



**CITY OF HARPER WOODS
REGULAR CITY COUNCIL MEETING
MAY 5, 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 April 21, 2025
 - 2) Library Board meeting held on November 21, 2024
 - 3) Library Board meeting held on December 19, 2024
 - 4) Library Board meeting held on February 20, 2025
 - 5) Library Board meeting held on March 20, 2025
- D. PUBLIC COMMENTS ON AGENDA ITEMS:**
- E. CONSENT AGENDA:**
- 1) Approval of Accounts Payable Listing. (\$335,255.22)
 - 2) Payment to Turf & Timber. (\$15,650.00)
 - 3) Payment to Simplified Business Solutions. (\$8,581.08)
 - 4) Payment to Oakland County - CLEMIS. (\$6,845.00)
 - 5) Payment to Alter Collision. (\$6,928.98)
 - 6) Approval of Repair - Library Elevator. (\$19,800.00)
 - 7) Payment to the Helm and PAATS - CDBG Funds. (\$20,000.00)
 - 8) Payment to Hannah Architects. (\$40,142.50)
- F. OLD BUSINESS:**
- G. NEW BUSINESS - CITY MANAGER'S REPORTS:**
- 1) Public Hearing - Continuation of a Special Assessment District
 - 2) Adopt Resolutions - Continuation of a Special Assessment District
 - 3) Award of Grant - Financially Distressed Cities, Villages and Townships (FDCVT) for Sanitary Sewer Outlets
- H. CALL TO AUDIENCE:**
- I. CALL TO COUNCIL:**
- J. OTHER BUSINESS:**
- K. 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 MEETING OF MAY 5, 2025

AGENDA EXPLANATION

CONSENT AGENDA ITEMS: 1- 8

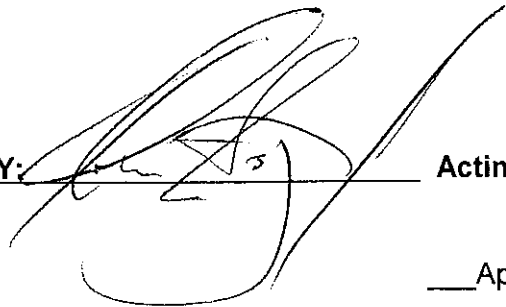
EXPLANATION / SUMMARY

See attached listing

RECOMMENDED ACTION:

By RESOLUTION, approve the Consent Agenda Items 1 through 8.

SUBMITTED BY: _____



Acting City Manager, John Szymanski

___Approved ___Vote

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF MAY 5, 2025

AGENDA EXPLANATION

CONSENT AGENDA

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

1. ACCOUNTS PAYABLE LISTING / PAYROLL VENDOR LISTING

Recommended Action: approve the Accounts Payable/Payroll Vendor listing for Check Numbers 132461 through 132542 in the amount of \$335,255.22 as submitted by the City Manager and Finance Director, and further, authorize the Mayor and City Clerk to sign the listing.

2. PAYMENT TO TURF AND TIMBER LLC

Recommended Action: approve payment to Turf and Timber LLC in the amount of \$15,650.00 for the removal of dead and downed trees/limbs.

3. PAYMENT TO SIMPLIFIED BUSINESS SOLUTIONS, LLC

Recommended Action: approve payment to Simplified Business Solutions in the amount of \$8,581.08 for the email hosting, security and backups of our computer system for the month of April and for IT support services for all departments.

4. PAYMENT TO OAKLAND COUNTY - CLEMIS

Recommended Action: approve payment to Oakland County in the amount of \$6,845.00 for fees relative to the CLEMIS computer system utilized by the Police Department.

5. PAYMENT TO ALTER COLLISION

Recommended Action: approve payment to Alter Collision in the amount of \$6,928.98 for the repair of one of our scout cars.

6. APPROVAL OF REPAIR - LIBRARY ELEVATOR

Recommended Action: approve the quote submitted by Otis Elevator for the repair of the elevator at the Library in the amount of \$19,800.00.

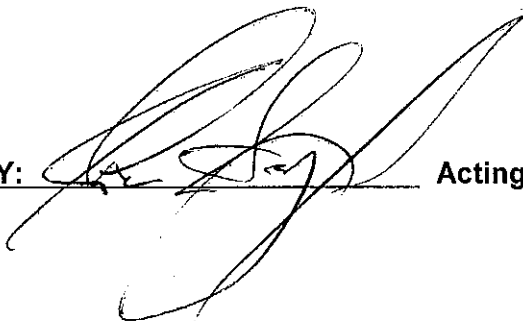
7. PAYMENT TO THE HELM AND PAATS - CDBG FUNDS

Recommended Action: approve payment to The Helm in the amount of \$14,000 for Senior Services and \$6,000 to Pointe Area Assisted Transportation Services, Inc. in the amount of \$20,000.00 for the city's proportionate share of expenses relative to the senior transit services for residents of Harper Woods and the Grosse Pointes.

8. PAYMENT TO HANNAH ARCHITECTS

Recommended Action: approve payment to Hannah Architects in the amount of \$40,142.50 for the design development and construction documentation for the Harper Woods Community Center Project.

SUBMITTED BY:

A handwritten signature in black ink, appearing to be 'J. Szymanski', written over a horizontal line.

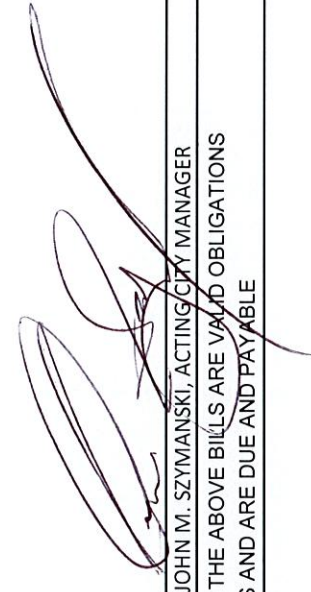
Acting City Manager, John Szymanski

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
Check Type: Paper Check				
04/24/2025	132477	3RD MONARCH STRATEGIES, LLC	MICHIGAN LEGISLATURE FY 2026-CM	4,000.00
04/24/2025	132478	NORTHERN INSURANCE AGENCY	UNDERGROUND GAS TANK INS-AG040725-FIN	5,417.13
04/30/2025	132479	CAITLIN THULL	DANCE INSTRUCTOR JAN2025-APRIL2025-REC	896.00
04/30/2025	132480	JENNETTE HAXTER	DANCE INSTRUCTOR JAN2025-APRIL2025-REC	300.00
04/30/2025	132481	MIKAVIA SCHILLER	DANCE INSTRUCTOR JAN2025-APRIL2025-REC	644.00
04/30/2025	132482	NEDRA SPERRY	DANCE INSTRUCTOR JAN2025-APR2025-REC	3,337.90
05/01/2025	132483	A & E ANYTIME PLUMBING	SERVICE/REPAIR-LINE FLUSH- LIBRARY	419.95
05/01/2025	132484	AIRGAS USA, LLC	MAR25 ARGON/OXYGEN CYLINDER RENTAL-DPW	296.46
05/01/2025	132485	ALICIA MARTIN	MIDC ATTORNEY 25-93358A-D	340.20
05/01/2025	132486	ARROW OFFICE SUPPLY	OFFICE SUPPLIES-HWPD	277.02
05/01/2025	132487	BARTON LAW, PLLC	MIDC ATTORNEY HOUSE COUNSEL/ON CALL-0212	938.00
			MIDC ATTORNEY 25-93217A-C	724.50
			MIDC ATTORNEY 24-93078A-E	535.50
			MIDC ATTORNEY 24-92655A/B	283.50
			MIDC ATTORNEY 25-93246	346.50
			MIDC ATTORNEY ON CALL-032425	140.00
			MIDC ATTORNEY 25-93162A/B	630.00
				<u>3,598.00</u>
05/01/2025	132488	BELFOR USA	BOARD UP SERVICE-DPW	551.09
05/01/2025	132489	BLUE CROSS & BLUE SHIELD OF MI	MAY25 MEDICAL PREM/MEDICARE-CLERK	15,203.00
05/01/2025	132490	BRODART CO.	1 LIBRARY BOOK-AM	17.06
			2 LIBRARY BOOKS AM	35.24
			1 LIBRARY BOOKS AM	17.62
			5 LIBRARY BOOKS AM	94.12
			8 LIBRARY BOOKS AM	132.19
			1 LIBRARY BOOK AM	28.11
			8 LIBRARY BOOKS JUV	108.63
			4 LIBRARY BOOKS-AM	69.92
			1 LIBRARY BOOK-AM	17.07
			1 LIBRARY BOOK-AM	17.06
			4 LIBRARY BOOKS-AM	78.75
			3 LIBRARY BOOKS-AM	55.61
			2 LIBRARY BOOKS-AM	34.14
			3 LIBRARY BOOKS-AM	71.25
			1 LIBRARY BOOK-AM	17.61
				<u>794.38</u>
05/01/2025	132491	BRODART CO.	4 LIBRARY BOOKS-AM	86.60
			1 LIBRARY BOOKS-AM	17.62
				<u>104.22</u>
05/01/2025	132492	BS & A SOFTWARE	ANNUAL SVCS/SUPPORT DDP AND TAX FEES	2,312.00
05/01/2025	132493	CITY OF HARPER WOODS REFUSE	REFUSE VARIOUS CITY PROPERTIES	723.89
05/01/2025	132494	COLLABORATIVE SUMMER LIBRARY PROG	SUMMER READING PROG ITEMS-LIB	216.28
05/01/2025	132495	COLVILLE ELECTRIC	REPAIRS/MAINT-LIGHTS-LIB	1,885.20

Check Date	Check	Vendor Name	Description	Amount
05/01/2025	132496	COMCAST	MONTHLY INTERNET/PHONE 050125-053125-CM	1,055.36
05/01/2025	132497	COMCAST	MONTHLY INTERNET/PHONE 042825-052725-CH	471.46
05/01/2025	132498	CRANDALL-WORTHINGTON, INC.	JANITORIAL SUPPLIES-DPW	425.00
05/01/2025	132499	CYNTHIA CZECH	MIDC ATTORNEY HOUSE COUNSEL/ON CALL-0417	654.50
05/01/2025	132500	DAVIS VISION, INC.	MAY25 EMPLOYEE PREMIUM-CLERK	412.19
05/01/2025	132501	DAVONNE DARBY	MIDC ATTORNEY 23-91605A/B	231.00
05/01/2025	132502	DELTA DENTAL PLAN OF MI	MAY25 EMPLOYEE PREMIUMS-CLERK	7,917.58
05/01/2025	132503	DOXIM	2025 SUMMER PRE-PAID POSTAGE-TR	3,754.10
05/01/2025	132504	DTE ENERGY	APRIL25 GAS/ELECTRIC-CITY PROPERTIES	10,589.56
05/01/2025	132505	EXWAY ELECTRIC SUPPLY CO.	MAINTENANCE/SUPPLIES-DPW	35.80
05/01/2025	132506	FIRST CHOICE/BLUE TIGER	FILTER EXCHANGE/APRIL UNIT RENTAL-CL	153.32
05/01/2025	132507	GRAYBAR FINANCIAL SERVICES	MAR25 TELEPHONE SYSTEM LEASE-CH	1,089.00
05/01/2025	132508	GREAT LAKES WATER AUTHORITY	MAR25 IWC CHARGES-TREASURER	2,096.22
05/01/2025	132509	GREAT LAKES WATER AUTHORITY	MAR25 WATER PURCHASES 4337.12 MCF-TR	84,722.34
05/01/2025	132510	GROSSE POINTE ANIMAL ADOPTION	ANIMAL INTAKE SERVICE AGREEMENT-CM	16,250.00
05/01/2025	132511	GROSSE POINTE NEWS	#1 HW 04/07 SYN REG MTG-CLERK	596.63
05/01/2025	132512	HARPER WOODS WATER DEPARTMENT	WATER SERVICES VAR CITY PROPERTIES	170.65
05/01/2025	132513	HOME DEPOT CREDIT SERVICES	HARDWARE-MAINT SUPPLIES/RENTAL-DPW	29.95
05/01/2025	132514	JOHN GERLACH	MIDC ATTORNEY 25-93274	312.90
			MIDC ATTORNEY 25-93284	535.50
			MIDC ATTORNEY 25-93318-1	163.80
			MIDC ATTORNEY 25-93243	195.30
			MIDC ATTORNEY 20-89721	111.30
			MIDC ATTORNEY 25-93325A/B	174.30
			MIDC ATTORNEY HOUSE COUNSEL/ON CALL-0425	423.50
			MIDC ATTORNEY 25-93299A/B	195.30
				<u>2,111.90</u>
05/01/2025	132515	K & S VENTURES, INC.	ONSITE SVC CALL/HUMIDIFIERS REPAIR/LOC-L REPL BOILER GLASS/LEAKING CH-DPW MAINT/REPAIRS/HVAC-DPW	2,460.00 360.45 2,810.00
				<u>5,630.45</u>
05/01/2025	132516	LOWE'S	HARDWARE SUPPLIES/MAINT-HWPD HARDWARE/SUPPLIES-DPW HARDWARE/SUPPLIES-DPW HARDWARE/SUPPLIES-DPW HARDWARE/SUPPLIES-DPW	24.66 160.22 123.25 212.41 229.67
				<u>750.21</u>
05/01/2025	132517	MCKENNA ASSOCIATES INC	HW ZONING ORD (MISHDA GRANT)-CD MAR25 PROFESSIONAL SVCS-CL	1,510.00 1,114.07
				<u>2,624.07</u>
05/01/2025	132518	MICHIGAN MUNICIPAL LEAGUE	ELECTED OFFICIAL ACADEMY-COUNCIL	260.00
05/01/2025	132519	O'REILLY, RANCILIO, P.C.	APRIL25 PROFESSIONAL SVCS-CM	25,152.50
05/01/2025	132520	ODP BUSINESS SOLUTIONS, LLC-LIBRARY	OFFICE SUPPLIES LIBRARY	53.90
05/01/2025	132521	ODP BUSINESS SOLUTIONS, LLC-CLERK	OFFICE SUPPLIES-CLERK	96.79
05/01/2025	132522	ON DUTY GEAR, LLC	{1 BULLET PROOF VEST-HWPD	860.00

Check Date	Check	Vendor Name	Description	Amount
05/01/2025	132523	OSCAR W LARSON COMPANY	OPERATION B INSPECTION-DPW UNDERGROUND FUEL TANK MAINT-DPW	325.00 800.65 <u>1,125.65</u>
05/01/2025	132524	PRIORITY WASTE LLC	APRIL25 RESIDENTIAL TRASH COL-DPW	47,679.00
05/01/2025	132525	QUILL CORPORATION	OFFICE SUPPLIES-CLERK OFFICE SUPPLIES-COURT OFFICE SUPPLIES-COURT	107.62 272.87 190.96 <u>571.45</u>
05/01/2025	132526	ROBTRONIX AUDIO PRODUCTIONS	PROF SERV-COUNCIL MTG 0407/0421-CM	430.00
05/01/2025	132527	RUBBER STAMPS UNLIMITED, INC	RUBBER STAMP/SUPPLIES-32A	24.15
05/01/2025	132528	SHEILA PRINTUP	REIMBURSEMENT FOR CITIZEN PLANNER-CL	250.00
05/01/2025	132529	SHERMAN REYNOLDS	REFUND FIRE ESCROW-TR	8,129.00
05/01/2025	132530	SIR SEEDY #6310	(500) LETTERHEAD-CLERK	192.25
05/01/2025	132531	ASCENSION MICHIGAN EMPLOYER	INSURANCE BILL-CLERK	24.00
05/01/2025	132532	TANESHA BRANTLEY	CLEANING SERVICES KELLY RD-DPW CLEANING SERVICES KELLY RD-DPW	200.00 150.00 <u>350.00</u>
05/01/2025	132533	THE CRACKED EGG OF HARPER WOODS	MARCH25 PRISONER MEALS-HWPD	166.25
05/01/2025	132534	THE LIBRARY NETWORK	1 LIBRARY BOOK	21.67
05/01/2025	132535	THOMAS W. JAKUC	MIDC ATTORNEY HOUSE COUNSEL-041125	151.20
05/01/2025	132536	TOSHIBA FINANCIAL SERVICES	APRIL25 LIBRARY COPIER LEASE MAR25 CITY HALL COPIER LEASE	333.08 1,292.42 <u>1,625.50</u>
05/01/2025	132537	TURF AND TIMBER TREE EXPERTS	TREE REMOVAL AG042125-DPW TREE REMOVAL AG042125-DPW TREE REMOVAL AG042125-DPW TREE REMOVAL 042125-DPW TREE REMOVAL AG042125-DPW	4,600.00 3,600.00 3,300.00 2,600.00 700.00 <u>14,800.00</u>
05/01/2025	132538	VASSAL JOHNSON II	MIDC ATTORNEY 25-93278 MIDC ATTORNEY 2593279 MIDC ATTORNEY 25-93276A/B MIDC ATTORNEY 24-93117	1,041.60 373.80 1,885.80 243.60 <u>3,544.80</u>
05/01/2025	132539	VERIZON WIRELESS	APRIL25 FD TELEMETRY-CM APRIL25 DIST COURT CISCO DEVICE APRIL25 MOBILE SVCS (DPW, BLD, FIRE, REC)-CM APRIL25 MOBILE PHONE SERVICE HWPD-CM	7.02 40.01 312.98 246.66 <u>606.67</u>

Check Date	Check	Vendor Name	Description	Amount
05/01/2025	132540	WALKER CONSULTING	ADC COURT SERVICES 090925-042125 ADC COURT SERVICES 032525-042125-32A	738.00 1,017.00 <u>1,755.00</u>
05/01/2025	132541	WAYNE COUNTY	JAN2025 TRAFFIC SIGNAL MAINTENANCE-DPW	1,909.45
05/01/2025	132542	WCA ASSESSING	MAY25 CONTRACT ASSMT AG042125-CL	6,384.16
Total Paper Check:				<u>299,251.40</u>
GEN TOTALS:				
Total of 66 Checks:				299,251.40
Less 0 Void Checks:				0.00
Total of 66 Disbursements:				<u>299,251.40</u>



JOHN M. SZYMANSKI, ACTING CITY MANAGER



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

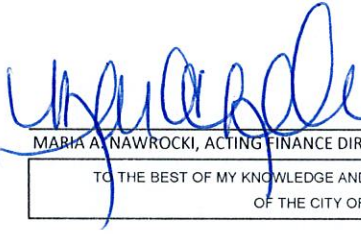
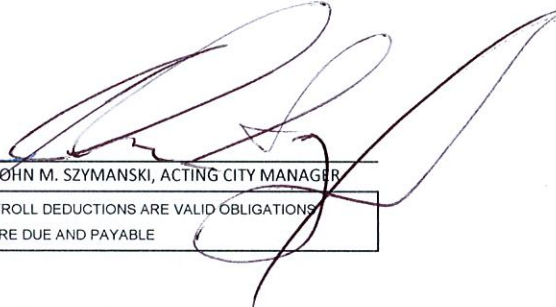
VALERIE J. KINDLE, MAYOR

LESLIE M. FRANK, CITY CLERK

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

PAYROLL DEDUCTION CHECK REGISTER FOR CITY OF HARPER WOODS
 FOR CHECK DATES 04/19/2025 thru 05/02/2025
 CHECK NUMBERS 132461 thru 132476

Check Date	Check#	Vendor Name	Description	Amount
04/24/2025	132461	AFLAC	P/R DEDUCTIONS W/H 04/24/2025	743.74
04/24/2025	132462	AMERICAN FIDELITY ASSURANCE	P/R DEDUCTIONS W/H 04/24/2025	2,016.92
04/24/2025	132463	COLONIAL LIFE INSURANCE	P/R DEDUCTIONS W/H 04/24/2025	52.66
04/24/2025	132464	FRATERNAL ORDER OF POLICE #102	P/R DEDUCTIONS W/H 04/24/2025	72.00
04/24/2025	132465	FRATERNAL ORDER OF POLICE LABOR COUNCIL	P/R DEDUCTIONS W/H 04/24/2025	815.00
04/24/2025	132466	HWPOA	P/R DEDUCTIONS W/H 04/24/2025	240.00
04/24/2025	132467	IAFF LOCAL #1188	P/R DEDUCTIONS W/H 04/24/2025	720.00
04/24/2025	132468	MISSION SQUARE	P/R DEDUCTIONS W/H 04/24/2025	8,743.00
04/24/2025	132469	MISDU	P/R DEDUCTIONS W/H 04/24/2025	1,463.22
04/24/2025	132470	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 04/24/2025	880.00
04/24/2025	132471	POLICE OFFICERS ASSOCIATION OF MI	P/R DEDUCTIONS W/H 04/24/2025	479.36
04/24/2025	132472	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 04/24/2025	19,177.18
04/24/2025	132473	THIN BLUE LINE OF MICHIGAN	P/R DEDUCTIONS W/H 04/24/2025	10.00
04/24/2025	132474	TEXASLIFE, INSURANCE CO	P/R DEDUCTIONS W/H 04/24/2025	239.24
04/24/2025	132475	TPOAM	P/R DEDUCTIONS W/H 04/24/2025	350.00
04/24/2025	132476	UNITED WAY	P/R DEDUCTIONS W/H 04/24/2025	1.50
GRAND TOTAL				<u>\$36,003.82</u>

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



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 18714 WOODSIDE HARPER WOODS MI 48225 INVOICE NO.: 1670 DATE: APRIL 22, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-21-2025 - 18714 WOODSIDE - GRIND STUMP	\$150.00
4-21-2025 - 20088 WOODSIDE - (3) GRIND STUMPS	\$325.00
4-21-2025 - 19634 FLEETWOOD - GRIND STUMP	\$100.00
4-21-2025 - 19644 FLEETWOOD - GRIND STUMP	\$125.00
4-21-2025 - 2238 HAWTHORNE - (4) GRIND STUMPS	\$200.00
4-21-2025 - CRESTLAND (BEHIND BEACON SCHOOL) - GRIND STUMP	\$150.00

AMOUNT DUE UPON RECEIPT	\$1,050.00
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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

APR 23 2025

DEPT. CITY OF
HARPER WOODS



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19048 HUNTINGTON HARPER WOODS MI 48225 INVOICE NO.: 1674 DATE: APRIL 22, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-11-2025 – DEAD ASH – REMOVAL + STUMP	\$700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP 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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>19095 HUNTINGTON HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1672 DATE: APRIL 22, 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
4-11-2025 - NORWAY MAPLE - BROKEN UP - REMOVAL + STUMP	\$1,100.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,100.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS: 20288 WOODSIDE HARPER WOODS MI 48225 INVOICE NO.: 1675 DATE: APRIL 22, 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
<p>4-16-2025 – DEAD TOPS– REMOVAL + STUMP *INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP</p>	<p>\$2,700.00</p>
<p>AMOUNT DUE UPON RECEIPT</p>	<p>\$2,700.00</p>

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>19084 HUNTINGTON HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1673 DATE: APRIL 22, 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
4-11-2025 – DEAD ASH – REMOVAL + STUMP	\$900.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$900.00
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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!



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>20158 HUNTINGTON HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1671 DATE: APRIL 22, 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
4-11-2025 – SILVER MAPLE – ¾ DEAD – REMOVAL + STUMP	\$2,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$2,200.00
--------------------------------	-------------------

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19225 TYRONE HARPER WOODS MI 48225 INVOICE NO.: 1676 DATE: APRIL 23, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-23-2025 - DYING - ON LIST FOR REMOVAL + STUMP (2) TREES AND STUMPS	
(1)	\$1,400.00
(2)	\$1,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,600.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

APR 28 2025

DPW - CITY OF
HARPER WOODS



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19233 TYRONE HARPER WOODS MI 48225 INVOICE NO.: 1677 DATE: APRIL 23, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-23-2025 – DYING – ON LIST FOR REMOVAL + STUMP (EXCESSIVE STUMP GRINDING)	\$1,500.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,500.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

APR 23 2025

10:11 AM

APR 23 2025



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 18705 ELKHART HARPER WOODS MI 48225 INVOICE NO.: 1678 DATE: APRIL 23, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-22-2025 - DEAD ASH - ON REMOVAL LIST- REMOVAL + STUMP (OCT) *INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	\$1100.00
AMOUNT DUE UPON RECEIPT	\$1100.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

APR 28 2025

DEPT OF PUBLIC WORKS
HARPER WOODS MI 48225



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19008 WOODSIDE HARPER WOODS MI 48225 INVOICE NO.: 1679 DATE: APRIL 23, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
--	---

JOB DESCRIPTION	PRICE
4-22-2025 — ON REMOVAL LIST- REMOVAL + STUMP (OCT)	\$1800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1800.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

APR 28 2025

DPW - CITY OF
HARPER WOODS



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19725 KINGSVILLE HARPER WOODS MI 48225 INVOICE NO.: 1680 DATE: APRIL 23, 2025	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-9-2025 – 19725 KINGSVILLE – RE-GRIND STUMPS (2)	NO CHARGE
4-23-2025 – 19217 TYRONE -GRIND STUMP (SMALL)	NO CHARGE
4-23-2025 – 19257 TYRONE – GRIND STUMP (SMALL)	NO CHARGE
4-23-2025 – 19266 TYRONE – GRIND STUMP (PAINTED PINK)	NO CHARGE
*INCLUDING GRINDING STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$.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

APR 28 2025

DPW - CITY OF
HARPER WOODS



Simplified Business Solutions, LLC
 310 Huron Ave.
 Suite 3
 Port Huron, MI 48060
 (810) 990-4479

Bill To:
City of Harper Woods Attn: Leslie Frank 19617 Harper Harper Woods, MI 48225 United States

Date	Invoice
04/01/2025	6687
Account	
SBS4-20	

Terms	Due Date	PO Number	Reference	
Net 30 days	05/01/2025	36002	Monthly Billing for April	38-6005461
SMS Professional includes - 4 Hours Monthly - Technical assistance (onsite or remote) *Additional hours billed at \$85/hr*				

Managed Services Details	Quantity	Price	Amount
Agreement SMS-E-Managed Services Enterprise			\$340.00
RMM Auto-Created Managed Network Computer	81.00	\$3.25	\$263.25
Anti-virus, Malware Protection, and Reporting	81.00	\$2.25	\$182.25
DNS gateway filtering software (additional web site/browser protection)	81.00	\$2.25	\$182.25
M365 Business Basic	4.00	\$7.00	\$28.00
M365 Business Premium - Email & Desktop Software (70 - HarperWoods / 11- 32aDC)	83.00	\$20.50	\$1,701.50
Microsoft 365 Azure Protection Premium	1.00	\$4.00	\$4.00
Security Awareness Training	61.00	\$4.00	\$244.00
HWoods City Server Backup	1.00	\$275.00	\$275.00
HWoods PD Server backup service	1.00	\$275.00	\$275.00
D32A Court Backup	2.00	\$37.50	\$75.00
Monthly Website Maintenance (New for City) with monthly DNS (\$5)	1.00	\$164.99	\$164.99
Monthly Website Maintenance (New for Court) with monthly DNS (\$7.50)	1.00	\$117.49	\$117.49
City YouTube Channel through Google Workspace	1.00	\$59.99	\$59.99
Fortify Advanced Security Protection	6.00	\$29.99	\$179.94
Adobe Pro Enterprise	7.00	\$22.99	\$160.93
ScreenConnect Annual Subscription (Billed Monthly) - 6 licenses Remote access for (Assessing/John/Micki/Finance Laptop/Court)	6.00	\$15.00	\$90.00
Total Managed Services Details:			\$4,343.59

Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:	\$4,343.59
	Sales Tax:	\$0.00
	Invoice Total:	\$4,343.59
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$4,343.59



Simplified Business Solutions, LLC
 310 Huron Ave.
 Suite 3
 Port Huron, MI 48060
 (810) 990-4479

Bill To:
City of Harper Woods Attn: Leslie Frank 19617 Harper Harper Woods, MI 48225 United States

Date	Invoice
04/01/2025	6739
Account	
SBS4-20	

Terms	Due Date	PO Number	
Net 30 days	05/01/2025		38-6005461

Services	Work Type	Hours	Rate
Agreement Billable Time: SMS-E-Managed Services Enterprise			
Technician I	Regular	4.00/49.50	0.00/85.00
Total Services:			\$4,547.50

Products & Other Charges	Quantity	Price	Amount
<u>Billable Products & Other Charges</u>			
Display Port Cable: 6' Display Port to Display Port Cable Used for additional monitor in DB for Luke Pauley's desk (checked city cable box first / no DP cables)	1.00	\$29.99	\$29.99
Total Products & Other Charges:			\$29.99

Adjustments	Quantity	Amount
Recurring Revenue: SMS-E-Managed Services Enterprise		
Services	(4)	-\$340.00
Total Adjustments:		-\$340.00

Pricing above reflects approximate 20% savings	Invoice Subtotal:	\$4,237.49
--	--------------------------	------------

Make checks payable to Simplified Business Solutions, LLC	Sales Tax:	\$0.00
	Invoice Total:	\$4,237.49
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$4,237.49



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

April 29, 2025

To: John Szymanski, Acting City Manager

From: Jason Hammerle, Director of Public Safety

Ref: CLEMIS Invoice

Sir,

I am requesting payment for the CLEMIS quarterly invoice (CU000461) in the amount of \$6845.00. CLEMIS provides the records management systems for the public safety department.

Respectfully,

Jason Hammerle, Director of Public Safety



Oakland County
 CLEMIS
 1200 N Telegraph
 Pontiac, MI 48341

INVOICE

Customer ID: CU000461
 Invoice Number: CI056771
 Invoice Date: 03/31/2025
 Due Date: 05/30/2025
 Amount Due: USD 6,845.00

Bill To:

CITY OF HARPER WOODS POLICE DEPT
 POLICE DEPARTMENT
 19617 HARPER
 HARPER WOODS, MI 48225

For billing questions, please call: Calvin Moy at 248-858-1037
 Email: moyc@oakgov.com

Description - Goods and Services	Quantity	UOM	Unit Price	Amount
CLEMIS Membership Usage Fee, JAN-MAR 2025	1	Each	1,644.50	1,644.50
CLEMIS MDC Participation Fee, JAN-MAR 2025	13	Each	273.50	3,555.50
CLEMIS Mug Capture Stn Maint, APR-JUN 2025	1	Each	1,000.00	1,000.00
CLEMIS Livescan, APR-JUN 2025	1	Each	645.00	645.00
			Sub Total	6,845.00
			Tax	0.00
			Invoice Total	6,845.00

PLEASE INCLUDE YOUR INVOICE NUMBER WHEN SUBMITTING PAYMENT.

Please Remit Payments to:

Oakland County
 Treasurers-Cash Acctg Bldg 12 E
 1200 N Telegraph
 Pontiac, MI 48341
 United States of America



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

April 29, 2025

To: John Szymanski, Acting City Manager

From: Jason Hammerle, Director of Public Safety

Ref: Alter Collision Invoice

Sir,

I am requesting payment for the attached invoice from Alter Collision in the amount of \$6928.98. This is for work completed on police vehicle 6-81 when it was damaged by an occupied stolen vehicle attempting to flee officers on the Eastland Commerce Center property. We have already received full reimbursement from our insurance carrier (see attached documents).

Respectfully,

Jason Hammerle, Director of Public Safety

ALTER COLLISION
14800 CHARLEVOIX
DETROIT, MICHIGAN 48215
313-821-9088 FAX: 313-821-0206
MI REG.# F108788

*** FINAL BILL ***

RO# 8597

03/27/2025 03:35 PM

Owner

Owner: HARPER WOODS

Inspection

Inspection Date: 03/27/2025 03:35 PM
Primary Impact: Left Front Corner

Inspection Type:
Secondary Impact:

Appraiser Name: JOHN REGNERUS

Appraiser License #2 : M191028

Repairer

Repairer: ALTER COLLISION
Address: 14800 CHARLEVOIX
City State Zip: DETROIT, MI 48215
Email: ALTERCOLLISION1@msn.com
License # : 191028

Contact:
Work/Day: (313)821-9088
FAX: (313)821-0206

Regulation ID: F156371

Target Complete Date/Time:

Days To Repair: 12

Vehicle

OEM Part Price Quote ID: ****

2017 Ford Taurus Police Intercptr 4 DR Sedan
6cyl Gasoline 3.7
6-Speed Automatic

Lic Expire:
Veh Insp# :
Condition:
Ext. Color: Shadow Black (Mica)
Ext. Refinish: Two-Stage
Ext. Paint Code: PNZAT

VIN: 1FAHP2MK3HG130112
Mileage Type: Actual
Code: P3133G
Int. Color: Interior Lights Deactivation
Int. Refinish: Two-Stage
Int. Trim Code: 000DW

Options - AudaVIN Information Received

1st Row LCD Monitor(s)
AM/FM CD Player
Black Grille
Cruise Control
Elect. Stability Control
Full Size Spare Tire
Intermittent Wipers
Overhead Console
Power Door Locks
Power Windows
Rem Trunk-L/Gate Release

2nd Row Head Airbags
Air Conditioning
Bucket Seats
Driver Information Sys
Electric Steering
Halogen Headlights
Laminated Glass
Power Adjustable Pedals
Power Drivers Seat
Rear View Camera
Reverse Sensing System

4-Wheel Drive
Anti-Lock Brakes
Color-Keyed Bumper(s)
Dual Airbags
Engine Block Heater
Head Airbags
MP3 Decoder
Power Brakes
Power Mirrors
Rear Window Defroster
Side Airbags

Skid Plates	Split Folding Rear Seat	Stability Cntrl Suspensn
Steel Wheels	Strg Wheel Radio Control	Tachometer
Tilt & Telescopic Steer	Tinted Glass	Tire Pressure Monitor
Traction Control System	Trip Computer	Velour/Cloth Seats

AudaVIN options are listed in bold-italic fonts

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ%	B%	Hours	R
Stripes And Mouldings										
1	RI	241		Mldg,Rocker Panel RR LT	R & I Assembly				0.2	SM
2	RI	242		Mldg,Rocker Panel RR RT	R & I Assembly				0.2	SM
Front Bumper										
3	EC	6		Cover,Front Bumper	Replace Economy	\$525.00*			1.4	SM
4	L	6	13	Cover,Front Bumper	Refinish				3.6	RF
					2.5 Surface					
					0.6 Two-stage setup					
					0.5 Two-stage					
5	EC	4		Reinf,Front Bumper	Replace Economy	\$150.00*			2.3	SM
6	L	4		Reinf,Front Bumper	Refinish				1.0	RF
					0.8 Surface					
					0.2 Two-stage					
7	E	58		Ret,Frt Bumper Cover LT	AG1Z17C947B	\$10.45			INC	SM
8	EC	7		Absorber,Front Bumper	Replace Economy	\$70.00*			INC	SM
Front End Panel And Lamps										
9	EC	28		Grille Assembly	Replace Economy	\$190.00*			INC	SM
10	E	41		Headlamp Assy,Halogen LT	FG1Z13008P	\$829.17			0.3	SM
11	N	973		Headlamps Aim	Additional Labor				0.4	SM
Radiator Support										
12	E	31		Defl,Radiator Lwr Air	DG1Z8327A	\$121.27			INC	SM
Cooling And Air Conditioning										
13	E	149	01	Reservoir,W/S Washer	DA5Z17618D	\$147.64			0.2	SM
14		1033		Pump,Washer	Replace OEM	INC				SM
Front Body And Windshield										
15	EC	83		Panel,Hood	Replace Economy	\$925.00*			1.7	SM
16	L	83		Panel,Hood	Refinish				5.1	RF
					3.1 Surface					
					1.2 Edge					
					0.8 Two-stage					
17	EC	103		Fender,Front LT	Replace Economy	\$481.00*			1.6	SM
18	L	103		Fender,Front LT	Refinish				3.0	RF
					2.0 Surface					
					0.5 Edge					
					0.5 Two-stage					
19	RI	120		Nameplate,Fender LT	R & I Assembly				0.2	SM
20	NG	143		W/Shield,W/Antenna S	NAGS DW1786-GB	\$250.00*			3.1	SM
21	EC	146		Sealant Kit,W/Shield	Replace Economy	\$25.00*			INC	SM
Front Body Interior Sheetmetal										
22	E	113		Skirt,Inner Fender LT	BG1Z16103A	\$96.72			INC	SM
23	E	114		Skirt,Inner Fender RT	BG1Z16102A	\$116.73			0.4	SM
Manual Entries										
24	EC	M03		Flex Additive	Replace Economy	\$10.00*				RF

25	L	M17	Cover Car Exterior	Refinish		0.2*	RF
26	I	M18	Set-Up And Measure	Repair		1.5*	SM*
27	SB	M60	Hazardous Waste Removal	Sublet Repair	\$4.00*		SM
28	EC		1 TIME FASTENERS	Replace Economy	\$20.00*		SM*
29	I		PRE/ POST SCAN	Repair		1.0*	ME*
30	I		H/Light wiring	Repair		1.0*	ME*
31	I		Install Police Equip	Repair		2.0*	ME*
32	I		ROUGH PULL	Repair		3.0*	FR*
33	I		LF FRT FRAME END	Repair		3.0*	SM*
34	L		LF FRT FRAME END	Refinish		0.6*	RF*

34 Items

MC Message

01 CALL DEALER FOR EXACT PART # / PRICE
13 INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

OEM Parts		\$1,321.98
Other Parts		\$2,646.00
Paint & Materials	13.5 Hours @ \$42.00	\$567.00
Parts & Material Total		\$4,534.98

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs	
Sheet Metal (SM)	\$58.00	11.6	4.9	16.5	\$957.00
Mech/Elec (ME)	\$110.00		4.0	4.0	\$440.00
Frame (FR)	\$70.00		3.0	3.0	\$210.00
Refinish (RF)	\$58.00	13.5		13.5	\$783.00

Labor Total	37.0 Hours	\$2,390.00
Sublet Repairs		\$4.00
Gross Total		\$6,928.98
Net Total (Final Bill)		\$6,928.98

ClaimID: 3B41D65E-6A84-4C0A-95C7-4E335C352A72
 Alternate Parts Y/14/00/00/14/14 Cumulative 14/00/00/14/14 Zip Code: 48215 Audatex Host
 OEM Part Prices DT 03/27/2025 03:35 PM EstimateID 1334607899200069632 QuotelD ****
 Rate Name Default

Audatex Estimating 10.31.102 ES 04/22/2025 09:29 AM REL 10.31.102 DT 03/01/2025 DB 04/15/2025
 State Disclosure:MI
 © 2025 Audatex North America, LLC.

2.6 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

ALL REPAIRS COMPLETED PER PUBLIC ACT 300.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES THAT APPLY TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER, DISTRIBUTOR, OR INSURER OF THESE PARTS.

MICHIGAN MUNICIPAL LEAGUE
LIABILITY AND PROPERTY POOL
c/o MEADOWBROOK, INC
3196 Kraft Ave SE, Suite 206
Grand Rapids, MI 49512
For 100AL2500116 2017 Ford Taurus Vin#130112

Check #: 5138577
Date Issued 4/4/2025

56-704
412

Keybank
127 Public Square

Payee City of Harper Woods

Insured	Claimant Name Service Date(s)	Invoice Number	Claim Number Loss Date	Amount
Harper Woods, City Of	City of Harper Woods		100AL2500116 3/21/2025	\$6,928.98
	Loss\Indemnity			

RECEIVED

APR 9 2025

CITY OF HARPER WOODS

PAID

APR 09 2025

CITY OF
HARPER WOODS



City of Harper Woods
19617 Harper
Harper Woods, Michigan 48225
313.343.2500

receipt

04/09/25

Number: 279864

Cashier: COUNTER

Received Of:

The sum of: \$6,928.98

INSREF	INS REF FORD TAURUS		\$6,928.98
		Total	\$6,928.98

TENDERED:

Remaining Balance:		\$0.00
CHECKS	5138577	\$6,928.98

DATE: 04/22/2025
MEMO TO: John Szymanski
FROM: Sue Todd
RE: Otis Elevator Modification

Attached please find the contract to modify the Door Lock Monitoring system for our Elevator. According to ASME 17.3 2020. "All automatic passenger and freight elevators must provide a system to monitor and prevent automatic operation with faulty door contact circuits".

The library board would like to take care of this now while we have a set cost. The cost could go up if we delay having this done.

I would like to submit this request for the next city council meeting, and have prepared the attached paperwork in anticipation of approval. If you have any questions, please do not hesitate to ask.

Otis Service and Repair Order

4/14/2025

CUSTOMER NAME
Harper Woods Library
19601 Harper Ave
Harper Woods, MI 48225

OTIS ELEVATOR COMPANY
25365 INTERCHANGE COURT
FARMINGTON HILLS, MI 48335

OTIS CONTACT
Avery Pelwecki
Phone: (947) 366-3400
Email: avery.pelwecki1@otis.com

PROJECT LOCATION
HARPER WOODS LIBRARY
19601 HARPER AVE
HARPER WOODS, MI 48225-2001

PROPOSAL NUMBER
QTE-002149396

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
448238	ONLY ELV

SCOPE OF WORK

DOOR LOCK MONITORING

This proposal includes the labor and material necessary to complete modifications to comply with the ASME 17.3 2020 Door Lock Monitoring Code.

What is Door Lock Monitoring?

Door lock monitoring modifications will prevent elevators from leaving the floor with their doors open due to accidentally or intentionally bypassed door circuits.

As a reference, the modification as adapted in section ASME 17.3 2020 (American Society of Mechanic Engineers) is provided below:

ASME 17.3 2020 All "automatic passenger and freight elevators must provide a system to monitor and prevent automatic operation with faulty door contact circuits."

Means shall be provided to monitor the position of power-operated car doors that are mechanically coupled with the landing doors or power-operated car doors with manually operated swing-type hall doors, while the car is in the landing zone, in order

- a) to prevent the operation of the car if the car door is not closed (see Section 3.4.2(c) of ASME 17.3 2020), regardless whether the portion of the circuits incorporating the car-door contact or the interlock contact of the landing door coupled with car door, or both, are closed or open, except as permitted under any of the following conditions:
 - 1) by a car-leveling or truck-leveling device
 - 2) when a hoistway access switch is operated
 - 3) when the top-of-car inspection operation utilizing a car door by-pass or hoistway-door bypass switch is activated
 - 4) when on any mode of inspection operation; and
- b) to prevent, except as permitted by inspection operation, the power closing of the doors if the car door is fully open and any of the following conditions exist:

- 1) the car-door contact is closed or the portion of the circuit, incorporating this contact is bypassed;
- 2) the interlock contact of the landing door that is coupled to the opened car door is closed or the portion of the circuit, incorporating this contact is bypassed, except when operating during Firefighters' Service Phase II;

Exception: For swing-type door operation, the locking (secondary) contacts shall be monitored.

- 3) the car-door contact and the interlock contact of the door that is coupled to the opened car door are closed, or the portions of the circuits incorporating these contacts are bypassed;

Exception: For swing-type door operation, the locking (secondary) contacts shall be monitored.

Design and/or controller modifications shall be approved by the controller manufacturer or a registered design professional. **The work required to comply with this section may not be performed without a permit from the department. In addition we will need to test the device in the presence of your third party witness. Coordination with your third party witness and Otis will be the responsibility of either yourself or your third party.**

Scope of Work

Otis Equipment - dependent upon age of equipment:

- Install and wire associated relays
- Mount and wire necessary modules
- Remove & relocate jumpers, if necessary
- Upgrade OCSS software with parameters to activate the DLM features
- Program installation parameters in MCSS software and OCSS software
- Test the system for proper operation

MCE/GAL Equipment: Upgrade software with parameters build in to activate the DLM features.

- Program installation parameters for proper Phase II fire service recall.
- Test the system for proper operation
- Test the installed feature with DOB

Electrodyn Installation:

- Mount Electrodyn control system in close proximity of the elevator controller
- Pipe/wire from Electrodyn unit to the elevator's controller
- Wire Electrodyn unit to the car top via traveling cable
- Install series of relays for hoistway/car door operations
- Mount targets in the hoistway if the Electrodyn controller cannot locate the cars door zone
- Individually check operation of Electrodyn and elevators' control systems
- Test the entire system together for proper operation
- Test the installed system with DOB

Clarifications

- This proposal is a standard fixed price based upon the type of equipment and number of units on site.
- This proposal does not include any additional work beyond the scope of work described above.
- Pricing is based on single opening elevators unless otherwise noted.
- Pricing is specific to modification for door lock monitoring. Any additional software upgrades necessary for full elevator functionality may incur additional costs. You will be notified if additional material is needed.
- Material lead time is currently 8-10 weeks, with installation subject to labor availability. Part acquisition may be longer based on supply chain issues.

- Material costs are subject to change due to changes in vendor specifications that are beyond Otis' control. Notification of any vendor material change will be provided.
- Pricing is inclusive of straight-time labor, material costs and DOB permitting fees.
- If elected, any work performed outside of normal business hours will incur overtime labor charges.
- Pricing is subject to change or withdrawal by Otis' prior to acceptance by you.
- Should you choose to modernize your equipment, Door Lock Monitoring will be included as part of the modernization pricing.
- Door Lock Monitoring is NOT a Capital Expense; invoice(s) will include all applicable sales tax.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

PRICE

\$19,800.00

Nineteen thousand eight hundred dollars

This price is based on a **one hundred** percent (**100%**) **downpayment** in the amount of \$19,800.00.

PAYMENT TERMS:

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Percent	Price Adjustment Percentage	Authorization (Initial)
25%	+ 10%	
75%	+ 5%	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Accepted in Duplicate

Harper Woods Library	Otis Elevator Company
----------------------	-----------------------

Date: 4/22/25

Date: _____

Signed: *Sue Todd*

Signed: _____

Print Name: Sue Todd

Print Name: Megan Yaksic

Title: Director

Title: Director & GM - Michigan

Email: todds@libcoop.net

Email: _____

Company Name: Harper Woods Library

Principal, Owner or Authorized Representative of Principal or Owner

Agent _____
(Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described. Furthermore, you agree that the agreed price is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. In the event the work is not completed within 180 calendar days from your original authorization to proceed through no fault of Otis, Otis may notify you of an updated price – which may be accepted or rejected by you. If rejected, Otis will not be required to perform work, and no amounts will be due and payable by you hereunder except amounts for any labor, services, or materials that had already been furnished or procured by Otis prior to notice of price increase. If you are not notified of a new price by Otis, then the parties' obligations will be unchanged and each party will be required to perform their obligations hereunder.
5. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
6. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
7. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
8. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
9. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
10. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

11. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
12. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
13. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
14. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
15. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
16. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
17. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

MEMORANDUM

TO: John Szymanski, Acting City Manager
FROM: Ty Hinton, Economic & Community Development Director
SUBJECT: Approval of CDBG Payment to The HELM and PAATS
DATE: May 1, 2025

As you know the City of Harper Woods entered into an agreement with the Grosse Pointe communities and Wayne County to support operations at The HELM Life Center and PAATS. Each of the communities contribute \$20,000 annually. This year Wayne County had not received its annual CDBG allocation from HUD, which always start on July 1, of every year. Therefore, the City would not receive a reimbursement from Wayne County, if we had paid The HELM and PAATS their 2024 allocation of \$20,000.00, as requested during February of this year. However, we were recently notified by Wayne County, that their 2024 CDBG allocation has been released by HUD.

Therefore, I recommend payment of \$20,000 to The HELM and PAATS. The allocation will be \$14,000 to The HELM and \$6,000 to PAATS. I also request that you seek approval for the payment from the City Council at their next meeting.

INVOICE

The Helm Life Center
158 Ridge Road
Grosse Pointe Farms, Michigan
48236

laltovilla@helmlife.org
+1 (313) 882-9600
www.helmlife.org



City of HW

Bill to

Kim Keogh
City of Harper Woods
19617 Harper Avenue
Harper Woods, Michigan 48225

Invoice details

Invoice no.: 3878
Terms: Net 30
Invoice date: 05/01/2025

#	Product or service	Description	Qty	Rate	Amount
1.	CDBG	CDBG Voucher Contract TBD: PY 2025 Public Services (Senior Center Access Fees) for July 1, 2024 through June 30, 2025	1	\$14,000.00	\$14,000.00
				Total	\$14,000.00

PAATS

In partnership with The Helm Life Center

Pointe Area Assisted Transportation Service, Inc.

158 Ridge Road

Grosse Pointe Farms, Michigan 48236

Invoice

Date: 5/1/2025

Invoice: 286

Terms: Net 30

Bill To

Christopher Hardenbrook
Grosse Pointe City
17147 Maumee Avenue
Grosse Pointe, Michigan 48230

Description	Amount
CDBG Voucher Contract TBD: PY 2024 Public Services (Senior & Para Transit Services) for July 1, 2024 through June 30, 2025	6,000.00
	Total \$6,000.00
	Credits \$0.00
Please make all checks payable to Pointe Area Assisted Transportation Service	Balance Due \$6,000.00

Meeting the transportation needs of residents of the Grosse Pointes and Harper Woods to maintain their independence and dignity

MEMORANDUM

TO: John Szymanski, Acting City Manager
FROM: Ty Hinton, Economic & Community Development Director
SUBJECT: Approval of Fourth Invoice from Hannah Architects
DATE: May 1, 2025

I have reviewed the attached invoice # 20244110 – 004 from Hannah Architects issued on April 25, 2025. The invoice amount covers design development fixed fee services, which are 71% complete and consultant services, which are 61% completed, for both services as of April 25, 2025.

The Invoice total is \$40,142.50 and covers services rendered from March 28th through April 25, 2025. I recommend payment and request that you seek approval from the City Council at their next meeting.

Project **2024110**

Harper Woods Community Center



Bill from

HANNAH Architects

1500 Woodward Ave
Suite 300
Detroit, MI 48226
United States

Bill to

City of Harper Woods

Ty Hinton
20010 Harper Ave
Harper Woods, MI. 48225

Issue date

Apr 25, 2025

Terms

Net 15

Due date

May 10, 2025

Services through

Mar 28, 2025 - Apr 25, 2025

Invoice number

2024110-004

Invoice Total

\$40,142.50

Fixed Fee Services

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Design Development	\$26,160.00	100%	\$6,540.00
Construction Documentation	\$16,350.00	25%	\$4,087.50
Total for Fixed Fee Services Shown	\$42,510.00	71%	\$10,627.50

Consultant Services

Civil Engineer

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Design Development	\$14,500.00	100%	\$5,900.00
Construction Administration	\$19,500.00	10%	\$1,935.00

Electrical Engineer

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Construction Documentation	\$8,800.00	90%	\$7,040.00

Mechanical Engineer

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Design Development	\$17,280.00	81%	\$8,640.00

Structural Engineer

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Design Development	\$5,000.00	100%	\$5,000.00
Construction Documentation	\$8,000.00	13%	\$1,000.00

Total for Consultant Services	\$73,080.00	61%	\$29,515.00
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Invoice Total **\$40,142.50**

Please make checks payable to Hannah Architects 1500 Woodward Avenue, Suite 300 Detroit, MI 48226. ACH or WireTransfer preferred.

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF MAY 5, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 1 - PUBLIC HEARING FOR SPECIAL ASSESSMENT

EXPLANATION / SUMMARY

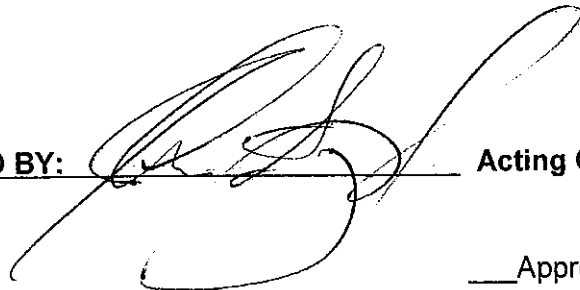
As scheduled, we will be holding a public hearing to hear public comment and input on the continuation of a special assessment district. I have attached here an information packet for your review outlining the necessity of continuing this special assessment district in order to move forward with levying the 17.5 mills (8.75 mills for Police and 8.75 mills for Fire) to defray the costs to continue the maintenance of police and fire protection.

For this portion of the agenda, only the standard motions of opening and closing the public hearing will be required.

RECOMMENDED ACTION:

- 1) By MOTION, to open the Public Hearing on the Continuation of a Special Assessment District.
- 2) By MOTION, to close the Public Hearing.

SUBMITTED BY:



Acting City Manager, John Szymanski

___Approved ___Vote



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
Gerianne LaPratt

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

April 14, 2025

Memorandum to: Honorable Mayor & City Council

From: John Szymanski, Acting City Manager

Re: Establishment of Special Assessment District – 2025

Under a new law, Public Act 228 of 2022, that became effective on March 28, 2023, that amends Public Act 33, cities with a population of 15,500 or more now may specially assess for police and fire services. Previously, generally only townships, villages, and cities with a population of less than 15,500 could exercise special assessment powers.

Townships, villages and cities with a population of less than 15,500, still may establish the special assessment district pursuant to certain procedures and public hearing on the governing body's own initiative, or pursuant to a petition process by property owners, or by an election. Any city with a population of 15,500 or more may exercise the powers of the law, provided that the question of raising money by special assessment and the amount of the special assessment to be levied in such cities is first approved by a majority of the electors in the special assessment district. The act only compels cities with a population of 15,500 or more to seek voter approval to exercise the special assessment powers.

Municipalities exercising special assessment powers under the act may levy special assessments for police services, fire services or both. Police and fire vehicles, apparatus, equipment and housing may also be funded by special assessment under the act, although there is a 10-mill limit to these non-operational expenditures.

Unlike most special assessments, the act requires that the special assessment be levied based on the taxable value of the properties being assessed. Each municipality specially assessing under the act is required to hold an annual public hearing on the estimated costs and expenses of the police and/or fire services and that year's estimated levy. Lands exempt from ad valorem taxes are also exempt from special assessments levied pursuant to the act.

We are once again asking for approval for the yearly assessment renewal in 2025 for our Police and Fire Department operations. Please remember this assessment started out at a 20 mills combined total. Police were allotted 10 mills and Fire Services were allotted 10 mills.

04/14/2025

BUDGET REPORT FOR CITY OF HARPER WOODS
Calculations as of 12/31/2024

		2024
		ACTIVITY
GL NUMBER	DESCRIPTION	THRU 12/31/24

APPROPRIATIONS		
Dept 305 - POLICE ADMINISTRATION		
101-305-701.000	Wages - Sick Buyback	
101-305-702.000	Wages - Vacation Buyback	
101-305-703.000	Wages - Full Time	167,045
101-305-707.000	Wages - Longevity	5,877
101-305-709.000	Wages - Educational Bonus	400
101-305-710.000	Wages - Clothing Allowance	1,100
101-305-714.000	Educational Reimbursement	2,690
101-305-720.000	Fringe Benefit Allocation	3,000
101-305-726.000	Supplies	6,220
101-305-801.000	Professional - Contractual	21,287
101-305-860.000	Travel; Lodging & Meals	
101-305-930.000	Repairs & Maintenance	16,927
101-305-956.000	Subscriptions; Dues & Fees	115
101-305-977.000	Equipment	
Totals for dept 305 - POLICE ADMINISTRATION		----- 224,661
Dept 306 - STATION DUTY		
101-306-702.000	Wages - Vacation Buyback	4,457
101-306-703.000	Wages - Full Time	205,715
101-306-704.000	Wages - Part Time	1,930
101-306-705.000	Wages - Overtime	31,787
101-306-709.000	Wages - Educational Bonus	1,500
101-306-710.000	Wages - Clothing	5,291
101-306-715.000	Health Insurance Opt Out	9,000
101-306-726.000	Supplies	4,077
101-306-801.000	Professional Contractual	48,587
101-306-930.000	Repairs & Maintenance	1,360
101-306-977.000	Equipment	13,693
Totals for dept 306 - STATION DUTY		----- 327,397

Dept 310 - DETECTIVE BUREAU

101-310-701.000	Wages - Sick Buyback	25,172
101-310-702.000	Wages - Vacation Buyback	49,734
101-310-703.000	Wages - Full Time	237,724
101-310-704.000	Wages - Part Time	41,425
101-310-705.000	Wages - Overtime	60,628
101-310-707.000	Wages - Longevity	3,305
101-310-709.000	Wages - Educational Bonus	400
101-310-710.000	Wages - Clothing Allowance	3,300
101-310-726.000	Supplies	4,723
101-310-801.000	Professional - Contractual	5,589
101-310-930.000	Repairs & Maintenance	85
101-310-956.000	Subscriptions; Dues & Fees	
Totals for dept 310 - DETECTIVE BUREAU		432,085

Dept 315 - TRAFFIC / SAFETY

101-315-726.000	Supplies	482
Totals for dept 315 - TRAFFIC / SAFETY		482

Dept 316 - CROSSING GUARDS

101-316-704.000	Wages - Part Time	78,206
101-316-710.000	Wages - Clothing Allowance	3,600
101-316-726.000	Supplies	17
Totals for dept 316 - CROSSING GUARDS		81,823

Dept 320 - POLICE TRAINING

101-320-703.000	Wages - Full Time	19,895
101-320-705.000	Wages - Overtime	55,896
101-320-714.000	Wages - Tuition Reimbursement	4,487
101-320-726.000	Supplies	4,560
101-320-801.000	Professional - Contractual	18,247
101-320-860.000	Travel; Lodging & Meals	197
101-320-956.000	Subscriptions; Dues & Fees	
Totals for dept 320 - POLICE TRAINING		103,282

Dept 321 - STATE TRAINING

101-321-956.000	Subscriptions; Dues & Fees	
Totals for dept 321 - STATE TRAINING		

Dept 326 - POLICE AUTO

101-326-726.000	Supplies	3,862
101-326-740.000	Police Auto Services-Gasoline	31,184
101-326-930.000	Repairs & Maintenance	14,420
101-326-977.000	Equipment	100,509
Totals for dept 326 - POLICE AUTO		<u>149,975</u>

Dept 328 - SWAT

101-328-726.000	Supplies	733
101-328-956.000	Subscriptions; Dues & Fees	4,000
101-328-977.000	Equipment	10,000
Totals for dept 328 - SWAT		<u>14,733</u>

Dept 330 - LIQUOR LAW ENFORCEMENT

101-330-703.000	Wages - Full Time	61,219
101-330-705.000	Wages - Overtime	
Totals for dept 330 - LIQUOR LAW ENFORCEMENT		<u>61,219</u>

Dept 333 - AREA PATROL

101-333-701.000	Wages - Sick Buyback	34,355
101-333-702.000	Wages - Vacation Buyback	12,238
101-333-703.000	Wages - Full Time	1,600,023
101-333-704.000	Wages - Part Time	31,906
101-333-705.000	Wages - Overtime	507,129
101-333-707.000	Wages - Longevity	20,875
101-333-709.000	Wages - Educational Bonus	4,680
101-333-710.000	Wages - Clothing Allowance	18,976
101-333-714.000	Wages - Tuition Reimbursement	
101-333-726.000	Supplies	24,590
101-333-801.000	Professional Contractual	2,249
101-333-930.000	Repairs & Maintenance	3,213
101-333-956.000	Subscriptions; Dues & Fees	
101-333-977.000	Equipment	92,772
Totals for dept 333 - AREA PATROL		<u>2,353,006</u>

Dept 337 - FIRE ADMINISTRATION

101-337-726.000	Supplies	598
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101-337-801.000	Professional - Contractual	2,407
101-337-930.000	Repairs & Maintenance	1,576
Totals for dept 337 - FIRE ADMINISTRATION		4,581

Dept 339 - FIRE FIGHTING

101-339-703.000	Wages - Full Time	17,551
101-339-705.000	Wages - Overtime	5,931
101-339-726.000	Supplies	2,185
101-339-930.000	Repairs & Maintenance	3,346
101-339-977.000	Equipment	5,344
Totals for dept 339 - FIRE FIGHTING		34,357

Dept 342 - FIRE TRAINING

101-342-703.000	Wages - Full Time	43,817
101-342-705.000	Wages - Overtime	32,388
101-342-726.000	Supplies	533
101-342-801.000	Professional - Contractual	3,820
101-342-860.000	Travel; Lodging & Meals	
101-342-956.000	Subscriptions; Dues & Fees	1,020
Totals for dept 342 - FIRE TRAINING		81,578

Dept 343 - FIRE COMMUNICATIONS

101-343-726.000	Supplies	189
101-343-850.000	Communications	
101-343-930.000	Repairs & Maintenance	
Totals for dept 343 - FIRE COMMUNICATIONS		189

Dept 346 - FIRE AUTO

101-346-726.000	Supplies	43
101-346-740.000	Fire Auto.-Gasoline	3,156
101-346-930.000	Repairs & Maintenance	15,505
101-346-977.000	Equipment	357
Totals for dept 346 - FIRE AUTO		19,061

Dept 347 - AMBULANCE

101-347-703.000	Wages - Full Time	34,105
101-347-705.000	Wages - Overtime	11,301
101-347-726.000	Supplies	2,405

101-347-801.000	Professional - Contractual	50
101-347-941.000	Rentals - Other	
101-347-956.000	Subscriptions; Dues & Fees	1,299
101-347-977.000	Equipment	494
Totals for dept 347 - AMBULANCE		49,654

Dept 348 - FIRE STATION

101-348-702.000	Wages - Vacation Buyback	
101-348-703.000	Wages - Full Time	416,995
101-348-705.000	Wages - Overtime	111,363
101-348-707.000	Wages - Longevity	24,578
101-348-709.000	Wages - Educational Bonus	29,360
101-348-710.000	Wages - Clothing Allowance	3,510
101-348-713.000	Wages - Food Allowance	6,900
101-348-726.000	Supplies	2,794
101-348-860.000	Travel; Lodging & Meals	331
101-348-930.000	Repairs & Maintenance	3,144
101-348-956.000	Subscriptions; Dues & Fees	600
101-348-977.000	Equipment	1,062
Totals for dept 348 - FIRE STATION		600,637

Dept 351 - JAIL

101-351-704.000	Wages - Parttime	76,015
101-351-705.000	Wages - Overtime	102
101-351-726.000	Supplies	6,942
101-351-801.000	Professional - Contractual	6,402
Totals for dept 351 - JAIL		89,461

Dept 430 - ANIMAL CONTROL

101-430-801.000	Professional - Contractual	7,727
Totals for dept 430 - ANIMAL CONTROL		7,727

TOTAL APPROPRIATIONS

\$ 4,635,908.00

Add:

Combined Police & Fire

OPEB - Healthcare Legacy

\$ 195,038.00

Combined Police & Fire

Pension - Legacy

\$ 208,164.00

Combined Police & Fire

Housing

\$ 291,490.16

Combined Police & Fire

Active Employee Healthcare /Denta

\$ 886,040.00

Grand total

\$ 6,216,640.16

CITY OF HARPER WOODS
CITY COUNCIL MEETING OF MAY 5, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 2 - ADOPT RESOLUTIONS - CONTINUATION OF A SPECIAL ASSESSMENT DISTRICT

EXPLANATION / SUMMARY

With the public hearing now having been held, it is recommended that the attached resolutions be adopted to continue a special assessment district consisting of all of the lands and premises within the municipal boundaries of the City of Harper Woods to defray the costs to continue maintenance and operations of police and fire.

RECOMMENDED ACTION:

By RESOLUTION, to adopt the attached resolutions to continue a Special Assessment District in the City of Harper Woods.

SUBMITTED BY: _____

Acting City Manager, John Szymanski

____Approved ____Vote

RESOLUTION

To Establish a Special Assessment District to Levy
an Assessment to Defray the Costs to Continue
Maintenance of Police Protection

Pursuant to Public Act 33 of 1951 (MCLA 41.801 et. seq.), the City of Harper Woods elects to establish a Special Assessment District consisting of all of the lands and premises within the municipal boundaries of the City of Harper Woods

WHEREAS, the City of Harper Woods is a qualified city with a population under 15,500; and

WHEREAS, the City of Harper Woods is authorized to levy and collect a special assessment not to exceed 8.75 mills of taxable value of the area for which police protection is to be furnished; and

WHEREAS, the land owners benefit from the maintenance of police protection and the purchase and maintenance of police equipment and housing; and

WHEREAS, the cost of current operations of police service is \$3,845,851; and

WHEREAS, the cost of police pension obligations is \$790,366 per year.

NOW THEREFORE BE IT RESOLVED, that the City of Harper Woods establishes a special assessment district consisting of all of the lands and premises within the municipal boundaries of the City.

RESOLUTION

To Establish a Special Assessment District to Levy an Assessment to Defray the Costs to Continue Maintenance of Fire Protection

Pursuant to Public Act 33 of 1951 (MCLA 41.801 et. seq.), the City of Harper Woods elects to establish a Special Assessment District consisting of all of the lands and premises within the municipal boundaries of the City of Harper Woods

WHEREAS, the City of Harper Woods is a qualified city with a population under 15,500; and

WHEREAS, the City of Harper Woods is authorized to levy and collect a special assessment not to exceed 8.75 mills of taxable value of the area for which fire protection is to be furnished; and

WHEREAS, the land owners benefit from the maintenance of fire protection and the purchase and maintenance of fire equipment and housing; and

WHEREAS, the cost of current operations of fire service is \$790,057; and

WHEREAS, the cost of fire pension obligations is \$790,366 per year.

NOW THEREFORE BE IT RESOLVED, that the City of Harper Woods establishes a special assessment district consisting of all of the lands and premises within the municipal boundaries of the City.

CITY OF HARPER WOODS
CITY COUNCIL MEETING OF MAY 5, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 3 - AWARD OF GRANT - FINANCIALLY DISTRESSED CITIES, VILLAGES AND TOWNSHIPS (FDCVT) FOR SANITARY SEWER OUTLETS

EXPLANATION / SUMMARY

Attached is a letter from the State of Michigan informing us that our grant proposal has been selected. This award will cover six (6) sanitary outlets. Five of those outlets are located on Kingsville and the other is located on Kelly Road. Approximately 735 city lines are affected.

Currently our city is involved in a settlement conference with Detroit regarding our sanitary system discharging into Detroit's sanitary system. Neither we nor Detroit seems to have a quantifiable number regarding peak and low flows that will enable the City to determine a fair charge going forward.

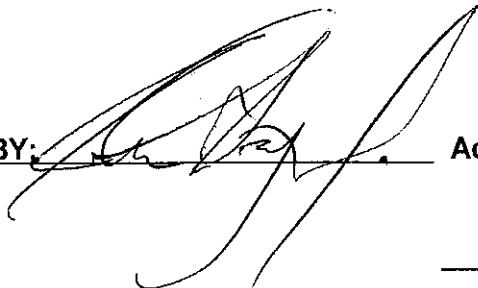
Acceptance of this grant and completing the necessary improvements will go a long way in developing a metered flow count and fair cost for us.

It is my recommendation that we accept this grant.

RECOMMENDED ACTION:

By RESOLUTION, to adopt the attached resolution accepting the Financially Distressed Cities, Villages and Townships (FDCVT) grant in the amount of up to \$134,700.00 toward reimbursement of expenditures required to implement the project entitled Public Service Enhancement through Rehabilitation of Sanitary Sewer Outlets, and further to authorize the acting City Manager to sign the agreement on behalf of the City of Harper Woods.

SUBMITTED BY:



Acting City Manager, John Szymanski

___Approved ___Vote



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

April 29, 2025

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

Dear Mr. Szymanski:

Re: **Grant No. 210169-25**
Notification of Intent to Award – FDCVT Grant FY 2025

The Michigan Department of Treasury (Treasury) – Revenue Sharing and Grants Division received your grant application for the Financially Distressed Cities, Villages, and Townships (FDCVT) grant program. We are pleased to inform you that the proposal your governmental unit submitted entitled **Public Service Enhancement through Rehabilitation of Sanitary Sewer Outlets** has been selected for a grant award in the maximum amount of **\$134,700.00**.

Enclosed are two original copies of the Financially Distressed Cities, Villages, and Townships Grant Agreement and a sample Board Resolution.

An electronic fillable version of the sample Board Resolution is located on Treasury's website: <https://www.michigan.gov/en/treasury/local/share/evip/distress>.

Next Step

To receive the Final Award, Treasury must receive two original signed copies of the Grant Agreement, including initials and date on Appendix A, and a Board Resolution (as indicated in the Conditions of the grant application packet) by Monday, June 30, 2025.

Submission of the signed Grant Agreement, with initials on Appendix A, and a Board Resolution will signify acceptance of the grant award and will be considered agreement to all provisions specified in the grant application packet, the Notification of Intent to Award letter, and the Grant Agreement.

Please send the required documents by mail to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing, MI 48909

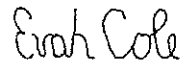
Harper Woods City
April 29, 2025
Page 2

Upon Treasury's review and acceptance/approval of the signed Grant Agreement and Board Resolution, Treasury will sign the Grant Agreement. Treasury will return one executed copy of the Grant Agreement along with the Final Award letter, after which time the grantee will be responsible for the submission of grant compliance reporting and reimbursement requests.

Awarded funds will not be released until a completed grant agreement has been finalized. Reminder, grant funds are distributed on a reimbursement basis.

Congratulations on the grant award. We appreciate your interest in the FDCVT grant program and look forward to working with you on this project. If you have any questions, please let us know. We can be reached at (517) 335-7484 or Treas-Grants@michigan.gov.

Sincerely,



Evah Cole, Division Administrator
Revenue Sharing and Grants Division

Enclosures

**FINANCIALLY DISTRESSED CITIES, VILLAGES, AND TOWNSHIPS
GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF TREASURY
AND HARPER WOODS CITY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Treasury, Revenue Sharing and Grants Division ("Treasury") and Harper Woods City ("Grantee").

The purpose of this Agreement is to provide funding to a financially distressed municipality with conditions that indicate probable financial distress. Legislative appropriation of funds for grant assistance is set forth in 2024 Public Act 121. This Agreement is subject to the terms and conditions specified herein.

Grant #: 210169-25
Project Name: Public Service Enhancement through Rehabilitation of Sanitary Sewer Outlets
Amount of grant: \$134,700.00
Start Date: October 1, 2024
End Date: September 30, 2029

GRANTEE CONTACT:

John Szymanski, Acting City Manager
Name/Title
Harper Woods City
Municipality Name
19617 Harper Avenue
Address
Harper Woods, MI 48225
City, State, Zip Code
(313) 343-2518
Telephone Number

Fax Number
jszymanski@harperwoods.net
E-mail Address
CV0048147
Vendor/Customer Number

TREASURY CONTACT:

Evah Cole, Division Administrator
Name/Title
Revenue Sharing and Grants Division
Division
P.O. Box 30722
Address
Lansing, MI 48909
City, State, Zip Code
(517) 335-7484
Telephone Number
(517) 335-3298
Fax Number
Treas-Grants@michigan.gov
E-mail Address

I. AGREEMENT SCOPE

This Agreement and its appendices constitute the entire Agreement between Treasury and the Grantee and may be modified only by written agreement between Treasury and the Grantee.

- (A) The scope of this agreement is limited to activities specified in Appendix A, and such activities as are authorized by Treasury under this Agreement. Any change in agreement scope requires written approval in accordance with Section III (Amendments) of this Agreement.
- (B) By entering into this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. CONTRACT PERIOD

The Agreement shall be effective from the Start Date until the End Date specified on page 1. Treasury shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures incurred or paid by the Grantee prior to the Start Date or after the End Date of this Agreement will not be reimbursed under the Agreement.

III. AMENDMENTS

Any desired amendments to this Agreement shall be requested by the Grantee in writing and shall not be effective unless approved in writing by Treasury. Treasury reserves the right to deny requests for amendments to the Agreement or to the appendices. No amendments can be implemented without written approval by Treasury.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified below and in Appendix A of this Agreement, if applicable.

- (A) The Grantee must complete and submit semiannually the *Financially Distressed Cities, Villages, and Townships Narrative Report* (Form 5196) and the *Financially Distressed Cities, Villages, and Townships Financial Status Report* (Form 5198). These forms shall be due according to the following schedule:

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

The forms shall be submitted to Treasury's contact at the e-mail address on page 1.

- (B) For a payment reimbursement, the Grantee must complete and submit a *Financially Distressed Cities, Villages, and Townships Reimbursement Request* (Form 5199). The reimbursement request must include supporting documentation (copies of original invoices, proof of payment such as

cancelled checks or equivalent, and any other report that would support the request) of eligible project expenditures. The form shall be submitted to Treasury's contact at the address on page 1.

Treasury shall make reimbursements upon receipt of a reimbursement request form, not more than once a month, provided that the Grantee is in compliance with all terms and conditions of this Agreement, and dependent upon state appropriations.

Funds may not be released to the Grantee, if the Grantee:

1. Has not filed its annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 to 21.55), or
2. Has not filed its financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Is delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Has a payment due and owing to the state.

(C) The Grantee must complete and submit a final *Financially Distressed Cities, Villages, and Townships Narrative Report* (Form 5196) and *Financially Distressed Cities, Villages, and Townships Financial Status Report* (Form 5198). The Grantee shall submit the final reports, including any outstanding deliverables, within 30 days after completion of the project or from the End Date of the Grant, specified on page 1, whichever is earlier. The forms shall be submitted to Treasury's contact at the e-mail address on page 1.

(D) One year after the date of the Final Closeout letter from Treasury, the Grantee must complete and submit a *Financially Distressed Cities, Villages, and Townships Final Follow-up Report* (Form 5197). The form shall be submitted to Treasury's contact at the e-mail address on page 1.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances, and regulations in the performance of the activities funded by this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State of Michigan or any other entity.

(C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this grant or from any expenditure of grant funds.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by the Grantee or its contractor(s) under this Agreement. The Grantee or its contractor(s) shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.

- (E) Treasury's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. Treasury's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance (or failure of performance) of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with Treasury for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal prosecution, civil suit, and/or termination of the grant.
- (G) The Grantee must comply with all Conditions contained in its application for the grant, a copy of which is attached as Appendix B.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that Treasury funded all or a portion of its development.

Treasury retains an irrevocable license to reproduce, publish and use in whole or in part, and authorize others to do so, any copyrightable material submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that Treasury can use in accordance with this paragraph.

Unless otherwise specified in this Agreement, the Grantee may not patent products or processes developed under this Agreement.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of Treasury. Treasury does not assume responsibility regarding the contractual relationships between the Grantee and any contractor.

VIII. CONTRACTS

Treasury reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, Treasury will consider the Grantee to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the anticipated Grant. All contractors used by the Grantee in completing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott-Larsen Civil Rights Act, 1976 Public Act 453, as amended (MCL 37.2101 et seq), the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended (MCL 37.1101 et seq), and all other federal, state, and local fair employment practices and equal opportunity laws. The Grantee agrees to include in every contract entered into for the performance of

this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. LIABILITY

- (A) The Grantee, not Treasury, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities carried out or to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any contractor, or anyone employed by the Grantee.
- (B) All liability as a result of claims, demands, costs, or judgments arising out of activities carried out or to be carried out by Treasury in the performance of this Agreement is the responsibility of Treasury and not the responsibility of the Grantee, if the liability is caused by any Treasury employee or agent.
- (C) In the event that liability arises as a result of activities conducted jointly by the Grantee and Treasury in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and Treasury in relation to each party's responsibilities under these joint activities.
- (D) Nothing in this Agreement may be construed as a waiver of any governmental immunity by the Grantee, Treasury, their agents, or their employees as provided by statute or court decisions.

XI. ANTI-LOBBYING

The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute (MCL 4.415(2)). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action. The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State of Michigan.

XII. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its contractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or agreement under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XIII. AUDIT AND ACCESS TO RECORDS

Treasury reserves the right to conduct a programmatic and financial audit of the project, and Treasury may withhold payment until the audit is satisfactorily completed. The Grantee is required to maintain all pertinent records and evidence pertaining to the Grant Agreement, including grant funds, in accordance with generally accepted accounting principles and other procedures specified by Treasury. Treasury or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the Final Closeout letter has been issued to the Grantee by Treasury.

XIV. INSURANCE

- (A) The Grantee must maintain insurance or self-insurance, satisfactory to Treasury, that will protect Treasury from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XV. OTHER SOURCES OF FUNDING

The Grantee guarantees that any payments for which claims for reimbursement are made to Treasury under this Agreement will not be financed by any source other than Treasury under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from the Grantee's reimbursement request(s), or to immediately refund to Treasury, the total amount representing such duplication of funding.

XVI. COMPENSATION

- (A) A breakdown of costs allowed under this Agreement is identified in Appendix A. Treasury will reimburse the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenditures incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.
- (B) Expenditures incurred or paid by the Grantee prior to the Start Date or after the End Date of this Agreement will not be reimbursed under the Agreement.
- (C) Final reimbursement requests must be submitted within 30 days after completion of the project or from the End Date of the Grant, specified on page 1, whichever is earlier.
- (D) Treasury will approve reimbursement requests after approval of reports and related documentation as required under this Agreement.

- (E) Treasury reserves the right to request additional information necessary to substantiate reimbursement requests.
- (F) Reimbursements under this Agreement may be processed by Electronic Funds Transfer (EFT) at Treasury's discretion. In order to be eligible to receive reimbursements by EFT, the Grantee must register at the SIGMA Vendor Self Service website (www.michigan.gov/SigmaVSS).

XVII. CLOSEOUT

- (A) A determination of project completion, which may include a site inspection and an audit, shall be made by Treasury after the Grantee has satisfactorily completed the activities, and provided products and deliverables described in Appendix A.
- (B) Upon issuance of the Final Closeout letter from Treasury, the Grantee releases Treasury from all claims against Treasury arising under this Agreement. Unless otherwise provided in this Agreement or by State law, the Final Closeout letter shall not constitute a waiver of Treasury's claims against the Grantee.
- (C) The Grantee shall immediately refund to Treasury any reimbursements in excess of the costs allowed by this Agreement.

XVIII. CANCELLATION

This Agreement may be cancelled by Treasury, upon thirty (30) days written notice to the Grantee, due to Executive Order, budgetary reduction, or other lack of funding. This Agreement may also be cancelled by request of the Grantee, upon thirty (30) days written notice to Treasury, or upon mutual agreement by Treasury and the Grantee.

XIX. TERMINATION

- (A) This Agreement may be terminated by Treasury as follows.
 - (1) Upon thirty (30) days written notice to the Grantee:
 - a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or other applicable laws or rules.
 - b. If the Grantee knowingly and willingly presents false information to Treasury for the purpose of obtaining this Agreement or any reimbursement under this Agreement.
 - c. If Treasury finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of Treasury in an attempt to secure a contract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
 - d. During the thirty (30) day written notice period, Treasury will withhold reimbursement for any terminations under subparagraphs a through c, above.

- e. If the Grantee or any contractor of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Department of Licensing and Regulatory Affairs or its successor.
- (2) Immediately, upon written notice, and without further liability to Treasury, if the Grantee, or any agent of the Grantee, or any agent of any contractor is:
- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
 - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
 - c. Convicted under State or federal antitrust statutes;
 - d. Convicted of any other criminal offense which, in the sole discretion of Treasury, reflects on the Grantee's business integrity; or
 - e. Added to the federal or state Suspension and Debarment list.
- (B) If a grant is terminated, Treasury reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XX. DISCLOSURE OF INFORMATION

All reports or other printed or electronic material are public information under the Freedom of Information Act, 1976 Public Act 442, as amended (MCL 15.231 to 15.246).

XXI. NOTICES

Any notice required or permitted to be given under Sections XVIII and XIX of this Agreement shall be sent by certified mail and shall be deemed received three (3) calendar days after delivery by United States certified mail, addressed as follows:

(A) To Grantee: to the Grantee Contact on page 1 of this Agreement.

(B) To Treasury: to the Treasury Contact on page 1 of this Agreement.

XXII. SECTION HEADINGS

All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

XXIII. GOVERNING LAW

This Agreement shall be governed by and shall be interpreted in accordance with the laws of the State of Michigan.

XXIV. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

XXV. CERTIFICATION

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, that the parties will fulfill the terms of this Agreement, including the attached appendices, as set forth herein, and that no part of the agreement has been altered or changed.

FOR THE GRANTEE:

Signature

Date

Name/Title

FOR TREASURY:

Signature

Date

Name/Title

**APPENDIX A –
 APPROVED BUDGET**

Public Service Enhancement through Rehabilitation of Sanitary Sewer Outlets

Below is the approved budget for your grant project. Please note, we have assigned budget categories to each of your original budget line items. Use these categories when submitting your reimbursement requests* and when completing your Financial Status Reports.

Budget Category	Budget Description	Application Budget Amount	Award Budget Amount	Comments
Infrastructure - Repair	Sanitary Sewer Rehabilitation	\$134,700.00	\$134,700.00	
	Budget Total	\$134,700.00	\$134,700.00	

*Reimbursement requests must include copies of invoices and proof of payment (cancelled checks or equivalent) supporting the costs.

Grant Administration Fees: Grant administration fees are not reimbursable expenses.

Work Plan/Timeline: Prior to the release of funds, the grantee will provide to Treasury an updated work plan/timeline, related to the line items for which grant funding was received. The work plan/timeline should include estimated completion dates and a description of the deliverable for each step.

Water and Sewer Rates: Between the Start Date and the End Date specified on page 1 of this agreement or the date of the Final Closeout letter, whichever date comes first, water and sewer rates may not be reduced in a way that will result in a reduction in revenue equivalent to \$134,700.00.

Initials: _____ Date: _____

**APPENDIX B
APPLICATION CONDITIONS**

Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY 2025)

Issued under authority of 2024 Public Act 121

CONDITIONS

Implementation of Project:

Within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award letter, the grantee agrees to submit the signed Grant Agreement and Board Resolution, indicating approval of the project and FDCVT grant funding, or be subject to automatic cancellation of the grant. No grant funding will be released until the required signed Grant Agreement, Board Resolution, and a final work plan pertaining to the funds awarded have been received by the Michigan Department of Treasury.

Project Clarification:

The Michigan Department of Treasury reserves the right to award funds for an amount other than requested and/or request changes to, or clarification of, any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee may request an amendment (in writing) to the Michigan Department of Treasury. The Michigan Department of Treasury will notify the grantee within sixty (60) days whether the amendment request is approved.

Eligible Expenditures:

Grant award funds must be used to make payments to reduce unfunded accrued liability; to repair or replace critical infrastructure and equipment owned or maintained by the city, village, or township; to reduce debt obligations; for costs associated with a transition to shared services with another jurisdiction; or to administer other projects that move the city, village, or township toward financial stability. The focus will be on the repair or replacement of obsolete critical infrastructure or equipment, and service consolidation(s).

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - Be used to ensure efficient administration of the project.
 - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - Be adequately supported by source documentation, including invoices and proof of payment.
 - Only be for items approved in the Grant Agreement.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the grantee for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the Michigan Department of Treasury Final Closeout letter.

Release of Funds:

Payments to the grantee may be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

For a payment reimbursement, a completed *Financially Distressed Cities, Villages, and Townships Reimbursement Request* (Form 5199) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the reimbursement request form. At a minimum, the source documentation should include copies of the original invoices, proof of payment (cancelled checks or equivalent), and any other report that would support the request.

**APPENDIX B
APPLICATION CONDITIONS**

Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY 2025)

Issued under authority of 2024 Public Act 121

CONDITIONS CONTINUED

The grantee's Chief Financial Officer or Chief Administrative Officer must sign and date the *Financially Distressed Cities, Villages, and Townships Reimbursement Request* (Form 5199).

Funds may not be released to the grantee if the grantee:

1. Has not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 to 21.55), or
2. Has not filed their financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Has a payment due and owing to the state.

Forfeiture and Repayment of Grant Funds:

If any conditions and provisions in the Grant Agreement are not met by the grantee, the grantee agrees to forfeit any future grant funds for this project and agrees that any grant funds previously reimbursed to the grantee may be required to be repaid to the State. At the discretion of the State Treasurer, repayments may be fulfilled by the Michigan Department of Treasury through the diversion of revenue sharing payments issued to the grantee under the Glenn Steil State Revenue Sharing Act of 1971 (1971 PA 140) or the Michigan Department of Treasury's FY 2025 appropriation act (2024 PA 121), until all grant funds previously reimbursed for this project have been repaid to the State.

Reporting Requirements:

1. *Semiannual Narrative and Financial Status Reports* – The awarded grantee shall submit to the Michigan Department of Treasury semiannually, signed and dated, narrative and financial status reports. The reports are due April 30 and October 30.
 - a. *Narrative Report (NR)* (Form 5196) – should present the following information:
 - i. Name of Grantee and Grant Number
 - ii. Reporting Period (i.e. October 1, 2024-March 31, 2025, April 1, 2025-September 30, 2025). The initial filing will be due on October 30, 2025, and cover the period of October 1, 2024, to September 30, 2025
 - iii. The percentage (%) completed of the project's work plan
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. A brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the project's work plan and timeline
 - vi. A brief outline of the work to be completed during the subsequent reporting period
 - vii. A brief description of any problems or delays experienced, real or anticipated
 - b. *Financial Status Report (FSR)* (Form 5198) – should present the following information:
 - i. Name of Grantee and Grant Number
 - ii. Reporting Period (i.e. October 1, 2024-March 31, 2025, April 1, 2025-September 30, 2025). The initial filing will be due on October 30, 2025, and cover the period of October 1, 2024, to September 30, 2025
 - iii. The percentage (%) completed of the project's work plan
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period)
 - vi. The projected future expenditures for the project
 - vii. Total projected expenditures for the project
 - viii. Original or amended (per grant award) budget per Appendix A of the Grant Agreement
 - ix. The difference between current projected project expenditures to original or amended grant award budget

**APPENDIX B
APPLICATION CONDITIONS**

Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY 2025)

Issued under authority of 2024 Public Act 121

CONDITIONS CONTINUED

1. *Final Narrative Report* (Form 5196) and *Final Financial Status Report* (Form 5198) – The awarded grantee shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.
 - a. The reports shall include the information as indicated under *Semiannual Narrative and Financial Status Reports* (above).
 - b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.
 - c. In addition to the items listed above, the final narrative report must include a description of the project's accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e. pictures of completed construction or equipment).
2. *Final Follow-up Report* (Form 5197) – The grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury one year after the date of the Final Closeout Letter. The report will include:
 - a. A detailed description of service changes and improvements.
 - b. A detailed status update on the goals and measures used to determine the success of the project and outcomes presented in the application (i.e. have they been met, what has changed).
 - c. A detailed description of set-backs or difficulties experienced in implementing the project.
 - d. An analysis of cost savings realized related to the implementation of the project.
 - e. A detailed description of how the funding was utilized and assisted the grantee toward financial stability.

Audit and Review:

The grantee agrees to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Michigan Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit semiannual and final progress reports, along with a final follow-up report to the Michigan Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

Grant Termination:

The grantee understands that this grant may be terminated if the Michigan Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The Michigan Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

The grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the Michigan Department of Treasury to effect continued payment under this grant are reduced, the Michigan Department of Treasury shall have the right to terminate this grant. The Michigan Department of Treasury shall give the grantee at least thirty (30) days advance written notice of termination for non-appropriation.

CITY OF HARPER WOODS

County of Wayne

Resolution Accepting the FDCVT Grant

Minutes of the regular meeting of the City of Harper Woods of the City of Harper Woods, County of Wayne, State of Michigan, (the "Municipality"), held on May 5, 2025.

Present: Members: Kindle, Costantino, Jenny, LaPratt, Sawicki, Toussant, Jr and Williams

Absent: Members: None

Member Click or tap here to enter text. offered and moved the adoption of the following resolution, seconded by Member Click or tap here to enter text..

Whereas the State of Michigan Department of Treasury has given preliminary notice of its intent to award a Financially Distressed Cities, Villages, and Townships (FDCVT) grant in the amount of up to \$134,700.00 toward reimbursement of expenditures required to implement the project entitled Public Service Enhancement through Rehabilitation of Sanitary Sewer Outlets, and

Whereas the State of Michigan requires each municipality's governing body to adopt a resolution authorizing participation in the proposed project prior to finalizing the award of grants from the State of Michigan's FDCVT grant program,

Now, therefore, be it resolved that the City of Harper Woods of the City of Harper Woods hereby authorizes participation in the project entitled Public Service Enhancement through Rehabilitation of Sanitary Sewer Outlets.

Yeas: Members Kindle, Costantino, Jenny, LaPratt, Sawicki, Toussant, Jr. and Williams

Nays: Members None

Resolution declared adopted.

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council of the City of Harper Woods, County of Wayne, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 Public Act 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Leslie M. Frank

City of Harper Woods, Clerk

City of Harper Woods, County of Wayne