucket Truck
- 8) Agreement - Municipal Finance Advisor
- 9) Milk River - Operations and Maintenance

I. CALL TO AUDIENCE:

J. CALL TO COUNCIL:

K. OTHER BUSINESS:

L. ADJOURNMENT:



John Szymanski, Acting City Manager

"This meeting is open to all members of the public under Michigan's Open Meetings Act."

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

F. CONSENT AGENDA:

Items 1 through 11

Explanation/Remarks:

See attached listing.

Recommended Action:

By RESOLUTION, approve the Consent Agenda Items 1 through 11.

Respectfully Submitted  _____, Acting City Manager

CITY COUNCIL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
	<input type="checkbox"/> Vote	<input type="checkbox"/> Tabled	

CITY OF HARPER WOODS

CITY COUNCIL MEETING

JANUARY 22, 2025

CONSENT AGENDA

The following items are presented under the Consent Agenda for your review and approval.

1. ACCOUNTS PAYABLE LISTING / PAYROLL VENDOR LISTING

The Accounts Payable/Payroll Vendor listing for the most recent accounting period is attached for your review and approval.

Recommended Action: By Resolution, approve the Accounts Payable/Payroll Vendor listing for Check Numbers 131634 through 131740 in the amount of \$711,872.29 as submitted by the City Manager and Finance Director, and further, authorize the Mayor and City Clerk to sign the listing.

2. PAYMENT TO SAFEUILT LLC

Attached is an invoice for contractual building department services performed by SAFEuilt, LLC for the month of December 2024. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment to SAFEuilt, LLC in the amount of \$26,127.86 for the contractual building department services performed during the month of December 2024.

3. PAYMENT TO DRIVE CREATIVE SERVICES LLC

Attached is an invoice from Drive Creative Services for the printing of the City's annual calendar and for the printing of the Jan/Mar edition of the Insider. I have reviewed this invoice and recommend that the payment be approved.

Recommended Action: By Resolution, approve payment to Drive Creative Services LLC in the amount of \$16,526.00 for the printing of the City's annual calendar and the printing of the Insider newsletter.

4. PAYMENT TO WCA ASSESSING

Attached is an invoice for contractual assessing services to be performed by WCA Assessing for the month of February 2025. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment to WCA Assessing in the amount of \$6,384.16 for the contractual assessing services to be performed during the month of February 2025.

5. PAYMENT TO ANDERSON, ECKSTEIN & WESTRICK, INC.

Attached are invoices from Anderson, Eckstein & Westrick, Inc. for professional services during the month of January 2025 for various projects in the City. I have reviewed these and recommend that these payments be approved.

Recommended Action: By Resolution, approve payment to Anderson, Eckstein & Westrick, Inc. in the amount of \$26,079.27 for professional services during the month of January 2025 for the following projects: Beaconsfield Resurfacing, #180-253; Misc. Concrete Repair, #180-338; Joint Crack Sealing, #180-341; Sidewalk Program, #180-349; CDBG Sidewalk, #180-350; Miss Digs, #180-255; Roscommon Pocket Park, #180-329; Temp Water Operator, #180-303; San. Sewer Cleaning, #180-340; DWRF Lead Water Svc Replacement, #180-331; DWRF Project Plan, #180-344; DWSD Sewage Discharge, #180-347, and the Dist System Materials, #180-357.

6. PAYMENT TO GUARDIAN SEWERS

Attached is a memorandum from the Superintendent of Public Works transmitting invoices from Guardian Sewers for their assistance with several water main breaks at various residential locations. I have reviewed these and recommend that payment be approved.

Recommended Action: By Resolution, to approve payment in the amount of \$18,500.00 to Guardian Sewers for their assistance with several water main breaks at various residential locations.

7. PAYMENT TO NU APPEARANCE MAINTENANCE, INC.

Attached are invoices from Nu Appearance Maintenance, Inc. for salting, snow removal and final leaf cleanup in various commercial and residential areas of the City. I have reviewed these and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment to Nu Appearance Maintenance, Inc. in the amount of \$5,577.50 for salting, snow removal and final leaf cleanup in various residential and commercial areas of the City.

8. PAYMENT TO GROSSE POINTE WOODS - TORREY ROAD PUMP STATION

Attached is a memorandum from the DPW Superintendent requesting payment of our share of the Torrey Road Pump Station operations from July 1 through December 31, 2024. This cost was expected and budgeted for in our Water and Sewer Fund. I have reviewed this item and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment in the amount of \$62,927.34 to Grosse Pointe Woods for the City's pro-rata portion of the operating and maintenance of the Torrey Road Pump Station for the period July 1 through December 31, 2024.

9. PAYMENT TO TURF AND TIMBER LLC

Attached is a memorandum from the DPW Superintendent transmitting an invoice for the removal of dead and downed trees/limbs at several locations. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment to Turf and Timber LLC in the amount of \$48,600.00 for the removal of dead and downed trees/limbs.

10. APPROVAL OF REPAIR - CITY HALL TEMPERATURE CONTROL UNIT

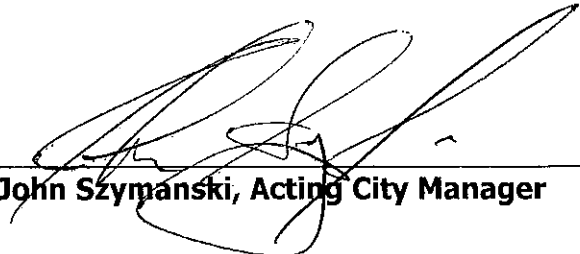
Attached is a memorandum from the DPW Superintendent requesting approval to continue the repairs to the City Hall heating/cooling system. The quote received from K & S Ventures is for replacing the obsolete pneumatic control system on the heating unit and to install temperature sensors. I have reviewed this and recommend that this repair be approved.

Recommended Action: By Resolution, approve the repair, to be performed by K & S Ventures, to the City Hall heating/cooling system, replacing the control system and installing temperature sensors in the amount not to exceed \$15,760.00.

11. PAYMENT TO CITY INSIGHT LLC

Attached is an invoice for the annual licensing, maintenance, hosting and technical support for the mobile application enabled for residents and businesses to pay for their taxes and water service. This has proven to be a successful app and it is recommended that this payment be approved.

Recommended Action: By Resolution, approve payment to City Insight LLC in the amount of \$16,068.00 for the annual licensing, maintenance, hosting and technical support for the mobile payment application.



John Szymanski, Acting City Manager

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
01/10/2025	131634	ALICIA MARTIN	MIDC HOUSE COUNSEL/ON CALL-121824	140.00
01/10/2025	131635	ALL SEASONS OUTDOOR EQUIPMENT	MAINTENANCE/REPAIR/SUPPLIES-DPW MAINTENANCE/REPAIR/SUPPLIES-DPW	2,514.67 338.57
01/10/2025	131636	ARROW OFFICE SUPPLY	OFFICE SUPPLIES-HMPD	71.83
01/10/2025	131637	AXON ENTERPRISE, INC.	POLICE EQUIPMENT/HARDWARE	838.40
01/10/2025	131638	BADGER METER, INC.	BEACON MBL SERV UNIT DEC24-DPW BEACON MBL SERV UNIT NOV24-DPW METER PARTS/SUPPLIES/MAINT-DPW	513.27 513.27 1,897.08
01/10/2025	131639	BLUE CROSS & BLUE SHIELD OF MI	JAN25 MEDICAL PREM/MEDICARE-CLERK	25,526.48
01/10/2025	131640	C.E. & A PROFESSIONAL SERV CO	RANDOM DRUG TESTING-DPW	260.06
01/10/2025	131641	CINTAS CORPORATION #721	DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW	127.33 144.10 25.94 40.95
01/10/2025	131642	CITY OF HARPER WOODS REFUSE	JAN25 MEDICAL PREM/MEDICARE-CLERK	2,923.62
01/10/2025	131643	CIVIC PLUS LLC	REFUSE VARIOUS CITY PROPERTIES	324.00
01/10/2025	131644	CLASS A TRAINING CENTER, LLC	ONLINE CODE HOSTING/BANK SUB-CLERK	189.43
01/10/2025	131645	COMCAST	PROFESSIONAL SCVS-CNSLG ADC-32A	105.00
01/10/2025	131646	COMCAST	MONTHLY INTERNET/PHONE-CITY HALL	183.85
01/10/2025	131647	COMCAST	CITY HALL INTERNET/PHONE	292.05
01/10/2025	131648	COMCAST	JAN25 MONTHLY INTERNET/PHONE KELLY RD	454.28
01/10/2025	131649	COMCAST	JAN25 MTHLY INTERNET/PHONE-PARKS/REC	467.66
01/10/2025	131650	COMCAST	DEC24 MTHLY PHONE SVCS-DPW	134.10
01/10/2025	131651	COMCAST BUSINESS	JAN25 MONTHLY RECURRING CHGS ETHERNET-CL	1,040.00
01/10/2025	131652	CONTRACTORS CONNECTION	DEC24 MONTHLY RECURRING CHGS ETHERNET-CL	1,786.65
01/10/2025	131653	CORE & MAIN	EQUIPMENT MAINT-SUPPLIES-DPW	640.10
01/10/2025	131654	CYNTHIA CZECH	WATER SYS EQUIP/PART/MAINT/REP-DPW	373.80
01/10/2025	131655	DAPHNE R. BRADEFIELD	MIDC ATTORNEY-24-92914A/B	280.00
01/10/2025	131656	DATA WORKS PLUS, LLC	MIDC HOUSE COUNSEL/ON CALL-121224 EVO LEASE 3-YR MOBILE ID-HMPD	398.33
01/10/2025	131657	DAVONNE DARBY	MIDC ATTORNEY-23H00846A/B MIDC ATTORNEY-24-92958	399.00 451.50
01/10/2025	131658	DELTA DENTAL PLAN OF MI	MIDC HOUSE COUNSEL/ON CALL-122224	280.00
01/10/2025	131659	DES MOINES STAMP	JAN25 EMPLOYEE PREMIUMS-CLERK	8,258.30
01/10/2025	131660	DETROIT SALT COMPANY	(3) DATE FRONTER COUNTER STAMPS-TRE 49.84 TONS ROAD SALT-DPW	222.00 2,911.65
01/10/2025	131661	DORIS NEAL	MIDC ATTORNEY-24-93037 MIDC ATTORNEY-24-92966 MIDC ATTORNEY-24-93007 MIDC ATTORNEY-24-92798	386.40 869.40 504.00 1,223.70

Check Date	Check	Vendor Name	Description	Amount
			MIDC HOUSE COUNSEL/ON CALL-121924	570.50
				<u>3,554.00</u>
01/10/2025	131662	DOXIM	DEC24 MONTHLY WATER BILLS-TR 2024 WINTER TAX BILLS-TR	4,613.28 50.00
				<u>4,663.28</u>
01/10/2025	131663	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW	332.16
01/10/2025	131664	EXWAY ELECTRIC SUPPLY CO.	MAINTENANCE/SUPPLIES-PARKS MAINTENANCE/SUPPLIES-PARKS	21.95 21.96
				<u>43.91</u>
01/10/2025	131665	FIRST CHOICE/BLUE TIGER	JAN2025 WATER UNIT RENTAL-CLERK	200.00
01/10/2025	131666	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW	84.25
01/10/2025	131667	GILBERT'S PRO HARDWARE; INC.	HARDWARE-MAINT-HWPD HARDWARE-MAIN-HWPD HARDWARE-MAIN-HWPD	12.10 6.19 5.99
				<u>24.28</u>
01/10/2025	131668	GRAYBAR FINANCIAL SERVICES	DEC24 TELEPHONE SYSTEM LEASE-CH	1,089.00
01/10/2025	131669	GREAT LAKES CONTRACTING SOLUTIONS	180-337 STORM SEWER REP AG010625-CM	8,500.00
01/10/2025	131670	GREAT LAKES WATER AUTHORITY	DEC24 SEWAGE DISPOSAL-TREASURER	14,200.00
01/10/2025	131671	GROSSE POINTE ANIMAL ADOPTION	OCT24 ANIMAL CONTROL SERVICES-HWPD NOV2024 ANIMAL CONTROL SVCS-HWPD DEC2024 ANIMAL CONTROL SVCS-HWPD	500.00 236.00 300.00
				<u>1,036.00</u>
01/10/2025	131672	GUARDIAN SEWERS	MAIN BREAK/REPAIR AG010625-DPW MAIN BREAK/REPAIR AG010625-DPW STOP BOX RPL/REP AG010625-DPW STOP BOX RPL/REP AG010625-DPW DRAIN MAINT/REPAIR AG010625-DPW DRAIN MAINT/REPAIR AG010625-DPW	4,900.00 3,600.00 1,850.00 500.00 250.00 475.00
				<u>11,575.00</u>
01/10/2025	131673	HARPER WOODS WATER DEPARTMENT	WATER SERVICES VAR CITY PROPERTIES	557.12
01/10/2025	131674	HONIGMAN LLP	LEGAL SVC POUFARD DEV OCT24 AG010624-CM LEGAL SVC POUFARD DEV NOV24 AG010624-CM	12,893.75 4,866.25
				<u>17,760.00</u>
01/10/2025	131675	HOUSE ARREST SERVICES, INC.	PROFESSIONAL SERVICES ADC-32A	51.00
01/10/2025	131676	HYDROCORP	DEC24 CROSS CONT CONTROL PROG-DPW	540.00
01/10/2025	131677	IMAGEFIRST	DEC24 PRISONER BLKTS/MATS CL-HWPD	285.20
01/10/2025	131678	ITU INC	#621 MAINT/REPAIRS-MUD FLAPS-DPW	44.78
01/10/2025	131679	JOHN CAHALAN	MIDC HOUSE COUNSEL/ON CALL-122324	660.80
01/10/2025	131680	JOHN GERLACH	MIDC ATTORNEY-24-92744	558.20
01/10/2025	131681	K & S VENTURES, INC.	ONSITE SCVS BOILER PUMPS AG010625-DPW	5,785.00
01/10/2025	131682	KANSAS CITY LIFE	JAN25 EMPLOYEE/RETIREE PREMIUM-CL POSTAGE FOR 2025 PER PROP TAX-TR	5,361.31 42.04
01/10/2025	131683	KCI		

Check Date	Check	Vendor Name	Description	Amount
01/10/2025	131684	LANGUAGE LINE SERVICES	INTERPRETATION FEES-32A	226.41
01/10/2025	131685	LESLIE FRANK	REFRESH PETTY CASH-CLERK	108.71
01/10/2025	131686	LEXISNEXIS RISK DATA MGT, LLC	NOV24 USER FEES-HWPD DEC24 USER FEES-HWPD	256.99 256.99 <u>513.98</u>
01/10/2025	131687	LINGO	JAN25 TELEPHONE SERVICES-CLERK	1,108.33
01/10/2025	131688	LITHO PRINTING SERVICE, INC.	(100) TREE LIGHTING BROCHURE-REC	110.00
01/10/2025	131689	LOU'S PET SHOP	K9 SUPPLIES-HWPD	196.31
01/10/2025	131690	LOWE'S	HARDWARE/SUPPLIES-DPW HARDWARE/SUPPLIES-DPW	99.15 47.48 <u>146.63</u>
01/10/2025	131691	MACOMB COMMUNITY COLLEGE	FIREARMS INSTR/RANGE MASTER-HWPD	400.00
01/10/2025	131692	MACOMB COUNTY	NOV24 TRAFFIC SIGNAL MAINT-DPW	20.58
01/10/2025	131693	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MBRP DUES AG121624CM MML CAPCON MARCH 2025 REGIS-CM	7,669.00 765.00 <u>8,434.00</u>
01/10/2025	131694	MICHIGAN MUNICIPAL LEAGUE	4TH QTR 2024 UNEMPL CONTRIB-FIN	40.62
01/10/2025	131695	MICHIGAN MUNICIPAL LEAGUE	2025 POOL RENEW PREM AG121624-FIN CYBER DATA BREACH PREM AG121624-FIN	256,957.00 9,726.00 <u>266,683.00</u>
01/10/2025	131696	MIK'AL CRAWFORD	MIDC HOUSE COUNSEL/ON CALL-121024 MIDC ATTORNEY-24-92959 MIDC ATTORNEY-24-92940A/B/C MIDC ATTORNEY-23-92203A/C MIDC ATTORNEY-24-92904 MIDC ATTORNEY-24-92683-A	1,382.50 378.00 441.00 189.00 357.00 376.50 <u>3,124.00</u>
01/10/2025	131697	MISS DIG 811	UTILITY MARKING SERVICES-DPW	1,591.11
01/10/2025	131698	MR. C'S CAR WASH	DEC24 POLICE VEHICLE CLEANING	318.00
01/10/2025	131699	NU APPEARANCE	LEAF CLEAN-UP CITY PROP AG01062025-REC LEAF CLEAN-UP CH/FD AG010625-REC SNOW REMOVAL/SALT CITY LOC AG010625-DPW	10,712.00 2,190.00 6,408.00 <u>19,310.00</u>
01/10/2025	131700	OFFICE EQUIPMENT RESOURCES	CLEANING-OFFICE EQUIP-32A	105.00
01/10/2025	131701	ORKIN	MONTHLY PEST CONTROLS-KELLY RD-DPW	90.00
01/10/2025	131702	ORKIN	DEC24 MONTHLY PEST CONTROLS-DPW	40.00
01/10/2025	131703	OSCAR W LARSON COMPANY	UNDERGROUND FUEL TANK MAINT-DPW UNDERGROUND FUEL TANK MAINT-DPW	245.36 607.72 <u>853.08</u>
01/10/2025	131704	PERKINS LAW GROUP PLLC	LEGAL SERVICES 120924-123024-CM	4,800.00

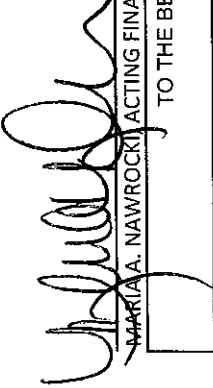
Check Date	Check	Vendor Name	Description	Amount
01/10/2025	131705	PIRTEK STERLING HEIGHTS	#625 LOADER-ON SITE REPAIR-DPW GAS PUMP-ON SITE REPAIR-DPW	1,204.07 1,030.82 <u>2,234.89</u>
01/10/2025	131706	POINTE ALARM LLC	FEB25 PUMP SATATION ALARM-CM SECURITY SYS,RADIO UPLINK,WARRANTY-CM	2,239.86 1,229.59 <u>3,469.45</u>
01/10/2025	131707	POMP'S TIRE SERVICE, INC	#630 ON-SITE TIRE REPAIR-DPW	300.26
01/10/2025	131708	PRIORITY WASTE LLC	DEC24 RESIDENTIAL TRASH COL-DPW JAN25 RESIDENTIAL TRASH COL-DPW	46,517.00 47,679.00 <u>94,196.00</u>
01/10/2025	131709	QUILL CORPORATION	OFFICE SUPPLIES-32A	9.49
01/10/2025	131710	SIMPLIFIED BUSINESS SOLUTIONS	PROF SVCS NETWORK DEC24 AG010625 IT SUPPORT/SUPPLIES NOV24 AG010624-CM	4,293.59 2,176.49 <u>6,470.08</u>
01/10/2025	131711	SOUTHEAST MACOMB SANITARY DISTRICT	JAN25 FIXED SEWER CHARGES-TR	113,100.74
01/10/2025	131712	STATE OF MICHIGAN	DEC25 SEX OFFENDER REG-HWPD	120.00
01/10/2025	131713	STATE OF MICHIGAN - MI DEAL	2025 ANNUAL MIDEAL MEMBERSHIP-DPW	230.00
01/10/2025	131714	SUBURBAN LIBRARY COOPERATIVE-GEN	AUTOMATED SYS JAN-MARCH 2025-LIB	5,112.08
01/10/2025	131715	SUPREME HEATING & COOLING; LLC	SERVICE CALL-HEATING UNIT-DPW	1,625.00
01/10/2025	131716	TANEESHA BRANTLEY	CLEANING SERVICES KELLY RD-DPW CLEANING SERVICES KELLY RD-DPW	200.00 150.00 <u>350.00</u>
01/10/2025	131717	THE CRACKED EGG OF HARPER WOODS	DEC24 PRISONER MEALS-HWPD	89.50
01/10/2025	131718	THOMAS W. JAKUC	MIDC HOUSE COUNSEL/ON CALL MIDC HOUSE COUNSEL/ON CALL-123024	180.00 280.00 <u>460.00</u>
01/10/2025	131719	TIMOTHY MATOUK	QTYLY STIPEND PMT (OCT, NOV, DEC24) -CM	745.26
01/10/2025	131720	TOSHIBA FINANCIAL SERVICES	JAN25 COPIER/PRINTER LEASE-32A	316.77
01/10/2025	131721	ULLIANCE, INC.	EMPLOYEE ASST PRG JAN-APRIL25-CM	2,166.67
01/10/2025	131722	VERIZON WIRELESS	DEC24 FD TELEMETRY-CM	7.02
01/10/2025	131723	VINCENT VANTIEM	MIDC ATTORNEY-24-93006A-H MIDC HOUSE COUNSEL/ON CALL-010225	231.00 528.50 <u>759.50</u>
01/10/2025	131724	VISUAL EDGE IT	TOSHIBA MAINT/USAGE/READ-32A	209.40
01/10/2025	131725	WAYNE COUNTY	JULY24 BOARDING OF PRISONERS-HWPD AUG24 BOARDING OF PRISONERS-HWPD	315.00 385.00 <u>700.00</u>
01/10/2025	131726	WCA ASSESSING	JAN25 CONTRACT ASSESSMENT AG010625-CL	6,384.16


Check Date	Check	Vendor Name	Description	Amount
01/10/2025	131727	WM CORPORATE SERVICES, INC	8 ROLL OFF TRANSPORT DEC24-DPW 30 ROLL OFF TRANSPORT NOV24-DPW	4,058.91 14,514.94 <u>18,573.85</u>

GEN TOTALS:

Total of 94 Checks:
 Less 0 Void Checks:
 Total of 94 Disbursements:

695,089.17
 0.00
695,089.17


 MARIA A. NAWROCKI, ACTING FINANCE DIRECTOR
 TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE BILLS ARE VALID OBLIGATIONS
 OF THE CITY OF HARPER WOODS AND ARE DUE AND PAYABLE


 JOHN M. SZYMANSKI, ACTING CITY MANAGER

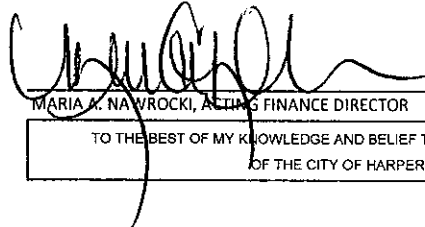
LESLIE M. FRANK, CITY CLERK
 BY RESOLUTION THE BILLS PROCESSED PRESENTED ABOVE ARE HEREBY APPROVED
 FOR PAYMENT AT THE REGULAR COUNCIL MEETING

VALERIE J. KINDLE, MAYOR

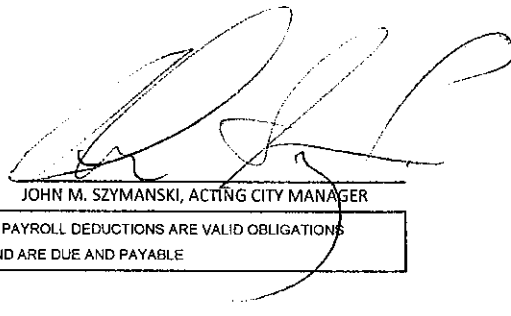
PAYROLL DEDUCTION CHECK REGISTER FOR CITY OF HARPER WOODS
 FOR CHECK DATES 1/4/2025 thru 01/17/2025
 CHECK NUMBERS 131728 thru 131740

Check Date	Check#	Vendor Name	Description	Amount
01/16/2025	131728	AFLAC	P/R DEDUCTIONS W/H 12/19/2024	743.74
01/16/2025	131729	AMERICAN FIDELITY ASSURANCE	P/R DEDUCTIONS W/H 12/19/2024	2,075.90
01/16/2025	131730	COLONIAL LIFE INSURANCE	P/R DEDUCTIONS W/H 12/19/2024	52.66
01/16/2025	131731	FRATERNAL ORDER OF POLICE #102	P/R DEDUCTIONS W/H 12/19/2024	72.00
01/16/2025	131732	FRATERNAL ORDER OF POLICE LABOR COUNCIL	P/R DEDUCTIONS W/H 12/19/2024	815.00
01/16/2025	131733	HWPOA	P/R DEDUCTIONS W/H 12/19/2024	240.00
01/16/2025	131734	IAFF LOCAL #1188	P/R DEDUCTIONS W/H 12/19/2024	720.00
01/16/2025	131735	MISSION SQUARE	P/R DEDUCTIONS W/H 12/19/2024	8,733.00
01/16/2025	131736	MISDU	P/R DEDUCTIONS W/H 12/19/2024	1,463.22
01/16/2025	131737	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 12/19/2024	799.00
01/16/2025	131738	POLICE OFFICERS ASSOCIATION OF MI	P/R DEDUCTIONS W/H 12/19/2024	479.36
01/16/2025	131739	TEXASLIFE, INSURANCE CO	P/R DEDUCTIONS W/H 12/19/2024	239.24
01/16/2025	131740	TPOAM	P/R DEDUCTIONS W/H 12/19/2024	350.00

GRAND TOTAL **\$16,783.12**



 MARIA A. NAWROCKI, ACTING FINANCE DIRECTOR



 JOHN M. SZYMANSKI, ACTING CITY MANAGER

TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE PAYROLL DEDUCTIONS ARE VALID OBLIGATIONS
OF THE CITY OF HARPER WOODS AND ARE DUE AND PAYABLE

 LESLIE M. FRANK, CITY CLERK

 VALERIE J. KINDLE, MAYOR

BY RESOLUTION THE PAYROLL LIABILITIES PROCESSED ARE PRESENTED ABOVE ARE HEREBY APPROVED
FOR PAYMENT AT THE REGULAR COUNCIL MEETING

Invoice

Invoice Number: 1125595-COR

Invoice Date: 12/31/2024

Terms: Net 30 Days

Due Date: 1/30/2025

Customer #: 08-HRPRWOO

Customer PO #:

Harper Woods, MI, City of
 Attn: Frank, L
 19617 Harper Aveune
 Harper Woods, MI 48225
 lfrank@harperwoods.net

Item Code	Description	Quantity	Price	Amount
Building Insp %Fee	Building Insp %Fee	20453.60	\$1.00	\$20,453.60
	Building Permit Services % of Fee	20453.60	\$1.00	\$20,453.60
Building Inspection	Building Inspection	126.00	\$26.30	\$3,313.20
	BDS Permit Tech/Admin/Front Counter	120.00	\$27.36	\$3,283.20
	Building Permit Services Fixed Fee	6.00	\$5.00	\$30.00
Hourly	Hourly	39.00	\$60.54	\$2,361.06
	Code Enforcement Hourly	39.00	\$60.54	\$2,361.06

**Please remit to: SAFEbuilt LLC Lockbox #88135
 PO Box 88135, Chicago, IL 60680-1135**

444 N. Cleveland Ave, Ste 444 / Loveland, CO 80537 / Phone: (866) 977-4111 / Fax: (877) 203-2704 / www.SAFEbuilt.com

Net Invoice:	\$26,127.86
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$26,127.86

City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

Building Department Services Invoice
 December 1 - 31, 2024

	<u>Total Collected</u>	<u>Percent</u>	
December 1 - 31, 2024	\$ 25,567.00	80%	\$ 20,453.60
	<u>Total Hours</u>	<u>Hourly</u>	
Code Enforcement	39.00	60.54	\$2,361.06
Permit Technician	120.00	27.36	\$3,283.20
	<u>Total</u>	<u>Rate</u>	
Existing Permit Inspections	0.00	\$35.00	\$0.00
Administrative Closure of Records	6.00	\$5.00	\$30.00
Total Due To SAFEbuilt:			\$26,127.86

City of Harper Woods
December 2024

Accounts Receivable Report

From: December 1 - 31, 2024

Date	Receivable	Revenue
12/2/2024		1,194.00
12/3/2024		2,113.00
12/4/2024		1,927.00
12/5/2024		897.00
12/9/2024		529.00
12/10/2024		3,009.00
12/11/2024		2,844.00
12/12/2024		1,444.00
12/16/2024		1,181.00
12/17/2024		1,256.00
12/18/2024		1,731.00
12/19/2024		1,874.00
12/20/2024		90.00
12/23/2024		4,578.00
12/26/2024		825.00
12/30/2024		75.00
Total	\$	25,567.00
	Safebuilt Billable Items:	\$ 25,567.00
	Amount Due To Safebuilt:	\$ 20,453.60

25,567.00

Drive Creative Services, L.L.C.
31022 Mocerri Circle
Warren, MI 48088
+15862750030
info@drivecreativeservices.com
www.drivecreativeservices.com



INVOICE

BILL TO

City of Harper Woods
19617 Harper Ave
Harper Woods, MI 48225
United States

INVOICE # 4367

DATE 01/06/2025

DUE DATE 01/21/2025

TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Newsletter Printing of Jan/Mar 2025 Insider newsletter. 32 page/self cover - 8.5" X 11" Upright, 80# Gloss text #3, 4/4. Folded, saddle stitched and trimmed, carton packed.	7,000	0.9017143	6,312.00
Calendar Printing of 2025 HW Calendar - 8.5" x 11" finished, 24 page 60# White Uncoated Offset Smooth plus 100# 4 page cover, 4/4 process, UV Glossed, saddle stitch and trim. Drill 1 hole.	7,100	1.3716901	9,739.00
Holding Stitch Center holding stitch on finished product to secure 2025 City Calendar within Insider.	7,000	0.0678571	475.00

1.5% late fee applied to every invoice over 30 days

\$35.00 returned check fee

SUBTOTAL	16,526.00
TAX	0.00
TOTAL	16,526.00
BALANCE DUE	\$16,526.00

Thank you for your business



Please make checks payable to:
Drive Creative Services, L.L.C.



January 10, 2025

City of Harper Woods
Finance Department
19617 Harper
Harper Woods, MI 48225

RE: Assessment Services – February 2025

For contract assessment services rendered:

Contract Fee (Annually \$76,610 ÷ 12)..... \$6,384.16

TOTAL AMOUNT DUE \$6,384.16

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lynette Hobyak', is written over a horizontal line. The signature is stylized and somewhat cursive.

Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185
734-595-7727 Office
734-595-7736 Fax



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

January 03, 2025
 Project No: 0180-0253-0
 Invoice No: 155381

Project 0180-0253-0 BEACONSFIELD RESURF.-WOODLAND TO VERNIER

Professional Services from November 18, 2024 to December 15, 2024

Phase 03 CONSTRUCTION
Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
SWITZER, BRIDGET	1.00	89.49	89.49
Project Admin & Planning / Meeting Planning / Needs List / Letter to File Processing			
SWITZER, BRIDGET	.50	89.49	44.75
Project Admin & Planning / Needs List Update			
SWITZER, BRIDGET	2.30	89.49	205.83
Project Admin & Planning / Needs List			
MEETINGS			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	1.80	137.31	247.16
FAC Meeting			
KERN, RICHARD	.50	137.31	68.66
Project Closeout, Review closeout with BMS			
KERN, RICHARD	.30	137.31	41.19
Summary of payments for City audit			
Totals	6.40		697.08
Total Labor			697.08

Billing Limits	Current	Prior	To-Date
Total Billings	697.08	155,356.55	156,053.63
Limit			227,759.97
Remaining			71,706.34

Total this Phase \$697.08

Total this Invoice \$697.08

Outstanding Invoices

Number	Date	Balance
155064	12/12/2024	310.75
Total		310.75

Please include the project number and invoice number on your check.

202-446-801



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0338-0
 Invoice No: 155386

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Project 0180-0338-0 2024 MISCELLANEOUS CONCRETE REPAIRS
 FOR: CONTRACT ADMINISTRATION
Professional Services from November 18, 2024 to December 15, 2024
Professional Personnel

Handwritten signature

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	1.00	107.79	107.79	
Contract Administration				
VARICALLI, FRANK	.50	107.79	53.90	
Review quantities for as built				
VARICALLI, FRANK	1.00	107.79	107.79	
Review quantities for pay estimate				
ENG. AIDE III / GIS ANALYST III				
ANKAWI, MICHELLE	.50	89.49	44.75	
Generate Estimate, Create Cover Letter and send through DocuSign				
ANKAWI, MICHELLE	1.00	89.49	89.49	
Generate IDR and create Draft Estimate				
ANKAWI, MICHELLE	.50	89.49	44.75	
Upload G2 Invoice, add to the spreadsheet and send to city to pay				
MILLER, THOMAS	.20	89.49	17.90	
Upload and print IDRs.				
PACKARD, CONNIE	.30	89.49	26.85	
IDR review				
ENG. AIDE I / GIS ANALYST I				
HARRINGTON, MICHELLE	.30	72.52	21.76	
Review G2 invoice				
HARRINGTON, MICHELLE	.30	72.52	21.76	
Run draft estimate for FDV review				
HARRINGTON, MICHELLE	.40	72.52	29.01	
Run draft estimates for FDV and discuss quantities.				
Totals	6.00		565.75	
Total Labor				565.75
		Total this Invoice		\$565.75

Outstanding Invoices

Number	Date	Balance
155072	12/13/2024	2,360.77
Total		2,360.77

Please Include the project number and invoice number on your check.

203-463-930



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0341-0
 Invoice No: 155388

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

DocuSign

Project 0180-0341-0 2024 PAVEMENT JOINT AND CRACK SEALING
 FOR: CONTRACT ADMINISTRATION
Professional Services from November 18, 2024 to December 15, 2024
Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
ENG. AIDE III / GIS ANALYST III				
ANKAWI, MICHELLE	1.00	89.49	89.49	
Generate IDR, Create draft Estimate				
ANKAWI, MICHELLE	1.00	89.49	89.49	
Revise IDR and Generate Estimate and send through DocuSign.				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	137.31	27.46	
Coordinate Beaconsfield Joint Sealing				
KERN, RICHARD	.20	137.31	27.46	
Coordinate payment of additional work on Beaconsfield				
Totals	2.40		233.90	
Total Labor				233.90
		Total this Invoice		\$233.90

Please include the project number and invoice number on your check.

203 463 930



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0349-0
 Invoice No: 155391

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Handwritten signature

Project 0180-0349-0 2024 SIDEWALK REPLACEMENT PROGRAM (TAP)
 FOR: ENGINEERING DESIGN

Professional Services from November 18, 2024 to December 15, 2024

Fee

Construction Cost	212,630.00
Fee Percentage	8.00
Total Fee	17,010.40

Percent Complete	95.00	Total Earned	16,159.88
		Previous Fee Billing	11,482.02
		Current Fee Billing	4,677.86
		Total Fee	4,677.86

Total this Invoice \$4,677.86



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0350-0
 Invoice No: 155392

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Project 0180-0350-0 2024 CDBG SIDEWALK REPLACEMENT PROGRAM
 FOR: CONTRACT ADMINISTRATION
Professional Services from November 18, 2024 to December 15, 2024

Amend

Fee

Construction Cost	259,970.00		
Fee Percentage	6.00		
Total Fee	15,598.20		
Percent Complete	100.00	Total Earned	15,598.20
		Previous Fee Billing	15,598.20
		Current Fee Billing	0.00
		Total Fee	0.00

Professional Personnel

	Hours	Rate	Amount
SPECIFICATIONS			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	137.31	27.46
Discuss project with inspector			
KERN, RICHARD	.30	137.31	41.19
Discuss project with inspector and contractor			
KERN, RICHARD	.50	137.31	68.66
Punch List Item Review with Contractor, Quantity Review			
KERN, RICHARD	.20	137.31	27.46
Review final quantities, Provide summary to contractor			
KERN, RICHARD	.20	137.31	27.46
Review punch list items with contractor			
KERN, RICHARD	.30	137.31	41.19
Review punch list information with inspector			
KERN, RICHARD	.20	137.31	27.46
Scheduling			
KERN, RICHARD	.10	137.31	13.73
Scheduling/IDR Review			
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
MILLER, THOMAS	.60	89.49	53.69
Upload and print IDRs.			
PACKARD, CONNIE	.20	89.49	17.90
Filing			
PACKARD, CONNIE	.50	89.49	44.75
IDR review			

Please include the project number and invoice number on your check.

245-901-801-000

Project	0180-0350-0	2024 CDBG SIDEWALK REPLACEMENT PROGRAM		Invoice	155392
PACKARD, CONNIE		1.30	89.49		116.34
IDR review					
PACKARD, CONNIE		.50	89.49		44.75
Pay item review					
ENG. AIDE I / GIS ANALYST I					
HARRINGTON, MICHELLE		.80	72.52		58.02
Review IDR's to track when contractor worked, review first payroll submitted, reach out to contractor with questions.					
CONSTRUCTION OBSERVATION					
TEAM LEADER					
MYNY, JOSEPH		1.00	107.79		107.79
going over the project with the inspector					
ENG. AIDE III / GIS ANALYST III					
SELBY, PATRICK		2.00	89.49		178.98
Confirming Cones left by Great Lakes					
ENG. AIDE II / GIS ANALYST II					
SMITH, SOLOMON		80.50	81.00		6,520.50
Inspection					
Totals		89.40			7,417.33
Total Labor					7,417.33
				Total this Invoice	\$7,417.33

Outstanding Invoices

Number	Date	Balance
155077	12/13/2024	20,796.92
Total		20,796.92



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0255-0
 Invoice No: 155382

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Amount

Project 0180-0255-0 MISS DIG REQUESTS
 FOR: GENERAL MISS DIG ADMINISTRATION
Professional Services from November 18, 2024 to December 15, 2024
Professional Personnel

	Hours	Rate	Amount	
GIS UPDATES				
GRADUATE ENG/SURV/ARCH				
MILLER, JEFFREY	1.00	107.79	107.79	
Miss Dig Utility map creation				
GRADUATE ENG/SURV/ARCH				
KOWALCHICK, ANTHONY	.50	107.79	53.90	
miss dig requests				
Totals	1.50		161.69	
Total Labor				161.69
				Total this Invoice \$161.69

Outstanding Invoices

Number	Date	Balance
155065	12/12/2024	170.44
Total		170.44



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0329-0
 Invoice No: 155384

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Jane White
 1/14/25

Project 0180-0329-0 ROSCOMMON POCKET PARK
 FOR: ENGINEERING DESIGN
Professional Services from November 18, 2024 to December 15, 2024

Fee

Construction Cost	244,420.00		
Fee Percentage	8.50		
Total Fee	20,775.70		
Percent Complete	90.00	Total Earned	18,698.13
		Previous Fee Billing	18,698.13
		Current Fee Billing	0.00
		Total Fee	0.00

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION PLAN DRAFT			
LICENSED ENG/SURV/ARCH			
BONEV, DOBROMIR	8.00	131.95	1,055.60
Editing plan sheets to be ready for bid			
BONEV, DOBROMIR	1.00	131.95	131.95
Updates to prelim plans for city meeting			
QUANTITIES			
LICENSED ENG/SURV/ARCH			
BONEV, DOBROMIR	4.00	131.95	527.80
calculating quantity and creating merl estimate			
SPECIFICATIONS			
LICENSED ENG/SURV/ARCH			
BONEV, DOBROMIR	4.00	131.95	527.80
creating/editing special provisions			
BONEV, DOBROMIR	4.00	131.95	527.80
Special provisions, specification markups			
MEETINGS			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	1.20	137.31	164.77
Design Review Meeting			
KERN, RICHARD	.20	137.31	27.46
Review information with DB			
LICENSED ENG/SURV/ARCH			
BONEV, DOBROMIR	1.00	131.95	131.95
Meeting with City of Harper Woods			

Please include the project number and invoice number on your check.

409.756.801.000

Project	0180-0329-0	ROSCOMMON POCKET PARK	Invoice	155384
---------	-------------	-----------------------	---------	--------

GIS UPDATES

GRADUATE ENG/SURV/ARCH

KOWALCHICK, ANTHONY

update utilities from topo

Totals

Total Labor

.20	107.79	21.56
23.60		3,116.69

3,116.69

Total this Invoice

\$3,116.69



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0303-0
 Invoice No: 155383

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Amend

Project 0180-0303-0 TEMPORARY WATER SYSTEM OPERATOR
 FOR: WATER SYSTEM OPERATIONS
Professional Services from November 18, 2024 to December 15, 2024
Professional Personnel

	Hours	Rate	Amount	
FIELD SERVICES				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	137.31	68.66	
Coordinate operations schedule (MDH, DPW)				
GUINNANE, PAUL	7.50	137.31	1,029.83	
Perform CWS Oversight at HWDPW: Follow up on CDSMI notices/ MSLV, S-2 license status				
GUINNANE, PAUL	8.00	137.31	1,098.48	
Perform CWS oversight at HWDPW: S-2 license confirmation (check OTCIS), follow up to CDSMI notification letters				
GUINNANE, PAUL	8.00	137.31	1,098.48	
Perform CWS oversight: Completed new EQP5854 for signature by new OIC and backup-OIC. Follow up on DDMI letters (Lead Status Unknown) and potential LCR SSP.				
GUINNANE, PAUL	.50	137.31	68.66	
Revised CWS oversight schedule w/ LJU, update calendar.				
GUINNANE, PAUL	.50	137.31	68.66	
S-2 and S-3 results for HWDPW.				
GUINNANE, PAUL	.50	137.31	68.66	
SDWARS UCMR5 response and results w/ HT				
GUINNANE, PAUL	.50	137.31	68.66	
UCMR5 DPW emails and ALS response), file results				
GUINNANE, PAUL	.50	137.31	68.66	
UCMR5 email and follow up calls with DPW (ALS lab results)				
Totals	26.50		3,638.75	
Total Labor				3,638.75
		Total this Invoice		\$3,638.75

Outstanding Invoices

Number	Date	Balance
155067	12/12/2024	3,913.35
Total		3,913.35

Please include the project number and invoice number on your check.

592.542.801



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0340-0
 Invoice No: 155387

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Amend

Project 0180-0340-0 2024 SANITARY SEWER CLEANING AND TV INSP
 FOR: CONTRACT ADMINISTRATION
Professional Services from November 18, 2024 to December 15, 2024
 Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER			
VARICALLI, FRANK	1.00	107.79	107.79
Contract Administration			
VARICALLI, FRANK	.50	107.79	53.90
Review quantities for pay estimate			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	.50	89.49	44.75
Create draft Estimate			
ANKAWI, MICHELLE	.50	89.49	44.75
Generate Estimate, Create Cover Letter and send through DocuSign			
MILLER, THOMAS	.20	89.49	17.90
Upload and print IDRs.			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	137.31	27.46
Coordinate inspection of punch list work			
KERN, RICHARD	.10	137.31	13.73
Discuss project with FDV			
KERN, RICHARD	.20	137.31	27.46
Scheduling			
CONSTRUCTION OBSERVATION			
TEAM LEADER			
MYNY, JOSEPH	1.00	107.79	107.79
Going over project with the on site inspector			
ENG. AIDE III / GIS ANALYST III			
SELBY, PATRICK	8.50	89.49	760.67
Observation of Dukes			
GRADUATE ENG/SURV/ARCH			
WILSON, HOLLY	2.00	107.79	215.58
Arrived on site, but there was another inspector available. I headed back to the Shelby Office after explaining what was needed for the project.			
GENERAL			
GRADUATE ENG/SURV/ARCH			
WILSON, HOLLY	1.00	107.79	107.79
City-wide Infrastructure inspection and repair history cataloging			

Please include the project number and invoice number on your check.

592 544 930

GIS UPDATES

GRADUATE ENG/SURV//ARCH			
KOWALCHICK, ANTHONY	.30	107.79	32.34
add new pipe and MH found in the field per Pat and Holly			
KOWALCHICK, ANTHONY	.80	107.79	86.23
update a few lines per Holly's notes			
SVOBODA, JOSEPH	5.20	107.79	560.51
completed as-built updates			

CCTV REVIEW

GRADUATE ENG/SURV//ARCH			
WILSON, HOLLY	3.50	107.79	377.27
Final Deliverable Review			
WILSON, HOLLY	.50	107.79	53.90
Punch List			
Totals	26.00		2,639.82

Total Labor 2,639.82

Total this Invoice \$2,639.82

Outstanding Invoices

Number	Date	Balance
155073	12/13/2024	1,138.74
Total		1,138.74



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0331-0
 Invoice No: 155385

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Amount

Project 0180-0331-0 2024 DWRP LEAD WATER SERVICE REPLACEMENT
 FOR: CONSTRUCTION ADMINISTRATION
Professional Services from November 18, 2024 to December 15, 2024

Professional Personnel

	Hours	Rate	Amount	
PRELIMINARY ENGINEERING				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	137.31	68.66	
Check missing LSLR Consent forms (M. Coffee) contact info.				
GUINNANE, PAUL	.50	137.31	68.66	
Follow up phone call (Marco Coffee), check with DPW				
CONTRACT ADMINISTRATION				
ENG. AIDE I / GIS ANALYST I				
WINN, HEATHER	5.00	72.52	362.60	
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	137.31	27.46	
Background Check follow up				
KERN, RICHARD	.30	137.31	41.19	
Background Check follow up, Discuss with contractor, Resident call				
KERN, RICHARD	.30	137.31	41.19	
Consent Forms, Follow up with background checks and contractor schedule				
KERN, RICHARD	.20	137.31	27.46	
Follow up on project				
KERN, RICHARD	.20	137.31	27.46	
Follow up on start of project				
KERN, RICHARD	.50	137.31	68.66	
Phone Calls with Residents, Consent Form follow-up, Coordinate project startup				
KERN, RICHARD	.30	137.31	41.19	
Priority Completion List				
KERN, RICHARD	.50	137.31	68.66	
Shop Drawing Review				
KERN, RICHARD	1.20	137.31	164.77	
Storm Details to Building Department, Resident Calls regarding missing consent forms				
Totals	9.70		1,007.96	
Total Labor				1,007.96

Billing Limits	Current	Prior	To-Date
Labor	1,007.96	4,894.88	5,902.84
Limit			120,000.00
Remaining			114,097.16

Please include the project number and invoice number on your check.

592 542 80 600

Project	0180-0331-0	2024 DWRP LEAD WATER SERVICE REPLACEMENT	Invoice	155385
			Total this Invoice	\$1,007.96



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0344-0
 Invoice No: 155389

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Output

Project 0180-0344-0 FY2025 DWRP PROJECT PLAN
 FOR: PROJECT PLAN DEVELOPMENT
Professional Services from November 18, 2024 to December 15, 2024
Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	1.50	137.31	205.97	
Go through plans and documents in City Hall Basement				
KERN, RICHARD	.40	137.31	54.92	
Intent to Apply Forms for FY2026				
KERN, RICHARD	.30	137.31	41.19	
Public Hearing Notice Correspondence				
KERN, RICHARD	.20	137.31	27.46	
Review and approve public hearing notice				
KERN, RICHARD	.20	137.31	27.46	
Set up public hearing date				
CONSTRUCTION OBSERVATION				
ENG. AIDE III / GIS ANALYST III				
PACKARD, CONNIE	.50	89.49	44.75	
IDR and tracking				
Totals	3.10		401.75	
Total Labor				401.75
		Total this Invoice		\$401.75

Please include the project number and invoice number on your check.

502-542-801



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0347-0
 Invoice No: 155390

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Handwritten signature

Project 0180-0347-0 DWSD SEWAGE DISCHARGE DISTRICT

FOR: FLOW METERING

Professional Services from November 18, 2024 to December 15, 2024

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
GRADUATE ENG/SURV/ARCH				
DANDAYUDHAM, RAMYA	3.00	107.79	323.37	
Nov 2024 data plots				
PRELIMINARY ENGINEERING				
LICENSED ENG/SURV/ARCH				
PATHIRANA, DULANGA	1.00	131.95	131.95	
Downloaded the Harper woods Meter 1 to 6 data.				
FIELD SERVICES				
ENG. AIDE III / GIS ANALYST III				
BIRKETT, CHRISTOPHER	5.00	89.49	447.45	
Download and service meters, upload meter data.				
Totals	9.00		902.77	
Total Labor				902.77
				Total this Invoice \$902.77

Outstanding Invoices

Number	Date	Balance
155075	12/13/2024	930.23
Total		930.23



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
 www.aewinc.com p(586)726-1234

INVOICE

January 03, 2025
 Project No: 0180-0357-0
 Invoice No: 155393

CITY OF HARPER WOODS
 ATTN: LESLIE FRANK, CITY CLERK
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095

Amount

Project 0180-0357-0 DISTRIBUTION SYSTEM MATERIALS INVENTORY
 FOR: DISTRIBUTION SYSTEM MATERIALS INVENTORY
Professional Services from November 18, 2024 to December 15, 2024
Professional Personnel

	Hours	Rate	Amount	
STUDIES				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	137.31	68.66	
CDSMI follow up letter response emails and text (photos both sides of meter) 19121 Washtenaw				
GUINNANE, PAUL	.50	137.31	68.66	
Follow up with DPW (water service 20606 Ridgemont), EGLE follow up emails (LCR Emerg Repair)				
GUINNANE, PAUL	1.00	137.31	137.31	
Receive and fwd to GIS DSMI emails/ texts (4 Addresses)				
GUINNANE, PAUL	.50	137.31	68.66	
Resident call/ emails (interior material inspections: 20846 Kenmore)				
GUINNANE, PAUL	.50	137.31	68.66	
SDWARS UCMR5 response and results w/ HT				
GUINNANE, PAUL	1.00	137.31	137.31	
Update HWDPW card file for GIS				
GUINNANE, PAUL	.50	137.31	68.66	
Water service photos and info: (2) to GIS				
Totals	4.50		617.92	
Total Labor				617.92
				Total this Invoice \$617.92

Outstanding Invoices

Number	Date	Balance
155078	12/13/2024	137.31
Total		137.31

Please include the project number and invoice number on your check.

592 542 801



DEPARTMENT OF PUBLIC WORKS
19600 E. EIGHT MILE RD. • HARPER WOODS, MICHIGAN 48225-1139

Telephone : 313.343.2570

Fax : 313.343.2572

hwdpw@harperwoods.net

January 14, 2025

TO: John Szymanski, Acting City Manager
FROM: Heather Toutant – Director; Public Works
RE: Guardian Sewers Invoice (s) Over \$5000.00 –

Dear Mr. Szymanski,

Please submit to Council to pay Guardian Sewers \$18,500.00

Guardian assisted with emergency main break repairs (3) repairs as well as replacing bolts on a capped line in the turn lane of Kelly Rd at Vernier.

Due to the nature of the repairs, it was necessary to hire Guardian to assist the DPW.

These repairs were complicated by concrete removal, weather and location of the repairs.

Detailed invoices are attached.

If you have any questions regarding these invoices, please call me.

Sincerely,

Heather Toutant
Department of Public Works

HT

GUARDIAN SEWERS

INVOICE

14429 HARBOR ISLAND
DETROIT, MI. 48215
313-995-1165

DATE: January 6, 2025
INVOICE # 9129
FOR: 17700 Vernier

Bill To:
CITY OF HARPER WOODS

Service Date: 1/3

19600 EAST 8 MILE
HARPER WOODS, MI 48225
313-343-2570

PO # 36591

DESCRIPTION	AMOUNT
Dug up to make repair on 12" water main. Hydro-excaved area and saw cut road. Found an old cap on a tee that the bolts rotted away. Installed new bolts on existing cap, backfilled with 22 yards of 21A stone under the road.	\$ 5,800.00
TOTAL	\$ 5,800.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

14429 HARBOR ISLAND
DETROIT, MI. 48215
313-995-1165

DATE: January 6, 2025
INVOICE # 9128
FOR: 20220 & 20228
Damman

Bill To:
CITY OF HARPER WOODS

Service Date: 12/30

19600 EAST 8 MILE
HARPER WOODS, MI 48225
313-343-2570

PO # 36591

DESCRIPTION	AMOUNT
Dug up and made repair on 8" water main. Installed two 8X15" repair clamps at two different braks and one 8X8" clamp at the third break. Broke again at 20228, installed one 8X36" clamp, backfilled to rough grade with 21 yards of 21A stone and cleaned up both locations.	\$ 6,800.00
TOTAL	\$ 6,800.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

14429 HARBOR ISLAND
DETROIT, MI. 48215
313-995-1165

DATE: January 6, 2025
INVOICE # 9127
FOR: 20906 Hollywood

Bill To:
CITY OF HARPER WOODS

Service Date: 12/29

19600 EAST 8 MILE
HARPER WOODS, MI 48225
313-343-2570

PO # 36591

DESCRIPTION	AMOUNT
*****EMERGENCY REPAIR- RAINING 4:45 AM*****	
Dug up and made repair on 6" water main, installed one 6X15" clamp, one 3/4" compression corp with plug. Backfilled to rough grade with 10 yards of sand and cleaned up work site.	\$ 5,900.00
TOTAL	\$ 5,900.00

THANK YOU FOR YOUR BUSINESS!

NU APPEARANCE MAINTENANCE, INC.

19942 Harper Avenue
 Harper Woods, MI 48225
 (313) 884-0515 Fax (313) 886-7276
 nuappearance@comcast.net

Invoice

Date	Invoice #
12/31/2024	32831
Terms	Due Date
Net 30	1/30/2025

RECEIVED RECEIVED

H.W. Department of Public Works
 Marjorie Dufort
 19600 E. Eight Mile Road
 Harper Woods, MI 48225

JAN 2 2025

DPW - CITY OF
 HARPER WOODS

JAN 2 2024

DPW - CITY OF
 HARPER WOODS

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36618	SAK	

Qty	Description	Rate	Amount
	Snow removal and salting as requested by City of Harper Woods D.P.W. Areas covered per listing and map provided, plus previous conversations with W. Snyder.		
	12/20/24 am. (salting)		
1	Labor: 'Ice Melter' Dispersed City Hall, Library, Annexes-2.	200.00	200.00
	12/20/24 pm. (salting)		
	I-94 Bridges/Crosswalks; Vernier Crosswalks; Pump Stations, Various Walkways.		
1	Labor: 'Ice Melter' Dispersed City Hall/Police/Fire; Public Library; Annexes 1&2; Johnston/Salter/Danbury Parks; DPW; Various Walks; Kelly Road Crosswalks.	265.00	265.00
1	Labor: 'Ice Melter' Dispersed	265.00	265.00
3	Lots: 19969 Anita, 20321 Roscommon, 20245 Huntington.	25.00	75.00
	12/23/24 am. (snow plowing and salting)		
	I-94 Bridges/Crosswalks; Vernier Crosswalks; Pump Stations, Various Walkways.		
1	Labor: Snow 1.5"	522.50	522.50
1	Labor: 'Ice Melter' Dispersed City Hall/Police/Fire; Public Library; Annexes 1&2; Johnston/Salter/Danbury Parks; DPW; Various Walks; Kelly Road Crosswalks.	265.00	265.00
1	Labor: Snow 1.5"	522.50	522.50
1	Labor: 'Ice Melter' Dispersed	265.00	265.00
3	Lots: 19969 Anita, 20321 Roscommon, 20245 Huntington.	25.00	75.00

Thank You For Your Business!

Total \$2,455.00

NU APPEARANCE MAINTENANCE, INC.

19942 Harper Avenue
Harper Woods, MI 48225

(313) 884-0515 Fax (313) 886-7276
nuappearance@comcast.net

Invoice

Date	Invoice #
12/18/2024	32799
Terms	Due Date
Net 30	1/17/2025

H.W. Department of Public Works
Marjorie Dufort
19600 E. Eight Mile Road
Harper Woods, MI 48225

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36618	AFK	

Qty	Description	Rate	Amount
1	H.W. Municipal Building: Final Leaves Cleanup 12/11/24.	300.00	300.00
1	H.W. Public Library: Final Leaves Cleanup 12/11/24.	150.00	150.00
1	Annexes-2 on Old Homestead: Final Leaves Cleanup 12/11/24.	150.00	150.00
1	Kelly Road Islands: Final Leaves Cleanup 12/11/24.	950.00	950.00
		RECEIVED DEC 19 2024 DPW - CITY OF HARPER WOODS	
Thank You For Your Business!		Total	\$1,550.00

NU APPEARANCE MAINTENANCE, INC.

19942 Harper Avenue
 Harper Woods, MI 48225
 (313) 884-0515 Fax (313) 886-7276
 nuappearance@comcast.net

Invoice

Date	Invoice #
12/18/2024	32798
Terms	Due Date
Net 30	1/17/2025

H.W. Department of Public Works
 Marjorie Dufort
 19600 E. Eight Mile Road
 Harper Woods, MI 48225

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36618	SAK	

Qty	Description	Rate	Amount
42.5	Assist Harper Woods D.P.W. with Leaves Cleanup along I-94 Service Drive Fencelines. 12/10/24 Labor Hours: 5 guys, 8.5 hours.	37.00	1,572.50

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DEC 19 2024

DPW - CITY OF
HARPER WOODS

Thank You For Your Business!

Total \$1,572.50



DEPARTMENT OF PUBLIC WORKS
19600 E. EIGHT MILE RD. • HARPER WOODS, MICHIGAN 48225-1139

Telephone : 313.343.2570

Fax : 313.343.2572

hwdpw@harperwoods.net

January 14, 2025

To: John Szymanski - Acting City Manager
From: Heather Toutant, Director Public Works
Subject: Invoice over \$5000

Mr. Szymanski,

Please find the accompanying invoice in the amount of \$62,927.34 to be paid to "The City of Grosse Pointe Woods", for the City of Harper Woods pro-rated share of the Torrey Road pump station charges and capital improvement- generator replacement and submit to City Council for their approval.

T-12-24

\$62,927.34

Respectfully,

Heather Toutant
Department of Public Works



City of Grosse Pointe Woods

20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397
(313)343-2435

Invoice No. T-12-24

INVOICE

Customer

Name CITY OF HARPER WOODS
Address 19617 HARPER
City HARPER WOODS MI ZIP 48225-2095

Date 1/7/2025

Date Due 2/7/2025

Qty	Description	Unit Price	TOTAL
	HARPER WOODS PRO-RATA SHARE OF TORREY ROAD PUMP STATION JULY 1, 2024 THROUGH DECEMBER 31, 2024		
1	SALARIES	\$18,233.09	\$18,233.09
1	BENEFITS	\$5,098.39	\$5,098.39
1	OPERATING	\$1,847.72	\$1,847.72
1	CONTRACTUAL	\$1,291.28	\$1,291.28
1	ADMINISTRATION/INSURANCE	\$0.00	\$0.00
1	EQUIPMENT REPAIR	\$0.00	\$0.00
1	UTILITIES	\$6,113.39	\$6,113.39
1	CAPITAL IMPROVEMENT (GENERATOR PAYMENT)	\$30,343.47	\$30,343.47

SubTotal \$62,927.34

TOTAL \$62,927.34

Payment Details

Acct. # 592-000-677.000

CASH/CHECK ONLY

Office Use Only

CITY OF GROSSE POINTE WOODS
(313)343-2432



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 20608 BEAUFIT HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1536 DATE: JULY 10, 2024	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
7-4-2024 – HOLIDAY EMERGENCY – IMMEDIATE SERVICE - LG LIMBS FALLEN, BLOCKING STREET – CLEARED STREET (CUT UP AND HAULED)	\$2,500.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,500.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 19428 ELKHART HARPER WOODS MI 48225 INVOICE NO.: 1564 DATE: SEPTEMBER 9, 2024	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
--	---

JOB DESCRIPTION	PRICE
8-27-2024 – STORM DAMAGE – EMERGENCY SERVICE – HIGH PRIORITY – TREE SPLIT, BLOCKING ROAD AND ON ROOF. REMOVE IMMEDIATE DANGER. POWER OUTAGE – IN DARK. BOTH TREES NEED TO BE ON REMOVAL LIST.	\$4,200.00
8-27-2024 – STORM DAMAGE – 19447 ELKHART - HANGING LIMB OVER DRIVEWAY *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$4,200.00
--------------------------------	-------------------

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

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JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 21365 SEVERN HARPER WOODS MI 48225 INVOICE NO.: 1600 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
--	--

JOB DESCRIPTION	PRICE
6-3-2024 REMOVAL + STUMP - DEAD *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$900.00
AMOUNT DUE UPON RECEIPT	\$900.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

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JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 18948 WASHTENAW HARPER WOODS MI 48225 INVOICE NO.: 1601 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
--	---

JOB DESCRIPTION	PRICE
7-17-2024 – ROTTED – REMOVAL + STUMP	\$2,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,700.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 19007 WASHTENAW HARPER WOODS MI 48225 INVOICE NO.: 1602 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
7-18-2024 – ROTTED & HOLLOW – REMOVAL + STUMP	\$2,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$2,700.00
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PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 20855 VAN ANTWERP HARPER WOODS MI 48225 INVOICE NO.: 1603 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
10-2-2024 – DYING – REMOVAL + STUMP (EXTENSIVE STUMP GRINDING) *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$2,800.00
AMOUNT DUE UPON RECEIPT	\$2,800.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 21112 BEAUFAIT HARPER WOODS MI 48225 INVOICE NO.: 1604 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
10-29-2024 – DYING – REMOVAL + STUMP	\$1,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,800.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CIT -
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 19636 LANCASTER HARPER WOODS MI 48225 INVOICE NO.: 1605 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
10-29-2024 – REMOVAL + STUMP	\$1,400.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,400.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CLAIR
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 20919 RIDGEMONT HARPER WOODS MI 48225 INVOICE NO.: 1606 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
---	--

JOB DESCRIPTION	PRICE
10-31-2024 – REMOVAL + STUMP *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$900.00
AMOUNT DUE UPON RECEIPT	\$900.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 18980 ELKHART HARPER WOODS MI 48225 INVOICE NO.: 1607 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
---	--

JOB DESCRIPTION	PRICE
10-31-2024 - REMOVAL + STUMP	\$900.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$900.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS: 20293 ELKHART HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1608 DATE: JANUARY 6, 2025</p>	<p>BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
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JOB DESCRIPTION	PRICE
10-31-2024 – DEAD ASH REMOVAL + STUMP	\$1,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,600.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JAN 6 2025

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS: 21463 PRESTWICK HARPER WOODS MI 48225 INVOICE NO.: 1609 DATE: JANUARY 6, 2025</p>	<p>BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET</p>
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JOB DESCRIPTION	PRICE
11-1-2024 – DANGEROUS, ROTTED, HOLLOW, CAVITIES, DEAD TOP- REMOVAL + STUMP	\$2,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,200.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
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ST CLAIR SHORES MI 48080

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HARPER



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313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 20631 HUNTCLUB HARPER WOODS MI 48225 INVOICE NO.: 1610 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
11-4-2024 – REMOVED CRACKED, CREAKING LIMB, ELEVATE, BREAKS & SUCKERS *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$1,400.00

AMOUNT DUE UPON RECEIPT	\$1,400.00
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PLEASE MAKE CHECK PAYABLE TO:

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DPW - CITY OF
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313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 20628 DAMMAN HARPER WOODS MI 48225 INVOICE NO.: 1612 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
11-11-2024 - REMOVAL + STUMP	\$2,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,200.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
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ST CLAIR SHORES MI 48080

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DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>20299 LENNON HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1614 DATE: JANUARY 6, 2025</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
--	---

JOB DESCRIPTION	PRICE
11-13-2024 – REMOVAL + STUMP – SPLIT TO BASE	\$2,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$2,800.00
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PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>20697 KENOSHA HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1616 DATE: JANUARY 6, 2025</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
---	---

JOB DESCRIPTION	PRICE
12-10-2024 – INSPECTED CAVITY – HAS MORE LIFE – TRIM, REMOVE BROKEN STUB, CLEAN UP	\$900.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$900.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

THANK YOU FOR YOUR BUSINESS!

DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>19120 KENOSHA HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1618 DATE: JANUARY 6, 2025</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
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JOB DESCRIPTION	PRICE
12-17-2024 – NEIGHBOR COMPLAINT – ELM - TRIM -	\$1,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$1,600.00
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PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

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DPW - CITY OF
HARPER WOODS



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 19015 KENOSHA HARPER WOODS MI 48225 INVOICE NO.: 1620 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
12-17-2024 - (ON LANDSDOWNE) TRIM DEAD	\$700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$700.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>19637 LOCHMOOR HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1611 DATE: JANUARY 6, 2025</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
--	---

JOB DESCRIPTION	PRICE
11-8-2024 – ROTTED, HOLLOW – REMOVAL + STUMP	\$1,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$1,800.00
--------------------------------	-------------------

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>19926 DAMMAN HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1613 DATE: JANUARY 6, 2025</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
--	---

JOB DESCRIPTION	PRICE
11-12-2024 – REMOVAL + STUMP – ROTTED, CAVITIES	\$2,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,800.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 20474 LENNON HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1615 DATE: JANUARY 6, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
11-15-2024 – (2) TREES (SIDE) – BROKEN BRANCH HANGING, DEAD TREE – REMOVE + STUMP	\$1,400.00
11-15-2024 - (FRONT) – HUGE CAVITY – REMOVAL + STUMP	\$2,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$4,000.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 19105 KENOSHA HARPER WOODS MI 48225 INVOICE NO.: 1617 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
12-10-2024 - (FRONT) REMOVAL - HUGE CAVITY + STUMP	\$2,200.00
12-10-2024 - (ON LANSDOWNE) - REMOVAL + STUMP - LARGE CAVITY	\$2,000.00
12-10-2024 - (ON LANSDOWNE) - TRIM	NO CHARGE
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$4,200.00

PLEASE MAKE CHECK PAYABLE TO:

TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS: 19113 KENOSHA HARPER WOODS MI 48225 INVOICE NO.: 1619 DATE: JANUARY 6, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
---	--

JOB DESCRIPTION	PRICE
12-17-2024 – CENTER DEAD, ROT THROUGHOUT – REMOVAL + STUMP *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$2,200.00

AMOUNT DUE UPON RECEIPT	\$2,200.00
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PLEASE MAKE CHECK PAYABLE TO:

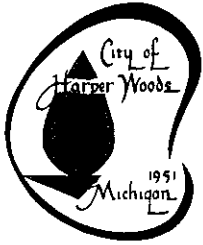
TURF & TIMBER LLC
21715 HARPER AVE
ST CLAIR SHORES MI 48080

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JAN 6 2025

DPW - CITY OF
HARPER WOODS

THANK YOU FOR YOUR BUSINESS!



DEPARTMENT OF PUBLIC WORKS
19600 E. EIGHT MILE RD. • HARPER WOODS, MICHIGAN 48225-1139

Telephone : 313.343.2570 Fax : 313.343.2572 hwdpw@harperwoods.net

January 14, 2025

To: John Szymanski, Acting City Manager

From: Heather Toutant, Director of Public Works

Subject: Main temperature control replacement

As you are aware, we have been making repairs to our aging system to keep up with the demands of heating and cooling City Hall.

K&S has been making repairs to the control system for these systems. We have made a few smaller control replacements; however, the main office controls have not been addressed. This quote is to replace the old, obsolete pneumatic control system with this newer system that will be compatible with the newly installed accessory area controls. Actuators as well as temperature sensors will also be installed. The installation will then be tested and started up. They will also provide any necessary instruction to DPW staff.

Please submit to City Council for their approval the following repairs to be performed by K & S Ventures totaling \$15,760.00

Respectfully,

A handwritten signature in cursive script that reads "Heather Toutant".

Heather Toutant
Director of Public Works



MECHANICAL & ELECTRICAL CONTRACTING • ENERGY MANAGEMENT SYSTEMS • TEMPERATURE CONTROLS

December 26, 2024

City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

RE: Main Office AHU Control Upgrade

Dear Heather,

K & S Ventures Inc. is pleased to provide pricing for the control upgrade for the Main Office AHU at the City of Harper Woods.

SCOPE OF WORK:

- Shut down unit
- Disconnect and remove all pneumatic controls
- Install new 775 controller, valve actuators and temperature sensors
- Install a Jade controller for the fresh air and return dampers
- Install a new freeze stat
- Wire in all new control devices
- Start and test operation

Work Not Included in Total Cost

- Any additional repairs
- Any work outside of normal business hours (7am-5pm)

Total Cost: \$15,760.00*

*Price valid for 30 days

RECEIVED

DEC 26 2024

DPW - CITY OF
HARPER WOODS

Please feel free to contact our office at 248-299-4212 with any questions or concerns.

Sincerely,

Doug Cieslinski
Service Coordinator
K & S Ventures Inc.

Approved By: _____ Signature: _____

Date: _____ Purchase Order #: _____

INVOICE

CITY INSIGHT LLC
607 SHELBY ST STE 700 PMB 243
DETROIT, MI 48226

billing@cityinsight.com
+1 (800) 717-5750



Bill to
City of Harper Woods
19617 Harper Ave
Harper Woods, MI 48225
United States

Ship to
City of Harper Woods
19617 Harper Ave
Harper Woods, MI 48225
United States

Invoice details

Invoice no.: 1096
Terms: Net 30
Invoice date: 01/02/2025
Due date: 02/01/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		City Insight Self-Service and Payment Portal	Annual Licensing Fee	1	\$16,068.00	\$16,068.00

Total **\$16,068.00**

Note to customer

Technical Support Services, Hosting Services, and Maintenance

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 1) Public Hearing - Clean Water State Revolving Fund Loan Project

Explanation/Remarks:


As scheduled, we will hold a public hearing to receive comments and input on the draft of the Clean Water State Revolving Fund Loan project plan. Prior to our submission of the project plan, we are required to establish a minimum 15 day public comment period and then hold this public hearing.

The project plan proposed for the City is to address those known sanitary sewer defects identified through sewer cleaning and televising programs over the past several years. The deadline to apply for the federal loan is May 1, 2025 through the Michigan Department of Environment, Great Lakes and Energy (EGLE). This is a low interest loan that will be payable over a 20-year period. In the event we are not awarded, we can apply again next year.

Action on this item will follow under New Business number 2.

Recommended Action:

- 1) By MOTION, to open the Public Hearing on the Clean Water State Revolving Fund Loan project plan.
- 2) By MOTION, to close the Public Hearing.

Respectfully Submitted  , acting City Manager

CITY COUNCIL ACTION:

Approved Disapproved

Vote Tabled



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

January 15, 2025

Mr. John Szymanski, Interim City Manager
City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

Reference: Clean Water State Revolving Fund Loan Project Plan
Resolution to Submit Project Plan
City of Harper Woods
AEW Project No. 0180-0301

Dear Mr. Szymanski:

The Michigan Department of Environment, Great Lakes and Energy (EGLE) on an annual basis has a call for sewer improvement projects through the Clean Water State Revolving Fund (CWSRF) Loan Program with projects for FY2025 to be submitted no later than May 1, 2025 for consideration. Funds for this program come through the federal government and is a low-interest loan over a 20-year period with annual payments paid back once the project has been completed. Interest typically ranges from 1.875 to 2.5 percent. In addition, with the federal infrastructure funding recently passed through the Bipartisan Infrastructure Law (BIL) and Infrastructure and Investment Jobs Act (IIJA) programs, the funding being provided to Michigan for water and sewer improvements is being funneled through the State Revolving Fund programs as partial loan forgiveness.

To apply, a community must prepare a project plan detailing the proposed project, hold a minimum 15-day public comment period and conduct one public meeting to receive comments from the general public regarding the project. The project proposed for the City of Harper Woods is to address those known sanitary sewer defects (broken pipe, cracked pipe, offset joints, etc.) identified through sewer cleaning and televising programs over the past several years that were rated as critical or high priority as the CWSRF program will only fund repairs that are rated as critical or high priority. Once a project plan is submitted, EGLE will rank all projects and identify those projects eligible for funding based upon available funding and infrastructure funding available in August 2025 and issue a Project Priority List. This list then becomes final in October 2025 and those to receive funding can move forward with the loan application process for construction to start in 2026. If the City of Harper Woods does not make the project priority list, the project can then be considered a year later for FY2027 funding or the City can decide not to pursue in future years.

As you are aware, the public comment period began on December 19, 2024 and will close upon completion of the public meeting to be held during the City Council meeting



John Szymanski
January 15, 2025
Page 2

this Wednesday, January 22, 2025. Upon conclusion of the public meeting, the City Council will be required to adopt a resolution agreeing to the work proposed within the project plan and submitting to EGLE for consideration. Attached to this correspondence you will find a resolution for consideration at the January 22, 2025 Council meeting.

Please contact me at any time if you have any questions.

Sincerely,

R. Ryan Kern, PE
Project Manager

cc: Leslie Frank, City Clerk, City of Harper Woods
Heather Toutant, Deputy Director of Public Works, City of Harper Woods



**Clean Water State Revolving Fund
Loan
Project Plan**

City of Harper Woods

Presented by: R. Ryan Kern, P.E.
Anderson, Eckstein and Westrick, Inc.

January 22, 2025

Overview

Clean Water State Revolving Fund Loan (CWSRF)

- Offered through Michigan Department of Energy, Great Lakes and Energy (EGLE)
- Low-interest, 20 year loan (Typically interest is 2-2.5%, fluctuates annually)
- Project Plan must be submitted by May 1, 2025
- Projects are ranked and placed into Project Priority List and funded until allocation for the year has been exhausted
- IIJA and BIL infrastructure funding being funneled through this program. Potential funding through these programs given as loan forgiveness

Sewer System

- System was built primarily prior to the 1960's as the city was developing
- City routinely evaluates the condition of the sewer system through video inspection projects
- The problems identified within the Project Plan are intended to address structural issues
 - Broken or cracked pipe
 - Offset joints
 - Interior Surface Deterioration
- Water quality problems are not applicable to the City

Proposed Project

- \$5.2 million dollars in proposed improvements
 - PACP rated 4-5 (critical and high priority) eligible through CWSRF
- Sewer Rehabilitation
 - Sewer Lining by Cured-in-Place Pipe (CIPP)
 - Full Length
 - Sectional Length
 - Open Cut Repairs
 - Various Locations Throughout City
 - Based upon video inspection of sewer

Impacts of Project

Short Term and Social Impacts

- Noise
- Dust
- Road Closures, Lane Closures, Detours

Long Term Impacts

- Improved reliability of sewer system
- Replacement of aging infrastructure
- Improved Resiliency of TRPS

Environmental Impacts

- Possible tree removals
- Emissions from normal construction activity
- Soil Erosion and Sedimentation Control

Mitigation of Impacts

Short Term and Social Impacts

- Noise – Allowable work hours
- Dust – Street sweeping and best practices
- Road Closures, Lane Closures, Detours – Traffic control measures
- Regular communications with residents and businesses

Long Term Impacts

- Improved reliability of sewer system
- Replacement of aging infrastructure

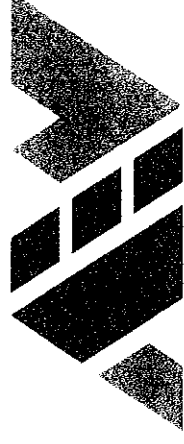
Environmental Impacts

- Possible tree removals – New replacement trees planted
- Emissions from normal construction activity – Not distinct from typical construction
- Soil Erosion and Sedimentation Control – SESC measures during construction

Questions or Comments?

Any additional questions or comments can be directed to:

Contact: R. Ryan Kern, P.E.
Project Manager
Anderson, Eckstein and Westrick, Inc.
27087 Gratiot Avenue
Roseville, MI 48066
rkern@aeWINC.com
586-726-1234



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 2) Resolution - Clean Water State Revolving Fund Loan Project

Explanation/Remarks:

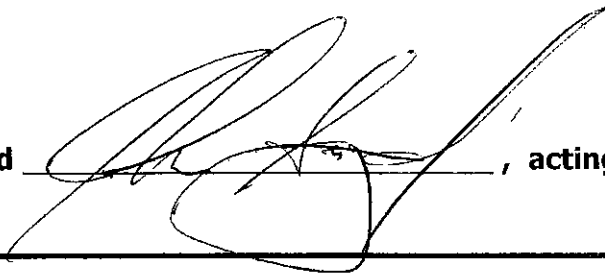
After now having held the public hearing, we can consider the attached resolution that is required to be adopted.

I have reviewed this and concur with the Engineer's recommendation that we move forward with this project plan, agreeing to the work proposed and submit it to EGLE.

Recommended Action:

By RESOLUTION, adopt the attached resolution to Adopt the Final Project Planning Document for Wastewater System Improvements and Designating an Authorized Project Representative.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

Approved Disapproved

Vote Tabled

CITY OF HARPER WOODS

RESOLUTION NO. _____

A RESOLUTION ADOPTING A FINAL PROJECT PLANNING DOCUMENT
FOR WASTEWATER SYSTEM IMPROVEMENTS
AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

WHEREAS, the City of Harper Woods recognizes the need to make improvements to its existing wastewater system; and

WHEREAS, the City of Harper Woods authorized Anderson, Eckstein and Westrick, Inc, the City's engineering consulting firm to prepare a Project Planning Document, which recommends the rehabilitation and/or sectional replacement of sewers identified with structural defects during recent television investigation programs; and

WHEREAS, said Project Planning Document was provided for public review at City Hall starting on December 19, 2024 through January 22, 2025 for public comment and presented at a Public Meeting on Wednesday, January 22, 2025 and all public comments have been considered and addressed;

NOW, THEREFORE, BE IT RESOLVED, that the City of Harper Woods formally adopts said Project Planning Document and agrees to implement the selected alternative for sewer rehabilitation and/or sectional replacement.

BE IT FURTHER RESOLVED, that the City Manager, a position currently held in the interim by John Szymanski, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Planning Document as the first step in applying to the State of Michigan for a revolving fund loan to assist in the implementation of the selected alternative.

YEAS: COUNCILMEMBERS:

NAYS: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

I, Leslie M. Frank, the undersigned duly qualified Clerk of the City of Harper Woods, Wayne County, Michigan do hereby certify the forgoing resolution is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Harper Woods held on January 22, 2025.

Leslie M. Frank, City Clerk
City of Harper Woods

Date _____

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 3) Award of Proposal - Annual Financial Audit

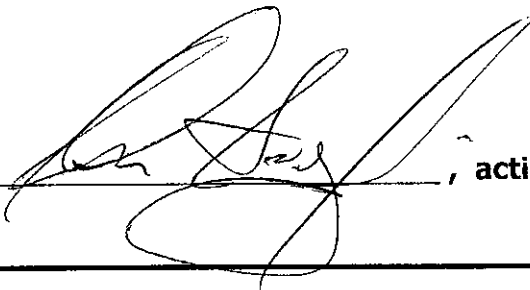
Explanation/Remarks:

See attached separate memorandum.

Recommended Action:

By RESOLUTION, to accept the proposal submitted by Yeo & Yeo CPA's and Advisors for the City's annual financial auditing services in the amount of \$52,000.00, with \$5,000.00 extra if a SEFA audit is needed.

Respectfully Submitted

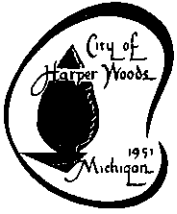


, acting City Manager

CITY COUNCIL ACTION:

Approved Disapproved

Vote Tabled



City of Harper Woods
19617 Harper Avenue
Harper Woods, Michigan 48225-2095

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams

City Council:
Vivian M. Sawicki
Cheryl Costantino
Ivery Toussant, Jr.
Tom Jenny
Gerieanne LaPratt

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

Memorandum to: Honorable Mayor & City Council

From: John Szymanski – Acting City Manager

Re : YEO & YEO CPA's & Advisors – RFP – Harper Woods

Attached is the "RFP" of the selected CPA firm of "YEO & YEO to furnish auditing services. on behalf of the City of Harper Woods. As was stated in earlier meetings by representatives from Plante Moran, qualified experienced municipal finance directors, treasurers and city managers are in short supply around the State of Michigan and in the country as a whole.

To prepare our city for the inevitable changes moving forward it will be necessary to devise work arrangements that benefit the city, are cost effective, and provide for a seamless transition of professional financial services going forward.

The City of Harper Woods sent out requests for proposals for the Annual Audit of the City Finances. Three firms were selected by our review committee from all the proposals submitted. They were each evaluated for experience of comparable government engagements, quality of professional personnel, management support and proximity to the City of Harper Woods. After assessing the expertise, experience, audit approach and cost, the review committee selected YEO & YEO – CPAs & Advisors.

The cost breakdown for the year 2024 is as follows:

YEO & YEO CPAs & Advisors	- \$52,000 + \$5,000 extra if SEFA audit is needed.
REHMAN -	\$70,500 + \$7,000 extra if SEFA audit is needed.
MANER & COSTERISAN	- \$55,000 + \$11,000 extra if SEFA audit is needed.

YEO & YEO has been chosen by the City Administration. I have asked representatives from both YEO & YEO and Plante Moran to be on hand should the City Council have any questions.

I recommend approval of this "RFP."



YEO & YEO

CPAS & ADVISORS

**Request for Proposal
City of Harper Woods**

**Yeo & Yeo, CPAs & Advisors
Jamie L. Rivette, CPA, CGFM, Principal
880 W. Long Lake Rd., Suite 400
Troy, MI 48098**

January 8, 2025



Let's thrive.

Yeo & Yeo is a business success partner using the power of listening, perspective, and connected purpose to help our clients, communities, and colleagues thrive. We are grateful for the opportunity to be considered for this initiative, providing guidance on your unique path.

The following pages outline our company, our differences, our proposed relationship, and our commitment to you. If you have any questions, concerns, or clarifications, we're here to help. We appreciate your time and attention.

Thank you.



January 8, 2025

City of Harper Woods
John Szymanski, Interim City Manager/Finance Director

Dear John:

Thank you for considering Yeo & Yeo for your auditing needs. We are pleased to provide this proposal for your audit work for the fiscal years ending December 31, 2024, through 2026, with the option for 2027 and 2028.

Yeo & Yeo is an innovative firm that is among the leading certified public accounting and consulting firms in the country. The following key points highlight our qualifications:

- A commitment to performing quality governmental audit, tax and consulting services. The firm currently provides services for more than 180 governmental audits.
- Members of the firm's Government Services Group are active in several associations, foundations, boards and committees.
- With our award-winning Audit process, our clients recognize greater efficiency, timely turnaround, and overall ease in the audit.
- A clear position of leadership among regional providers of auditing, accounting, business consulting, employee benefits, technology and tax services.
- Members of the firm's Government Services Group are frequent presenters at state and local conferences and trainings.

Yeo & Yeo has the knowledge and experience to furnish the auditing services that you are requesting. We adhere to the highest quality standards and are committed to serving timely and efficiently. This proposal is firm and irrevocable for 90 days.

Any question or concerns may be directed to me, I am authorized to make all representations for the firm. We appreciate and look forward to the opportunity to work with you. Thank you for your consideration.

Sincerely,

Jamie L. Rivette, CPA, CGFM
Principal, Yeo & Yeo
jamie.rivette@yeoandyeo.com



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Independence.

Yeo & Yeo is independent of the City of Harper Woods as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*.

We are not aware of any conflicts of interest related to the City of Harper Woods or any of its agencies or component units for the past five (5) years and have quality control procedures in place to address any items or circumstances that may arise.

License to Practice in Michigan.

Yeo & Yeo is licensed by the State of Michigan, Department of Licensing and Regulations, to practice public accounting in the State of Michigan. All key professional staff assigned are properly licensed to practice in the State of Michigan.

Firm Qualifications and Experience.

Yeo & Yeo has grown from a family-owned business to being among the Top 200 certified public accounting and consulting firms in the country. Our team of 31 Principals and 3 Presidents and more than 250 professionals provides comprehensive solutions for individuals, businesses, school districts, units of government, and not-for-profit entities.

Yeo & Yeo is a full-service firm, providing accounting, auditing, business consulting, and tax services for businesses and organizations throughout Michigan since 1923. With the support of Yeo & Yeo Technology, Yeo & Yeo Wealth Management, and Yeo & Yeo Medical Billing & Consulting, we have created a strong network of professionals available to consult and proactively propose solutions for our clients.

The firm has nine offices throughout Michigan that are easily accessible to our clients with multiple locations. With locations in Alma, Ann Arbor, Flint, Kalamazoo, Lansing, Midland, Saginaw, Southgate and Troy, the firm is positioned to provide local, hands-on service. The firm's audit team consists of 54 auditors. We utilize a team approach to staffing audit engagements based on the required skill sets of the team, rather than where the office is physically located. Because of this, we may draw on governmental professionals who are based in any of our offices.

At Yeo & Yeo, we listen to your vision, we help you fulfill it, and we walk alongside you easing complexities – never adding to them.

Yeo & Yeo's certified public accountants and advisors provide organizations and businesses with forward-thinking, comprehensive solutions in accounting, audit, tax, and business consulting to improve accountability, reduce risk, enhance profitability, and minimize taxes.

Whatever your chosen path, wherever you'd like to go, Yeo & Yeo is here with you. From everyday needs to long-term goals, let's get there. Together.



Peer Review.

Yeo & Yeo's most recent external peer review was for the period ended August 31, 2022. The pass report is the highest possible mark. The peer review letter follows:

BROWN EDWARDS
Accountants & Advisors

Report on the Firm's System of Quality Control

To the Principals of
Yeo & Yeo, P.C., CPAs and
Advisors and the
Peer Review Committee of the
Michigan Association of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Yeo & Yeo, P.C., CPAs and Advisors (the "firm") in effect for the year ended August 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/summaries. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

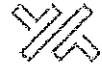
Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Yeo & Yeo, P.C., CPAs and Advisors in effect for the year ended August 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Yeo & Yeo, P.C., CPAs and Advisors has received a peer review rating of pass.

Brown, Edwards & Company, S.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

Glen Allen, Virginia
February 22, 2023

Yeo & Yeo has no issues with any federal or state desk reviews or field reviews of its audits during the past three years. Yeo & Yeo has not had any disciplinary action taken or pending during the past three years with state regulatory bodies or professional organizations.



Personal. Knowledgeable. Approachable.

Partner, Supervisory and Staff Qualifications and Experience.

Your project will be staffed with individuals who collectively possess the necessary skills in financial management, accounting and auditing, technology, internal controls, and compliance with laws and regulations, together with knowledge of governmental regulatory requirements. The following individuals will be assigned to your audit team.



Jamie Rivette

CPA, CGFM | Principal
Principal In-Charge



Michael Rolka

CPA, CGFM | Principal
Concurring Reviewer



Daniel Beard

CPA | Senior Manager



Christina LaVielle

Manager



Jamie L. Rivette CPA, CGFM Principal.



Education

BBA Bachelor Business Administration – Northwood University

Professional Certifications

Certified Public Accountant (CPA)
Certified Government Financial Manager (CGFM)

Professional Memberships

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Government Finance Officers Association (MGFOA)
Michigan Association of School Boards (MASB)
Michigan Municipal Executives (MME)
Michigan Municipal League (MML)

Government

GFOA Certificate of Achievement for Excellence in Financial Reporting Program Special Review Committee
Michigan Government Finance Officers Association Accounting & Auditing Standards Committee
Michigan Government Finance Officers Association Past Board Member

Specialty Areas

Municipalities
Audits under *Government Auditing Standards*
Single Audits under 2 CFR 200

Experience

Yeo & Yeo (1999 to present)
Principal
Assurance Service Line Leader
Firm Government Team Leader

Community Service

Hemlock School Board of Education, Treasurer
Junior League Community Advisory Board

Presentations/Presenters

Fraud and Prevention in Local Governments
MICPA – “Basic Governmental Auditing”
Michigan Township Association – “GASB Update”
MICPA – “Is Your Audit Paperwork up to Snuff?”
MICPA – “Fraud Risks and Why Internal Controls are Important”
MME & MGFOA – “Preparing for a Headache Free Audit”
MICPA – “First Pensions, Now OPEB: What You Need to Know About GASB 74 & 75”
GASB 84 If you Report Fiduciary Funds, Expect Some Changes
The Case for Internal Controls – Reducing Fraud in Government Entities is Easier Than You May Think
MGFOA Spring Conference – “How to Prepare for a Headache Free Audit”
MGFOA Fall Conference – “Enterprise Fund Accounting”
Are Your Security Systems and Employees Prepared to Fight Off Potential Hackers?
Overcoming the Challenges of Remote Auditing During the COVID-19 Crisis
Analytical Procedures Can Help Make Your Audit More Efficient
What Governments Need to Know About GASB 96 Implementation

Training

Michigan Township Auditors Institute
Michigan Government Finance Officers Association Annual Conference
Government Audit Quality Control Annual Update
Governmental Accounting & Auditing Update
Super Circular – Federal Grants
GASB 68 Implementation
GASB 75 OPEB Implementation: Accounting and Auditing Considerations
State & Local Government Audit Planning Considerations
Michigan Municipal Executives Annual Conference





Michael L. Rolka

CPA, CGFM

Principal.



Education

Bachelor of Professional Accountancy from Saginaw Valley State University (2012) with a major in Accounting and minor in Finance

Professional Certifications

Certified Public Accountant (CPA)
Certified Government Financial Manager (CGFM)

Professional Memberships

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Government Finance Officers Association (MGFOA)

Experience

Yeo & Yeo (2012 to present)
Principal
Firm Government Services Team Member
Firm Audit Team



Socially Areas

Audits of Municipalities
Single Audits under the Uniform Grant Guidance
Audits under *Government Auditing Standards*
Audits of local school districts

Community Service

Clinton River Watershed Council Finance Committee
MICPA Governmental Accounting and Auditing Expert Panel
MGFOA Standards Committee
MGFOA Board of Director
Special Olympics

Presentation/Presentor

Government Fraud Case Studies
MICPA – *Model Accounting: Compensated Absences*
MICPA – *Creating Impactful Presentations Delivering Government Audit Results*
MICPA – *An Abundance of Relief: Auditing Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)*

Training

Michigan Government Finance Officers Association Annual Conference
Governmental Accounting & Auditing updates
Uniform Guidance
Michigan Municipal League Conference
MICPA Government & Auditing Conference
School Update



Daniel A. Beard CPA Senior Manager.



Education

Master of Science in Accounting from Eastern Michigan University 2015

Bachelor of Business Administration from Eastern Michigan University 2010

Professional Certifications

Certified Public Accountant (CPA)

Professional Memberships

American Institute of Certified Public Accountants (AICPA)

Michigan Association of Certified Public Accountants (MICPA)

Michigan Government Finance Officers Association

Specialty Areas

Audits of government

Audits of local school districts

Audits of not-for-profit organizations

Audits of for-profit businesses

Audits of fraud

Single Audits

Preparation of not-for-profit tax returns

Experience

University of Michigan (2010-2016)

Financial Specialist, Medical School

Associate Administrator, Various Depts.

Yeo & Yeo (2016 to present)

Senior Manager

Manager

Firm Government Services Team

Firm Audit Team

Community Service

Leadership Ann Arbor

Ann Arbor Chamber of Commerce

Training

Michigan Government Finance Officers Association Conferences

School Updates

Accounting Update

Nonprofit training

MICPA Applying Uniform Guidance in Your Single Audits

990 training

Presenter

MICPA Governmental Accounting & Auditing

Conference - May 2023 – *Model Accounting; Compensated Absences*



Christina LaVielle Manager.



Education

Bachelor of Science in Professional Accountancy
from Central Michigan University (2013)

Professional Memberships

Michigan Government Finance Officers Association

Specialty Areas

Audits of municipalities
Audits of local school districts
Single audits under Uniform Grant Guidance
Audits under *Government Auditing Standards*

Experience

Yeo & Yeo (2014 to present)
Manager
Member of Firm Government Service Team
Member of Firm Audit Team

Community Service

Auburn Hills Chamber of Commerce Member
Auburn Hills Chamber of Commerce Golf Committee
Member
Auburn Hills Chamber of Commerce Tomorrow's 20
award

Presentation/Presenter

Choosing the Right Auditor for your Government
Entity
Beware of These 3 Common Types of Unlawful
Expenditures
Common Capital Asset Reporting Issues
Encountered by Municipalities

Training

Michigan Government Finance Officers Association
Conference
School updates
Single Audit updates
IDEA Training
Nonprofit training
BS&A training



Prior Engagements with the City.

Yeo & Yeo has not had any prior engagements with the City of Harper Woods.

Similar Engagements with Other Government Entities.

Yeo & Yeo brings a depth of experience in your industry. This helps us understand the terminology, the challenges, the processes, the trends, and the potential risks. With this foundation, we create a plan based on the exacting needs of your organization. Knowledge and insight meet personalization and possibilities: a perfect combination.

We have worked with the following organizations and encourage you to reach out to them to help better experience the Yeo & Yeo difference.

City of Flat Rock

Scope of work: Financial Statements
Population of municipality: Year 2023, 10,289
Period covered: 2009 - current
Engagement partner: Jamie Rivette
Total Hours: 200
Fee: \$42,000
Name: Brian Marciniak, Administrator Treasurer
Email address: bmarciniak@flatrockmi.org
Phone number: 734.782.2463

City of Grosse Pointe Park

Scope of work: Financial Statement and Single Audit
Population of municipality: Year 2023, 11,262
Period covered: 2023 - current
Engagement partner: Ali Barnes
Total Hours: 250
Fee: \$55,620
Name: Ginger Moriarty, Treasurer/Finance Director
Email address: moriartyg@grossepointepark.org
Phone number: 313.822.4375



City of Saginaw

Scope of work: Annual Comprehensive Financial Report and Single Audit
Population of municipality: Year 2023, 43,185
Period covered: 2012 - current
Engagement partner: Jamie Rivette
Total Hours: 285
Fee: \$73,250
Name: Lori Brown, Finance Director
Email address: lbrown@saginaw-mi.com
Phone number: 323.759.1654

City of St. Clair Shores

Scope of work: Annual Comprehensive Financial Report and Single Audit
Population of municipality: Year 2023, 57,548
Period covered: 2016 - current
Engagement partner: Ali Barnes
Total Hours: 350
Fee: \$84,500
Name: Renae Warnke, Director of Finance
Email address: warnker@scsmi.net
Phone number: 586.447.3325

City of Woodhaven

Scope of work: Financial Statement
Population of municipality: Year 2023, 12,559
Period covered: 2021 - current
Engagement partner: Jamie Rivette
Total Hours: 200
Fee: \$40,000
Name: Jeff Daigneau, Treasurer/Finance Director
Email address: jdaigneau@woodhaven.org
Phone number: 734.675.4925



Specific Audit Approach.

YeoLean is a reimagined, Lean Six Sigma-based audit process, providing greater efficiency and overall ease in the audit engagement. Our professionals come on-site with a purpose of maximizing our immersion while minimizing your time.

Experience quicker turnaround time, thorough communication, and a structured workflow for maximum efficiency. Our award-winning process is more than applying concepts to improve processes, but rather a cultural change of focusing on audit value and continuous improvement. The audit will be performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, if required.



Pre-Planning (Level of Staff: Senior, Manager, Partner Number of hours: 7)

Pre-planning will assist in determining the information to be gathered during the audit process. Pre-planning includes a meeting with management and the audit committee to determine the logistics of the audit.



Planning (Level of Staff: All levels Number of hours: 14)

Proper planning assists us in developing an audit plan that focuses on key areas and issues. The planning phase of the audit will include the following to be used in risk assessment:

- Gathering information about the organization and environment
- Reviewing prior year audit results
- Identifying unusual and unexpected financial trends
- Obtaining an understanding of internal controls at both the entity and activity level
- Walking through significant transaction classes
- Consider management override of controls



Risk Assessment (Level of Staff: All levels Number of hours: 9)

This phase of the audit will include assessing the risk of material misstatement of the financial statements:

- Identifying significant audit areas
- Identifying significant and fraud risks using information gathered during the planning process
- Discussions with employees, management, and the Board
- Assessing risk by audit assertion (existence/occurrence, rights, and obligations, completeness, valuation, allocation, and cutoff) for account balances
- Utilization of data extraction software



Audit Plan (Level of Staff: All levels Number of hours: 159)

The audit plan will be developed to cover the significant audit areas and the risks identified during the risk assessment process. This is the core of the audit and ensures the audit is tailored to your specific needs. This is not a one-size-fits-all audit.



Single Audit, if required (Level of Staff: All levels Number of hours: 20)

Evaluation and testing of internal controls and compliance of federal awards will be performed in accordance with the 2 CFR 200 compliance supplement and Government Auditing Standards issued by the Comptroller General of the United States. We provide specific testing and risk assessment for each major program based on the fourteen compliance areas.



Reporting (Level of Staff: All levels Number of hours: 61)

We will prepare the financial statements and disclosures from the trial balance and the information that you provide to us.

The following reports will be provided:

- Opinions on the financial statements in accordance with generally accepted auditing standards.
- Internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*, if required.
- Compliance with requirements applicable to each major program and on internal control over compliance in accordance with 2 CFR 200, if required

We will report to those in charge of governance in accordance with professional standards. Management comments will be prepared to provide management with the opportunity to strengthen internal controls and operating efficiency.

The financial statements and communication letter will be reviewed with management before they are finalized to ensure that information has been appropriately interpreted and recommendations are practical.



Identification of Anticipated Potential Audit Problems.

This identifies and describes any anticipated potential audit problems, the firm's approach to resolving these problems/issues and any special assistance that will be requested from the City of Harper Woods.

Information Not Ready

We will have open communication during the audit to help prevent this but will schedule the audit as planned and we can be flexible with the timing. We will also contact management as soon as any issues arise.

Additional Charges for Services

Should additional services/assistance be necessary, we will discuss with management and get approval prior to charging for any additional services.

Uncooperative Employees

We will discuss this issue with the appropriate level of management.

Report Format

Website for examples/reports of our past financial statements:
<https://treas-secure.state.mi.us/DocumentSearch>

Surprises

Management will receive draft reports of any comments, recommendations, or findings to make sure facts are correct and corrective action is appropriate.

Timeline

If our timeline for the presentation is ever in jeopardy, we will communicate this to the appropriate level of management immediately.

Staffing/Personality Issues

We ask that if you encounter any issues with our staff, whether it be a new staff member, a manager, or a partner, that you contact the appropriate level of management so that we can make a decision that will benefit the City of Harper Woods.



Cost Proposal.

Fees are based on standard hourly rates plus out-of-pocket costs and the time anticipated to complete the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

The bid is based on our estimate of the time required to audit the City of Harper Woods under normal circumstances. Adequate, reconciled supporting data must be readily available to maintain and/or reduce overall cost of a properly conducted financial and compliance audit.

The maximum fees for the audit engagement are detailed as follows:

Beyond December 31, 2028, Yeo & Yeo provides City of Harper Woods the option for an engagement extension. Upon receiving an extension request, Yeo & Yeo will provide City of Harper Woods an updated engagement letter outlining fees for the extended engagement option.

The bid includes advice and answers to questions regarding accounting procedures and/or content of the audit report throughout the year that are brief in nature and do not require research.

We consider the services to be provided as a fixed fee engagement. As such, we consider overruns to be our responsibility. For example, if we incur additional time to gain a better understanding of a program or to satisfy ourselves on an issue, our philosophy is that there should be no additional costs to the client. Our planning process reduces the risk of overruns during the course of the audit.

However, if overruns are a result of our determination that not all information has been provided, the inability of staff to provide us with the necessary information to conduct the audit, delays in the process on your part, or new pronouncements or audit requirements not in effect at the time of the proposed fee, we would discuss these issues with you to consider the need for additional billings. In such a case, any overruns would be discussed with you as soon as discovered and an agreement reached before any additional billings would occur. Any costs incurred as a result of requests by federal overseers would also be absorbed by us unless they were unusual and significant. In such a case, we would discuss them with you and come to an agreement on additional fees prior to undertaking the work. *We assure you that you will have no surprises.*

New Accounting Pronouncements or Standard Updates effective following the date of this document may be subject to additional fees. Our fees may be subject to change if the consumer price index (CPI) exceeds the prevailing rate at the date of the proposal.

This proposal is a statement of interest, not a binding contract.



Accountability. Transparency. Possibility.

Government Industry Experience.

Governmental Audit Quality Center (GAQC) Member

Yeo & Yeo is a member of the AICPA's Governmental Audit Quality Center (GAQC) committed to adhering to the highest standards in performing quality government audits. As a benefit of GAQC membership, our audit professionals have access to the latest notices and advice regarding audit, accounting and regulatory issues. In turn, Yeo & Yeo will keep you informed of important issues and best practices.

GFOA Certificate of Achievement for Excellence in Financial Reporting Experience

Yeo & Yeo supports the Certificate of Achievement for Excellence in Financial Reporting Program (Annual Comprehensive Financial Report program) with audit team members currently active in the certification review process, including Yeo & Yeo's Government Services Group Leader, Jamie Rivette, who serves on the Special Review Committee. The following clients have earned their Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

- Cass County
- Charter Township of Independence
- City of Alma
- City of Bay City
- City of Farmington Hills
- City of Fenton
- City of Midland
- City of Portage
- City of Saginaw
- City of St. Clair Shores
- City of Troy

Actively Involved

Our audit professionals and members of Yeo & Yeo's Government Services group are actively involved in industry associations that keeps us on the forefront of industry and regulatory issues and also allows us to share our expertise as frequent presenters and trainers.

- Government Finance Officers Association
 - GFOA Certificate of Achievement for Excellence in Financial Reporting Program Special Review Committee member
- Michigan Certified Public Accountants Government Task Force
- Michigan Municipal League
- Michigan Townships Association
- State of Michigan Advisory Committee for Implementation of Uniform Chart of Accounts
- Michigan Government Finance Officers Association
 - Board of Directors
 - Accounting and Auditing Standards Committee
 - Legislative Committee
 - Membership and Mentoring Committee
 - Technology Resource Committee



A Proud Family of Companies.

Through our family of companies, we work with you to achieve your unique goals. It is focused expertise, designed to bring all you need, exactly how you need it



YEO & YEO

CPAS & ADVISORS

Comprehensive solutions in accounting, audit, tax, and business consulting. Helping you thrive with confidence.



YEO & YEO

TECHNOLOGY

Managed IT solutions to help you stay productive, compliant, and secure. Helping you lean forward.



YEO & YEO

WEALTH MANAGEMENT

Asset management, estate planning, tax implications, and more. Helping you plan for what's next.



YEO & YEO

MEDICAL BILLING & CONSULTING

Complete billing and management solutions for visionary practices. Helping you focus on what's important.



4 Companies

providing right-sized relationships, knowledge, and focus.

YEO & YEO

CPAS & ADVISORS

YEO & YEO

MEDICAL BILLING & CONSULTING

YEO & YEO

TECHNOLOGY

YEO & YEO

WEALTH MANAGEMENT

Founded in 1923

for a century+ of perspective and service.

31 Principals 3 Presidents

offering unmatched expertise and proven commitment across the state.

Offices across Michigan

to help you exactly where you are.

250+ Team Members

service and industry specialized professionals dedicated to your needs.

Reach Beyond Michigan

through our extended network



96%

of our people say they are proud to work for Yeo & Yeo.



Giving Back

to our communities and those in need through the Yeo & Yeo Foundation.

received a donation

total awarded donations

contributions from Yeo & Yeo employees, leaders, and firm revenue

Awards

recognizing our level of commitment and success.





Honoring All Perspectives. Bringing Our Whole Selves.

Commitment to Diversity, Equity, and Inclusion.

Yeo & Yeo is committed to an inclusive, diverse, and equitable workplace where our people can be their authentic selves and our culture supports our clients and communities.

Yeo & Yeo values diversity, and we put emphasis on hiring and supporting a diverse workforce, as well as giving back to the communities in which we live and work with our time, talents, and treasures.

We make a strong effort to annually educate and encourage students early on to go into accounting and professional services, from speaking at high schools with large minority enrollment to having students tour Yeo & Yeo and providing scholarships. We also work closely with colleges throughout Michigan with an emphasis on finding diverse candidates.

Yeo & Yeo is incredibly proud of our family-friendly culture and our ability to attract and retain women. For years, we have provided our professionals with a healthy work-life balance. We support that even more so now, with many of our professionals working remotely and effectively balancing work and home life. Further, our total workforce is more than 54% female, and the number of women in leadership positions exceeds 50%. The average percentage of female partners for CPA firms across the nation is only 15%.

Yeo & Yeo's culture also focuses on supporting our communities by giving back to organizations such as the Boys & Girls Club, food banks, homeless shelters, READ associations, child abuse and neglect organizations, and many others that serve a large proportion of minority groups.





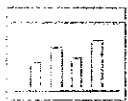
Document Portal: Suralink.

Suralink is a web-based communication platform that adds transparency and efficiency to your audit. The platform provides a secure file transfer portal, dynamic request list, and real-time workflow updates. Suralink keeps all requests in the same place, making it easier to complete your engagement.



Delegate, Assign, and Filter Requests

- Delegate requests to specific team members and filter requests by status or owner
- The status of each request is indicated by a color and automatically changes with progress



Central Dashboard with Real-Time Progress Updates

- Easily view the percentage of progress of requests and engagements
- See the real-time status overview of each request in a quick view bar
- Each request holds files, comments, assignments, and an activity log
- Set preferences to receive notifications of activity relating to your engagement



Improve Efficiency

- Spend your time getting the job done, not reconciling a messy list of outstanding items
- Download all files in a section, edit a group of requests, communicate with your team, or drag and drop multiple files at the same time—all with just a few clicks



Protect Your Sensitive Information

- Integrate your current two-factor authentication provider or start using Google at no cost
- Protect sensitive information with inactivity time-out and SSL AES 256-bit encryption

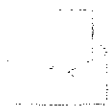




Nurturing A Relationship Built on Success.

Educational Content and Resources.

Yeo & Yeo keeps you informed about important issues affecting your organization and provides the training and resources you need to achieve excellence.



eNewsletters

- Up-to-date information
- Delivered to your inbox
- Custom, timely content



Audit Resource Center

- Tips & Tools
- Easy access on yeoandyeo.com
- Timely Updates



Client Training & Webinars

- Key topics
- Client empowerment & education
- Forum for compliance



eAlerts

- Urgent information
- Changes, deadlines & need-to-know information
- Instant notifications



Blog

- Deep insight
- Timely perspectives
- Fresh analysis from thought leaders





A Focus on Government Audits.

The Yeo & Yeo Difference.

At Yeo & Yeo, we understand the complexity of state and federal compliance requirements. We also understand the importance of working with a partner you can trust. Our work in governmental audits goes beyond the technical; we want to maximize efficiency in a very human, very Yeo & Yeo way. The following sets us apart.

Exceptional People.

Expertise. Empathy. Enthusiasm. All of Yeo & Yeo's experts choose their career path through personal experience and interest making them extraordinarily dedicated to their work. Yeo & Yeo is known for its exceptional service, professional staff, and the enjoyable experience you will have while working with them.

Deep Experience.

Our statewide firm has 54 dedicated governmental auditors that provide services to organizations throughout Michigan. We have the knowledge and insight to recognize opportunities and identify specific areas of your organization that can be strengthened.

Timely Communication.

Our start to finish scheduling process ensures accurate pre-planning for a smooth transition. Our clients know what to expect when we arrive on site. We make it a priority to provide frequent updates and communication throughout the entire engagement.

Partner Involvement.

We maintain the same partners on engagements year after year, creating ongoing continuity and deep situational knowledge. Your dedicated partner-in-charge will be onsite and available to you during the audit. A concurring partner will provide a high-level overview for quality control.

A Passion for Community.

It's our passion to invest time, talent, and resources in the communities where we live, work, and play.



Proposed Schedule.

Upon Notification of the Award

Contact with Management
Planning Meeting

Late April

Field Work (Audit Plan)

June

Exit Conference with Management
Financial Statements
Single Audit Report, if required
Management Letter

July

Presentation



Client Responsibilities.

To be respectful of your time and ours, we schedule our client work well in advance. When engagements have to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our quote is contingent on the following:

- All items on the assistance list being completed by the due dates indicated
- The audit being performed during the dates scheduled
- All accounts being adequately reconciled by the beginning of scheduled fieldwork
- Accurate information provided to us that does not require subsequent rework
- Suralink is used to provide the assistance list items to us
- Agreement with due dates for items on Client Assistance List
- Work papers should be in Excel, Word, or PDF format
- Trial balance and budget for each fund as of year-end
- Schedules, reconciliations and supporting documentation for each balance sheet account as of year-end
- Schedules and supporting documents for revenue and expense accounts as determined
- Completion of an "internal control audit organizer"
- Written policies and procedures
- Supporting documents for various walk-throughs, tests of transactions and compliance as specifically requested
- Confirmations as requested
- Copies of notes, leases, and agreements in effect during the year and at year-end
- Required certifications
- Minutes for each board meeting held during the period under the audit and all subsequent minutes to meetings prior to the report date
- Organization chart
- List of all board members, management, and any other known related parties
- Prepare Management Discussion & Analysis
- Schedule of Federal Awards (SEFA), or oversight in preparing of the SEFA, if required
- Oversight in the preparation of the financial statements, Government-wide conversion entries, and data collection form, if required
- Additional information for single audit major program testing, if required

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of 20% may apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.



Thank You for Considering Yeo & Yeo.

We appreciate the opportunity to present this proposal and are committed to helping you achieve your goals. This is more than just a project for us; it's an opportunity to create an important relationship built on success.

Yeo & Yeo's Government Services was created for this exact purpose, and we look forward to the selection process. Beyond your engagement team, you will have access to our full Government audit team of experts. We would love for you to get to know them. Use the link below or scan the QR code to watch a video introducing our team.



Video link: [yeoandyeo.com/ytv/1306-1307-1308](https://www.yeoandyeo.com/ytv/1306-1307-1308)

If you have any questions or concerns or need clarifications, do not hesitate to contact me.

Let's thrive.

Jamie L. Rivette, CPA, CGFM
Principal, Yeo & Yeo
jamie.rivette@yeoandyeo.com

**Request For Proposal
For The Annual Audit of City of Harper Woods**

VII. COST PROPOSAL

List the **MAXIMUM ESTIMATED HOURS** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
2024	20	55	95	80	250*
2025	16	40	90	80	226*
2026	16	40	90	80	226*
2027 (optional)	16	40	90	80	226*
2028 (optional)	16	40	90	80	226*

*Does not include estimated hours for single audit.

List the **HOURLY RATE** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>
2024	\$410-\$475	\$295-\$380	\$230-\$250	\$180-\$200
2025	TBD	TBD	TBD	TBD
2026	TBD	TBD	TBD	TBD
2027 (optional)	TBD	TBD	TBD	TBD
2028 (optional)	TBD	TBD	TBD	TBD

List the **TOTAL ALL-INCLUSIVE MAXIMUM FEE** for each year below:

<i>Year Ended</i>	<i>Total All-Inclusive Maximum Fee (financial statement audit)</i>	<i>Single Audit (assuming 2 programs)</i>
2024	\$52,500	\$5,000
2025	\$55,125	\$5,250
2026	\$57,875	\$5,515
2027 (optional)	\$60,775	\$5,790
2028 (optional)	\$63,800	\$6,080

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 4) Progress Payment No. 1 - City Hall Generator #180-291

Explanation/Remarks:

Attached is a letter from our City Engineers transmitting Progress Payment No. 1 on the City Hall Generator project, #180-291.

It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to L. J. Rolls Mechanical in the amount of \$62,465.85 for Progress Payment No. 1 on the City Hall Generator project, #180-291.

Respectfully Submitted  _____, acting City Manager

CITY COUNCIL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	<input type="checkbox"/> Vote	<input type="checkbox"/> Tabled



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

January 8, 2025

John Szymanski, Acting City Manager
City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

Reference: Pay Estimate 01

City Hall Generator
City of Harper Woods
AEW Project No. 0180-0291

Dear Mr. Szymanski:

Attached is Pay Estimate 01 for the above referenced Project. For work completed through January 7, 2025, we recommend issuing payment for the **Net Earnings this Period (see Page 1)** in the amount of **\$62,465.85** to L.J. Rolls Mechanical, 1490 Torrey Road, Fenton, Michigan, 48430.

If you have any questions or need additional information, please contact our office.

Sincerely,

DocuSigned by:

5E691957BEA142C...
Ryan Kern, PE
Project Manager

cc: Heather Toutant, Deputy DPW Director
Leslie Frank, City Clerk
Austin Southerland, L.J. Rolls Mechanical



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

1/8/2025 9:25 AM

FieldManager 5.3c

Contract: .0180-0291, City Hall Generator

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
01/07/2025	1	Michelle Harrington	Semi-Monthly	No		
Prime Contractor LJ Rolls Mechanical				Managing Office Anderson, Eckstein and Westrick, Inc.		
Comments						
Current Contract Amount: \$188,813.00 % Completed: 37%						

Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
_ Natural Gas, Stand By Generator, Comple t e	8267051	0015	0180-0291	0001	0015	00	000	0.500	\$69,406.50
Total Estimated Item Payment:								\$69,406.50	

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0180-0291, City Hall Generator	0001	\$69,406.50	\$0.00	\$69,406.50
Voucher Total:				\$69,406.50

Summary

Current Voucher Total:	\$69,406.50	Earnings to date:	\$69,406.50
-Current Retainage:	\$6,940.65	- Retainage to date:	\$6,940.65
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$62,465.85	Net Earnings to date:	\$62,465.85
		- Payments to date:	\$0.00
		Net Earnings this period:	\$62,465.85



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

1/8/2025 9:25 AM

FieldManager 5.3c

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document.

DocuSigned by:

R. Ryan Kern

01/08/2025

R. Ryan Kern, PE AEW, INC.

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 1

1/8/2025 9:25 AM

FieldManager 5.3c

Anderson, Eckstein and Westrick, Inc.

Contract: .0180-0291, City Hall Generator

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Bid Allowance for DTE Electric Service Fees	8267051	0005	0180-0291	0001	1.000		0.000			25,000.00000	
_ Bid Allowance for Gas Meter Upgrade	8267051	0010	0180-0291	0001	1.000		0.000			25,000.00000	
_ Natural Gas, Stand By Generator, Complete	8267051	0015	0180-0291	0001	1.000	0.500	0.500	0.500	50%	138,813.00000	\$69,406.50
Percentage of Contract Completed(curr): 37%							Total Amount Paid This Estimate:		\$69,406.50		
(total paid to date / total of all authorized work)							Total Amount Paid To Date:		\$69,406.50		

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 5) Progress Payment No. 2 - CDBG Sidewalk Replacement Program #180-350

Explanation/Remarks:

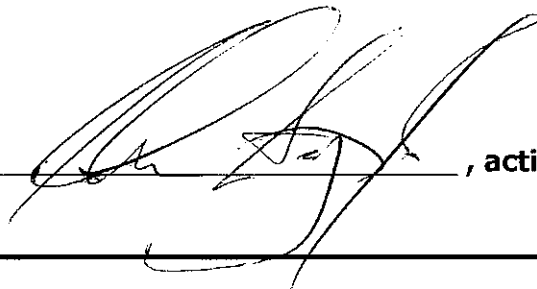
Attached is a letter from our City Engineers transmitting Progress Payment No. 2 on the 2024 CDBG Sidewalk Replacement Program, #180-350.

It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to Great Lakes Contracting Solutions, LLC in the amount of \$75,235.03 for Progress Payment No. 2 on the 2024 CDBG Sidewalk Replacement Program, #180-350.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	<input type="checkbox"/> Vote	<input type="checkbox"/> Tabled



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

January 13, 2025

John Szymanski, Acting City Manager
City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

Reference: Pay Estimate 02

2024 CDBG Sidewalk Replacement Program
City of Harper Woods
AEW Project No. 0180-0350

Dear Mr. Szymanski:

Enclosed please find Construction Pay Estimate No. 2 for the above referenced project. For work performed through January 12, 2025, we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$75,235.03** to Great Lakes Contracting Solutions, LLC, 2300 Edinburgh Street, Waterford, Michigan 48328.

If you have any questions or need additional information, please contact our office.

Sincerely,

DocuSigned by:

5E691957BEA142C...

Ryan Kern, PE
Project Manager

cc: Heather Toutant, Director of Public Works
Tom Wall, Great Lakes Contracting Solutions, LLC
Sandy Mulvihill, Great Lakes Contracting Solutions, LLC
Leslie Frank, City Clerk



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

1/13/2025 12:20 PM

FieldManager 5.3c

Contract: .0180-0350, 2024 CDBG Sidewalk Replacement Program

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
2	1/12/2025	Michelle Ankawi	Semi-Monthly	Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date	Prime Contractor	
		10/21/2024	Great Lakes Contracting Solutions, LLC 2300 Edinburgh Waterford MI 48328-1722	

Comments

Current Contract Amount: \$259,970.00
% Completed: 88%

Item Usage Summary

Project: 0180-0350, 2024 CDBG Sidewalk Replacement Program
Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Tree Root Trimming	Ea	2027050	0010	0010	00	000	9.000	160.00	\$1,440.00
Sidewalk, Rem	Syd	2040055	0015	0015	00	000	684.830	15.80	\$10,820.31
Sidewalk, Conc, 4 inch	Sft	8030044	0035	0035	00	000	5,487.760	8.25	\$45,274.02
Sidewalk, Conc, 6 inch	Sft	8030046	0040	0040	00	000	497.710	9.25	\$4,603.82
_ Traffic Maintenance and Control	LS	8127051	0045	0045	00	000	0.500	4,000.00	\$2,000.00
_ Irrigation Pipe	Ft	8167001	0050	0050	00	000	4.000	8.00	\$32.00
_ Turf Establishment, Performance	Syd	8167011	0055	0055	00	000	874.790	12.50	\$10,934.88
_ Sprinkler Head	Ea	8167050	0060	0060	00	000	2.000	65.00	\$130.00
Subtotal for Category 0000:									\$75,235.03
Subtotal for Project 0180-0350:									\$75,235.03
Total Estimated Item Payment:									\$75,235.03

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0180-0350, 2024 CDBG Sidewalk Replacement Program	0002	\$75,235.03	\$0.00	\$75,235.03
Voucher Total:				\$75,235.03



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

1/13/2025 12:20 PM

FieldManager 5.3c

Summary

Current Voucher Total:	\$75,235.03	Earnings to date:	\$227,649.56
-Current Retainage:	\$0.00	- Retainage to date:	\$12,998.50
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$75,235.03	Net Earnings to date:	\$214,651.06
		- Payments to date:	\$139,416.03
		Net Earnings this period:	\$75,235.03

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

DocuSigned by:
R. Ryan Kern
E51FA077-95E8-4820-83F7-E802C804FEAD

R. Ryan Kern, P.E.

01/13/2025

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 2

1/13/2025 12:20 PM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Contract: .0180-0350, 2024 CDBG Sidewalk Replacement Program

Project: 0180-0350, 2024 CDBG Sidewalk Replacement Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	Mobilization, Max	1100001	1,000	LS		1,000	1,000	100%	5,000.00000	\$5,000.00
0010	_ Tree Root Trimming	2027050	50,000	Ea	9,000	45,000	45,000	90%	160.00000	\$7,200.00
0015	Sidewalk, Rem	2040055	2,350,000	Syd	684,830	2,156,280	2,156,280	92%	15.80000	\$34,069.22
0020	Dr Structure Cover, Adj, Case 1	4030005	5,000	Ea		0,000			668.00000	
0025	Dr Structure, Adj, Add Depth	4030280	10,000	Ft		0,000			250.00000	
0030	_ Combined Manhole Cover, Harper Woods	4037050	5,000	Ea		0,000			750.00000	
0035	Sidewalk, Conc, 4 inch	8030044	19,500,000	Sft	5,487,760	18,143,690	18,143,690	93%	8.25000	\$149,685.44
0040	Sidewalk, Conc, 6 inch	8030046	1,000,000	Sft	497,710	1,794,380	1,794,380	179%	9.25000	\$16,598.02
0045	_ Traffic Maintenance and Control	8127051	1,000	LS	0,500	1,000	1,000	100%	4,000.00000	\$4,000.00
0050	_ Irrigation Pipe	8167001	250,000	Ft	4,000	4,000	4,000	2%	8.00000	\$32.00
0055	_ Turf Establishment, Performance	8167011	1,800,000	Syd	874,790	874,790	874,790	49%	12.50000	\$10,934.88
0060	_ Sprinkler Head	8167050	25,000	Ea	2,000	2,000	2,000	8%	65.00000	\$130.00

Subtotal for Category 0000: **227649.56**

Subtotal for Project 0180-0350: **227649.56**

Percentage of Contract Completed(curr): **88%**
 (total earned to date / total of all authorized work)

Total Amount Earned This Estimate: **\$75,235.03**
 Total Amount Earned To Date: **\$227,649.56**

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 6) Approval of Purchase - Police Interceptor Vehicle

Explanation/Remarks:

Attached is a memorandum from our Director of Public Safety requesting to purchase one (1) 2025 Ford Police Interceptor vehicle. Our police department fleet has two aging vehicles, a 2016 model with more than 140,000 miles on it and the other with more than 99,000 miles on it. The second vehicle will be budgeted for 2026. The old vehicle will be decommissioned and given to the fire department.

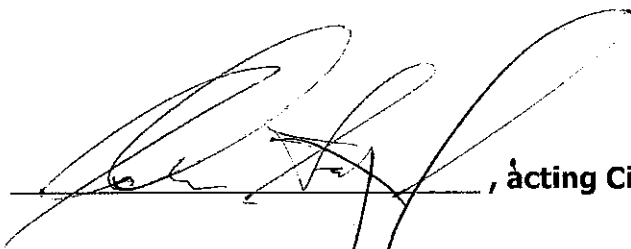
The total financed cost for the vehicle is 51,967.10 paid over three (3) years. There is also an additional cost to completely outfit the vehicle in the amount of \$29,655.81, for a total cost of \$81,622.91.

I have reviewed this and recommend that the purchase be approved.

Recommended Action:

By RESOLUTION, to approve the purchase of one (1) Ford Interceptor Police Vehicle from Lunghamer Ford in the amount of \$51,967.10, payable in three annual payments, and further to approve the additional equipment necessary to outfit the vehicle in the amount of \$29,655.81, for a total amount of \$81,622.91.

Respectfully Submitted



, Acting City Manager

CITY COUNCIL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	<input type="checkbox"/> Vote	<input type="checkbox"/> Tabled



CITY OF HARPER WOODS

DEPARTMENT OF PUBLIC SAFETY

19617 HARPER AVENUE • HARPER WOODS, MI 48225
BUS. (313) 343-2530 • ADM. OFC. (313) 343-2585 • FAX (313) 343-2514



Director
Jason M. Hammerle

Deputy Chief
Ted R. Stager

Captain-Fire-EMS:
David C. Mehl
Nathan P. Butler
Kevan P. Kochan

Date: January 9, 2025

To: John Szymanski, Acting City Manager

From: Jason Hammerle, Director of Public Safety

Ref: Vehicle Purchases

Mr. Szymanski,

I respectfully request the purchase of one 2025 Ford Police Interceptor SUV. Our police fleet has two aging vehicles with high mileage that need replacement. Scout 6-10, the current K9 vehicle, is a 2016 model and has logged more than 140,000 miles. Scout 6-4 is a 2017 model and currently has more than 99,000 miles. 6-4 is in the process of being decommissioned as a police vehicle and given to the fire department as a utility vehicle, as required by the IAFF CBA.

Sergeant Sparks received three quotes for purchase, with Lunghamer Ford coming in the lowest at \$47,041.00. Three (3) annual payments of \$17,140.70 at 8.29%, which would be an additional \$4,381.10, and an underwriting fee of \$545.00 for a total finance cost of \$51,967.10

In addition, this vehicle must be outfitted the following equipment provided by the listed vendors.

Cynergy: Emergency lighting, sirens, prisoner cage, push bumpers, etc. Total cost of \$21,264.89

CDW-G: Printer and wireless router, \$2416.96

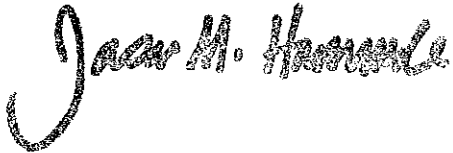
Stalker Radar: Speed Radar System, \$2075.00

Dell: Computer and mounting dock, \$3218.96

Majik Graphics: Exterior decals, \$680

Total cost for the fully outfitted, 2025 Ford Police Interceptor, **\$81,622.91**

Please refer to the attached quotes for additional information. Thank you for your consideration with this matter.

A handwritten signature in black ink that reads "Jason M. Hammerle". The signature is written in a cursive style with a large, looping initial "J".

Jason Hammerle, Director of Public Safety

Note: Some of the attached quotes are for two vehicles. I have revised my purchase request for one vehicle. The amounts listed on this memo are accurate.



FORD CREDIT
Municipal Finance

1 American Road, MD 7500
Dearborn, Michigan 48126
1-800-241-4199, press 1

Financing Quote # 104157

January 13, 2025

Municipality: City of Harper Woods
Dealer: Lunghamer Ford

Ford Credit Municipal Finance is pleased to provide the following quote for your consideration.
Expiration Date: 2/7/2025

Description	Unit Price
2025 Ford Police Interceptor Utility	\$47,041.00

Total Asset Cost	\$47,041.00
Underwriting Fee	\$545.00
Amount Financed	\$47,586.00
Number of Payments	3
Payment Timing	Annual
Rate	8.29%
Payment Amount	\$17,140.70

This quote was prepared assuming the lease qualifies for Federal Income Tax Status for Ford Credit Company LLC under Section 103 of the IRS Code and is not a commitment by Ford Credit Municipal Finance. Financing is subject to credit review.

Thank you for the opportunity to provide this quote. If you have any questions, need additional options, or would like to proceed with the application process, please contact by using the information below.

Sincerely,

Janet Doty

Janet Doty
Marketing Coordinator
jdoty@ford.com
1-800-241-4199, press 1

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.



1463 Combermere Drive - Troy Michigan 48083
 Phone 248-298-3855 - Toll Free 800-491-9350
 Fax 248-298-3859

Estimate 32589

Date
10/25/2024

Bill To:

Harper Woods Police Department
 19617 Harper Avenue
 Harper Woods, MI 48225

Ship To:

Vehicle #	Rep
	CHSI

Qty	Item	Description	Cost	Total
		George Sparks Patrol Sergeant Harper Woods Department of Public Safety 19617 Harper Ave Harper Woods, MI 48225 Office: (313) 343-2530 Fax: (313) 343-2514 gsparks@harperwoods.net Please accept the following quote to provide equipment and installation services for the customers new 2025 Ford Interceptor Utility patrol vehicles. This is based on a fully marked patrol vehicle with the light bars being replaced with the new Legacy CORE package. This will include the removal of equipment and graphics from the vehicles that will be coming out of service to build the new 2025 utility - Anything that can be re-used from the retired vehicle will be utilized. Power distribution items and flashers will be replaced for vehicle reliability. The customer will be providing all of the electronics some of which will come out of the vehicles that will be taken out of service. This years 2025 utilities will be CORE controlled. Anything quoted that can be utilized from the vehicles coming out of service that can be re-used will not be billed		
1	Labor	Labor - Equipment Removal Ford Interceptor	1,100.00	1,100.00
1	Labor	Labor - Graphics removal includes eraser wheel and rapid remover	300.00	300.00

Total



1463 Combermere Drive - Troy Michigan 48083
 Phone 248-298-3855 - Toll Free 800-491-9350
 Fax 248-298-3859

Estimate 32589

Date
10/25/2024

Bill To:

Harper Woods Police Department
 19617 Harper Avenue
 Harper Woods, MI 48225

Ship To:

			Vehicle #	Rep
				CHSI
Qty	Item	Description	Cost	Total
1	Install	Installation - Build new Ford Interceptor Utility - All lighting will be Blue	4,000.00	4,000.00
1	Shop Supplies	Installation & Shop Supplies	500.00	500.00
1	C-VS-1210-IN...	2025 Ford Interceptor Utility Sloped Mid-Height Console - Includes face plates and filler plates	512.00	512.00
1	C-ARM-108	Side Mounted Flip Armrest	182.50	182.50
1	CUP2-1001	Self Adjusting Double Cup Holder	67.31	67.31
1	C-MD-119	MOTION DEVICE	367.00	367.00
2	C-MCB	Mic Clip Mounts	15.58	31.16
2	14.0570.000	Single Chrome Outlet	25.00	50.00
2	14.0571.000	Chrome Mounting Bracket	15.00	30.00
1	SS0002	Safe Stop For Ford Interceptor Sedan/Utility 2025	231.00	231.00
1	ETTFUT-16	Plug/Play Taillight Flasher Module for 2016-2020 Interceptor Utility	140.00	140.00
1	36-2125	2021 Ford Interceptor Utility Push Bumper	543.77	543.77
1	36-6005W2	Top Channel-Whelen 2 Lights ION	50.00	50.00
1	90942	Larsen Low Loss Antenna Mount 17 Foot Cable - Radio Antenna	22.00	22.00
1	420639	Maxrad BMLPV700 - 800 Mhz. Radio - Radio Antenna	47.95	47.95
1	KIT-TP-SL6U-...	2020-23 PI Utility US Partition Kit (TP-E-SL6-US-SS, SAB-20-FDUV-BB, KP-UV20-DAP-SS)	1,375.00	1,375.00
1	WBP47NPUIN...	Polycarbonate Window Barrier for Interceptor Utility	305.10	305.10
1	54" Legacy SO...	54" LEGACY SOLO WECANX	4,800.00	4,800.00
1	ES2SP1J	Cencom Core Siren/Light Controller		0.00
1	C399	21 Button WeCanX Control Head		0.00
	CCTL7			0.00
Total				



1463 Combermere Drive - Troy Michigan 48083
 Phone 248-298-3855 - Toll Free 800-491-9350
 Fax 248-298-3859

Estimate 32589

Date
10/25/2024

Bill To:

Harper Woods Police Department
 19617 Harper Avenue
 Harper Woods, MI 48225

Ship To:

		Vehicle #	Rep	
		CHSI		
Qty	Item	Description	Cost	Total
	C399K7	CanPort Cable for F150		0.00
1	SA315U	Siren Speaker		0.00
1	SAK9	Siren Speaker Bracket		0.00
		Promo Code: ES1223		4,800.00
		Includes:		
		- 54" Legacy Lightbar		
		- CenCom CORE Siren/Light Controller		
		- Control Head		
		- CanPort Cable		
		- Siren Speaker/Bracket		
4	M4BC	LED Light Head, Clear Lens, Blue LED - Each	210.60	842.40
		Side of the License Plate Custom Bracket &		
		Side of the push bumper		
1	Misc	Rear Lift Gate M4 Custom Bracket	250.00	250.00
4	IONB	Ion Series Super LED Blue - Rear Quarterglass	132.00	528.00
		Rear Liftgate Interior		
2	TIONBKT1	TION SERIES LIGHTHEAD L BRACKET	18.00	36.00
2	TLIB	ION T Series - Blue - Rear Doors on the	138.55	277.10
		window guards slim line		
2	I2E	ION DUO Blue/White - Push Bumper Light	165.75	331.50
		Channel - Blue Warning White Scene		
2	CAT5E-25	25Ft CAT5E Patch Cable	25.00	50.00
1	T52217B	2021 Utility Seat Cover - Black - Installation	289.00	289.00
		Included		
1	FE4502-RBLM	Laguna 3P Ford Police UI Seat with Ready	1,475.00	1,475.00
		Buckle Dual Switching Retractor Seat Belts and		
		Rear Cargo Polycarbonate and Mesh Screen		
		Combo - Includes In Bound Freight Charges		
1	MBFX20	ION MIRROR BEAM HSGS UTILITY	437.00	437.00
2	MBIONVB	V SERIES LIGHT HEADS Blue - Mirror Beams	91.00	182.00
1	CB3-SM-80	Circuit Breaker	52.04	52.04
Total				



1463 Combermere Drive - Troy Michigan 48083
 Phone 248-298-3855 - Toll Free 800-491-9350
 Fax 248-298-3859

Estimate 32589

Date
10/25/2024

Bill To:

Harper Woods Police Department
 19617 Harper Avenue
 Harper Woods, MI 48225

Ship To:

		Vehicle #	Rep	
			CHSI	
Qty	Item	Description	Cost	Total
1	CG-X	Charge Guard	132.00	132.00
1	TYR-001-1275	Mini Giant Relay 332 002 150	48.34	48.34
3	39010	Terminal Block - 3900 Series 10 Section #8 Stud 30 Amp.	45.00	135.00
3	ATO-FB6CF	ATO FUSE OR CIRCUIT BREAKER FUSE BLOCK W/COMMON FEED 6 POSITION	45.00	135.00
2	HE-87499B	HELLA RELAY, 12V 20/40 AMP SPDT BRACKET	10.00	20.00
2	MM1	Magnetic Mic Hanger	43.28	86.56
2	C-MCB	Mic Clip Mounts	15.58	31.16
1	Misc	TNC Crimp Antenna Connector	10.00	10.00
1	C-SBX-101	Rear Partition Mount Equipment & Power Distribution Box	612.00	612.00
1	WGP02225-13...	Bracket, 4RE Display/HiFi Mic/Camera, Visor Post, 2020+ Explorer KIT	150.00	150.00
1	Shipping	Shipping / Handling - In Bound Freight All Equipment	500.00	500.00
Total				\$21,264.89



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

GEORGE SPARKS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PCXS075	10/7/2024	CLEMIS-CRADLEPOINT/BR OTHER NOV	1799579	\$4,833.92

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<p>CDW# 5105680 - RJ4230BL 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: RJ4230BL UNSPSC: 43212108 Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	5105680	\$656.69	\$1,313.38
<p>CDW# 3337273 - LB3603-001 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: LB3603-001 UNSPSC: 26121604 Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	3337273	\$14.10	\$28.20
<p>CDW# 1912881 - LB3692 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: LB3692 UNSPSC: 39121006 Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	1912881	\$24.00	\$48.00
<p>CDW# 5901502 - PA-CR-002A 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: PA-CR-002A Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	5901502	\$170.56	\$341.12
<p>CDW# 4769302 - 207803-001 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: 207803-001 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	4769302	\$142.41	\$284.82
<p>CDW# 7385653 - MA05-0920-C7A-NA 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: MA05-0920-C7A-NA Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	7385653	\$1,109.58	\$2,219.16
<p>CDW# 6512784 - SH-IN2617 24 Port Gigabit Ethernet Patch Panel</p> <p>Mfg. Part#: SH-IN2617 Contract: Michigan Master Computing-MIDEAL (071B6600110)</p>	2	6512784	\$299.62	\$599.24

SUBTOTAL	\$4,833.92
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$4,833.92

PURCHASER BILLING INFO

Billing Address:
 CITY OF HARPER WOODS
 ACCOUNTS PAYABLE
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095
Phone: (313) 343-2518

Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
 CITY OF HARPER WOODS
 GEORGE SPARKS
 19617 HARPER AVE
 HARPER WOODS, MI 48225-2095
Phone: (313) 343-2518
Shipping Method: FEDEX Ground

Please remit payments to:

CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



Sales Contact Info

Dave Engmark | 800.808.4239 | dave.engmark@cdw.com

Need Help?



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[Support](#)



[Call 800.800.4239](#)

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

[https://www.cdw.com/terms-and-conditions-of-sales-and-service-projects](#)

For more information, contact a CDW account manager.

© 2024 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

STALKER radar

applied concepts, inc.

QUOTE
2095072

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Page 1 of 1

Date: 12/16/24

Inside Sales Partner: Robert Mele
+1-972-801-4882
rmele@stalkerradar.com

Reg Sales Mgr: Dewey Gatts
972-398-3780
dewey@stalkerradar.com

Effective From : 10/04/2024

Valid Through: 01/31/2025

Lead Time: 80 working days

Bill To: City of Harper Woods 19617 Harper Ave Harper Woods, MI 48225-2001	Customer ID: 482251 Finance Dept	Ship To: Harper Woods Dept of Public Safety 19617 Harper Ave Harper Woods, MI 48225-2001	<i>FedEx Ground</i> Patrol Sergeant George Sparks
--	--	---	---

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	2	805-0022-00	Dual - 2 Antenna Radar System	36	\$2,075.00	\$4,150.00
Ln	Qty	Part Number	Description		Price	Ext Price
1	2	200-0998-50	Dual Enhanced Counting Unit, 1.5 PCB, ARM Processor			\$0.00
2	2	200-1571-00	Dual SL Modular OSC Display			\$0.00
3	4	200-1468-00	Dual DSR Ka Antenna			\$0.00
4	2	200-0920-00	Dual SL Remote Control w/Screw Latch			\$0.00
7	2	200-0243-00	Counting/Display Tall Mount			\$0.00
8	2	200-0244-00	Antenna Dash Mount			\$0.00
9	2	200-0245-00	Antenna Tall Deck Mount			\$0.00
10	2	200-0648-00	Display Sun Shield			\$0.00
11	2	155-2591-08	8 Foot Antenna Cable, IP67			\$0.00
12	2	155-2591-20	20 Foot Antenna Cable, IP67			\$0.00
13	2	200-0622-00	VSS Cable Kit			\$0.00
14	2	200-0820-00*	Dual Manual Kit			\$0.00
15	2	006-0096-00	Fan Noise Suppression Addendum - Dual SL			\$0.00
16	2	035-0361-00	Shipping Container, Dash Mounted Radar			\$0.00
17	2	005-1468-00	Dual Certified Package			\$0.00
18	2	060-1000-36	36 Month Warranty			\$0.00
19	2	006-0300-00	Michigan Certificate of Compliance, Radar			\$0.00
Group Total						\$4,150.00

Product	\$4,150.00	Sub-Total:	\$4,150.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$0.00
		Total: USD	\$4,150.00

MI MiDEAL 210000000351

001

Will Need Vehicle MMY Vehicle Information:
2025 Ford Interceptor SUV

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.

Your Dell Quote 3000184243533.1

From Andrea.Schurch@dell.com <Andrea.Schurch@dell.com>

Date Mon 12/16/2024 4:17 PM

To George Sparks <gsparks@harperwoods.net>

You don't often get email from andrea.schurch@dell.com. [Learn why this is important](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



DELL

Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Dec. 23, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Glemis	Sales Rep	Andrea Schurch
Quote No.	3000184243533.1	Phone	1(800) 4563355
Total	\$6,437.92	Email	Andrea.Schurch@dell.com
Customer #	1575846	Billing To	ACCTS PAYBLE
Quoted On	Dec. 16, 2024		CITY OF HARPER
Expires by	Dec. 23, 2024		WOODS
Contract Name	State of Michigan -		CONTROLLER'S OFFICE
	071B6600111		19617 HARPER AVE
Contract Code	C000000009850		HARPER WOODS, MI
Customer Agreement #	071B6600111		48225-2001

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Andrea Schurch

Product	Unit Price	Quantity	Subtotal
Havis Docking Station	\$859.14	2	\$1,718.28
Dell Latitude 5430 Rugged	\$2,328.00	2	\$4,656.00
Havis Vehicle Mount for Docking Station, Notebook	\$63.64	1	\$63.64
Subtotal:			\$6,437.92
Shipping:			\$0.00
Non-Taxable Amount:			\$6,437.92
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$6,437.92

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To	Shipping Method
GEORGE SPARKS CITY OF HARPER WOODS 1200 N TELEGRAPH RD DEPT 49W PONTIAC, MI 48341-1032 (248) 452-9759	Standard Delivery

	Unit Price	Quantity	Subtotal
Havis Docking Station	\$859.14	2	\$1,718.28

Estimated delivery if purchased today:
Feb. 26, 2025
Contract # C000000009850
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Quantity	Subtotal
Havis Docking Station	AB913619	-	2	-

	Unit Price	Quantity	Subtotal
Dell Latitude 5430 Rugged	\$2,328.00	2	\$4,656.00

Estimated delivery if purchased today:
Dec. 27, 2024
Contract # C000000009850
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Quantity	Subtotal
-------------	-----	------------	----------	----------

Dell Latitude 5430 Rugged	210-BCFW	-	2	-
Intel Core Processor i7-1185G7, (QC, 3.0 to 4.8 GHz, 28W, vPro)	379-BERR	-	2	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	2	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	2	-
Intel® Core™ vPro i7-1185G7 with Iris Xe Graphics	338-CCRL	-	2	-
Intel vPro Technology Advanced Management Features	631-ADEE	-	2	-
32GB, 2x16GB, 3200 MHz DDR4 Non-ECC	370-AGTG	-	2	-
512GB M.2 PCIe NVMe Class 40 Solid State Drive	400-BMRY	-	2	-
14" Touch 1100 nits WVA FHD (1920 x 1080) 100% sRGB Anti-Glare,Outdoor Viewable,Passive Pen	391-BGGI	-	2	-
English US RGB Backlit Sealed Internal keyboard	583-BILF	-	2	-
Intel AX210 WLAN Driver	555-BHCC	-	2	-
Intel Wi-Fi 6E AX210, 2x2, 802.11ax, Bluetooth 5.2 wireless card	555-BHCH	-	2	-
Hot surface warning label	389-ECGC	-	2	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	451-BCWC	-	2	-
65W AC adapter, USB Type-C, Eco-design	492-BDRC	-	2	-
No Fingerprint, no Smartcard reader	346-BHQK	-	2	-
E4 Power Cord 1M for US	537-BBBL	-	2	-
Setup and Features Guide	340-CXCE	-	2	-
Dummy Airbay Cover	325-BEIV	-	2	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	2	-
ENERGY STAR Qualified	387-BBPC	-	2	-
Custom Configuration	817-BBBB	-	2	-
Dell Applications for Windows 11	658-BFIP	-	2	-
Mix Ship, Notebook, 5430 Rugged	340-CYJC	-	2	-
11th Gen Intel Core i7 vPro label	340-CTSW	-	2	-
Microphone +RGB HD camera; Touch; WLAN/WWAN antennae; Pogo vehicle docking and RF passthrough	319-BBHV	-	2	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	2	-
No Option Included	340-ACQQ	-	2	-
Additional USB-A rear port	590-TFHR	-	2	-
Additional TBT/Type-C port	325-BEJZ	-	2	-
Rigid handle	750-ADPK	-	2	-
ProSupport: Next Business Day Onsite, 3 Years	808-6784	-	2	-
Dell Limited Hardware Warranty Initial Year	808-6805	-	2	-
ProSupport: 7X24 Technical Support, 3 Years	808-6809	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	2	-

Unit Price Quantity Subtotal

**Havis Vehicle Mount for Docking Station,
Notebook**

\$63.64 1 \$63.64

Estimated delivery if purchased today:

Dec. 23, 2024

Contract # C000000009850

Customer Agreement # 071B6600111

Description

SKU

Unit Price

Quantity

Subtotal

Havis Vehicle Mount for Docking Station, Notebook A8007999 - 1 -

Subtotal: \$6,437.92

Shipping: \$0.00

Estimated Tax: \$0.00

Total: \$6,437.92

CONNECT WITH DELL:

BROWSE MORE OPTIONS:

IT Transformation	Laptops	Desktops
Servers & Storage	2-in-1's	Electronics & Accessories
Financing Options	Dell Services	Dell Support
Subscription Center	Events	Dell Premier

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/emc/terms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/aula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/services/contracts/global or for certain infrastructure products at www.dell.com/contracts/infrastructure.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.



19751 15 Mile Rd. Clinton Township, MI 48035

586.792.8055

email: majikmarci@yahoo.com

www.majikgraphics.com

October 3rd, 2024

George Sparks
Patrol Sergeant
Harper Woods Department of Public Safety
19617 Harper Ave
Harper Woods, MI 48225

Quote for graphics on two new fully marked patrol vehicles -

The following is the quoted price for Harper Woods Police graphics to be applied to both sides and back end of a fully marked patrol vehicle. This quote includes all materials, reflective and non – reflective, as well as the installation. The installation will be done here at our location.

Quote: \$680.00 per vehicle

Please feel free to let me know if you have any questions. Thank you!

Sincerely,

Samantha Minchey
Marcetta M. Hurst
President

**CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 22, 2025**

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 7) Approval of Purchase - Public Works Bucket Truck

Explanation/Remarks:

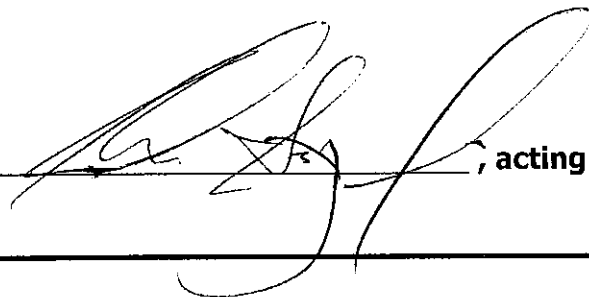
Attached is a memorandum from the DPW Superintendent requesting approval to purchase a refurbished bucket truck. As her memo states, a bucket truck offers many uses and we are currently renting or borrowing one for tree trimming, sign replacement and roof maintenance.

The company that we frequently rent from has offered a refurbished truck in good condition with a relatively low cost to us. I have reviewed this and recommend that this purchase be approved.

Recommended Action:

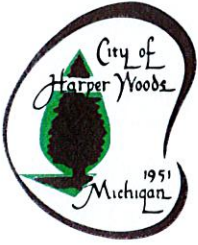
By RESOLUTION, approve the purchase of a refurbished bucket truck from Premier Aerial and Fleet Inspections in the amount of \$29,967.69.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
	<input type="checkbox"/> Vote	<input type="checkbox"/> Tabled	



DEPARTMENT OF PUBLIC WORKS
19600 E. EIGHT MILE RD. • HARPER WOODS, MICHIGAN 48225-1139

Telephone : 313.343.2570 Fax : 313.343.2572 ^{January 14, 2025} hwdpw@harperwoods.net

To: Mr. John Szymanski, Acting City Manager
From: Heather Toutant, Director of Public Works
Subject: Purchase of new (used) vehicle

Currently the DPW does not own a bucket truck. This equipment was sold at auction in 2023 after logging its last hours in 2018. At that time, it was no longer able to pass inspections. A bucket truck is a vital piece of equipment for multiple departments in the city. We use this truck for decorating for the "Tree lighting", getting on to municipal building roofs for maintenance and repairs, tree trimming, sign replacement as well as other maintenance functions. We are currently either renting or borrowing this piece of equipment from other municipalities. This leaves us at the mercy of their schedule. Thankfully we have been very fortunate with them being able to accommodate us.

Owning a bucket truck will allow us to be flexible in emergency repair situations, tree trimming that we have been turning over to a contractor to perform as well as schedule routine maintenance projects.

I have been in contact with Jeff Lawrence at Premier Ariel & Fleet inspections to discuss the purchase of a refurbished truck. This is the company we have been renting from as well as the same company that does maintenance to surrounding city's vehicles. The specifics are attached.

Our DPW mechanic went to view the truck on 12/27/24 and stated the following:

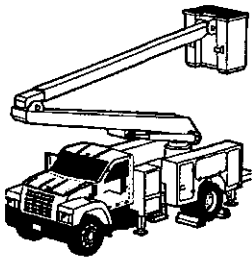
The bed (flat area) is brand new – lift portion is new as well. There is no visible rust, the frame is in great condition. The inspection of the engine indicates it has been replaced at some point. No leaks. 4 new toolboxes. Very, very nice (beautiful) condition. The tires are good. I am very confident in purchasing this vehicle and feel it will outlast most of us here.

Should you be in agreement with this much needed purchase, please submit to City Council, for their approval to purchase from Premier Ariel in the total amount of \$29,967.69.

Should you have any questions regarding the above, or need any additional information, please contact me.

Respectfully,

Heather Toutant



Premier Aerial & Fleet Inspections
 37 Summit St
 Brighton, MI 48116
 +15175526075
 premier2002@icloud.com
 www.buckettruckrepairmi.com

Estimate 4326

ADDRESS	SHIP TO	DATE	TOTAL
John Bobak City of Harper Woods 19600 E. 8 Mile Road Harper Woods, MI. 48225	John Bobak City of Harper Woods 19600 E. 8 Mile Road Harper Woods, MI. 48225	11/15/2024	\$29,967.69

SHIP DATE
11/15/2024

SALES REP
Brian Wild

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Labor (In Shop) Mount used Versalift aerial unit to used Ford chassis, Install new 16' flat bed. Weld on rear hitch plate. Wire and plumb aerial unit to chassis.	70	100.00	7,000.00
	1012 199 Ford F550 4 Wheel Drive, 7,3 Diesel , Automatic Trans.	1	9,000.00	9,000.00
	1012 Versalift M/N: Tel29N, Non-Insulated boom with 35' Reach. Turret mounted strobes	1	2,000.00	2,000.00
	700368.49 Kit, Clutch Pump	1	1,852.00	1,852.00
	R-721 Flatebed, Steel W/Wood Plank Floor 96" x 16'	1	7,056.00	7,056.00
	1809042 Hitch Plate	1	399.00	399.00
	B48 D Ring, 1" x 3" x 3"	2	19.00	38.00
	4007676 Grab Handle, Aluminum	1	225.00	225.00
	5233000YEL Ladder, Steel Retractable	1	135.00	135.00
	1012 Steel, Welding, welding, electrical and hydraulic materials	1	650.00	650.00
	405BC Bracket, Anti-Sail Mudflap (Pair)	1	25.09	25.09
	10100 Mudflap, 24 x 24	2	11.40	22.80
	1702940 Tool Box, Steel 16'X13'X72"	2	571.00	1,142.00
	12872-1 Tube, 12" Rubber Bucket Rest	1	197.80	197.80

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Shipping Truck freight on tool boxes	1	225.00	225.00
	Operator Training Per MIOSHA Part 32 and ANSI92.2-2009 Standards N/C	4	0.00	0.00

TOTAL	\$29,967.69
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THANK YOU.

Accepted By

Accepted Date

Heather Toutant

From: Jeff Lawrence <premier2002@icloud.com>
Sent: Wednesday, January 8, 2025 11:13 AM
To: Heather Toutant
Subject: Re: Bucket Truck

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Heather, Truck is all done. Attached is the picture of the final product. Just an FYI, the truck is high mileage, but has had motor replaced in recent years. We replaced any rusty body parts with rust free parts and repainted the cab. The bed is brand new. The boom is a 2007 that has been gone through and passes A92.2-2016 Standards as required by OSHA. The un it will come with a passing DOT and Boom inspection.



Jeff Lawrence
Premier Aerial & Fleet Inspections
37 Summit St.
Brighton, MI. 48116
517-552-6075

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 8) Agreement - Municipal Finance Advisor

Explanation/Remarks:

We are requesting the renewal of our contract with Bendzinski & Co. to serve as our dissemination agent for the purpose of preparing annual information statements and submitting same to the Municipal Securities Rulemaking Board for the next five (5) years at the cost of \$1,000.00 per year. This firm facilitates bond and security sales and reporting on behalf of Harper Woods. They also review outstanding debt for refinancing opportunities and provide new debt issue schedules.

In short, dissemination agents help both issuers and borrowers comply with the many different disclosure obligations required by Federal and State Municipal Security Boards. I welcome their expertise and vast knowledge of municipal finance.

It is my recommendation that the agreement be approved.

Recommended Action:

By RESOLUTION, approve the agreement between the City of Harper Woods and Bendzinski & Co. Municipal Finance Advisors and to designate Bendzinski and Co. to serve as the Dissemination Agent for the City and further, to authorize the acting City Manager to sign the agreement.

Respectfully Submitted  , acting City Manager

CITY COUNCIL ACTION: Approved Disapproved
 Vote Tabled



Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS

**PROPOSAL TO ACT
AS DISSEMINATION AGENT
TO THE
CITY OF HARPER WOODS, MICHIGAN**

17000 Kercheval Ave • Suite 230 • Grosse Pointe, Michigan 48230
(313) 961-8222
e-mail • info@bendzinski.com

Agreement to Provide for
Preparation of an Annual Information Statement
And to Act as Dissemination Agent for the
City of Harper Woods, Michigan

Whereas, the City of Harper Woods, County of Wayne, State of Michigan (the "Issuer"), in connection with the issuance of the Issuer's \$3,100,000 General Obligation Unlimited Tax Bonds Series 2004 (the "Bonds") has, pursuant to the requirement of Rule 15c2-12 of the U.S. Securities and Exchange Commission (the "Rule") entered into a Continuing Disclosure Undertaking (the "Undertaking") dated August 1, 2004, to provide continuing disclosure pursuant to said Rule, which is attached hereto as Exhibit A and incorporated herein by reference; and

Whereas, this and any other outstanding Undertaking(s) which may require the Issuer to submit an Annual Information Statement and annual audited financial statement for each fiscal year ending after December 31.

Whereas the Issuer hereby determines that it is in their best interest to designate Bendzinski & Co. Municipal Finance Advisors ("Bendzinski & Co.") to serve as their dissemination agent for the purpose of preparing an annual information statement and submitting same to the Municipal Securities Rulemaking Board ("MSRB") through Electronic Municipal Market Access ("EMMA"), in accordance with the Undertaking, for the Bonds, any other outstanding Undertaking(s) and all future Undertaking(s) of the Issuer for the next five (5) years.

Now therefore be it resolved that:

1. The Issuer hereby agrees to appoint Bendzinski & Co. Dissemination Agent for the purpose of preparing the annual information statement and the submission of same to the MSRB through EMMA, in accordance with the rule and in accordance within the time requirements set forth in the Undertaking for the Bonds.
2. The Issuer agrees to provide, prior to the sale of any future bond issues and prior to its adoption copies of debt issuance documents including the Continuing Disclosure Undertaking(s) for review by Bendzinski & Co., so that Bendzinski & Co. may confirm that such future Undertaking(s) adequately meet the requirements of the Rule.
3. The Issuer agrees to provide all documents and proceedings required by the Rule or Undertaking(s) to Bendzinski & Co. within a reasonable time and at no cost therefore so that Annual Information Statement can be prepared.

4. It is expressly understood by all parties hereto that this Agreement related only to the preparation and submission of the Annual Information Statement to the MSRB through EMMA, if required, in accordance with the Rule and the time requirements set forth in the Undertaking(s), together with the submission of the audited financial statements when such audited financial statements are made available to Bendzinski & Co. This agreement does not relate to the timely submission of reporting of significant events or the monitoring of such situations from time to time as may be necessary to comply with any notification requirements set forth in the Undertaking(s), which obligations shall remain and be the sole responsibility of the Issuer.
5. Bendzinski & Co. hereby agrees to commit its physical facilities and personnel to whatever extent necessary in order to fulfill its obligation under this Agreement in order to ensure that the Issuer is in compliance with the terms and conditions of the Undertaking(s) with respect to the Rule.
6. In addition to the services above, Bendzinski & Co. will, at no additional cost, provide municipal advisory advice such as:
 - A. Review of outstanding debt for refinancing opportunities;
 - B. Provide schedules for new debt issue that the City may be considering; and
 - C. Advise on any prepayment of outstanding debt.
7. In consideration whereof, the Issuer hereby agrees to compensate Bendzinski & Co. the sum of \$1,000.00 annually for the first five (5) years, commencing with the fiscal year ending after December 31, 2024. Commencing with the Issuer's fiscal year ending after December 31, 2028, the parties agree to renegotiate an annual fee for such service that is mutually agreeable to both parties.
8. For significant events requiring notice to the MSRB through EMMA in the Undertaking(s), the Issuer may retain the services of Bendzinski & Co. in accordance with the terms of this Agreement, and agrees to compensate Bendzinski & Co. for the services of its professional staff at the rate of \$175.00 per hour. The retention of Bendzinski & Co. under this section shall not relieve the Issuer of the timely submission of reporting of significant events as defined in Section 4 of this Agreement.
9. In addition to the fees set forth above, the Issuer agrees to reimburse Bendzinski & Co. for all travel and out-of-pocket expenses, duplicating costs, long-distance telephone expense and postage incurred at the request of and on behalf of the Issuer upon submittal of such changes.

10. This Agreement may be terminated by either party by thirty (30) days written notice directed to:

Robert J. Bendzinski, President
Bendzinski & Co. Municipal Finance Advisors
17000 Kercheval; Ave., Suite 230
Grosse Pointe, MI 48230

IN WITNESS THEREOF, the Issuer has caused this Agreement to be executed by its _____ on this _____st/th day of _____, 2025.

City of Harper Woods
County of Wayne
State of Michigan

Witness

By _____
Its

Bendzinski & Co.
Municipal Finance Advisors



Witness



Robert J. Bendzinski, President
Registered Municipal Advisor

STATEMENT OF INTENT TO FILE INFORMATION
REQUIRED FOR THE CONTINUING DISCLOSURE UNDERTAKING

I, _____, _____, as an authorized officer of the City of Harper Woods, Michigan, decline to hire Bendzinski & Co. to serve as the dissemination agent. Therefore, I hereby acknowledge and agree on behalf of the City to file the information required pursuant to Continuing Disclosure Undertaking on an annual basis to the MSRB through EMMA pursuant to the Undertaking dated August 1, 2004 adopted by the City for the \$3,100,000 General Obligation Unlimited Tax Bonds Series 2004, and any additional Undertaking(s) that the County may have outstanding.

By: _____
(Name & Title)

Dated: _____

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 22, 2025

AGENDA EXPLANATION

H. NEW BUSINESS:

ITEM NUMBER: 9) Milk River - Operations and Maintenance

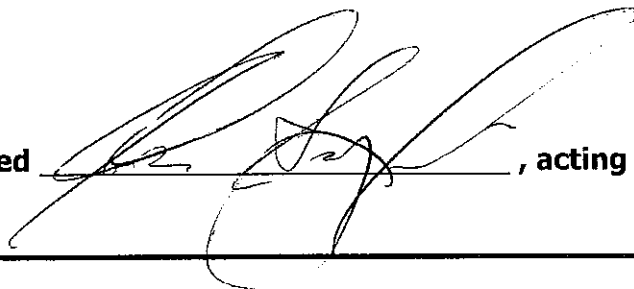
Explanation/Remarks:

Attached is an invoice from Wayne County for operation and maintenance of the Milk River Drain for the period of January through March 2025. This is in accordance with the budget amount set by the Drainage District. It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to Wayne County in the amount of \$356,018.00 for the operation and maintenance of the Milk River Drain for the period of January through March 2025.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

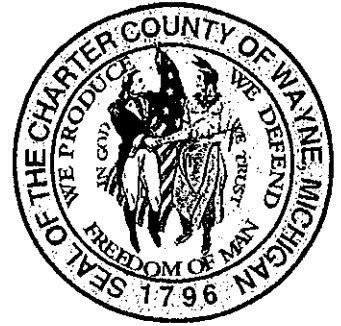
Approved Disapproved

Vote Tabled

Invoice Number
321237

Invoice Date
01/01/25

COUNTY OF WAYNE
Warren C. Evans - County Executive
500 Griswold, Detroit, Michigan 48226



Invoice

Send Remittance to:

Wayne County
Environmental Services Division
400 Monroe, Suite 300
Detroit, Michigan 48226

Customer:

City of Harper Woods
19617 Harper Avenue
Harper Woods MI 48225

Customer Number	500014
Direct Inquiries to:	
Telephone (313) 224-4658	

Environmental Services Division

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	01/31/25	01/01/25 THRU 03/31/25 MILK RIVER DRAINS DRAINAGE DISTRICT O&M QTR 3 FY2025 REVENUE ACCT# 830.54458.403000 CASH ACCT# 830.001000	356,018.00

Please Pay This Amount => \$ 356,018.00

Return Remittance Copy of Invoice with Payment

Invoice Number 321237	Invoice Date 01/01/25
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