



**CITY OF HARPER WOODS  
REGULAR CITY COUNCIL MEETING  
JUNE 9, 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:**
- B.1. PRESENTATIONS:**
  - 1) Harper Woods School District - Robotics Program
- C. APPROVAL OF MINUTES:**
  - 1) Regular City Council meeting held on May 19, 2025
  - 2) Library Board meeting held on April 17, 2025
  - 3) Library Board meeting held on May 19, 2025
- D. PUBLIC COMMENTS ON AGENDA ITEMS:**
- E. CONSENT AGENDA:**
  - 1) Approval of Accounts Payable Listing. (\$613,119.86)
  - 2) Payment to Turf and Timber, LLC. (\$19,650.00)
  - 3) Payment to WCA Assessing. (\$6,384.16)
  - 4) Payment to Hannah Architects (\$19,140.00)
  - 5) Payment to Anderson, Eckstein & Westrick, Inc. (\$38,273.56)
  - 6) Payment to Nu Appearance Maintenance, Inc. (\$17,772.00)
  - 7) Payment to K & S Ventures (\$7,375.00)
  - 8) Payment to SAFEbuilt, LLC. (\$61,839.72)
- F. OLD BUSINESS:**
- G. NEW BUSINESS - CITY MANAGER'S REPORTS:**
  - 1) Appointment of - Library Director
  - 2) Proposal for Rate Increase for Engineering Services - Anderson, Eckstein & Westrick, Inc.
  - 3) Appointment of Representative to the Grosse Pointe - Harper Woods Active Adult Commission.
  - 4) Second Reading and Adoption - Ordinance No. 2025-02 Harper Woods Zoning Ordinance.
  - 5) Award of Bid - Roscommon Pocket Park Project.
  - 6) Community Development Block Grant (CDBG) Subrecipient Agreement.
  - 7) Renewal of WCA Assessing contract

**CONTINUED...**

- 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 JUNE 9, 2025**

**AGENDA EXPLANATION**

**B.1. PRESENTATIONS - HARPER WOODS SCHOOL DISTRICT - ROBOTICS PROGRAM**

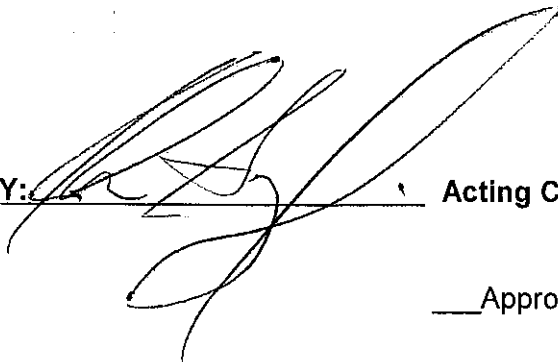
**EXPLANATION / SUMMARY**

The robotics instructor from the Harper Woods School District, Charles Hyman, and a few students in the Robotics program will be present Monday night to share what the STEM educational program is all about.

No action is required for this item.

**RECOMMENDED ACTION:**

**SUBMITTED BY:**



**Acting City Manager, John Szymanski**

     Approved      Vote

CITY OF HARPER WOODS  
CITY COUNCIL MEETING OF JUNE 9, 2025

AGENDA EXPLANATION

CONSENT AGENDA ITEMS: 1 - 8

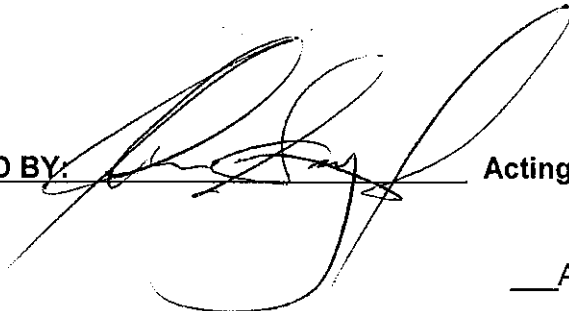
EXPLANATION / SUMMARY

See attached listing

RECOMMENDED ACTION:

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

SUBMITTED BY:

A large, stylized handwritten signature in black ink, likely belonging to John Szymanski, is written over a horizontal line.

Acting City Manager, John Szymanski

\_\_\_Approved \_\_\_Vote

## CITY OF HARPER WOODS

CITY COUNCIL MEETING OF JUNE 9, 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 132647 through 132731 in the amount of \$613,119.86 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 \$19,650.00 for the removal of dead and downed trees/limbs.

##### 3. PAYMENT TO WCA ASSESSING

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

##### 4. PAYMENT TO HANNAH ARCHITECTS

Recommended Action: approve payment to Hannah Architects in the amount of \$19,140.00 for the design development and construction documentation for the Harper Woods Community Center Project.

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

Recommended Action: approve payment to Anderson, Eckstein & Westrick, Inc. in the amount of \$38,273.56 for professional services during the month of May for the following projects: Harper VanAntwerp Dev. #180-313; Misc. Concrete Repair, #180-363; Joint/Crack Seal #180-366; Sidewalk Replacement, #180-349; Generator, #180-291; San Sewer FCIPP, #180-364; San Sewer Clean, #180--365; Dist. System Materials, #180-357; Storm Sewer Repair, #180-337 and #180-362; DWRF Lead Water Svc Repl. #180-331; DWSD Sewage Disch. #180-347; Comcast review, #180-375; FDCVT Grant, #180-361; DWRF Project plan #180-344 and the Updated Precinct Map, #180-373.

##### 6. PAYMENT TO NU APPEARANCE MAINTENANCE, INC.

Recommended Action: approve payment to Nu Appearance Maintenance, Inc. in the amount of \$17,772.00 for contractual lawn cutting and weed maintenance in various areas of the City, including City Hall, the annexes, Library and the Parks, and this also includes lawn cuttings at residential homes that were not in compliance with the Ordinance.

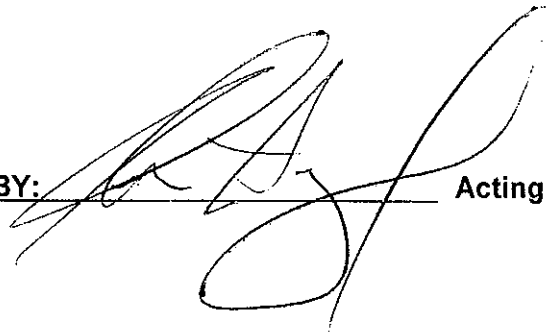
7. PAYMENT TO K & S VENTURES

Recommended Action: approve payment to K & S Ventures, in the amount of \$7,375.00 for the emergency repairs of the A/C unit in the Building Department.

8. PAYMENT TO SAFEUILT LLC

Recommended Action: approve payment to SAFEuilt, LLC in the amount of \$61,839.72 for the contractual building department services performed during the month of June 2025.

SUBMITTED BY:

A large, stylized handwritten signature in black ink, likely belonging to John Szymanski, is written over a horizontal line.

Acting City Manager, John Szymanski

CHECK REGISTER FOR CITY OF HARPER WOODS  
CHECK DATE FROM 05/17/2025 - 06/06/2025  
132647 THRU 132731

6/05/2025 04:42 PM  
User: MARGO  
By: Harper Woods

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
Check Type: Paper Check				
05/29/2025	132647	32-A DISTRICT COURT	REIMBURSEMENT-ALL PAID CHARGES-HWPD	410.00
05/29/2025	132648	AIRGAS USA; LLC	APR25 ARGON/OXYGEN CYLINDER RENTAL-DPW	289.80
05/29/2025	132649	AJAX MATERIALS CORPORATION	11.34 TONS COLD PATCH DELIVERED-DPW	1,530.90
05/29/2025	132650	ALICIA MARTIN	MIDC ATTORNEY ON CALL-051425	357.70
			MIDC ATTORNEY 23-91990	205.80
			MIDC ATTORNEY ON CALL-23-2051	191.10
			MIDC ATTORNEY ON CALL-24-92998A/B	237.30
			MIDC ATTORNEY ON CALL-24-92998A/B	65.10
				1,057.00
05/29/2025	132651	ALL WELL-BEING SERVICES	PROFESSIONAL SERVICES ADC-32A	789.22
			PROFESSIONAL SERVICES ADC-32A	1,119.22
				1,908.44
05/29/2025	132652	ALTER COLLISION	SCT 6-81 MAINTENANCE/(BAL DUE) -HWPD	630.00
05/29/2025	132653	ANDERSON, ECKSTEIN & WESTRICK	180-0375 COMCAST REVIEW B'FIELD AG051925	377.72
			180-0372 COMCAST REVIEW KELLY AG051925	596.97
			180-0374 SEN. PETERS AR G051925	205.96
			180-0376 DTE REVIEW PEERLESS AG051925	312.73
			180-0377 DTE REVIEW PEERLESS AG051925	230.35
			180-0373UPDATED VOTING MAP AG051925	355.71
			180-0253 BEACONSFIELD REFACING AG051925	311.36
			180-0338 2024 MISC CONCRETE REP AG051925	21.76
			180-0363 2025 MISC.CONCRETE REP AG051925	1,980.13
			180-0366 2025 JOINT CRACK/SEAL AG051925	174.83
			180-0350 2024 CDBG SIDEWALK PM AG051925	650.17
			180-0367 2025 SISEWALK PGM AG051925	4,200.00
			180-0255 MISS DIGS AG051925	485.07
			180-0303 TEMP WATER OPERATOR AG051925	1,510.43
			180-0340 2024 SAN. SEWER CLEANING AG0519	197.34
				11,610.53
05/29/2025	132654	ANDERSON, ECKSTEIN & WESTRICK	180-0365 2025 SAN SEWER CLEAN AG051925	736.27
			180-0357 DIST SYSTEM MATERIALS AG051925	3,966.67
			180-0337 2024 STORM SEWER REP. AG051725	29.01
			180-0362 2025 STORM SEWER REP AG051925	4,699.65
			180-0331 2024 DWRP LEAD WATER AG0351925	1,296.02
			180-0347 DWSO SEWAGE AG051725	838.66
				11,566.28
05/29/2025	132655	NASPPG INSURANCE SERVICES	ANNUAL LIB INSURANCE7125-63025-32A	2,660.90
05/29/2025	132656	BADGER METER, INC.	12 BADGER WATER METER -DPW	1,831.05
05/29/2025	132657	BELLE TIRE DISTRIBUTORS	SCT 62 TIRE SVCS/REPAIR/MAINT-HWPD	333.98
05/29/2025	132658	BERESFORD ID CO.	(15) NETBADGE CREDITS-HWPD	112.50

Check Date	Check	Vendor Name	Description	Amount
05/29/2025	132659	BEST STOP AUTOMOTIVE, LLC.	#62 MAINT/AND REPAIR-HWPD SCT #61 MAINT/REPAIR-HWPD #619 REPLACED BRAKES/ROTORS/PADS-HWPD	420.40 205.18 419.98 <hr/> 1,045.56
05/29/2025	132660	BLUE CROSS & BLUE SHIELD OF MI	JUNE25 MEDICAL PREM/MEDICARE-CLERK	15,799.20
05/29/2025	132661	BRODART CO.	6 LIBRARY BOOKS-AM 1 LIBRARY BOOK-AM 1 LIBRARY BOOK-AM 4 LIBRARY BOOKS-AM 1 LIBRARY BOOK-AM 1 LIBRARY BOOK-AM	105.15 17.07 14.87 73.76 17.62 20.01 <hr/> 248.48
05/29/2025	132662	CINTAS CORPORATION #721	DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW	128.00 154.01 128.00 154.01 139.93 154.01 <hr/> 857.96
05/29/2025	132663	CIVIC PLUS LLC	ONLINE CODE HOSTING-CHARTER-CLERK	4,767.87
05/29/2025	132664	COMCAST	MONTHLY INTERNET/PHONE 052825-062725-CH	471.46
05/29/2025	132665	COMCAST	MTHLY NET/PHONE SVCS-KELLY,PK/REC	916.56
05/29/2025	132666	CONSTANT CONTACT, INC.	DIGITAL MARKETING/PREPAY-LIBRARY	509.50
05/29/2025	132667	CONTRACTORS CONNECTION	EQUIPMENT MAINT-SUPPLIES-DPW	780.00
05/29/2025	132668	CRANDALL-WORTHINGTON, INC.	JANITORIAL SUPPLIES-DPW	190.50
05/29/2025	132669	CYNTHIA CZECH	MDC ATTORNEY 25-93320 MDC ATTORNEY 25-93376A/B	178.50 262.50 <hr/> 441.00
05/29/2025	132670	DAVIS VISION, INC.	JUL25 OPTICAL INS PREMIUM-CL	361.63
05/29/2025	132671	DAVONNE DARBY	MDC ATTORNEY HOUSE COUNSEL/ON CALL-0516	417.20
05/29/2025	132672	DETROIT LEGAL NEWS	POLICE AUCTION AD-CLERK	147.60
05/29/2025	132673	DORIS NEAL	MDC ATTORNEY ON CALL-05032025	280.00
05/29/2025	132674	DTE ENERGY	MAY25 GAS/ELECTRIC-CITY PROPERTIES	7,164.11
05/29/2025	132675	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW	3,927.00
05/29/2025	132676	FOR THE RECORD	SUPPORT FOR FTR RECORDING EQUIPMENT-DC	795.00
05/29/2025	132677	G2 CONSULTING GROUP; LLC	180-0363 CONCRETE PAVEMENT REPAIR PROJ-C	1,322.50
05/29/2025	132678	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW #610 K-9 VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW VEHICLE 656(MARK MOBILE) PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW	165.19 238.14 31.05 17.33 162.99 179.76 <hr/> 794.46
05/29/2025	132679	GILBERT'S PRO HARDWARE; INC.	HARDWARE-MAINT-DPW	193.50



Check Date	Check	Vendor Name	Description	Amount
			HARDWARE-MAINT-DPW	41.92
			HARDWARE-MAINT-DPW	29.99
			HARDWARE-MAINT-HWPD	23.41
			HARDWARE-MAINT-DPW	20.94
			HARDWARE-MAINT-DPW	24.97
				<u>334.73</u>
05/29/2025	132680	GP ZOOLOGY	CHILDREN'S PROGRAM-LIBRARY	250.00
05/29/2025	132681	GRAYBAR FINANCIAL SERVICES	MAY25 TELEPHONE SYSTEM LEASE-CH	1,089.00
05/29/2025	132682	GREAT LAKES WATER AUTHORITY	APRIL25 IWC CHARGES-TR	2,099.94
			LEAD/COPPER RULE WATER TESTING-DPW	<u>3,360.00</u>
				<u>5,459.94</u>
05/29/2025	132683	GREAT LAKES WATER AUTHORITY	APRIL25 WATER PURCHASES 4337.12 MCF-TR	82,771.11
05/29/2025	132684	GROSSE POINTE NEWS	#1 HW 5/22 POLICE AUCTION-CLERK AD	129.50
			#3 HW 5/22 SYN REG MTG-CLERK AD	<u>333.00</u>
				<u>462.50</u>
05/29/2025	132685	HOME DEPOT CREDIT SERVICES	HARDWARE-MAINT SUPPLIES-PARKS	36.94
			HARDWARE-MAINT SUPPLIES-REC	<u>143.82</u>
				<u>180.76</u>
05/29/2025	132686	IIMC	MEMBERSHIP RENEWAL 63025-63026-CLERK	195.00
05/29/2025	132687	JOHN CAHALAN	MIDC ATTORNEY 23-92164	504.00
			MIDC ATTORNEY HOUSE COUNSEL/ON CALL-0519	<u>553.70</u>
				<u>1,057.70</u>
05/29/2025	132688	JOHN GERLACH	MIDC ATTORNEY 25-93205A/B	340.20
05/29/2025	132689	KANSAS CITY LIFE	JUNE 2025 LIFE INSURANCE PREMIUM-CLERK	5,210.95
05/29/2025	132690	KEARI HATCHETT	SERVICES FOR ADC-32A	1,575.00
05/29/2025	132691	L. ANTHONY CONSTRUCTION, INC.	180-0363 CONC REPAIR PYMT1 AG051925	115,602.12
05/29/2025	132692	L.J. ROLLS MECHANICAL	180-0291 CH GENERATOR FPM AG031725	13,881.30
05/29/2025	132693	LINGO	MAY25 TELEPHONE SERVICE-CH	1.60
05/29/2025	132694	MCKENNA ASSOCIATES INC	HW ZONING ORD (MISHDA GRANT)-CD	9,850.00
			APR25 PROFESSIONAL SVCS-CL	<u>491.07</u>
				<u>10,341.07</u>
05/29/2025	132695	METAL MART USA	PARTS-SUPPLIES/MAINT-DPW	82.98
05/29/2025	132696	MICHIGAN JOINT SEALING	180-0366 2025 PAVEMENT/CSJ PYT1 AG051925	62,430.91
05/29/2025	132697	MIR'AL CRAWFORD	MIDC ATTORNEY HOUSE COUNSEL/ON CALL-0425	878.50
05/29/2025	132698	MULLIGANS LAWN SERVICE	051225 CUL DE SAC LAWN CUTTINGS-DPW	130.00
05/29/2025	132699	NORM'S PLUMBING	REST ROOM REPAIRS-LIBRARY	200.00
05/29/2025	132700	NU APPEARANCE	MUNICIPAL LOC/CLEANING/MAINT-DPW	2,175.00
			MUNICIPAL LOC/CLEANING/MAINT-REC	2,724.00
			MUNICIPAL LOC/CLEANING AG051925-REC	6,064.00
			MUNICIPAL LOC/CLEANING/MAINT-DPW	<u>2,290.00</u>
				<u>13,253.00</u>

CHECK REGISTER FOR CITY OF HARPER WOODS  
CHECK DATE FROM 05/17/2025 - 06/06/2025  
132647 THRU 132731

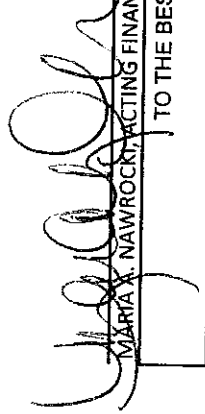
Check Date	Check	Vendor Name	Description	Amount
05/29/2025	132701	ODP BUSINESS SOLUTIONS, LLC-LIBRARY	OFFICE SUPPLIES LIBRARY	220.13
05/29/2025	132702	ON DUTY GEAR, LLC	(1 BULLET PROOF VEST-HWPD	870.00
05/29/2025	132703	ORKIN	MAY25 MONTHLY PEST CONTROL-DPW	40.00
05/29/2025	132704	ORKIN	MAY25 MONTHLY PEST CONTROL KELLY-DPW	90.00
05/29/2025	132705	OSCAR W LARSON COMPANY	ANNUAL OPERATOR A RENEWAL-DPW	500.00
			CATHODIC PROTECTION TESTING-DPW	700.00
			12 PAPER ROLL STORAGE TANK MONITOR-DPW	44.65
				1,244.65
05/29/2025	132706	OTIS ELEVATOR COMPANY	EVEVATOR REPAIRS-LIBRARY	125.00
05/29/2025	132707	PARAGON LABORATORIES, INC	QUARTERLY WATER TESTING-DPW	254.00
05/29/2025	132708	PITTEK MADISON HEIGHTS	EQUIPMENT MAINT-PARTS-DPW	1,051.64
05/29/2025	132709	PITNEY BOWES GLOBAL FINANCIAL	SENDPRO P SERIES POSTAGE MACHINE-CM	930.75
05/29/2025	132710	PLANTE & MORAN, PLLC	PROF SVCS ACCT MAT 040125-AG051925-FIN	4,900.00
			PROF SVCS ACCT MAT 040825-AG051925-FIN	4,725.00
			PROF SVCS ACCT MAT 042825-AG051925-FIN	3,193.75
			PROF SVCS ACCT MAT 052825-FIN	962.50
				13,781.25
05/29/2025	132711	POMP'S TIRE SERVICE, INC	SWEPPER MAINTENANCE/REPAIR-DPW	543.61
05/29/2025	132712	PRINTING SYSTEMS	ELECTION SUPPLIES/SHIPPING-CLERK	108.44
05/29/2025	132713	RAPID CONSULTING LLC	10-RADIOS/2-DOCK STATION/10-MOUNTS	1,799.88
05/29/2025	132714	ROSS & BARR INC	16 METAL ROOF FOR SALT STRUCTURE-DPW	1,786.32
05/29/2025	132715	RYAN READY	UB refund for account: 000010530300	272.01
05/29/2025	132716	SAFEBUILD; INC.	APR25 PROFESSIONAL SVC AG040725-CM	64,803.34
05/29/2025	132717	SCHOOLCRAFT COLLEGE	INSTRUCTOR RECERTIFICATIONHW-PD	365.00
05/29/2025	132718	SIMPLIFIED BUSINESS SOLUTIONS	APR25 IT SUPPORT/SUPPLIES AG05192525-CM	6,773.96
			MAY25 PROFESSIONAL SERVICE AG051925	4,343.59
				11,117.55
05/29/2025	132719	ASCENSION MICHIGAN EMPLOYER	2 DOT EMPLOYEE PHYSICALS-CLERK	190.00
05/29/2025	132720	SPARKMAN LANDSCAPING; INC.	LANDSCAPING AROUND COURT (DEPOSIT)-DPW	1,475.00
05/29/2025	132721	SUPER CONSTRUCTION, LLC	180-0331 DWRF LEAD WATER PMYT3 AG051925	75,150.00
05/29/2025	132722	TANERSHA BRANTLEY	CLEANING SERVICES KELLY RD-DPW	200.00
			CLEANING SERVICES KELLY RD-DPW	200.00
				400.00
05/29/2025	132723	THE TEAM STORE	(2) UNIFORM TSHIRTS-DPW	15.00
05/29/2025	132724	THOMAS W. JAKUC	MIDC ATTORNEY 25-93317	447.30
			MIDC ATTORNEY 25-93200	459.90
				907.20
05/29/2025	132725	THRIFTY FLORIST	JOHNSTON PARK OUTDOOR AND RECREATION-REC	371.95
05/29/2025	132726	TOSHIBA AMERICA BUSINESS SOLUT	LIBRARY COPIER BAL DUE	3.14
05/29/2025	132727	TOSHIBA FINANCIAL SERVICES	MONTHLY COPIER SERVICE-LIBRARY	313.19
05/29/2025	132728	UNIQUE	APRIL 2025 LIBRARY PLACEMENTS-LIBRARY	23.30
05/29/2025	132729	VERIZON WIRELESS	MAY25 DIST COURT CISCO DEVICE	40.53
			MAY25 MOBILE SVCS DPW,BLD,FIRE,REC,PR-CM	439.83

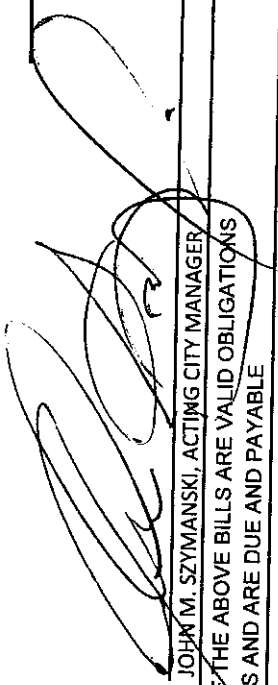
Check Date	Check	Vendor Name	Description	Amount
05/29/2025	132730	WAYNE COUNTY	MAY25 MOBLE PHONE SERVICE HWPD-CM	1,435.17
05/29/2025	132731	YEO & YEO	NOV24 TRAFFIC SIGNAL MAINTENANCE-DPW	1,915.53
			PROCESS BILLING/2024 AUDIT AG051925-FIN	44.64
				42,000.00
			Total Paper Check:	613,119.86

GEN TOTALS:

Total of 85 Checks:  
Less 0 Void Checks:  
Total of 85 Disbursements:

613,119.86  
0.00  
613,119.86

  
MARIA X. NAWROCKI, ACTING FINANCE DIRECTOR

  
JOHN M. SZYMANSKI, ACTING CITY MANAGER

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

LESLIE M. FRANK, CITY CLERK

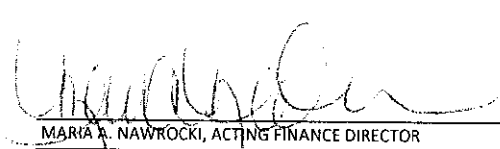
VALERIE J. KINDLE, MAYOR


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 05/17/2025 thru 06/06/2025  
CHECK NUMBERS 132632 thru 132734

Check Date	Check#	Vendor Name	Description	Amount
05/22/2025	132632	AFLAC	P/R DEDUCTIONS W/H 05/55/2025	743.74
05/22/2025	132633	AMERICAN FIDELITY ASSURANCE	P/R DEDUCTIONS W/H 05/22/2025	1,957.92
05/22/2025	132634	FRATERNAL ORDER OF POLICE #102	P/R DEDUCTIONS W/H 05/22/2025	72.00
05/22/2025	132635	FRATERNAL ORDER OF POLICE LABOR COUNCIL	P/R DEDUCTIONS W/H 05/22/2025	815.00
05/22/2025	132636	HWPOA	P/R DEDUCTIONS W/H 05/22/2025	240.00
05/22/2025	132637	IAFF LOCAL #1188	P/R DEDUCTIONS W/H 05/22/2025	720.00
05/22/2025	132638	MISSION SQUARE	P/R DEDUCTIONS W/H 05/22/2025	8,368.00
05/22/2025	132639	MISDU	P/R DEDUCTIONS W/H 05/22/2025	1,507.13
05/22/2025	132640	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 05/22/2025	880.00
05/22/2025	132641	POLICE OFFICERS ASSOCIATION OF MI	P/R DEDUCTIONS W/H 05/22/2025	479.36
05/22/2025	132642	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 05/22/2025	18,692.83
05/22/2025	132643	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 05/22/2025	286.93
05/22/2025	132644	THIN BLUE LINE OF MICHIGAN	P/R DEDUCTIONS W/H 05/22/2025	10.00
05/22/2025	132645	TEXASLIFE, INSURANCE CO	P/R DEDUCTIONS W/H 05/22/2025	239.24
05/22/2025	132646	TPOAM	P/R DEDUCTIONS W/H 05/22/2025	315.00
06/05/2025	132732	MISSION SQUARE	P/R DEDUCTIONS W/H 06/05/2025	8,368.00
06/05/2025	132733	MISDU	P/R DEDUCTIONS W/H 06/05/2025	1,507.13
06/05/2025	132734	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 06/05/2025	700.00

**GRAND TOTAL     \$45,902.28**

  
 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:	BILL TO:
20492 WOODSIDE HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1661 DATE: APRIL 8, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-7-2025 – DEAD ASH – REMOVAL + STUMP	\$900.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$900.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



# TURF & TIMBER TREE EXPERTS

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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
20258 WOODMONT HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1662 DATE: APRIL 8, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-8-2025 – REMOVE LEAD OVER ROAD, REMOVE LEAD ON BACKSIDE FOR BALANCE	\$400.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$400.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



# TURF & TIMBER TREE EXPERTS

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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
21115 WOODMONT HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1681 DATE: APRIL 29, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-28-2025 — (ON CANTON) – (2) DEAD ELMS -	
(1) – REMOVAL + STUMP	\$1,800.00
(2) – REMOVAL + STUMP	\$900.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,700.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

APR 29 2025

DPW - CITY OF  
HARPER WOODS



# TURF & TIMBER TREE EXPERTS

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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
20839 BEAUFIT HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1682 DATE: APRIL 29, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-28-2025 — LOCUST – (4-25-25 LIST) REMOVAL + STUMP -DEAD TOPS – NOT ENOUGH TO SALVAGE	\$1,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,600.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

APR 29 2025

DPW - CITY OF  
HARPER WOODS





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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
19170 ROSCOMMON HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1683 DATE: APRIL 30, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-30-2025 — DEAD LEAD REMOVED. ENDS DYING. STILL HAS LIFE (4-25-25 LIST)	\$300.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$300.00
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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

SERVICE ADDRESS:	BILL TO:
19167 ROSCOMMON HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1684 DATE: APRIL 30, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-30-2025 — DYING MAPLE – REMOVAL + STUMP (PER HEATHER)	\$1,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$1,700.00
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PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



# TURF & TIMBER TREE EXPERTS

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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
19151 ROSCOMMON HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1685 DATE: APRIL 30, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-30-2025 — DYING – DEAD TOPS - REMOVAL + STUMP (PER HEATHER)	\$2,100.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$2,100.00
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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

SERVICE ADDRESS:	BILL TO:
18801 KINGSVILLE HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1690 DATE: MAY 19, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-24-2025 — ½ ROTTED BASE – REMOVAL + STUMP	\$2,100.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,100.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

MAY 19 2025

DPW - CITY OF  
HARPER WOODS



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

## TREE SERVICE INVOICE

SERVICE ADDRESS:  18785 KINGSVILLE HARPER WOODS MI 48225  INVOICE NO.: 1691 DATE: MAY 19, 2025	BILL TO:  DEPT OF PUBLIC WORKS HARPER WOODS MI 48225  EMAIL: HWDPW@HARPERWOODS.NET
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JOB DESCRIPTION	PRICE
4-24-2025 — DEAD ASH (PINK X) – REMOVAL + STUMP PER HEATHER	\$1,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,700.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

MAY 19 2025

DPW - CITY OF  
HARPER WOODS



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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
20696 COUNTRY CLUB HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1692 DATE: MAY 19, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
4-25-2025 — REMOVAL + STUMP (PINK X) PER HEATHER	\$1,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	\$1,700.00
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PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

MAY 19 2025

DPW - CITY OF  
HARPER WOODS



# TURF & TIMBER TREE EXPERTS

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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
20696 LOCHMOOR HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1693 DATE: MAY 19, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
5-14-2025 — STUMP (PINK X)	\$150.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$150.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

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MAY 19 2025

DPW - CITY OF  
HARPER WOODS





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

## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
20697 KINGSVILLE HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1694 DATE: MAY 19, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
5-14-2025 — LOCUST – REMOVAL + STUMP (BLOCKING PLATE READER) PER HEATHER	\$2,100.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$2,100.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

MAY 19 2025

DPW - CITY OF  
HARPER WOODS





## TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
20467 ROSCOMMON HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1695 DATE: MAY 19, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
5-16-2025 —STORM DAMAGE- EMERGENCY SERVICE – HUGE LEAD CRACKED/HANGING IN ROAD – REMOVE HAZARD, CUT LEAD TO TRUNK *INCLUDING CHIPPING BRUSH, HAULING WOOD, GRIND STUMP AND CLEAN UP	\$2,200.00
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!

RECEIVED

MAY 19 2025

DPW - CITY OF  
HARPER WOODS



May 19, 2025

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

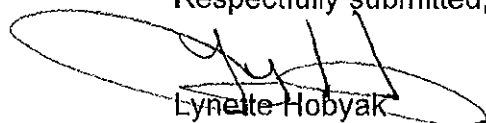
RE: Assessment Services – June 2025

**For contract assessment services rendered:**

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

**TOTAL AMOUNT DUE ..... \$6,384.16**

Respectfully submitted,

  
Lynette Hobyak  
Business Manager

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

## MEMORANDUM

**TO:** John Szymanski, Acting City Manager  
**FROM:** Ty Hinton, Economic & Community Development Director  
**SUBJECT:** Approval of Fourth Invoice from Hannah Architects  
**DATE:** June 2, 2025

I have reviewed the attached invoice # 20244110 – 005 from Hannah Architects issued on May 28, 2025. The invoice amount covers Consultant services for Civil Engineering Construction documentation (44% complete), Civil engineering bidding & negotiation (11% completed), both as of May 9, 2025. The invoice also covers Consultant services for Mechanical engineering Construction documentation (80% complete) as of May 9, 2025.

The Invoice total is \$19,140.00 and covers Consultant services rendered from April 26<sup>th</sup> through May 9, 2025. I recommend payment and request that you seek approval from the City Council at their next meeting.



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

Project **2024110**

Services through

**Harper Woods Community Center**

**Apr 26, 2025 - May 9, 2025**

Invoice #	Terms	Issue date	Due date	Invoice Total
2024110-005	Net 15	May 28, 2025	Jun 12, 2025	<b>\$19,140.00</b>

## Consultant Services

### Civil Engineer

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Construction Documentation	\$21,000.00	44%	\$9,135.00
Bidding & Negotiation	\$13,000.00	11%	\$1,365.00

### Mechanical Engineer

PHASE	PLANNED	% COMPLETE	CURRENT DUE
Construction Documentation	\$10,800.00	80%	\$8,640.00
<b>Total for Consultant Services</b>	<b>\$44,800.00</b>	<b>43%</b>	<b>\$19,140.00</b>

<b>Invoice Total</b>	<b>\$19,140.00</b>
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Please make checks payable to Hannah Architects 1500 Woodward Avenue, Suite 300 Detroit, MI 48226. ACH or WireTransfer preferred.



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

**INVOICE**

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

May 28, 2025  
Project No: 0180-0313-0  
Invoice No: 158360

Project 0180-0313-0 HARPER & VAN ANTWERP RES. DEVELOPMENT

FOR: ENGINEERING PLAN REVIEW

Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount	
<b>CONTRACT ADMINISTRATION</b>				
<b>SENIOR PROJECT ENGINEER</b>				
KERN, RICHARD	.20	137.31	27.46	
Coordinate preconstruction meeting, Identify escrow amount				
KERN, RICHARD	.20	137.31	27.46	
Discuss project startup with engineer				
KERN, RICHARD	.20	137.31	27.46	
Obtain information for stormwater maintenance agreement				
<b>ENGINEERING PLAN REVIEW</b>				
<b>SENIOR PROJECT ENGINEER</b>				
KERN, RICHARD	.20	137.31	27.46	
Coordinate escrow amount, Set up preconstruction meeting				
KERN, RICHARD	.20	137.31	27.46	
Set up preconstruction meeting				
Totals	1.00		137.30	
<b>Total Labor</b>				<b>137.30</b>
		<b>Total this Invoice</b>		<b>\$137.30</b>



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INVOICE

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

May 28, 2025  
Project No: 0180-0363-0  
Invoice No: 158370

Project 0180-0363-0 2025 MISCELLANEOUS CONCRETE REPAIRS  
FOR: CONTRACT ADMINISTRATION  
Professional Services from April 07, 2025 to May 04, 2025  
**Professional Personnel**

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL			
BICKHAM, BRENDA	1.00	43.77	43.77
Contract			
BICKHAM, BRENDA	1.00	43.77	43.77
Contract Book			
TERRY, ASHLEY	.50	43.77	21.89
Spec Book update			
PRELIMINARY ENGINEERING			
TEAM LEADER			
VARICALLI, FRANK	5.00	107.79	538.95
Field paint proposed CPR locations			
CONTRACT ADMINISTRATION			
TEAM LEADER			
VARICALLI, FRANK	3.00	107.79	323.37
Project co-ordination, discussion with Inspector			
VARICALLI, FRANK	1.50	107.79	161.69
Review contracts			
VARICALLI, FRANK	1.50	107.79	161.69
Site visit, meeting with Insp. & Contractor			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	1.50	89.49	134.24
Upload dat file go through line items, review with Pat, import revised dat file, make all non-MDOT revisions, compare line items, export and email inspector.			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.40	72.52	29.01
Correct logo in Field Manager, reprint IDR's with AEW logo, IDR review.			
HARRINGTON, MICHELLE	.30	72.52	21.76
Export ebl file for inspector			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	137.31	27.46
Discuss project with FDV			
GRADUATE ENG/SURV/ARCH			
MARCUS, PATRICK	2.00	107.79	215.58
Calculate quantities from field sketches. Update work schedule. Save and file original and calculated sketches			

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

Project	0180-0363-0	2025 MISCELLANEOUS CONCRETE REPAIRS	Invoice	158370
MARCUS, PATRICK	1.00	107.79	107.79	
Set up work schedule. Calculate quantities from field sketches, Scan and file calculated sketches. Get totals and scanned sketches to Frank and Holly				
MARCUS, PATRICK	1.00	107.79	107.79	
Update proposal and dat file and export dat file to inspection				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	2.00	107.79	215.58	
Contract Book Markups and MERL File				
WILSON, HOLLY	.50	107.79	53.90	
Contract updates				
WILSON, HOLLY	.50	107.79	53.90	
Insurance Review				
MEETINGS				
TEAM LEADER				
VARICALLI, FRANK	.50	107.79	53.90	
Meeting with DPW & Contractor				
CONSTRUCTION OBSERVATION				
ENG. AIDE III / GIS ANALYST III				
MILLER, THOMAS	.40	89.49	35.80	
Upload and print IDRs.				
MILLER, THOMAS	8.70	89.49	778.56	
Measure and sketch proposed pavement repairs.				
OLD, RICKY	9.00	89.49	805.41	
pouring road patches				
VARICALLI, JOSEPH	1.00	89.49	89.49	
Green dotted Landsdowne.				
VARICALLI, JOSEPH	2.00	89.49	178.98	
Observed contractor prep CB structures.				
VARICALLI, JOSEPH	18.00	89.49	1,610.82	
Observed contractor remove and prep road patches on Lansdowne.				
VARICALLI, JOSEPH	2.00	89.49	178.98	
Passed out notices on Lands Downe had meeting at DPW.				
VARICALLI, JOSEPH	3.00	89.49	268.47	
Spot checked concrete pour on Lansdowne posted pay items.				
VARICALLI, JOSEPH	3.00	89.49	268.47	
Spot checked concrete pour on Lansdowne and posted pay items.				
VARICALLI, JOSEPH	2.00	89.49	178.98	
Spot checked concrete pour posted pay items.				
GIS UPDATES				
GRADUATE ENG/SURV/ARCH				
MILLER, JEFFREY	1.20	107.79	129.35	
Export of structure data for Frank				
MILLER, JEFFREY	1.00	107.79	107.79	
Updates to concrete pavement repair map/work list				
GRADUATE ENG/SURV/ARCH				
DOURJALIAN, ANDREW	2.50	107.79	269.48	
Created Dot Map				
Totals	77.20		7,216.62	
<b>Total Labor</b>				<b>7,216.62</b>
		<b>Total this Invoice</b>		<b>\$7,216.62</b>
<b>Outstanding Invoices</b>				
<b>Number</b>	<b>Date</b>	<b>Balance</b>		
157769	5/2/2025	1,980.13		
<b>Total</b>		<b>1,980.13</b>		



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

**INVOICE**

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

May 28, 2025

Project No:

0180-0366-0

Invoice No:

158373

Project 0180-0366-0 2025 PAVEMENT JOINT & CRACK SEALING  
FOR: CONTRACT DOCUMENT PREPARATION AND ADMINISTRATION  
Professional Services from April 07, 2025 to May 04, 2025  
**Professional Personnel**

	Hours	Rate	Amount
<b>SECRETARIAL</b>			
ENG. AIDE II / GIS ANALYST II			
DUBAY, GAIL	.50	81.00	40.50
Final Contract Book			
<b>PRINTS</b>			
ENG. AIDE II / GIS ANALYST II			
KAFERLE, KATHLEEN	.40	81.00	32.40
Construction Service Books & Plans			
ENG. AIDE I / GIS ANALYST I			
BILPO, CARSON	.80	72.52	58.02
<b>CONTRACT ADMINISTRATION</b>			
<b>TEAM LEADER</b>			
VARICALLI, FRANK	.50	107.79	53.90
Contract Administration			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	.50	89.49	44.75
export and email inspector			
ANKAWI, MICHELLE	1.00	89.49	89.49
Upload dat file and make all non-MDOT revisions, compare line items, export and email the inspector			
MILLER, THOMAS	.20	89.49	17.90
Upload and print IDRs.			
Transfer ebl file.			
MILLER, THOMAS	.50	89.49	44.75
Create file for plans and specifications.			
ENG. AIDE II / GIS ANALYST II			
DUBAY, GAIL	.30	81.00	24.30
Create CS Book			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.20	72.52	14.50
IDR review			
<b>SENIOR PROJECT ENGINEER</b>			
KERN, RICHARD	.20	137.31	27.46
Discuss project with FDV			
KERN, RICHARD	1.00	137.31	137.31
Preconstruction Meeting			

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



Project	0180-0366-0	2025 PAVEMENT JOINT & CRACK SEALING	Invoice	158373
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GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	1.00	107.79	107.79	
As-Built Quantities				
WILSON, HOLLY	1.00	107.79	107.79	
Bonds and Insurance Review				
WILSON, HOLLY	1.50	107.79	161.69	
Contract Execution Review and Insurance Review				
WILSON, HOLLY	.50	107.79	53.90	
Correspondence and Tacking				
WILSON, HOLLY	.50	107.79	53.90	
Precon Meeting in Harper Woods and				
WILSON, HOLLY	1.50	107.79	161.69	
Precon setup and Contract Book Request and Review				
MEETINGS				
TEAM LEADER				
VARICALLI, FRANK	1.00	107.79	107.79	
Precon Meeting				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	1.00	107.79	107.79	
Contract Book and Correspondence				
WILSON, HOLLY	1.50	107.79	161.69	
Precon meeting in Harper Woods				
CONSTRUCTION OBSERVATION				
ENG. AIDE III / GIS ANALYST III				
OLD, RICKY	7.00	89.49	626.43	
Joint Sealing				
OLD, RICKY	4.00	89.49	357.96	
Measuring				
ENG. AIDE II / GIS ANALYST II				
ELGERT, JEFFREY	19.00	81.00	1,539.00	
Joint Sealing				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	1.00	107.79	107.79	
Field Visit				
Totals	46.60		4,240.49	
<b>Total Labor</b>				<b>4,240.49</b>
			<b>Total this Invoice</b>	<b>\$4,240.49</b>

#### Outstanding Invoices

Number	Date	Balance
157771	5/2/2025	174.83
<b>Total</b>		<b>174.83</b>



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

**INVOICE**

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

May 28, 2025  
Project No: 0180-0349-0  
Invoice No: 158365

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

Professional Services from April 07, 2025 to May 04, 2025

**Fee**

Construction Cost	244,969.05
Fee Percentage	8.00
Total Fee	19,597.52

Percent Complete	100.00	Total Earned	19,597.52
		Previous Fee Billing	16,159.88
		Current Fee Billing	3,437.64
		<b>Total Fee</b>	<b>3,437.64</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	3,437.64	16,159.88	19,597.52
Limit			47,768.96
Remaining			28,171.44

**Total this Invoice \$3,437.64**



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
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**INVOICE**

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

May 30, 2025  
Project No: 0180-0349-0  
Invoice No: 158404

Project 0180-0349-0 2024 SIDEWALK REPLACEMENT PROGRAM (TAP)  
FOR: ENGINEERING DESIGN  
Professional Services from February 10, 2025 to May 04, 2025

**Fee**

Construction Cost	244,969.05		
Fee Percentage	8.00		
Total Fee	19,597.52		
Percent Complete	100.00	Total Earned	19,597.52
		Previous Fee Billing	19,597.52
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>

**Reimbursable Expenses**

REIMBURSABLE OTHER EXPENSE			
2/14/2025 AMERICAN PUBLIC WORKS MNFI Review	INVOICE	380.00	
<b>Total Reimbursables</b>	<b>ATTACHED</b>	<b>380.00</b>	<b>380.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	380.00	16,159.88	16,539.88
Limit			47,768.96
Remaining			31,229.08

**Total this Invoice \$380.00**

**Ryan Kern**

**From:** AMERICAN PUBLIC WORKS <noreply@swipesimple.com>  
**Sent:** Thursday, January 30, 2025 11:46 AM  
**To:** Ryan Kern  
**Subject:** Receipt from AMERICAN PUBLIC WORKS (Transaction #10277358-4404)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Warning: Unusual sender** <noreply@swipesimple.com>  
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

AMERICAN PUBLIC  
WORKS

Taylor, MI

Transaction #	10277358-4404
Date	01/30/2025 11:44 AM
Result	Approved
Auth Code	03772G
Transaction Method	Dipped
Transaction Type	Sale
Cardholder Name	KERN/RICHARD
Card	XXXX-XXXX-XXXX-5005
Card Type	Visa

Total      \$380.00

Payments Received

Amount

\$380.00

MSU CC Payment  
Visa XXXXXXXXXXXX5005  
Authorization # 02482G

Total      \$380.00

This payment will appear on your statement as Michigan State University



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

**INVOICE**

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

May 28, 2025  
Project No: 0180-0291-0  
Invoice No: 158359

Project 0180-0291-0 CITY HALL GENERATOR  
Professional Services from April 07, 2025 to May 04, 2025

**Fee**

Construction Cost	188,813.00		
Fee Percentage	7.50		
Total Fee	14,160.98		
Percent Complete	100.00	Total Earned	14,160.98
		Previous Fee Billing	14,160.98
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>

**Professional Personnel**

	Hours	Rate	Amount
<b>CONTRACT ADMINISTRATION</b>			
<b>SENIOR PROJECT ENGINEER</b>			
KERN, RICHARD	.70	137.31	96.12
Conference Call with Contractor, Prepare for Monday Generator Setup			
KERN, RICHARD	.20	137.31	27.46
File e-mail			
KERN, RICHARD	.20	137.31	27.46
Review estimate			
Totals	1.10		151.04
<b>Total Labor</b>			<b>151.04</b>

**Consultants**

<b>REIMBURSABLE CONSULTANT EXPENSE</b>			
4/15/2025	PETER BASSO ASSOCIATES Invoice# 2023.0050.00-5	1,300.00	
<b>Total Consultants</b>	<b>INVOICE ATTACHED</b>	<b>1,300.00</b>	<b>1,300.00</b>
<b>Total this Invoice</b>			<b>\$1,451.04</b>

**Invoice**

**Peter Basso Associates Inc**  
CONSULTING ENGINEERS

5145 Livernois, Suite 100  
Troy, Michigan 48098-3276  
(248) 879-5666 Tel  
(248) 879-0007 Fax  
[www.peterbassoassociates.com](http://www.peterbassoassociates.com)

Ryan Kern  
Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

September 27, 2024

Invoice No: 2023.0050.00 - 5

PBA PM: Scott Garrison

<b>Invoice Total</b>	<b>\$1,300.00</b>
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Project 2023.0050.00 AEW Harper Wds Municipal Ctr Standby Gen  
City of Harper Woods Municipal Center Standby Generator

**For Professional Services Through September 27, 2024**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Fee	10,200.00	100.00	10,200.00	10,200.00	0.00
Construction Administration Fee	2,600.00	50.00	1,300.00	0.00	1,300.00
Total Fee	12,800.00		11,500.00	10,200.00	1,300.00
<b>Current Fee</b>					<b>1,300.00</b>

**Billing Limits**

	Current	Prior	To-Date
Expenses	0.00	0.00	0.00
Limit			200.00
Remaining			200.00

**Total this Invoice \$1,300.00**

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	1,300.00	10,200.00	11,500.00		
Totals	<b>1,300.00</b>	<b>10,200.00</b>	<b>11,500.00</b>	<b>10,200.00</b>	<b>1,300.00</b>

Please make your check payable to Peter Basso Associates, Inc.  
To make electronic (ACH) payments, please contact [AR@pbanet.com](mailto:AR@pbanet.com) or call 248-312-4502 for banking details



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

**INVOICE**

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

May 28, 2025

Project No:

0180-0364-0

Invoice No:

158371

Project 0180-0364-0 2025 SANITARY SEWER FCIPP PROGRAM

FOR:

Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount	
PRELIMINARY ENGINEERING				
TEAM LEADER				
VARICALLI, FRANK	1.00	107.79	107.79	
Review & update proposal for 2025				
CONSTRUCTION PLAN DESIGN				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	137.31	27.46	
Discuss additional lining with FDV				
SPECIFICATIONS				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	2.50	107.79	269.48	
FCIPP Critical estimate				
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	1.00	107.79	107.79	
Prepare proposal for 2025 work				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	137.31	27.46	
Discuss approval with FDV				
GRADUATE ENG/SURV/ARCH				
MARCUS, PATRICK	.50	107.79	53.90	
Prepare notice to proceed and notification letter and verify that DAT file is ready for export				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	.50	107.79	53.90	
Contract Status				
Totals	5.90		647.78	
<b>Total Labor</b>				<b>647.78</b>
<b>Total this Invoice</b>				<b>\$647.78</b>





ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0365-0  
Invoice No: 158372

Project 0180-0365-0 2025 SANITARY SEWER CLEANING & TV INSP  
FOR: CONTRACT DOCUMENT PREPARATION AND ADMINISTRATION  
Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount
<b>SECRETARIAL</b>			
ENG. AIDE II / GIS ANALYST II			
DUBAY, GAIL	.50	81.00	40.50
Assemble Contract Book/Create CS Book			
<b>PRINTS</b>			
ENG. AIDE II / GIS ANALYST II			
KAFERLE, KATHLEEN	.50	81.00	40.50
Construction Service Books & Plans			
<b>SPECIFICATIONS</b>			
GRADUATE ENG/SURV/ARCH			
WILSON, HOLLY	3.50	107.79	377.27
Contract Mod #1 - Map and Work Schedule			
<b>CONTRACT ADMINISTRATION</b>			
<b>TEAM LEADER</b>			
VARICALLI, FRANK	1.50	107.79	161.69
Contract Administration			
VARICALLI, FRANK	.50	107.79	53.90
Project co-ordination, discussion with Inspector			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	1.00	89.49	89.49
Upload dat file go through line items, make all non-MDOT revisions, compare pay items to Bid.			
<b>SENIOR PROJECT ENGINEER</b>			
KERN, RICHARD	1.00	137.31	137.31
Preconstruction Meeting			
<b>GRADUATE ENG/SURV/ARCH</b>			
WILSON, HOLLY	2.00	107.79	215.58
Contract Mod - W.S., map, and proposal			
WILSON, HOLLY	.50	107.79	53.90
Contract updates			
WILSON, HOLLY	1.00	107.79	107.79
Correspondence			
WILSON, HOLLY	1.50	107.79	161.69
Precon setup and Contract Book Request and Review			
WILSON, HOLLY	.50	107.79	53.90
Tracking			

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

Project	0180-0365-0	2025 SANITARY SEWER CLEANING & TV INSP	Invoice	158372
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MEETINGS

TEAM LEADER

VARICALLI, FRANK	1.50	107.79	161.69
Precon Meeting			

GRADUATE ENG/SURV/ARCH

WILSON, HOLLY	1.50	107.79	161.69
Precon meeting in Harper Woods			

CONSTRUCTION OBSERVATION

GRADUATE ENG/SURV/ARCH

WILSON, HOLLY	6.00	107.79	646.74
Field Visit - First day set up			

GIS UPDATES

GRADUATE ENG/SURV/ARCH

KOWALCHICK, ANTHONY	1.50	107.79	161.69
add holly's pictures to GIS, update work schg and CCTV map			

KOWALCHICK, ANTHONY	1.50	107.79	161.69
create mod 1 map and work sched			

Totals	26.00		2,787.02
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**Total Labor**

**2,787.02**

**Total this Invoice**

**\$2,787.02**

**Outstanding Invoices**

Number	Date	Balance
157770	5/2/2025	736.27
<b>Total</b>		<b>736.27</b>



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0357-0  
Invoice No: 158366

Project 0180-0357-0 DISTRIBUTION SYSTEM MATERIALS INVENTORY  
FOR: DISTRIBUTION SYSTEM MATERIALS INVENTORY  
Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount	
GIS UPDATES				
GRADUATE ENG/SURV/ARCH				
MILLER, JEFFREY	3.00	107.79	323.37	
Uploading of water service information to SQL				
GRADUATE ENG/SURV/ARCH				
DOURJALIAN, ANDREW	14.00	107.79	1,509.06	
Updated Line by Line Inventory in GIS				
Totals	17.00		1,832.43	
Total Labor				1,832.43
Total this Invoice				\$1,832.43

**Outstanding Invoices**

Number	Date	Balance
157767	5/2/2025	3,966.67
Total		3,966.67



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0337-0  
Invoice No: 158362

Project 0180-0337-0 2024 STORM SEWER REPAIRS

FOR: CONTRACT ADMINISTRATION

Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	1.00	89.49	89.49
Review insurance docs, request updated insurance, upload and send updating Insurance to the city			
Totals	1.00		89.49
<b>Total Labor</b>			<b>89.49</b>
<b>Total this Invoice</b>			<b>\$89.49</b>

**Outstanding Invoices**

Number	Date	Balance
157762	5/2/2025	29.01
<b>Total</b>		<b>29.01</b>



ANDERSON, ECKSTEIN & WESTRICK, INC.  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0362-0  
Invoice No: 158368

Project 0180-0362-0 2025 STORM SEWER REPAIRS  
FOR: CONTRACT DOCUMENT PREPARATION  
Professional Services from April 07, 2025 to May 04, 2025  
Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL			
TERRY, ASHLEY	.30	43.77	13.13
Spec Book update			
PRELIMINARY ENGINEERING			
TEAM LEADER			
VARICALLI, FRANK	1.50	107.79	161.69
Check & revise location maps			
VARICALLI, FRANK	.50	107.79	53.90
Prepare mod letter.			
VARICALLI, FRANK	3.50	107.79	377.27
Prepare plans & specifications			
VARICALLI, FRANK	1.00	107.79	107.79
Review & update quantities			
SPECIFICATIONS			
GRADUATE ENG/SURV/ARCH			
WILSON, HOLLY	1.00	107.79	107.79
New Location and Utility Request			
WILSON, HOLLY	12.50	107.79	1,347.38
Quantities and Estimate			
WILSON, HOLLY	1.20	107.79	129.35
Spec and Work schedule updates			
WILSON, HOLLY	3.50	107.79	377.27
Special Provisions and Estimate Updates			
CONTRACT ADMINISTRATION			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	137.31	27.46
Discuss project with FDV			
GRADUATE ENG/SURV/ARCH			
WILSON, HOLLY	2.00	107.79	215.58
Contract Book Markups and MERL File			
WILSON, HOLLY	.50	107.79	53.90
Contract updates			
WILSON, HOLLY	.50	107.79	53.90
Insurance Review			

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

Project	0180-0362-0	2025 STORM SEWER REPAIRS	Invoice	158368
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GIS UPDATES

GRADUATE ENG/SURV/ARCH

SVOBODA, JOSEPH	3.00	107.79	323.37	
created new sewer repair sketches				
SVOBODA, JOSEPH	3.50	107.79	377.27	
revised sewer repair sketches				
SVOBODA, JOSEPH	13.00	107.79	1,401.27	
revised sketches				
Totals	47.70		5,128.32	
<b>Total Labor</b>				<b>5,128.32</b>
		<b>Total this Invoice</b>		<b>\$5,128.32</b>

Outstanding Invoices

Number	Date	Balance
157768	5/2/2025	4,699.65
<b>Total</b>		<b>4,699.65</b>



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0331-0  
Invoice No: 158361

Project 0180-0331-0 2024 DWRF LEAD WATER SERVICE REPLACEMENT  
FOR: CONSTRUCTION ADMINISTRATION  
Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	.50	89.49	44.75
Create draft mod			
ANKAWI, MICHELLE	.50	89.49	44.75
Generate and send through DocuSign.			
MILLER, THOMAS	.40	89.49	35.80
Transfer ebl file.			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.50	72.52	36.26
IDR review			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	137.31	27.46
Contract Administration			
KERN, RICHARD	.30	137.31	41.19
Discuss project with inspector, Update consent form summaries			
KERN, RICHARD	.20	137.31	27.46
EOT Draft			
KERN, RICHARD	1.20	137.31	164.77
Field Visit, Prepare and Drop Off Notices, EOT Draft			
KERN, RICHARD	.20	137.31	27.46
File e-mails			
KERN, RICHARD	.30	137.31	41.19
Update consent form summaries, Review for reimbursement			
KERN, RICHARD	.40	137.31	54.92
Update Consent Form Summary			
CONSTRUCTION OBSERVATION			
ENG. AIDE III / GIS ANALYST III			
OLD, RICKY	1.00	89.49	89.49
Not on site			
OLD, RICKY	1.00	89.49	89.49
project switch			
OLD, RICKY	7.00	89.49	626.43
Water Service Replacement			
OLD, RICKY	14.00	89.49	1,252.86
Water Service Replacements			

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

Project	0180-0331-0	2024 DWRF LEAD WATER SERVICE REPLACEMENT		Invoice	158361
SELBY, PATRICK		63.50	89.49	5,682.62	
Observation of Super Construction					
SELBY, PATRICK		1.00	89.49	89.49	
Project Review and preparation					
Totals		92.20		8,376.39	
Total Labor					8,376.39
Billing Limits		Current	Prior	To-Date	
Labor		8,376.39	16,290.91	24,667.30	
Limit				120,000.00	
Remaining				95,332.70	
			Total this Invoice		\$8,376.39
Outstanding Invoices					
	Number	Date	Balance		
	157761	5/2/2025	1,296.02		
	Total		1,296.02		





ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0347-0  
Invoice No: 158364

Project 0180-0347-0 DWSD SEWAGE DISCHARGE DISTRICT

FOR: FLOW METERING

Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount
RESEARCH/REVIEW			
LICENSED ENG/SUR/ARC			
STING, TAYLOR	.60	131.95	79.17
Project Coordination			
GRADUATE ENG/SURV/ARCH			
DANDAYUDHAM, RAMYA	6.20	107.79	668.30
report			
GIS UPDATES			
GRADUATE ENG/SURV/ARCH			
MILLER, JEFFREY	1.00	107.79	107.79
Creation of flow meter install location map			
FIELD SERVICES			
ENG. AIDE III / GIS ANALYST III			
BIRKETT, CHRISTOPHER	6.00	89.49	536.94
Download and service meter, attempt to remove.			
Totals	13.80		1,392.20
<b>Total Labor</b>			<b>1,392.20</b>
<b>Total this Invoice</b>			<b>\$1,392.20</b>

**Outstanding Invoices**

Number	Date	Balance
157765	5/2/2025	838.66
<b>Total</b>		<b>838.66</b>



ANDERSON, ECKSTEIN & WESTRICK, INC.  
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**INVOICE**

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

May 28, 2025  
Project No: 0180-0375-0  
Invoice No: 158375

Project 0180-0375-0 COMCAST REVIEW-BEACONSFIELD OF VERNIER  
FOR: ENGINEERING PLAN REVIEW  
Professional Services from April 07, 2025 to May 04, 2025  
Professional Personnel

	Hours	Rate	Amount
ENGINEERING PLAN REVIEW			
GRADUATE ENG/SUR/ARC			
WARNOCK, DAVID	3.00	107.79	323.37
utility review			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.80	137.31	109.85
Engineering Plan Review			
Totals	3.80		433.22
Total Labor			433.22
Total this Invoice			\$433.22

**Outstanding Invoices**

Number	Date	Balance
157776	5/2/2025	377.27
Total		377.27



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

**INVOICE**

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

May 28, 2025  
Project No: 0180-0361-0  
Invoice No: 158367

Project 0180-0361-0 2025 FDCVT GRANT APPLICATION  
FOR: GRANT APPLICATION ASSISTANCE  
Professional Services from April 07, 2025 to May 04, 2025  
**Professional Personnel**

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	137.31	27.46	
Discuss grant approval with City and FDV				
KERN, RICHARD	.20	137.31	27.46	
Respond to questions from Treasury				
Totals	.40		54.92	
<b>Total Labor</b>				<b>54.92</b>
		<b>Total this Invoice</b>		<b>\$54.92</b>



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

**INVOICE**

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

May 28, 2025  
Project No: 0180-0344-0  
Invoice No: 158363

Project 0180-0344-0 FY2025 DWRF PROJECT PLAN  
FOR: PROJECT PLAN DEVELOPMENT  
**Professional Services from April 07, 2025 to May 04, 2025**  
**Professional Personnel**

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.30	137.31	41.19	
Disadvantaged Survey				
KERN, RICHARD	2.70	137.31	370.74	
Project Plan Edits, Complete Forms				
KERN, RICHARD	.30	137.31	41.19	
Submit Project Plan and Forms to EGLE				
Totals	3.30		453.12	
<b>Total Labor</b>				<b>453.12</b>
		<b>Total this Invoice</b>		<b>\$453.12</b>



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

**INVOICE**

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

May 28, 2025

Project No: 0180-0373-0

Invoice No: 158374

Project 0180-0373-0 UPDATED VOTING PRECINCT MAPPING

FOR: MAP UPDATES

Professional Services from April 07, 2025 to May 04, 2025

**Professional Personnel**

	Hours	Rate	Amount	
GIS UPDATES				
GRADUATE ENG/SURV/ARCH				
SVOBODA, JOSEPH	2.00	107.79	215.58	
revised voter precinct map, checked new boundary against QVF list				
Totals	2.00		215.58	
<b>Total Labor</b>				<b>215.58</b>
<b>Total this Invoice</b>				<b>\$215.58</b>

**Outstanding Invoices**

Number	Date	Balance
157774	5/2/2025	355.71
<b>Total</b>		<b>355.71</b>



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

313.343.2500

[www.harperwoodscity.org](http://www.harperwoodscity.org)

Mayor:  
Valerie Kindle

Mayor Pro Tem:  
Regina Williams

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

Acting City Manager:  
John Szymanski

City Clerk:  
Leslie M. Frank

June 4, 2025

TO: John Szymanski

From: Christine Skerritt, Parks and Recreation Director

RE: Lawn Service Invoice over \$5,000.00

Mr. Szymanski,

Please submit to council, to pay Nu Appearance Maintenance, Inc. \$5,802.00 for lawn cutting, trash pick-up and Fertilization/weed control.

Sincerely,

Christine Skerritt

Parks and Recreation Director

**NU APPEARANCE MAINTENANCE, INC.**

19942 Harper Avenue  
Harper Woods, MI 48225

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

**Invoice**

Date	Invoice #
5/31/2025	33357
Terms	Due Date
Net 30	6/30/2025

H.W. Parks and Recreation Dept.  
Chris Skerritt  
20221 Beaconsfield  
Harper Woods, MI 48225

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	AFK	

Qty	Description	Rate	Amount
	Fertilization/Weed Control Program:		
	Lawn Pre-Emergent w/Fertilizer Applied 4/25/25.		
1	City Hall, Police and Fire Departments	180.00	180.00
1	Public Library	36.00	36.00
2	Annex's (2) on Old Homestead	58.00	116.00
	Lawn Pre-Emergent w/Fertilizer Applied 4/28/25.		
3	Little League Ball Diamonds (3)	155.00	465.00
Thank You For Your Business!		<b>Total</b>	<b>\$797.00</b>

**NU APPEARANCE MAINTENANCE, INC.**

19942 Harper Avenue  
Harper Woods, MI 48225

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

**Invoice**

Date	Invoice #
5/31/2025	33435
Terms	Due Date
Net 30	6/30/2025

H.W. Parks and Recreation Dept.  
Chris Skerritt  
20221 Beaconsfield  
Harper Woods, MI 48225

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
2	City Hall & Fire Dept. 5/20, 5/27 Commercial lawn cutting	65.00	130.00
2	Public Library. 5/20, 5/27 Commercial lawn cutting	56.00	112.00
2	Annex's (2) on Old Homestead. 5/20, 5/27 Commercial lawn cutting (\$15.00 each)	30.00	60.00
2	D.P.W. Field. 5/20, 5/27 Commercial lawn cutting	72.00	144.00
2	Pump Stations. (3) 5/19, 5/27 Commercial lawn cutting (\$15.00 each)	45.00	90.00
2	Harper/Hollywood Lot. 5/19, 5/27 Commercial lawn cutting	15.00	30.00
1	Old Eight Mile Triangle. 5/19 Commercial lawn cutting	44.00	44.00
2	Johnston Park w/Veterans Memorial. 5/23, 5/29 Commercial lawn cutting	495.00	990.00
3	Drag 'Little League' Diamond #3 5/15, 5/19, 5/20	50.00	150.00
2	Salter Park w/front entrance/flagpole area. 5/20, 5/27 Commercial lawn cutting	345.00	690.00
2	Danbury Park. 5/20, 5/27 Commercial lawn cutting	195.00	390.00
Thank You For Your Business!		<b>Total</b>	<b>\$2,830.00</b>



**NU APPEARANCE MAINTENANCE, INC.**

19942 Harper Avenue  
Harper Woods, MI 48225

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

**Invoice**

Date	Invoice #
5/31/2025	33436
Terms	Due Date
Net 30	6/30/2025

H.W. Parks and Recreation Dept.  
Chris Skerritt  
20221 Beaconsfield  
Harper Woods, MI 48225

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
	Kelly Road Islands. (12) 5/20, 5/27		
2	Commercial lawn cutting	305.00	610.00
2	Pickup Trash	75.00	150.00
	20010 Kelly Road. 5/20, 5/27		
2	Commercial lawn cutting	43.50	87.00
	I-94 Service Drive. 5/20, 5/27		
2	Commercial lawn cutting	330.00	660.00
2	Pickup Trash	75.00	150.00
	Vernier Road Median. 5/20, 5/27		
2	Commercial lawn cutting	80.00	160.00
	19969 Anita. 5/19, 5/27		
2	Commercial lawn cutting	32.00	64.00
	20321 Roscommon. 5/19, 5/27		
2	Commercial lawn cutting	32.00	64.00
	20245 Huntington. 5/19, 5/27		
2	Commercial lawn cutting	50.00	100.00
	Mr. C's Auto Wash Triangle. 5/19, 5/27		
2	Commercial lawn cutting	30.00	60.00
	Canton/Corner. 5/19, 5/27		
2	Commercial lawn cutting	35.00	70.00
Thank You For Your Business!		<b>Total</b>	<b>\$2,175.00</b>

**NU APPEARANCE MAINTENANCE, INC.** ✓

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

**Invoice**

Date	Invoice #
5/27/2025	33387
Terms	Due Date
Net 30	6/26/2025

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

101.441.801.100

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Please detach and enclose this portion with your payment.

Qty	Description	Rate	Amount
	Lawn cuttings/cleanups requested by City of Harper Woods.		
	TOT List: 5/9/25, Cut 5/9 & 5/10		
1	20317 Kingsville	70.00	70.00
1	20309 Kingsville	40.00	40.00
1	19969 Kingsville	60.00	60.00
1	19921 Kingsville	50.00	50.00
1	19757 Kingsville	60.00	60.00
1	19637 Kingsville	60.00	60.00
1	19447 Kingsville	60.00	60.00
1	18933 Kingsville	60.00	60.00
1	18729 Kingsville	60.00	60.00
1	20492 Washtenaw	60.00	60.00
1	20040 Washtenaw	60.00	60.00
1	20017 Washtenaw	60.00	60.00
1	19685 Washtenaw	60.00	60.00
1	18810 Washtenaw	90.00	90.00
1	18557 Kenosha	40.00	40.00
1	18565 Kenosha	50.00	50.00
1	19708 Kenosha	60.00	60.00
1	20220 Kenosha	60.00	60.00
1	20508 Kenosha	90.00	90.00
1	20309 Elkhart 5/10	90.00	90.00
1	20253 Elkhart 5/10	60.00	60.00
1	19976 Elkhart 5/10	40.00	40.00
1	19709 Elkhart 5/10	60.00	60.00
	TOT List: 5/10/25, Cut 5/10		
1	19454 Roscommon	40.00	40.00
1	19315 Roscommon	40.00	40.00
1	18827 Woodside	50.00	50.00
1	19156 Old Homestead	90.00	90.00
Thank You For Your Business!		<b>Total</b>	

**NU APPEARANCE MAINTENANCE, INC.**

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

**Invoice**

Date	Invoice #
5/27/2025	33387
Terms	Due Date
Net 30	6/26/2025

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

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
1	19615 Eastwood	135.00	135.00
1	20514 Woodmont	50.00	50.00
1	19795 Woodmont	60.00	60.00
	TOT List: 5/ ? /25, Cut 5/12		
1	21306 Brierstone	100.00	100.00
	TOT List: 5/15/25, Cut 5/ ?		
1	21195 Woodmont	60.00	60.00
1	20601 Ridgemont	160.00	160.00
1	20535 Ridgemont	90.00	90.00
1	20350 E. Eight Mile	60.00	60.00
1	20076 E. Eight Mile empty lot	60.00	60.00
1	19828 E. Eight Mile	60.00	60.00
1	21225 Bournemouth	80.00	80.00
	TOT List: 5/16/25, Cut 5/ ?		
1	19668 Lancaster	60.00	60.00
1	20260 Lancaster	75.00	75.00
1	20283 Lancaster	50.00	50.00
1	20315 Lancaster	100.00	100.00
1	20950 Lancaster lot	60.00	60.00
1	20695 Fleetwood	75.00	75.00
1	20488 Fleetwood	90.00	90.00
1	20664 Beaufait	60.00	60.00
1	20446 Lennon	40.00	40.00
1	20600 Lennon	90.00	90.00
1	20555 Hollywood	60.00	60.00
1	20565 Hollywood	75.00	75.00
1	19958 Harper	50.00	50.00
	TOT List: 5/ ? /25, Cut various dates		
1	19331 Kingsville 5/17	75.00	75.00
Thank You For Your Business!		<b>Total</b>	

**NU APPEARANCE MAINTENANCE, INC.**

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

**Invoice**

Date	Invoice #
5/27/2025	33387
Terms	Due Date
Net 30	6/26/2025

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

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
1	20293 Kingsville 5/17	40.00	40.00
1	18541 Washtenaw 5/17	40.00	40.00
1	18564 Washtenaw 5/17	60.00	60.00
1	18776 Washtenaw 5/17	75.00	75.00
1	18949 Washtenaw 5/17	40.00	40.00
1	19701 Washtenaw 5/17	40.00	40.00
1	20074 Washtenaw 5/17	40.00	40.00
1	20604 Washtenaw 5/17	60.00	60.00
1	19239 Beaconsfield 5/19	150.00	150.00
1	19644 Kenosha 5/17	60.00	60.00
1	19961 Kenosha 5/17	60.00	60.00
1	20508 Kenosha 5/17	40.00	40.00
1	20517 Kenosha 5/17	120.00	120.00
1	20661 Kenosha 5/17	40.00	40.00
1	18548 Roscommon 5/19	100.00	100.00
1	18792 Roscommon 5/19	40.00	40.00
1	18932 Roscommon 5/19	60.00	60.00
1	19477 Roscommon 5/19	150.00	150.00
1	20016 Roscommon 5/19	40.00	40.00
	TOT List: 5/20/25, Cut 5/ ?		
1	18949 Kenosha	90.00	90.00
1	18811 Kenosha	90.00	90.00
1	18581 Kenosha	60.00	60.00
1	18533 Kenosha	60.00	60.00
1	20701 Elkhart	90.00	90.00
1	20687 Elkhart	50.00	50.00
Thank You For Your Business!		<b>Total</b>	<b>\$5,190.00</b>

**NU APPEARANCE MAINTENANCE, INC.**

19942 Harper Avenue  
Harper Woods, MI 48225

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

**Invoice**

Date	Invoice #
5/29/2025	33392
Terms	Due Date
Net 30	6/28/2025

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

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
	Deliver and Spread Brown Hardwood Mulch: Kelly Road Islands (12); Police Sub-Station; Dept. of Public Works. Tree Rings and/or Planting Beds.		
1	Apply Weed Barrier Granular to beds prior to mulch.	250.00	250.00
1	Deliver and Spread Brown Hardwood Mulch (25yds).	2,875.00	2,875.00
	Completed 5/21, 5/22		
<div>RECEIVED</div> <div>MAY 29 2025</div> <div>DPW - CITY OF HARPER WOODS</div>			
Thank You For Your Business!		<b>Total</b>	<b>\$3,125.00</b>

**NU APPEARANCE MAINTENANCE, INC.**

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

**Invoice**

Date	Invoice #
5/29/2025	33395
Terms	Due Date
Net 30	6/28/2025

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

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
	Lawn cuttings/cleanups requested by City of Harper Woods.		
	TOT List: 5/21/25, Cut 5/ ?		
1	18904 Woodside	125.00	125.00
1	19406 Woodside	75.00	75.00
1	20048 Woodside	50.00	50.00
1	19323 Beaconsfield	40.00	40.00
1	19339 Beaconsfield	125.00	125.00
	TOT List: 5/22/25, Cut 5/ ?		
1	20488 Woodcrest	40.00	40.00
1	18920 Woodcrest	60.00	60.00
1	18566 Woodcrest	60.00	60.00
1	18599 Woodcrest	75.00	75.00
1	19130 Woodland	65.00	65.00
1	20688 Woodland	90.00	90.00
1	18730 Woodland, property cleanup	1,400.00	1,400.00
1	19330 Old Homestead	60.00	60.00
1	19156 Old Homestead	60.00	60.00
	TOT List: 5/23/25, Cut 5/ ?		
1	20220 Eastwood, LOT	100.00	100.00
1	19830 Huntington, BY	50.00	50.00
1	21220 Newcastle	40.00	40.00
	TOT List: 5/24/25, Cut 5/ ?		
1	20046 Damman	90.00	90.00
1	20433 Hunt Club	65.00	65.00
1	20426 Lochmoor	40.00	40.00
1	20489 Lochmoor	40.00	40.00
1	20006 Lochmoor	60.00	60.00
1	20007 Lochmoor	70.00	70.00
1	20490 Country Club	60.00	60.00
Thank You For Your Business!		<b>Total</b>	<b>\$2,940.00</b>

**RECEIVED**

MAY 29 2025

 DPW - CITY OF  
 HARPER WOODS

**NU APPEARANCE MAINTENANCE, INC.**

19942 Harper Avenue  
Harper Woods, MI 48225

(313) 884-0515 Fax (313) 886-7276

nuappearance@comcast.net

**Invoice**

Date	Invoice #
6/2/2025	33396
Terms	Due Date
Net 30	7/2/2025

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

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
	Lawn cuttings/cleanups requested by City of Harper Woods.		
	TOT List: 5/10/25, Cut 5/ ?		
1	19344 Woodmont	70.00	70.00
1	20424 Damman	65.00	65.00
1	20624 Hunt Club	40.00	40.00
1	20489 Lochmoor	60.00	60.00
Thank You For Your Business!		<b>Total</b>	<b>\$235.00</b>

**NU APPEARANCE MAINTENANCE, INC.**

19942 Harper Avenue  
Harper Woods, MI 48225

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

**Invoice**

Date	Invoice #
6/3/2025	33496
Terms	Due Date
Net 30	7/3/2025

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

Please detach and enclose this portion with your payment.

P.O. #	Rep	Amt. Enclosed
36772	SAK	

Qty	Description	Rate	Amount
	Lawn cuttings/cleanups requested by City of Harper Woods.		
	TOT List: 5/28/25, Cut 5/ ?		
1	20509 Woodmont	90.00	90.00
1	20514 Woodmont	90.00	90.00
1	20892 Vernier	40.00	40.00
1	20604 Hollywood	50.00	50.00
	TOT List: 5/28/25, Cut 5/ ?		
1	19176 Woodside	60.00	60.00
1	20864 Hollywood	100.00	100.00
1	20917 Hampton	50.00	50.00
Thank You For Your Business!		<b>Total</b>	<b>\$480.00</b>

**RECEIVED**

JUN 4 2025

DPW - CITY OF  
HARPER WOODS



K & S Ventures, Inc.  
2925 Waterview Dr  
Rochester Hills, MI 48309

# Invoice

Date	Invoice #
6/3/2025	35257

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

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

P.O. No.	Terms	Due Date	Job Date
36750	Net 30	7/3/2025	5/12/2025

Description	Quantity	Rate	Amount
K & S Ventures Inc. is pleased to provide pricing to remove excess oil in Chiller Circuit #2 at the City of Harper Woods.	1	0.00	0.00
SCOPE OF WORK: Shut down circuit #2 Isolate and remove refrigerant Cut out and remove both suction and liquid filters Disconnect and remove TXV Blow out condenser and evaporator to remove excess oil			
Work Not Included in Total Cost Any additional repairs Any work outside of normal business hours (7am-5pm)			
Total Cost: \$2,025.00*			
Quoted Labor	1	1,195.00	1,195.00
Quoted Materials	1	830.00	830.00
Sales Tax		0.00%	0.00

As of September 1, 2014, K & S Ventures, Inc. will be accepting American Express, Visa and MasterCard. The service fee per charge will be 6%, with a minimum fee of \$2.00. (K & S Ventures, Inc. receives no portion of this fee.)

<b>Total</b>	\$2,025.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,025.00

Phone #	Fax #
248-299-4212	248-299-4216

RECEIVED

JUN 3 2025

DPW - CITY OF  
HARPER WOODS

K & S Ventures, Inc.  
2925 Waterview Dr  
Rochester Hills, MI 48309

# Invoice

Date	Invoice #
6/3/2025	35110

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

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

P.O. No.	Terms	Due Date	Job Date
CH-B-0421	Net 30	7/3/2025	5/14/2025

Description	Quantity	Rate	Amount
K & S Ventures Inc. is pleased to provide pricing for the replacement of the defective baseboard radiators located in the Basement of the Building Department area in the City Hall of Harper Woods.	1	0.00	0.00
SCOPE OF WORK: Shut down heating loop and drain Cut out the bad section of baseboard radiator Install 10ft of new baseboard with isolation valves Fill loop and leak check fittings Return system back to system			
Work Not Included in Total Cost Any additional repairs Any work outside of normal business hours (7am-5pm)			
HVAC Materials	1	1,385.00	1,385.00
Labor-HVAC	1	3,965.00	3,965.00
Sales Tax		0.00%	0.00

As of September 1, 2014, K & S Ventures, Inc. will be accepting American Express, Visa and MasterCard. The service fee per charge will be 6%, with a minimum fee of \$2.00. (K & S Ventures, Inc. receives no portion of this fee.)

**Total** \$5,350.00

**Payments/Credits** \$0.00

**Balance Due** \$5,350.00

Phone #	Fax #
248-299-4212	248-299-4216

RECEIVED

JUN 4 2025

DPW - CITY OF  
HARPER WOODS

## Invoice



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

Invoice Number: 1824794

Invoice Date: 5/31/2025

Terms: Net 30 Days

Due Date: 6/30/2025

Customer #: 08-HRPRWOO

Customer PO #:

Item Code	Description	Quantity	Price	Amount
Building Insp %Fee	Building Insp %Fee	54408.08	\$1.00	\$54,408.08
	Building Permit Services % of Fee	54408.08	\$1.00	\$54,408.08
Building Inspection	Building Inspection	139.00	\$25.59	\$3,557.08
	BDS   Permit Tech/Admin/Front Counter	128.00	\$27.36	\$3,502.08
	Building Permit Services Hourly	11.00	\$5.00	\$55.00
Hourly	Hourly	64.00	\$60.54	\$3,874.56
	Code Enforcement Hourly	64.00	\$60.54	\$3,874.56

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

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

Net Invoice: \$61,839.72

Freight: \$0.00

Sales Tax: \$0.00

Invoice Total: **\$61,839.72**

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

Building Department Services Invoice  
May 1-31, 2025

	<u>Total Collected</u>	<u>Percent</u>	
May 1-31, 2025	\$ 68,010.10	80%	\$ 54,408.08

	<u>Total Hours</u>	<u>Hourly</u>	
Code Enforcement	64.00	60.54	\$3,874.56
Permit Technician	128.00	27.36	\$3,502.08

	<u>Total</u>	<u>Rate</u>	
Existing Permit Inspections	0.00	\$35.00	\$0.00
Administrative Closure of Records	11.00	\$5.00	\$55.00

<b>Total Due To SAFEbuilt:</b>			<b>\$61,839.72</b>
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## City of Harper Woods

May 2025

**Accounts Receivable Report**

From: May 1-31, 2025

Date	Receivable	Revenue
5/1/2025		650.00
5/5/2025		110.00
5/6/2025		4,278.00
5/7/2025		2,734.00
5/8/2025		39,426.10
5/11/2025		200.00
5/12/2025		1,546.00
5/13/2025		2,471.00
5/14/2025		1,922.00
5/16/2025		808.00
5/19/2025		4,152.00
5/20/2025		415.00
5/21/2025		1,395.00
5/22/2025		980.00
5/27/2025		2,679.00
5/28/2025		2,020.00
5/29/2025		2,004.00
5/30/2025		220.00
<b>Total</b>	<b>\$</b>	<b>68,010.10</b>
Safebuilt Billable Items:	\$	68,010.10
Amount Due To Safebuilt:	\$	54,408.08

0.00

**CITY OF HARPER WOODS**

**CITY COUNCIL MEETING OF JUNE 9, 2025**

**AGENDA EXPLANATION**

**NEW BUSINESS NO. 1 - APPOINTMENT OF LIBRARY DIRECTOR**

**EXPLANATION / SUMMARY**

As you are aware, the Library Board has been actively seeking a replacement for the recently departed Library Director. Following the review of the applicants' submissions and interviews, the Library board has selected Kelly Guyman for this position. She is currently the Library's Youth Librarian. I have asked Ms. Guyman to be present this evening to meet everyone and it is my opinion that she will be a valuable asset to the community.

Attached for your review is the employment agreement that was prepared for her and it is consistent with our current compensation plan for employees. It is my recommendation that the agreement be approved.

**RECOMMENDED ACTION:**

By RESOLUTION, to approve the employment agreement for Library Director, Kelly Guyman, in content and form and further, to authorize the interim City Manager to sign the agreement.

**SUBMITTED BY:**



**Acting City Manager, John Szymanski**

\_\_\_Approved \_\_\_Vote

MEMO TO: John Szymanski, City Manager

FROM: Sue Todd, Interim Director

DATE: 5/20/2025

SUBJECT: Appointment of library director

Please find the attached the minutes of the special library board meeting held on May 19 where candidates for the library director positions were interviewed. At the conclusion of the interviews the library board recommends Kelly Guyman be appointed library director effective June 11<sup>th</sup>.

Please submit this to city council for final approval at their next meeting.

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

CC: Lesley Frank, City Clerk

**Harper Woods Library Board of Trustees Meeting Minutes  
Special Meeting  
19601 Harper Woods, MI  
Monday, May 19 at 7:00pm**

1. **Call to Order** by President, Eric Walton at 7:03pm. Present: Trustees, Mary Beth Kane, Bobby D. Lewis, Treasurer, Andrew Cyburt, Interim Director, Sue Todd,  
Absent: Makenna Holman
2. **Approval of Meeting Agenda.** Motion to approve by Mary Beth Kane, seconded by Bobby D. Lewis, Motion carried.

**3. Interview Library Director Candidates**

**4. Call to Public**

- a. Mary Ann Fortunate: Concerned about school district divide and building issues.  
Lynn Konczal: Talked highly of co-worker and director candidate, Kelly Guyman.

**5. President Walton request to go to Closed Session: 8:14pm**

The board went into closed session for the purpose of reviewing and discussing the library director candidates.

**6. President Walton reopens Meeting: 8:51pm**

a. Appointment of Library Director

Motion by Mary Beth, supported by Bobby that having reviewed the library director candidates the board hereby recommends Kelly Guyman effective June 4 subject to her completing the background and physical check and furthermore direct the interim director to advise the city manager of the new appointment and request the city manager to submit this to City Council for final approval.

Roll Call Vote: Eric Walton: Kelly Guyman  
Mary Beth Kane: Kelly Guyman  
Bobby D. Lewis: Kelly Guyman  
Andrew Cyburt: Kelly Guyman

**9. Adjournment** – Eric Walton motioned for the meeting to be adjourned at 8:55pm

Respectfully submitted by Sue Todd



## **"AT WILL" EMPLOYMENT AGREEMENT**

This is an "At Will" employment agreement ("Agreement") between Kelly Guyman ("Employee") and the City of Harper Woods, a Michigan Municipal Corporation ("Employer"), collectively referred to as "the parties." In consideration of the mutual promises set forth herein, the parties agree as follows:

### **Section 1. Title and Salary.**

**EMPLOYER** will employ **EMPLOYEE** in the position of Library Director and pay Employee an annual salary of **(\$62,300.00)** for her services as Library Director payable in the same manner and time as are all other employees of the City. Upon the completion of one year, upon approval of the Library Board, the annual salary will increase to **(\$67,300.00)** There are no other job benefits unless set forth herein in writing. **EMPLOYEE** shall serve solely at the will and pleasure of the Library Board and the City Manager.

- A. In the event this Agreement is terminated, **EMPLOYEE** agrees to immediately surrender the position of Library Director, and all writings containing information relating to the conduct of the **LIBRARY'S** business prepared, owned, used or retained by **EMPLOYEE** regardless of physical form or characteristics; and any and all equipment, tools or other materials of whatever nature provided to **EMPLOYEE** by **LIBRARY** in the capacity of Library Director. **EMPLOYEE** shall Be entitled to receive payment for all hours worked, any holiday pay due and owing, all vacation hours accrued to the date of termination and any deferred compensation contributions made by **EMPLOYEE** or **EMPLOYER** made in the **EMPLOYEES** behalf.
- B. In the event the **EMPLOYEE** desires to terminate this Agreement during such time as the **LIBRARY** desires **EMPLOYEE** to continue, **EMPLOYEE** agrees to provide the **LIBRARY** with two (2) weeks prior written notice of said termination.
- C. In the event the **LIBRARY** desires to terminate this Agreement during which time **EMPLOYEE** is ready, willing, and able to perform the functions and duties set forth herein, then in that event, the **EMPLOYER** agrees to provide the **EMPLOYEE** with severance pay representing one (1) month's salary (exclusive of fringe benefits) for each year of service to the **LIBRARY** up to a maximum of three (3) month's salary.

### **Section 2. Position:**

The Harper Woods Public Library will hire Kelly Guyman in the capacity of Library Director. The **EMPLOYEE** shall work **37.5** hours per week (1,950 hours annually).

### **Section 3. Duties:**

The **EMPLOYEE** shall comply with all stated standards of performance, policies, rules, and regulations. A Library Handbook and Personnel Manual containing a more complete explanation of many of these standards shall be given to the **EMPLOYEE**. It shall be the duty of the **EMPLOYEE** to attend all meetings of the Board. The **EMPLOYEE** shall have the right to speak on all matters under discussion at Board Meetings, but shall not have the right to vote thereon.

### **Section 4. Review:**

A review of the **EMPLOYEE'S** job performance shall be completed each December by the Library Board.

### **Section 5. Benefits:**

The **EMPLOYEE** shall be covered by Michigan Unemployment Insurance, and all other benefits as provided below:

- A. **Annual Leave:** The **EMPLOYEE** is entitled to ten days (10) paid vacation per year. Upon completion of one year of service the **EMPLOYEE** shall be entitled to fifteen days (15) paid vacation. Upon completion of five years of service the **EMPLOYEE** shall be entitled to twenty days (20) and upon the completion of fifteen years the **EMPLOYEE** shall be entitled to twenty five days (25). The **EMPLOYEE** may place unused vacation time into a vacation bank not to exceed twenty five (25) days of vacation for use in subsequent years.
- B. **Sick Leave:** The **EMPLOYEE** will accumulate one sick day per month. Upon separation, **EMPLOYEE** will receive pay for 65% of accumulated sick leave which cannot exceed 225 hours (30 days@ 7.5 hrs.).
- C. **Personal Business Time** - Three (3) paid personal business days will be provided annual. Personal Business Time may not be banked.
- D. **Health Insurance:** The **EMPLOYEE** will be entitled to health benefits subject to Public Act 152 of 2011 "hard cap" limitations, and to select from one of the plans as outlined below.
  - i. **Community Blue Plan 1** with \$10/\$20 prescription drug rider (requires variable PA 152 employee contribution).
  - ii. **Community Blue Plan 4** with \$10/\$20 prescription drug rider (requires variable PA 152 employee contribution).
  - iii. **Simply Blue PPO (SB3000) HSA** with \$5/\$25/\$50 prescription drug rider with a City funded HSA account with annual contributions of \$1,500 for single/\$3,000 for couple and family. Annual HSA contributions shall be reduced to equal the difference between the applicable "hard cap" maximum under P.A. 152 of 2011 and the premium amount being paid by the City for this health plan.

- iv. **OPT Out** - If an employee has health insurance for him/herself available from another source that meets the IRS Federal Guidelines for the PPACA, they may choose to opt-out of the City's health coverage and in lieu thereof shall be paid by the City and opt-out bonus of \$3,000.00 annually.
- b. **Dental** - Delta Dental Insurance with 80/20 co-pay.
- c. **Optical** - Co-Op Optical plan.
- d. **Life Insurance** - Term life insurance coverage in the amount of \$40,000 will be provided.
- e. **Paid Holidays:** New Year's Eve, New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and Employees Birthday.
- f. **Longevity Bonus:** On completion of four (4) years \$500, on completion of nine years \$1,000, on completion of fourteen years \$2,000 and on completion of nineteen years \$2,500 and on completion of twenty five years \$3,000. Longevity is paid in December annually once earned.

**Fair Labor Standards Act:** the **EMPLOYEE** understands, acknowledges and agrees that the position of Library Director is commensurate with an exempt employee under the Fair Labor Standards Act, and shall not be entitled to receive any overtime pay, compensatory time, or other premium pay or compensation, except as may be provided in this agreement.

#### **Section 6. Work Related Illness or Injury:**

An employee who is injured while working and subsequently subject to the provision of the Workers' Compensation Act, shall be paid an amount of money by the **EMPLOYER** in addition to money she/he receives under the Workers' Compensation Act that shall total her/his normal weekly net take home earnings for the period of time she/he is unable to perform any work and is eligible and receives payments under the Act not to exceed fifteen (15) weeks. In the event the employee receives Worker's Compensation benefits for a period exceeding fifteen (15) weeks the employee may augment said benefits by drawing on accrued sick leave credit. Provisions of this article regarding supplement of benefits paid under the Workers Compensation Act will apply only when:

- a. The employee is under exclusive care of a physician provided by or approved by the **EMPLOYER**.
- b. The employee is complying satisfactorily with the instructions of the physician.
- c. The injury is determined to be compensatory under the Michigan Worker's Compensation Insurance Act; and
- d. The employee reported the injury to the City Manager at the earliest opportunity after time of occurrence.

## **Section 7. Reimbursement of Expenses:**

The Harper Woods Public Library shall reimburse the Library Director for all business expenses including mileage, after the **EMPLOYEE** presents an itemized account of expenditures. The library shall reimburse the **EMPLOYEE** for membership in the professional organizations that have been approved by the **LIBRARY**.

## **Section 8. Indemnification:**

The **EMPLOYER** shall indemnify **EMPLOYEE** against all legal actions taken against **EMPLOYEE** while acting in the capacity as Library Director.

## **Section 9. Professional Development:**

The CITY hereby agrees to budget and to pay the travel and subsistence expenses of **EMPLOYEE** for professional and official travel, meetings, and occasions adequate to continue the professional development of **EMPLOYEE** and to adequately pursue necessary official and other functions for **EMPLOYER**. Out of State Training, conference, meetings will not be included for reimbursement. The **EMPLOYER** also agrees to budget and to pay for the travel and subsistence expenses of **EMPLOYEE** for short courses, institutes, seminars, and workshops that are necessary for her/his professional development and for the good of the **EMPLOYER** as approved by the City Manager.

## **Section 10. Retirement Benefits:**

The **EMPLOYEE** shall be eligible to participate in the Defined Benefit program of the City of Harper Woods with the following conditions:

A retirement plan as provided by the City of Harper Woods Charter shall be maintained by the Harper Woods Employees Retirement System until such time as the transfer of administration to the **Municipal Employees Retirement System [MERS]** is completed by the Harper Woods City Council with the following provisions:

- a. Allow third party pension administration through MERS, providing accrued retirement benefits as of the effective date of MERS adoption have not been diminished or impaired.
- b. Any changes to pension benefits after the effective date shall be agreed upon and outlined in the MERS Defined Benefit Adoption Agreement and/or MERS Administrative Services Agreement.
- c. Any plan provisions or matters pertaining to plan administration not outlined in the MERS Defined Benefit Adoption Agreement and/or Administrative Services Agreement shall be governed in accordance with the MERS Plan Document.
- d. Pension Modifications (to be implemented on the effective date when the City of Harper Woods joins MERS):
  - i. Multiplier  
Service shall be earned at a 1.5% multiplier after the MERS effective date.

- ii. Final Average Compensation (FAC) - Highest consecutive 36 months
  - 1. FAC will be calculated based on the highest consecutive 36 months of wages using base pay plus up to 240 hours of vacation pay and/or compensatory time.
- iii. Vesting -10 years
- iv. Deferred Retirement - Deferred vested members will have no reduction of retirement benefits, provided that retirement eligibility is met.
- v. Retirement eligibility- Normal age 60 or age 55 or older with 25 or more years of service.
- vi. Non Duty Disability-Vesting is required and the benefit is equal to the DB formula.
- vii. Duty Disability - No vesting requirement. There is no requirement that the employee be in receipt of workers compensation. Benefit is calculated using the DB formula (benefit is a minimum of 25% of FAC). Pension offsets from Worker's Compensation will follow MERS rules.
- viii. Non Duty Death -Vesting is required and the surviving spouse receives the greater of a lifetime benefit of 85% of the DB formula or the 100% joint and survivor benefit payment option. If no spouse or survivor beneficiary, Children (not named as survivor) equally share a total of 50% of the Straight Life benefit until they are 21 or married. Designated survivor beneficiary would receive a portion of the straight life benefit.
- ix. Duty Death - No vesting requirement. Benefit is equal to 66 2/3% of FAC to spouse or named beneficiary for his/her lifetime. There is no refund of accumulated contributions. If there is no spouse or named beneficiary, benefits shall be paid equally to unmarried children under 21 or survivor beneficiary if vested.
- x. Employee Contribution -6% Pre-tax
- xi. Annuity Withdrawal - No annuity withdrawal option.
- xii. Interest Rate applied to accumulated contributions -T-Bill applied on December 31.
- xiii. Purchase of Service Credit - Generic up to 60 months or Other Governmental only. Purchase time does not count towards vesting but does count towards retirement eligibility. Actuarial determination of cost. Must be paid in full at time of purchase. May only purchase service credit, not age. If service credit has been purchased previously, the total cannot exceed 5 years of generic combined.
- xiv. Retirement payment options
  - 1. Straight Life
    - a. 100%, 75% and 50% Joint and Survivor. Joint and survivor all pop up to Straight Life upon death of beneficiary.
  - 2. 5, 10, 15, 20 years Period Certain.

- xv. Day of Work Definition - Must work 140 hours per month, includes leave time.
- xvi. Probationary period - No probationary period for pension purposes

#### **Section 11. Retiree Health Insurance**

**EMPLOYEE** will NOT receive City provided health insurance coverage. Instead he will receive a "retiree health savings account (RHSA)" provided through ICMA or comparable organization and maintained during the course of their employment with the City. During the term of this contract, the City will contribute \$125.00/per month (or \$1,500.00/year) to this account. The account balance attributed to the City contributions will vest upon 5 years of full-time employment with the City; employee contributions will be immediately vested at 100%. Annual contributions cease at retirement as defined under the City's defined benefit pension plan or defined contribution plan. The accounts may be used by the employee, their legal spouse, or their qualified dependents to offset the cost of healthcare after the employee retires or separates from service. When used for qualifying medical expense and in accordance with tax laws at the time of this agreement, the employee does not pay taxes on any contributions, earnings or upon distribution (except as provided by law).

#### **Section 12. Other Terms and Conditions:**

The **LIBRARY** in consultation with the **EMPLOYEE**, may fix such other terms and conditions of employment as they may determine from time to time, relating to the duties and performance of **EMPLOYEE**, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the Agreement, the City's Charter, Municipal Code or any law, ordinance, resolution or regulation. The City Manager, upon consultation with the **LIBRARY**, can exercise his/her discretion in imposing discipline short of termination when, in his/her sole discretion, he/she deems it appropriate.

#### **Section 13. Policy Manual and "at will" Status.**

This is an "At Will" employment agreement. Nothing in Employer's policies, actions, or this document shall be construed to alter the "At Will" nature of Employee's status with Employer, and Employee understands that Employer may terminate his/her employment at any time for any reason or for no reason, provided it is not terminated in violation of state or federal law.

#### **Section 14. Litigation and Venue.**

In the event of litigation arising out of this agreement, the parties agree the exclusive venue for such litigation shall be in the Wayne County Circuit Court located in the City of Detroit, County of Wayne, State of Michigan.

#### **Section 15. Scope and Term of Agreement.**

Employee understands this agreement applies regardless of whether there are

any changes in Employee's job duties, job title, and/or the location of the place of work. This agreement shall remain in full force and effect if Employee voluntarily terminates employment and thereafter is rehired; under such circumstances, Employee need not execute a new agreement, but will be bound by the terms of this agreement.

**Section 16. Severability.**

If any provision of this Agreement shall be held invalid by a court of law for any reason, the remaining provisions shall remain in full force and effect.

**Section 17. Modification.**

This agreement may not be waived, changed, modified, abandoned, or terminated, in whole or in part, except in writing signed by Employer and by Employee.

**Section 18. No Other Agreements.**

There are no agreements between the parties other than those set forth herein. The parties intend this document to be a full and complete statement of their agreement, and all prior discussions are merged into this document. Employer has made no representations to Employee other than those specifically set forth herein.

**Section 19. Interpretation Clause.**

Employee agrees that Employer has given Employee the opportunity to have this document reviewed by an attorney. The parties negotiated the terms herein. This Agreement shall not be interpreted more strictly against either party merely because that party drafted it.

By: Kelly Guyman, \_\_\_\_\_ Employee

DATE: \_\_\_\_\_

By: \_\_\_\_\_, For the Employer

Kelly Guyman

[REDACTED]  
Detroit, MI 48224  
[REDACTED]  
[REDACTED]

May 4th, 2025

Dear Members of the Search Committee,

In a world where there is little consensus on just about anything, a whopping 95% of Americans agree that public libraries improve the quality of life in a community, promote literacy and provide important resources. But it's not all consensus - over half of Americans say that people do not need libraries as much as they used to. As director of the Harper Woods Library, I would continue to promote library use by diversifying programming and resources, while continuing to cultivate what is traditionally loved about these spaces.

Simply maintaining what is loved about libraries cannot be solely relied upon to carry them into the future. A testament to this is the fact that in recent years, many libraries nation-wide have faced decreased circulation. Successful branches adapt to meet the changing needs of their patrons by introducing useful resources such as a Library of Things. I envision further expanding current offerings to incorporate a variety of non-media. For instance, implementing the acquisition of musical instruments to our collection, as neither Harper Woods High School nor Middle School offer music courses.

A Library of Things would serve a dual purpose: not only can it increase circulation, but it can also be utilized to promote community engagement through workshops that compliment items available in the collection. To build off the previous example, we could partner with local groups to offer music lessons to our patrons, encouraging social cohesion and skill development in our community.

I know this is a need because I am so familiar with the patrons at the Harper Woods Library as a current Youth Librarian. Last week one of our regulars, a young boy, was playing pretend with his siblings and he did the classic rockstar pose. He dropped to his knees, leaned back, and mimed playing guitar. I later asked him if he played; he said no, but he wished he did. We proceeded to chat about his family's visit to the Motown Museum. Serving in this position at the Harper Woods Library provides the opportunities to nurture community relations in the form of assisting the public to develop a sense of what our visitors want and need first hand.



In addition to this familiarity with our patrons and staff, I am suited for the role of Director because I possess years of experience working in leadership at museums. As the Museum and Archives Technician at the Holocaust Memorial Center, I lead a team of five in our effort to digitize the entirety of the museum's archive. This experience provided me the opportunity to practice thoughtful communication and clear delegation. In my current position as Museum Curator for the Selinsky-Green Farmhouse, I've honed my skills in resource management, grant writing, and team leadership—qualities essential for guiding the Harper Woods Public Library as a vibrant hub for knowledge and inclusion. I am confident in my ability to build on this institution's legacy while leading it into an exciting future. I welcome the opportunity to discuss this vision in further detail, and appreciate the time and consideration.

Sincerely,

Kelly Guyman

RECEIVED

Kelly Guyman

Detroit, MI 48224

MAY 5 2025

CITY OF HARPER WOODS

Kelly Guyman

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## PROFILE

Highly fastidious individual with work and volunteer experience in varied historic institutions. With said experience comes a multitude of skills including knowledge of acquisitions, archiving and cataloging. My current enrollment at the University of Illinois at Urbana-Champaign has provided me with the most up-to-date knowledge of records management systems.

## EXPERIENCE

### **Selinsky-Green Museum Farmhouse – Museum Curator**

June 2023 – PRESENT

- Plan and promote temporary exhibitions centered around equity and inclusion.
- Recruit and train a robust volunteer docent base.
- Responsible for maintaining a functional archive that is up to contemporary archival standards. This entails processing deeds of gifts, appraising items, ensuring an environment that is conducive to preservation and deaccessioning items that are not relevant to the institution.
- Research and draft grant proposals for museum programming and maintenance.

### **Harper Woods Public Library – Youth Librarian**

August 2024 – PRESENT

- Responsible for purchasing and cataloging library materials for Youth Services
- Coordinating and executing programming based on the needs of the surrounding community.
- Managing and overseeing all social media, library's website and monthly newsletters.

### **Pewabic Pottery – Assistant Archivist**

October 2018 – May 2021

- Responsible for cataloging new acquisitions to Pewabic's historic

collection in PastPerfect.

- Employed knowledge in professional procedures for handling delicate artifacts, ranging from aging documents to century old translucent porcelain.
- Photographed Pewabic's historic collection for records management systems, as well as for promotional materials.

### **Pewabic Pottery – Order Coordinator**

September 2015 - October 2018

- Maintained an accurate and up-to-date database of customer and member information in DonorPerfect.
- Assisted in product purchasing, order fulfillment and billing process, such as taking orders, giving pricing information, determining appropriate shipping methods, routes and rates, etc.
- Compiled and tracked detailed information regarding patterns and trajectory of sales annually to more adequately predict stock levels

## **EDUCATION**

### **University of Illinois at Urbana-Champaign – Master's in Library and information Science**

September 2020 - December 2023

Currently enrolled in second year of graduate school in the globally top ranking Library and Information Studies Program.

### **Oakland University – Bachelor's of Arts in History**

September 2010 - March 2015

Frequently appeared on the Dean's List for a total of 5 semesters.

## **VOLUNTEER EXPERIENCE**

I served as Vice President of Hamtramck's Midtown and 307 Block Club for 3 years. In my time there I organized 3 annual tree plantings in which over 250 trees were planted in the City of Hamtramck. Additionally, we implemented a plan which significantly reduced litter by organizing with local businesses. Currently, I live in East English Village where I volunteer at the Alger Theater and serve as a Block Captain.

**CITY OF HARPER WOODS**

**CITY COUNCIL MEETING OF JUNE 9, 2025**

**AGENDA EXPLANATION**

**NEW BUSINESS NO. 2 - PROPOSAL FOR RATE INCREASE FOR ENGINEERING SERVICES - ANDERSON, ECKSTEIN & WESTRICK, INC.**

**EXPLANATION / SUMMARY**

Our engineering firm, Anderson, Eckstein & Westrick, Inc. (AEW) is requesting an increase in rates that matches the 2024 Detroit Metropolitan Area Consumer Price Index for Urban Wage Earners and Clerical Workers. The amount of the increase is 3.1% and it would be effective starting July 1, 2025.

Considering the long term, outstanding service provided to our community and their reasonable approach to rate increases, I request that we authorize the rate increase as proposed on the attached Hourly Charge Rate sheet.

**RECOMMENDED ACTION:**

By RESOLUTION, to accept the 3.1% rate increase proposal dated May 23, 2025 from engineering firm Anderson, Eckstein & Westrick, Inc. effective July 1, 2025.

**SUBMITTED BY:**

  
Acting City Manager, John Szymanski

\_\_\_Approved \_\_\_Vote



**ANDERSON, ECKSTEIN & WESTRICK, INC.**

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia

586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

May 23, 2025

Mr. John Szymanski, Acting City Manager  
City of Harper Woods  
19617 Harper Avenue  
Harper Woods, Michigan 48225

Reference: Hourly Charge Rates 2025/26

Dear Mr. Szymanski:

The 2024 Detroit Metropolitan Area Consumer Price Index for Urban Wage Earners and Clerical Workers was 3.1% and we are requesting an increase in our rates to match that percentage. If approved, these rates would go into effect starting July 1, 2025.

We will continue to work hard to find grant and loan opportunities that will help the City of Harper Woods leverage your capital improvement dollars in an effort to maintain your infrastructure. We thank you for the opportunities that you have provided us and we look forward to a long relationship.

Sincerely,

R. Ryan Kern, PE  
Project Manager

cc: Stephen V. Pangori, PE, President, AEW

Enclosure: 2025/26 Rate Schedule



John Szymanski  
May 23, 2025  
Page 2

**CITY OF HARPER WOODS  
2025/26  
HOURLY CHARGE RATES**

<b><u>EMPLOYEE CLASSIFICATION</u></b>	<b><u>2025/26 HOURLY CHARGE RATE</u></b>
PRINCIPAL ENGINEER/ SURVEYOR / ARCHITECT	\$141.57
SENIOR PROJECT ENGINEER / SURVEYOR / ARCHITECT	141.57
PROJECT ENGINEER / SURVEYOR / ARCHITECT	136.04
SENIOR TEAM LEADER	136.04
GRADUATE ENGINEER / SURVEYOR / ARCHITECT	111.13
TEAM LEADER	111.13
GIS MANAGER	136.04
GIS ANALYST	111.13
GIS TECHNICIAN	92.26
LANDSCAPE AND URBAN DESIGNER	136.04
ENGINEERING TECHNICIAN III	92.26
ENGINEERING TECHNICIAN II	83.51
ENGINEERING TECHNICIAN I	74.77
ADMINISTRATIVE	45.13
SURVEY FIELD (3 PERSON)	223.60
SURVEY FIELD (2 PERSON)	187.24
SURVEY FIELD (1 PERSON)	147.99
DATA COLLECTOR (SURVEY CREW)	30.98



John Szymanski  
May 23, 2025  
Page 3

GPS SURVEY EQUIPMENT	74.77
CONFINED SPACE ENTRY CREW	247.10
CONFINED SPACE ENTRY CREW (EACH ADDITIONAL PERSON)	77.22

EFFECTIVE July 1, 2025

**CITY OF HARPER WOODS**

**CITY COUNCIL MEETING OF JUNE 9, 2025**

**AGENDA EXPLANATION**

**NEW BUSINESS NO. 3 - APPOINTMENT OF REPRESENTATIVE TO THE GROSSE POINTE  
HARPER WOODS ACTIVE ADULT COMMISSION**

**EXPLANATION / SUMMARY**

As you recall, the City entered into an inter-local agreement for Joint Senior Services with the Grosse Pointe communities to support the continued operation of the Helm Senior Center.

The agreement requires the creation of an Active Adult Commission, and as part of its governance structure, it is necessary to appoint a representative to the committee. Each community will maintain one representative.

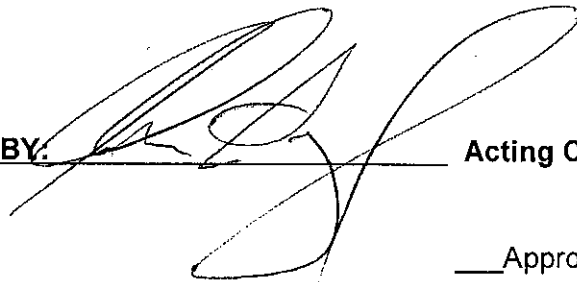
This appointment is essential to ensure the committee is fully constituted and can effectively carry out its oversight and advisory responsibilities. The representative will serve as a key liaison, contributing to strategic decision-making, policy development, and organizational accountability. Timely appointment will help maintain momentum and fulfill the governance obligations outlined during the committee's approval process.

If you are all in agreement, I would be willing to serve as the representative for Harper Woods.

**RECOMMENDED ACTION:**

By RESOLUTION, to appoint the interim City Manager, John Szymanski, as the City of Harper Woods' representative on the Active adult Commission as required by the Inter-local Agreement for Joint Senior Services.

**SUBMITTED BY:**



**Acting City Manager, John Szymanski**

\_\_\_Approved \_\_\_Vote



INTERLOCAL AGREEMENT  
FOR JOINT SENIOR SERVICES

THIS INTERLOCAL AGREEMENT FOR JOINT SENIOR SERVICES (this "Agreement") is entered into as of the 4<sup>TH</sup> day of ~~February~~ 2025, by and among the City of Grosse Pointe, a Michigan municipal corporation located at 17147 Maumee, Grosse Pointe, Michigan; the City of Grosse Pointe Farms, a Michigan municipal corporation located at 90 Kerby Road, Grosse Pointe Farms, Michigan; the City of Grosse Pointe Park, a Michigan municipal corporation located at 15115 East Jefferson, Grosse Pointe Park, Michigan; the City of Grosse Pointe Woods, a Michigan municipal corporation located at 20025 Mack Plaza Drive, Grosse Pointe Woods, Michigan; and the City of Harper Woods, a Michigan municipal corporation located at 19617 Harper, Harper Woods, Michigan. Each municipality entering into this Agreement is referred to as a "Party" and collectively as the "Parties."

RECITALS:

WHEREAS, Act 39 of the Michigan Public Acts of 1976, as amended, provides that the provision of services to persons sixty (60) years of age or older ("Older Persons") is a valid public purpose;

WHEREAS, the Parties intend by this Agreement to establish an intergovernmental and cooperative arrangement for the collective provision of services to Older Persons residing in their respective communities;

WHEREAS, such intergovernmental and cooperative arrangement is authorized by, among other applicable laws, Act 7 of the Michigan Public Acts of 1967, amended; Act 39 of the Michigan Public Acts of 1976, as amended; Act 35 of the Michigan Public Acts of 1951, as amended and Act 150 of the Michigan Public Acts of 1923, as amended;

WHEREAS, Services for Older Citizens (SOC) is an IRC § 501(c)(3) non-profit corporation DBA The Helm at the Boll Life Center ("The Helm Senior Center"), which is located at 158 Ridge Road, Grosse Pointe Farms, Michigan;

WHEREAS, the Parties intend to support the continued operation of the Helm Senior Center, as such operation may be modified and/or supplemented in the future as provided in this Agreement; and

WHEREAS, at the November 2024 general election, a senior millage was adopted by the electors in each of the communities which are Parties to this Agreement, and the funds generated by such senior millage are to be devoted to providing services to Older Persons, including the services provided at the Helm Senior Center.

AGREEMENT:

NOW, THEREFORE, based upon the foregoing recitals, and in consideration of the mutual promises and undertakings set forth below, IT IS AGREED AS FOLLOWS:

ARTICLE I – PURPOSE

The purpose of this Agreement is to establish an Active Adult Commission (the "Active Adult Commission" or "Commission") to oversee activities and services for Older Persons residing in the

communities which are Parties to this Agreement. The activities and services to be provided shall include, but not be limited to, transportation services for Older Persons and actions directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of Older Persons. The Commission may also provide for the joint ownership and operation of a joint Active Adult Activity Center. The Commission shall serve as a policy-making body and engage one or more separate entities (each a "Contractor") charged with managing the day-to-day operations of the joint Active Adult Activity Center. Such Contractor(s) shall report directly to the Commission.

## ARTICLE II – ACTIVE ADULT ACTIVITY CENTER

The Parties intend that a joint Active Adult Activity Center will be operated and maintained under the authority of this Agreement and under the auspices of the Commission established hereby. As of the effective date of this Agreement, the Helm Senior Center shall be designated as the joint Active Adult Activity Center. The governing body of each Party shall, prior to the execution of this Agreement and on a periodic basis as part of their respective annual budget approvals, confirm the funding that will defray the cost of operating the joint Active Adult Activity Center. In the event that the Parties in the future elect to establish another joint Active Adult Activity Center in lieu of or in addition to the Helm Senior Center, a majority vote of the Parties shall be required, together with a mutually acceptable designation of the funding sources to permit the establishment of such substitute (or additional) Active Adult Activity Center, including any corresponding site acquisition and/or building construction.

## ARTICLE III – ACTIVE ADULT COMMISSION

### SECTION 1. CREATION OF AN ACTIVE ADULT COMMISSION.

Upon the execution of this Agreement by the Parties, approval by any necessary governmental authorities, and filing of this Agreement with the Wayne County Clerk, the Active Adult Commission shall be created as a separate public corporation pursuant to the statutory authority cited herein, with the powers, functions and duties provided in this Agreement and by applicable law.

### SECTION 2. NAME.

The name of the Commission shall be the Grosse Pointes – Harper Woods Active Adult Commission.

### SECTION 3. MEMBERSHIP OF COMMISSION.

A. The Commission shall be comprised of a total of five (5) members, as follows:

- 1.) One (1) representative of the City of Grosse Pointe appointed by its City Council.
- 2.) One (1) representative of the City of Grosse Pointe Farms appointed by its City Council.
- 3.) One (1) representative of the City of Grosse Pointe Park appointed by its City Council.
- 4.) One (1) representative of the City of Grosse Pointe Woods appointed by its City Council.
- 5.) One (1) representative of the City of Harper Woods appointed by its City Council.

B. The persons appointed by each community shall serve at the pleasure of the respective City Councils and may be removed by resolution of the applicable City Council at any time, with or without cause. The timing for the appointment of members should be determined by the respective City Councils, but not later than sixty (60) days after the effective date of this Agreement.

C. Commission members shall serve for a term of three (3) years for a maximum of two (2) terms. The terms shall commence as follows:

- 1.) Initial appointments for the Cities of Grosse Pointe and Grosse Pointe Farms shall be three-year terms. Going forward all terms shall be three years.
- 2.) Initial appointment for the City of Grosse Pointe Park shall be a two-year term. Going forward the term shall be three years.
- 3.) Initial appointments for the Cities of Grosse Pointe Woods and Harper Woods shall be one-year terms. Going forward all terms shall be three years.

D. Any vacancy on the Commission arising for any reason shall be filled by appointment by the applicable City Council within forty-five (45) days of the vacancy, for the remainder of the unexpired term.

E. Members of the Commission shall serve without compensation.

F. The admission of one or more additional communities as parties to this Agreement shall require an amendment to this Agreement approved by a majority vote of the then-existing Parties. If one or more additional communities wish to participate (on behalf of their residents) in the services and activities offered by the Commission, they shall submit a written request to the Commission, which request shall be considered by the Commission as soon as may be reasonably practicable. Among other factors that may be relevant in consideration of the application(s), the Commission shall consider the demands on services and costs to the organization in relation to the revenues and benefits from such additional community participation. Upon conclusion of its review and analysis, the Commission shall advise the City Council of each Party of its recommendation. If the recommendation is to admit membership of one or more additional communities, such recommendation shall include at minimum the required economic or other contributions from the new member(s), any adjustment to the Allocation Proportions of the existing and new members, and the initial term(s) of the persons to be appointed to serve on the Commission on behalf of the new member(s). New membership shall begin either in January or July and would be prorated accordingly based on the time of the fiscal year.

#### SECTION 4. OFFICERS.

A. The Commission shall elect at its first meeting of each year, from its membership, a Chairperson, Vice Chairperson and Secretary, who shall hold office for terms of one (1) year, and until a successor is appointed, or until a resignation or removal. Upon expiration of the term of any such officer, he or she shall be eligible for re-election to successive terms.

B. Vacancies in any office shall be filled by the Commission within forty-five (45) days of the vacancy, for the remainder of the unexpired term.

C. The Chairperson shall preside at all meetings of the Commission and shall have all privileges and duties of a Commission member. The Vice Chairperson shall preside at all meetings of the Commission at which the Chairperson is absent. The Secretary shall keep or cause to be made, all non-financial records, reports and minutes required by this Agreement and applicable law and shall be charged with assuring compliance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act.

D. Officers shall serve without compensation.

## SECTION 5. MEETINGS.

A. The Commission shall meet at least four times per year and shall, at its first meeting of each year, establish a regular meeting schedule which shall be posted at the offices of the Parties hereto in similar form and within similar times as required by law for governmental meeting schedules.

B. Special meetings of the Commission may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson.

C. Each Commission member shall receive not fewer than five (5) days' written notice of all regular meetings and not fewer than two (2) days' written notice of all special meetings. All notices of all meetings shall be posted as required by the Michigan Open Meetings Act.

D. All meetings of the Commission shall, in every respect, conform with the requirements of the Michigan Open Meetings Act, Act 267 of 1976, as amended.

## SECTION 6. QUORUM.

In order to conduct business, a quorum must be present, which shall consist of a majority of the then-sitting members of the Commission.

## SECTION 7. VOTING.

Once a quorum is established at any regular or special meeting of the Commission, approval by a majority of the Commission members shall be necessary for the Commission to take any official action.

## SECTION 8. MINUTES.

Complete written minutes of all Commission meetings shall be kept in compliance with the applicable provisions of the Michigan Open Meetings Act, copies of which shall be sent to all Commission members and the municipal Clerk of each of the Parties hereto as soon as reasonably possible following a Commission meeting.

## SECTION 9. RULES.

The Commission may adopt rules of order not in conflict with this Agreement.

## SECTION 10. REGISTERED OFFICE.

The initial registered office of the Commission shall be the office of The City of Grosse Pointe Farms located at 90 Kerby Road, Grosse Pointe Farms, Michigan. The Commission may designate another location as the registered office. In the event the registered office is moved, the Commission shall provide notice of the new registered office address to all Parties within seven (7) days of the change.

## SECTION 11. PRIVILEGES AND IMMUNITY FROM LIABILITY.

All of the privileges and immunities from liability, and exemptions from law, ordinances and rules, which apply to the activity of officers, representatives, members, agents and employees of the Parties hereto shall apply to the same degree and extent to the performance of such functions and duties of such officers, representatives, members, agents and employees of the Commission under this Agreement.

## ARTICLE IV – POWERS

### SECTION 1. POWERS, AUTHORITY AND OBLIGATIONS.

The Commission shall have the following powers, authority and obligations:

A. In general, and in the absence of a specific delegation of power, authority and obligations as set forth in this Agreement, the Commission shall serve as a policy-making body and is empowered to engage one or more Contractors charged with managing the day-to-day operations of the Active Adult Activity Center and related activities, services and programs. The Contractor(s) and any director(s) appointed hereunder shall report from time-to-time to the Commission. Absent a violation of approved policies or directives lawfully established by the Commission, the Commission shall not interfere with the day-to-day operations of providing services or operating an Active Adult Activity Center.

B. Subject to the approval of the governing bodies of each of the Parties hereto, the Commission may purchase, lease, construct, own, receive, exercise right of dominion over and hold in its own name, property, including land, buildings and appurtenances for the express purpose of providing services to Older Persons and operating an Active Adult Activity Center.

C. Subject to ratification by the governing bodies of each of the Parties hereto with respect to the annual budget and corresponding municipal expenditures, the Commission may, consistent with such approved annual budget, engage one or more Contractors. Subject to applicable law, the Contractor(s) and any directors or other personnel shall serve at the pleasure of the Commission, and any applicable contracts shall include customary termination for cause and termination for convenience provisions to confirm the at-will nature of any such employment or other applicable contractual relationships. The Contractor(s), the directors and any personnel employed in connection with the operation of the Active Adult Activity Center shall not be deemed employees of the governmental units that are Parties to this Agreement.

D. In addition to the engagement of the Contractor(s) and any directors or other personnel as set forth above, the Commission may contract with any other governmental units, public agencies, or private persons or organizations to carry out the functions and duties of the Commission.

E. Accept funds, grants, donations, philanthropic gifts or commitments, or other assistance, as well as user fees, to carry out Commission functions and obligations, from any source, public or private, including, but not limited to, local government funding of specific projects, state and federal grants. Any application for grants or other public funding shall be communicated to the Parties hereto prior to submittal.

F. Operate and establish policies and rules governing the use of providing adult services and operating an Active Adult Activity Center not inconsistent with applicable laws and regulations.

G. Conduct a transportation program for Older Persons in the communities which are Parties hereto.

H. Conduct and carry out any program, activity or function which advances and directly relates to the purposes expressed in Article I.

### SECTION 2. LIMITATIONS ON AUTHORITY.

The Commission shall have no power or authority to levy any type of tax within the governmental units which are Parties hereto or to issue any type of bond in its name, or in any way indebted any of the Parties hereto.

### SECTION 3. INSURANCE.

The Commission shall obtain policies of insurance, as part of its budget, for comprehensive liability, director and officer coverage, and property damage coverage for the construction and operation of providing adult services and operating an Active Adult Activity Center, and other appropriate and necessary purposes. Policy limits shall be a minimum of \$2,000,000.00 per occurrence and \$10,000,000.00 of aggregate liability coverage. The Commission shall have the Parties hereto designated as "named insureds", on the comprehensive director and officer liability and property damage insurance policies.

## ARTICLE V – FINANCE

### SECTION 1. FISCAL YEAR.

The fiscal year of the Commission shall be from July 1st through June 30th each year.

### SECTION 2. ANNUAL BUDGET.

Each year the Commission shall develop an annual budget in such detail as required by Act 2 of the Michigan Public Acts of 1968, as amended, which shall include all sums necessary to carry on the programs and services authorized herein for Older Persons, including transportation, education, activities and operation of an Active Adult Activity Center, etc. The Commission's annual budget shall include an estimate for revenues attributable to user fees, grants, donations, fundraising, and philanthropic gifts and commitments.

Annually, not later than April 1st of each year, a budget request shall be submitted by the Commission to the City Clerk of each of the Parties.

### SECTION 3. ALLOCATION PROPORTION

The proportion (for each Party, the "Allocation Proportion") of financial contributions made by the respective Parties with respect to the acquisition and/or development of the Adult Activity Center(s), and other Commission activities, are listed on Schedule A annexed to this Agreement. Such respective Allocation Proportions may be adjusted from time to time on an equitable basis in the event of any modification of the financial sharing formula adopted and mutually agreed by the Parties, or may be adjusted in the event of admission of one or more additional Parties to this Agreement as provided in Article III, Section 3F. In the event of the dissolution of the Commission, any and all assets of the Commission shall be distributed in accordance with the Allocation Proportion set forth in Article VI below.

## ARTICLE VI – ON – GOING RESPONSIBILITIES & DISSOLUTION

### SECTION 1. PARTICIPATION.

The Parties hereto agree that they will participate in the activities and programs and provide funds on an on-going basis consistent with existing funding contributions currently made to The Helm, and its affiliates, for these services for fiscal year 2025-2026, unless or until terminated. The Parties agree that they will participate in the activities and programs provided by the Contractor(s) pursuant to the terms and conditions of any Contractor agreement with the Commission. The Parties agree that they will fund these activities of the Commission as provided for in Article VI, Section 3, below. Each Contractor is expected to engage in fundraising activities and to solicit other sources of revenue (including grants, donations and philanthropic gifts or commitments), and the public funds budgeted and contributed by the respective Parties are intended to supplement such other sources of revenue.

### SECTION 2. TERMINATION OF PARTICIPATION.

Any Party hereto may terminate its membership in the Commission only by giving at least six (6) months' written notice to the Commission and the governing bodies of the other Parties hereto. Such termination (provided that timely notice is given on or prior to January 1<sup>st</sup> of any fiscal year) will be effective at the end of the current fiscal year (i.e., June 30<sup>th</sup>). If notice of termination is given, the withdrawing Party shall remain liable for all obligations incurred by it pursuant to this Agreement, prior to the actual termination and according to the budget obligations approved for that fiscal year.

### SECTION 3. FUNDING

The Parties hereto agree that the local municipalities have sole control of the choice of the funding source approved by the governing body in each governmental unit. The Parties acknowledge the communities have the sole authority to fund the obligations created herein with whatever means they deem appropriate which includes, but is not limited to a dedicated senior millage, contributions from other revenue sources, bonding, or CDBG funds.

Initially, the Parties agree to devote 100% of the tax revenues raised from their respective senior millages to the services and programs supervised by the Commission, with the exception of applicable administrative fees and subject to consent of other local taxing authorities (i.e. TIFA, DDA and Brownfields). Participation in the Active Adult Activity Center and related services and programs by residents of communities not approving a senior millage will be dependent upon the commitment and budgeted expenditures by such communities, or direct invoicing to individual residents, of charges equating to the cost of services provided to such residents. The Parties' Allocation Portion shall be determined by the actual respective dollar contributions of the Parties.

### SECTION 4. DISSOLUTION.

Upon three (3) or more of the Parties terminating participation in this Agreement, such termination shall cause a dissolution of the Commission. After satisfaction of any liabilities of the Commission then outstanding, the remaining net assets of the Commission shall be divided and distributed to the Parties based upon their respective Allocation Proportions as established and/or modified pursuant to the provisions of Article V. As to any assets which may not be so divided or distributed, such assets shall be

sold on a commercially reasonable basis, and the net proceeds (after the reasonable costs of sale) distributed to the Parties based upon their respective Allocation Proportions.

#### SECTION 5. REPORTING.

The Commission shall submit an annual report to the respective communities detailing membership amounts, programming participation, activities and services accomplished and funded by the budget, and any other relevant reporting items reasonably requested.

### ARTICLE VII – MISCELLANEOUS PROVISIONS

#### SECTION 1. AMENDMENTS.

This Agreement may be amended in whole or in any part by written agreement of the Parties. Excepting any decisions for which the terms of this Agreement expressly require approval by each of the respective Parties, adoption of any proposed amendment to this Agreement may be approved by a majority of the communities that are then-Parties to this Agreement.

#### SECTION 2. APPLICABLE LAWS.

The Commission shall fully comply in all activities with applicable local, state and federal laws, regulations, grant conditions and contract provisions.

#### SECTION 3. STATE APPROVAL.

As soon as reasonably practicable after the effective date of this Agreement, this Agreement shall be officially submitted to the office of the Governor for approval pursuant to the Urban Cooperation Act of 1967.

#### SECTION 4. EFFECTIVE DATE.

This Agreement shall be in full force and effect and the Commission shall be considered as established as an operating public corporation on the date this Agreement is executed by all parties and a copy is filed with the Wayne County Clerk.

#### SECTION 5. DURATION.

This Agreement shall remain in effect and continue on an indefinite basis and shall only be terminated according to the terms hereof.

#### SECTION 6. NO ASSIGNMENT.

Neither this Agreement nor any of the benefits or responsibilities set forth herein may be assigned by any Party to any third party or agency, excepting only that the Commission may by contract delegate certain duties and responsibilities to one or more Contractors.



CITY OF GROSSE POINTE By: Sheila Tomkowiak  
Sheila Tomkowiak, Mayor

CITY OF GROSSE POINTE FARMS By: Shane Reeside  
Shane Reeside, City Mgr.

CITY OF GROSSE POINTE PARK By: Nichelle Hodges  
Nichelle Hodges, Mayor

CITY OF GROSSE POINTE WOODS By: Arthur W. Bryant  
Arthur W. Bryant  
Its Mayor

CITY OF HARPER WOODS By: Valerie G. Kindle  
Valerie G. Kindle Mayor

Approved for Signature

Debra A. Walling  
Debra A. Walling  
City Attorney

Date: Feb. 3, 2025

**SCHEDULE A**

**2025 Contribution Allocations**

City of Grosse Pointe	\$163,639.00
City of Grosse Pointe Farms	\$362,110.00
City of Grosse Pointe Park	\$278,850.00
City of Grosse Pointe Woods	\$322,199.00
City of Harper Woods	\$ 98,906.00

NOTE: Numbers listed are estimates and subject to final determination of taxable values.

**CITY OF HARPER WOODS**

**CITY COUNCIL MEETING OF JUNE 9, 2025**

**AGENDA EXPLANATION**

**NEW BUSINESS NO. 4 - SECOND READING AND ADOPTION - ORDINANCE NO. 2025-02**  
**HARPER WOODS ZONING ORDINANCE.**

**EXPLANATION / SUMMARY**

With the publication requirements having been met, we can proceed with the adoption of the Zoning Ordinance. This has been reviewed by our Planning Consultants, commissioners and the Building Inspector. A copy of this ordinance has been provided to you previously and due to its size, I did not provide an additional copy for you here. If you would like a copy of this ordinance, it is available in the Clerk's office and will be on the City's website for review.

It is recommended that this ordinance be adopted.

**RECOMMENDED ACTION:**

By RESOLUTION, to Place for Second Reading and Adoption, Ordinance No. 2025-02, Entitled "Harper Woods Zoning Ordinance" and further to direct the City Clerk to publish a notice of this in accordance with City Charter requirements, and further that this Ordinance will be made available to the public for review and purchase through the City Clerk's office.

**SUBMITTED BY:**

  
Acting City Manager, John Szymanski

\_\_\_Approved \_\_\_Vote

CITY OF HARPER WOODS  
CITY COUNCIL MEETING OF JUNE 9, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 5 -     AWARD OF BID - ROSCOMMON POCKET PARK PROJECT.

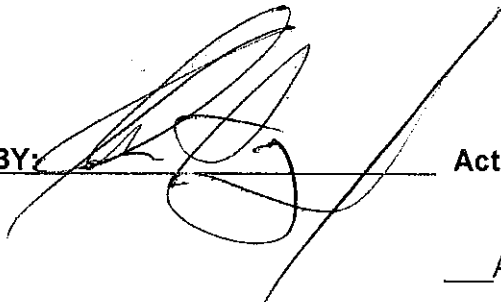
EXPLANATION / SUMMARY

See attached separate memorandum.

RECOMMENDED ACTION:

By RESOLUTION, to accept the low bid submitted by Premier Group Associates of Detroit, Michigan in an amount not to exceed \$298,273.31 for the Roscommon Pocket Park Project, #180-329.

SUBMITTED BY:

A large, stylized handwritten signature in black ink, likely belonging to John Szymanski, is written over a horizontal line.

Acting City Manager, John Szymanski

\_\_\_Approved \_\_\_Vote

June 6, 2025

**Memorandum to:** Honorable Mayor & City Council

**From:** John Szymanski, Acting City Manager

**Re:** Recommendation of Award – Pocket Park – Premier Group Associates

Attached is the recommendation of the contract award for the Roscommon Pocket Park for City Council consideration. The project came in slightly higher than anticipated; however, the portion eligible for Act 51 funding for the work within the Roscommon right-of-way came in lower than expected with a total of \$38,831.63 of the total bid. Based upon a review of the bids received, it was noted that the costs for the pavilion, fencing, benches, trash receptacles and picnic tables came in higher than anticipated. If the City wants to consider reducing the total cost of the project one suggestion could be to reduce the number of items by one-half within the park, from what was originally proposed.

Benches - \$11,800 reduction

Trash Receptables - \$4,900 reduction

Picnic Table - \$7,303.50 reduction

Bike Rack - \$1,670 reduction

Total reduction with a revision to these items would be \$25,673.50.

There are a few other items that could be considered:

- Eliminate the small playground that was proposed (\$28,847.50) however keep that area open for installation of a playground at a future time when funding may be available
- Eliminate the wrought iron fence due to the high cost across the frontage of the park and keep only along the 2 sides (\$11,500)
- There is an amount of \$4,388.60 for tree trimming and removal. It is possible DPW staff could take care of this and remove it from the contract with Premier Group

I will have Ryan Kern from AEW to answer any questions that may be asked by the City Council.

I recommend the approval of the lowest bid submitted by Premier Group LC with or without revisions.



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

June 5, 2025

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

Reference: Roscommon Pocket Park  
City of Harper Woods  
AEW Project No. 0180-0329

Dear Mr. Szymanski:

Enclosed please find the tabulation of the bids received on May 28, 2025 for the above referenced project. Our office has reviewed the tabulation of the seven (7) bids received and the low bidder is Premier Group Associates, LC of Detroit, Michigan in the amount of \$298,273.31. In summary, bids received were as follows:

1. Premier Group Associates, LC	\$ 298,273.31
2. Michigan Recreational Construction, Inc.	\$ 330,894.00
3. KAB Enterprises, Inc.	\$ 368,846.37
4. Dalco Services LLC	\$ 372,063.25
5. Genoa Contracting, LLC	\$ 405,062.60
6. Decima, LLC	\$ 406,192.25
7. DiMambro Construction, LLC	\$ 409,055.00

This project involves the development of a pocket park on two (2) residential lots owned by the City of Harper Woods on Roscommon Avenue across from Duprey Avenue. The park will include a sidewalk around the perimeter of the property, a picnic pavilion, a small playground, sitting areas with benches and an area for a community garden. The development of the park will also include drainage improvements and installation of wrought iron fencing in the front of the park and a wooden privacy fence along the rear half of the property. In addition, improvements to existing sidewalk along Roscommon Avenue in front of the property, along with the upgrade of handicap ramps at the intersection of Roscommon and Duprey to current Americans with Disabilities Act (ADA) requirements and a median island installed on the westerly leg of Roscommon for safer pedestrian crossing.

Premier Group Associates is a general contractor that has both a construction division and a large maintenance division and has completed several park development projects most recently in the City of Detroit. In addition, our office worked with Premier Group Associates a few years ago on a park improvement project in Eastpointe that included the installation of a pavilion and sidewalk within an existing park. Based upon



Mr. John Szymanski

June 5, 2025

Page 2

a review of their references and past experience, Premier Group Associates has the knowledge and capacity to complete this project for the City of Harper Woods.

The City of Harper Woods has received a \$200,000 earmark through the State of Michigan for this project and the proposed work within the Roscommon Avenue right-of-way can be funded through available Act 51 local funding and non-motorized funding.

Therefore, based upon the bids submitted, references and past experience, we recommend that the Roscommon Pocket Park be awarded to Premier Group Associates, LC of Detroit, Michigan at the bid amount, of \$298,273.31.

If you have any questions or require any additional information, please feel free to contact me at any time.

Sincerely,

R. Ryan Kern, P.E.

Project Manager

Enclosures: Bid Tabulation

cc: Leslie Frank, City Clerk, City of Harper Woods  
Ty Hinton, Economic and Community Development Director, City of Harper Woods  
Irma Hayes, Assn. Econ. and Community Development Dir, City of Harper Woods  
Heather Toutant, Director of Public Works, City of Harper Woods  
Christine Skeritt, Director of Parks and Recreation, City of Harper Woods



**TABULATION OF BIDS**  
CITY OF HARPER WOODS  
ROSCOMMON POCKET PARK  
#REF!  
AEW PROJECT NO. 0180-0329

DATE: 5/28/2025  
TIME: 10:00 AM

Prepared by Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

**BIDDER RANKING**

RANK	BIDDER'S NAME	TOTAL BID
1	Premier Group Associates, LC	\$ 298,273.31
2	Michigan Recreational Construction, Inc.	\$ 330,894.00
3	KAB Enterprises, Inc.	\$ 368,846.37
4	Dalco Services LLC	\$ 372,063.25
5	Genoa Contracting, LLC	\$ 405,062.60
6	Decima, LLC	\$ 406,192.25
7	DiMambro Construction, LLC	\$ 409,055.00

\* CORRECTED BY ENGINEER





**TABULATION OF BIDS**  
**CITY OF HARPER WOODS**  
**ROSCOMMON POCKET PARK**  
**AEW PROJECT NO. 0180-0329**

Premier Group Associates, LC  
 2221 Bellevue Street  
 Detroit, MI 48207

Michigan Recreational Construction, Inc.  
 1091 Victory Drive  
 Howell, MI 48843

KAB Enterprises, Inc.  
 3318 Fort Street  
 Lincoln Park, MI 48146

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.	_Mobilization, \$6,600 max.	1	LS	5,389.00	5,389.00	6,400.00	6,400.00	6,600.00	6,600.00
2.	_Traffic Control and Maintenance	1	LS	2,694.72	2,694.72	7,200.00	7,200.00	7,095.71	7,095.71
3.	Tree, Rem, 6 inch to 18 inch	4	Ea	403.40	1,613.60	575.00	2,300.00	1,131.43	4,525.72
4.	_Tree, Rem, Less than 6 inch	3	Ea	225.00	675.00	255.00	765.00	458.57	1,375.71
5.	Curb and Gutter, Rem	82	Fl	25.25	2,070.50	16.00	1,312.00	16.78	1,375.96
6.	Pavt, Rem	5	Syd	29.00	145.00	24.00	120.00	88.77	443.85
7.	Sidewalk, Rem	90	Syd	23.00	2,070.00	24.00	2,160.00	27.24	2,451.60
8.	_Driveway, Conc, Rem	30	Syd	24.00	720.00	24.00	720.00	34.48	1,034.40
9.	_Earth Excavation	150	Cyd	34.56	5,184.00	42.00	6,300.00	48.97	7,345.50
10.	_Erosion Control, Inlet Filter, Fabric Drop	2	Ea	65.00	130.00	200.00	400.00	650.36	1,300.72
11.	Aggregate Base, 4 inch	735	Syd	10.33	7,592.55	17.20	12,642.00	19.34	14,214.90
12.	_Fence, Wrought Iron	240	Fl	115.00	27,600.00	134.00	32,160.00	176.76	42,422.40
13.	_Sewer, Sch40 PVC, 6 inch, Tr Del A	30	Fl	64.50	1,935.00	26.50	795.00	159.32	4,779.60
14.	Dr Structure, Top, 6 inch	1	Ea	798.94	798.94	600.00	600.00	3,375.71	3,375.71
15.	Curb and Gutter, Conc, Del F2	120	Fl	53.80	6,456.00	62.50	7,500.00	34.21	4,105.20
16.	Detectable Warning Surface	30	Fl	27.00	810.00	61.00	1,830.00	91.71	2,751.30
17.	Curb Ramp Opening, Conc	50	Fl	20.00	1,000.00	64.00	3,200.00	59.01	2,950.50
18.	Sidewalk, Conc, 4 inch	6,310	Sft	7.70	48,587.00	8.30	52,373.00	10.55	66,570.50
19.	_Curb Ramp, Conc, 8 inch	275	Sft	11.50	3,162.50	13.00	3,575.00	22.18	6,099.50
20.	_Fence, Privacy Wood	250	Fl	60.00	15,000.00	77.00	19,250.00	90.55	22,637.50
21.	Sign, Type IIA	13	Sft	28.00	364.00	127.00	1,651.00	119.21	1,549.73
22.	Pavt Mkg, Ovly Cold Plastic, 12 inch, Crosswalk	90	Fl	22.00	1,980.00	16.10	1,449.00	21.12	1,900.80
23.	Pavt Mkg, Ovly Cold Plastic, 18 inch, Stop Bar	30	Fl	25.00	750.00	24.00	720.00	37.11	1,113.30
24.	Topsoil Surface, Furn, 3 inch	1,020	Syd	4.55	4,641.00	2.55	2,601.00	18.89	19,267.80



**TABULATION OF BIDS**  
**CITY OF HARPER WOODS**  
**ROSCOMMON POCKET PARK**  
**AEW PROJECT NO. 0180-0329**

Premier Group Associates, LC  
 2221 Bellevue Street  
 Detroit, MI 48207

Michigan Recreational Construction, Inc.  
 1091 Victory Drive  
 Howell, MI 48843

KAB Enterprises, Inc.  
 3318 Fort Street  
 Lincoln Park, MI 48146

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
25.	_Hydroseeding	1,020	Syd	1.90	1,938.00	5.90	6,018.00	2.42	2,468.40
26.	_Tree Trimming	14	Ea	150.00	2,100.00	445.00	6,230.00 *	151.84	2,125.76
27.	_Bench	12	Ea	1,950.00	23,400.00	1,700.00	20,400.00	1,740.39	20,884.68
28.	_Trash Receptacle	4	Ea	2,450.00	9,800.00	1,360.00	5,440.00	1,738.68	6,954.72
29.	_Picnic Table	6	Ea	2,434.50	14,607.00	1,871.00	11,226.00	1,935.12	11,610.72
30.	_Sewer, HDPE N-12, 6 inch, Tr Det A	245	Fl	42.00	10,290.00	24.40	5,978.00	46.65	11,429.25
31.	_Bike Rack	2	Ea	1,670.00	3,340.00	950.00	1,900.00	1,032.26	2,064.52
32.	_Pavilion, 30x30, Installed	1	LS	62,582.00	62,582.00	78,000.00	78,000.00	53,759.31	53,759.31
33.	_Playground Equipment, Max \$25,000	1	LS	25,000.00	25,000.00 *	25,000.00	25,000.00	25,000.00	25,000.00
34.	Engineered Wood Fiber	95	Syd	22.00	2,090.00	24.20	2,299.00	25.53	2,425.35
35.	Geotextile Fabric	95	Syd	18.50	1,757.50	4.00	380.00	29.85	2,835.75
<b>TOTAL AMOUNT BID</b>				<b>\$</b>	<b>298,273.31</b>	<b>\$</b>	<b>330,894.00 *</b>	<b>\$</b>	<b>368,846.37</b>

\* CORRECTED BY ENGINEER



**TABULATION OF BIDS**  
**CITY OF HARPER WOODS**  
**ROSCOMMON POCKET PARK**  
**AEW PROJECT NO. 0180-0329**

**Dalco Services LLC**  
 59187 North Avenue  
 Ray Township, MI 48096

**Genoa Contracting, LLC**  
 24019 Lakewood Street  
 Saint Clair Shores, MI 48082

**Decima, LLC**  
 16870 Schaefer Highway  
 Detroit, MI 48235

**DiMambro Construction, LLC**  
 1000 John R Road, #102  
 Troy, MI 48063

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.	_Mobilization, \$6,600 max.	1	LS	6,600.00	6,600.00	6,600.00	6,600.00	5,500.00	5,500.00	5,000.00	5,000.00
2.	_Traffic Control and Maintenance	1	LS	3,500.00	3,500.00	4,500.00	4,500.00	5,000.00	5,000.00	10,000.00	10,000.00
3.	Tree, Rem, 6 inch to 18 inch	4	Ea	550.00	2,200.00	750.00	3,000.00	480.00	1,920.00	2,000.00	8,000.00
4.	_Tree, Rem, Less than 6 inch	3	Ea	725.00	2,175.00	350.00	1,050.00	420.00	1,260.00	1,500.00	4,500.00
5.	Curb and Gutter, Rem	82	Ft	49.00	4,018.00	50.00	4,100.00	12.00	984.00	40.00	3,280.00
6.	Pavl, Rem	5	Syd	100.00	500.00	50.00	250.00	60.00	300.00	50.00	250.00
7.	Sidewalk, Rem	90	Syd	31.50	2,835.00	40.00	3,600.00	25.22	2,269.80 *	30.00	2,700.00
8.	_Driveway, Conc, Rem	30	Syd	31.50	945.00	40.00	1,200.00	29.53	885.90 *	20.00	600.00
9.	_Earth Excavation	150	Cyd	56.00	8,400.00	100.00	15,000.00	78.00	11,700.00	60.00	9,000.00
10.	_Erosion Control, Inlet Filter, Fabric Drop	2	Ea	300.00	600.00	250.00	500.00	312.50	625.00	1,100.00	2,200.00
11.	Aggregate Base, 4 inch	735	Syd	8.50	6,247.50	9.00	6,615.00	25.00	18,375.00	35.00	25,725.00
12.	_Fence, Wrought Iron	240	Ft	147.00	35,280.00	150.00	36,000.00	124.75	29,940.00	75.00	18,000.00
13.	_Sewer, Sch40 PVC, 6 inch, Tr Det A	30	Ft	46.00	1,380.00	75.00	2,250.00	93.75	2,812.50	40.00	1,200.00
14.	Dr Structure, Top, 6 inch	1	Ea	500.00	500.00	3,000.00	3,000.00	3,125.00	3,125.00	600.00	600.00
15.	Curb and Gutter, Conc, Det F2	120	Ft	45.00	5,400.00	150.00	18,000.00	68.75	8,250.00	35.00	4,200.00
16.	Defectable Warning Surface	30	Ft	90.00	2,700.00	80.00	2,400.00	38.61	1,158.30	40.00	1,200.00
17.	Curb Ramp Opening, Conc	50	Ft	38.00	1,900.00	80.00	4,000.00	68.75	3,437.50	60.00	3,000.00
18.	Sidewalk, Conc, 4 inch	6,310	Sft	8.50	53,635.00	15.00	94,650.00	12.50	78,875.00	9.00	56,790.00
19.	_Curb Ramp, Conc, 8 Inch	275	Sft	30.00	8,250.00	20.00	5,500.00	18.75	5,156.25	15.00	4,125.00
20.	_Fence, Privacy Wood	250	Ft	96.00	24,000.00	100.00	25,000.00	92.38	23,095.00	40.00	10,000.00
21.	Sign, Type IIA	13	Sft	185.00	2,405.00	115.00	1,495.00	875.00	11,375.00	100.00	1,300.00
22.	Pavl Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	90	Ft	125.00	11,250.00	36.00	3,240.00	2.50	225.00	34.00	3,060.00
23.	Pavl Mrkg, Ovly Cold Plastic, 18 inch, Stop Bar	30	Ft	75.00	2,250.00	48.00	1,440.00	6.25	187.50	150.00	4,500.00
24.	Topsoil Surface, Furn, 3 inch	1,020	Syd	5.50	5,610.00	12.00	12,240.00	7.50	7,650.00	5.00	5,100.00



**TABULATION OF BIDS**  
**CITY OF HARPER WOODS**  
**ROSCOMMON POCKET PARK**  
**AEW PROJECT NO. 0180-0329**

Item No.	Description	Estimated Quantity	Units	Dalco Services LLC 59187 North Avenue Ray Township, MI 48096		Genoa Contracting, LLC 24019 Lakewood Street Saint Clair Shores, MI 48082		Decima, LLC 16870 Schaefer Highway Detroit, MI 48235		DiMambro Construction, LLC 1000 John R Road, #102 Troy, MI 48063	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
25.	_Hydroseeding	1,020	Syd	2.70	2,754.00	5.00	5,100.00	3.75	3,825.00	5.00	5,100.00
26.	_Tree Trimming	14	Ea	350.00	4,900.00	150.00	2,100.00	312.50	4,375.00	500.00	7,000.00
27.	_Bench	12	Ea	1,850.00	22,200.00	1,196.65	14,359.80	1,885.00	22,620.00	1,500.00	18,000.00
28.	_Trash Receptacle	4	Ea	1,700.00	6,800.00	1,189.95	4,759.80	1,754.00	7,016.00	1,300.00	5,200.00
29.	_Picnic Table	6	Ea	2,000.00	12,000.00	1,313.70	7,882.20 *	2,212.00	13,272.00	1,500.00	9,000.00
30.	_Sewer, HDPE N-12, 6 inch, Tr Del A	245	Ft	34.00	8,330.00	25.00	6,125.00	106.25	26,031.25	100.00	24,500.00
31.	_Bike Rack	2	Ea	730.00	1,460.00	777.90	1,555.80 *	1,295.00	2,590.00	1,000.00	2,000.00
32.	_Pavilion, 30x30, Installed	1	LS	92,500.00	92,500.00	77,800.00	77,800.00	72,250.00	72,250.00 *	118,000.00	118,000.00
33.	_Playground Equipment, Max \$25,000	1	LS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
34.	Engineered Wood Fiber	95	Syd	25.25	2,398.75	40.00	3,800.00	31.25	2,968.75	100.00	9,500.00
35.	Geotextile Fabric	95	Syd	12.00	1,140.00	10.00	950.00	22.50	2,137.50	15.00	1,425.00
<b>TOTAL AMOUNT BID</b>				<b>\$</b>	<b>372,063.25</b>	<b>\$</b>	<b>405,062.60 *</b>	<b>\$</b>	<b>406,192.25 *</b>	<b>\$</b>	<b>409,055.00</b>

\* CORRECTED BY ENGINEER

# **BID FORM**

**CITY OF HARPER WOODS**

**ROSCOMMON POCKET PARK**

**AEW PROJECT NO. 0180-0329**

**BID SUBMITTED BY:** Premier Group Associates

Company Name

## ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. Required Bidder Qualification Statement with supporting data;
- C. List of Proposed Subcontractors, and
- D. List of References.

## ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

## ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Premier Group Associates

By: *[Signature]* Brad Byarski

*[Printed name]* Brad Byarski

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Title: Chief Operating Officer

Attest: *[Signature]* Aaliayhia Cephus

*[Printed name]* Aaliayhia Cephus

Submittal Date: 5/28/2025

Address for giving notices:

2221 Bellevue Street

Detroit Michigan, 48227

Telephone Number: 313-963-1700

Fax Number: \_\_\_\_\_

Contact Name and e-mail address: shelby@pgalc.com  
acephus@pgalc.com

Bidder's License No.: 2102220508  
*(where applicable)*

- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
- K. Bidder is aware that the Owner's decision to proceed with the Project is subject to Owner's determination that all legal, financial and grant approvals, conditions and requirements have been received or met and the funding necessary to complete the project is in hand, and that if all of the foregoing has not been received, the Owner may elect not to proceed with the project in which case no bidder shall have a claim of any kind in contract, tort, equity or otherwise, against the Owner.
- L. Bidders acknowledge that Owner retains the unrestricted right not to proceed with the project and to reject all Bids received. In either case, Owner shall not be liable to any Bidder under any theory including contract, tort, equity or otherwise.
- M. Bidder acknowledges that the unexpected presence and location of existing underground utilities and resulting conflicts with such utilities are ordinarily encountered and generally recognized as inherent in subsurface sewer and appurtenant work in areas that have been previously developed.

#### **ARTICLE 4 – BIDDER'S CERTIFICATION**

##### **4.01 Bidder certifies that:**

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

## ARTICLE 1 – BID RECIPIENT

- 1.01 This Bid is submitted to:

***Leslie Frank, City Clerk  
City of Harper Woods  
19617 Harper Avenue  
Harper Woods, Michigan 48225***

- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

## ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

## ARTICLE 3 – BIDDER'S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
N/A	N/A
_____	_____
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site, if any, and all drawings of physical conditions relating to existing surface or subsurface structures at the Site, if any, that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.



# ARTICLE 5 – BASIS OF BID

- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

**CITY OF HARPER WOODS  
ROSCOMMON POCKET PARK  
AEW PROJECT NO. 0180-0329**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
1.	_Mobilization, \$6,600 max.	1	LS	\$ 5389	\$ 5389
2.	_Traffic Control and Maintenance	1	LS	2694.72	2694.72
3.	Tree, Rem, 6 inch to 18 inch	4	Ea	403.40	1613.60
4.	_Tree, Rem, Less than 6 inch	3	Ea	225	675
5.	Curb and Gutter, Rem	82	Ft	25.25	2070.50
6.	Pavt, Rem	5	Syd	29	145
7.	Sidewalk, Rem	90	Syd	23	2070
8.	_Driveway, Conc, Rem	30	Syd	24	720
9.	_Earth Excavation	150	Cyd	34.56	5184
10.	_Erosion Control, Inlet Filter, Fabric Drop	2	Ea	65	130
11.	Aggregate Base, 4 inch	735	Syd	10.33	7592.55
12.	_Fence, Wrought Iron	240	Ft	115	27600
13.	_Sewer, Sch40 PVC, 6 inch, Tr Det A	30	Ft	64.50	1935
14.	Dr Structure, Tap, 6 inch	1	Ea	798.94	798.94
15.	Curb and Gutter, Conc, Det F2	120	Ft	53.8	6456
16.	Detectable Warning Surface	30	Ft	27	810
17.	Curb Ramp Opening, Conc	50	Ft	20	1000
18.	Sidewalk, Conc, 4 inch	6,310	sft	7.70	48587
19.	_Curb Ramp, Conc, 8 Inch	275	sft	11.50	3162.50
20.	_Fence, Privacy Wood	250	Ft	60	15000
21.	Sign, Type IIA	13	sft	28	364
22.	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	90	Ft	22	1980

**CITY OF HARPER WOODS  
ROSCOMMON POCKET PARK  
AEW PROJECT NO. 0180-0329**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
23.	Pavt Mrkg, Ovly Cold Plastic, 18 inch, Stop Bar	30	Ft	25	750
24.	Topsoil Surface, Furn, 3 inch	1,020	Syd	4.55	4641
25.	_Hydroseeding	1,020	Syd	1.90	1938
26.	_Tree Trimming	14	Ea	150	2100
27.	_Bench	12	Ea	1950	23400
28.	_Trash Receptacle	4	Ea	2450	9800
29.	_Picnic Table	6	Ea	2434.50	14607
30.	_Sewer, HDPE N-12, 6 inch, Tr Det A	245	Ft	42	10290
31.	_Bike Rack	2	Ea	1670	3340
32.	_Pavillon, 30x30, Installed	1	LS	62582	62582
33.	_Playground Equipment, Max \$25,000	1	LS	32500	22500
34.	Engineered Wood Fiber	95	Syd	22	2090
35.	Geotextile Fabric	95	Syd	18.50	1757.50
<b>Total of All Bid Prices</b>					<b>\$ 275,773.31</b>

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 – TIME OF COMPLETION**

- 6.01 Bidder agrees that the Work will be substantially completed on or before **September 30, 2025** and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General conditions on or before **October 31, 2025**.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.



5/27/2025

Brad Byarski  
PREMIER GROUP ASSOCIATES, LC  
2221 Bellevue St.  
Detroit, MI 48207

Dear Brad,

Enclosed please find the attached bond(s) executed per your request.

It is your responsibility to carefully review the bond(s) prior to execution to verify they have been presented on the correct form with the appropriate name(s), bond amounts and dates, and to ensure the bond(s) conform with your needs and instructions to us and provide the appropriate terms to all parties. Any discrepancies, deficiencies or modifications must immediately be brought to our attention in writing. Failing such advice to us, you understand we will have no liability for any deficiencies or discrepancies in or required modifications to the bond(s).

By affixing your signature, executing and providing this bond(s) to the obligee you are verifying and, we will justifiably assume, the bond(s) has been issued correctly with the best interests and requirements of all parties being properly considered.

Sincerely,

J. Ryan Bonding, Inc.

## BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

**BIDDER (Name and Address):**

PREMIER GROUP ASSOCIATES, LC

2221 Bellevue St.

Detroit, MI 48207

**SURETY (Name, and Address of Principal Place of Business):**

Pennsylvania National Mutual Casualty Insurance Company

2 N 2nd ST

Harrisburg, PA 17105

**OWNER (Name and Address):**

City of Harper Woods

19617 Harper Avenue

Harper Woods, Michigan 48225

**BID**

Bid Due Date: May 28, 2025

Description: Roscommon Pocket Park  
AEW Project No. 0180-0329

**BOND**

Bond Number: PEN00102

Date: 5/27/2025

Penal sum	Five Percent of Amount Bid	\$	5.00%
	(Words)		(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

**BIDDER**

PREMIER GROUP ASSOCIATES, LC (Seal)

Bidder's Name and Corporate Seal

**SURETY** Pennsylvania National Mutual Casualty Insurance Company (Seal)

Surety's Name and Corporate Seal

By: Brad Byarski  
Signature

Brad Byarski

Print Name

Chief Operating Officer  
Title

Attest: Aaliyahia Cephus  
Signature

Aaliyahia Cephus Bid Coordinator

Title

By: Samuel Duchow  
Signature (Attach Power of Attorney)

Samuel Duchow

Print Name

Attorney-In-Fact  
Title

Attest: Karla Heffron  
Signature

Karla Heffron, Witness

Title

*Note: Addresses are to be used for giving any required notice.*

*Provide execution by any additional parties, such as joint venturers, if necessary.*

PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY  
Harrisburg, Pennsylvania

2507

POWER OF ATTORNEY

Know All Men By these Presents, That PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint CHRIS STEINAGEL, ELIOT MOTU, MICHAEL DOUGLAS, SAMUEL DUCHOW, CONNIE SMITH, AND CHRISTOPHER KEMP, ALL OF HUDSON, WISCONSIN (EACH) its true and lawful Attorney(s)-in-Fact to make, execute, seal and deliver for and on its behalf, as surety, as its act and deed:

ANY AND ALL BONDS AND UNDERTAKINGS PROVIDED THE AMOUNT OF NO ONE BOND OR UNDERTAKING EXCEEDS THE SUM OF TEN MILLION DOLLARS ----- (\$10,000,000.00) ALL POWER AND AUTHORITY HEREBY CONFERRED SHALL HEREBY EXPIRE AND TERMINATE WITHOUT NOTICE AT MIDNIGHT ON FEBRUARY 28, 2033, AS RESPECTS EXECUTION SUBSEQUENT THERETO.

And the execution of such bonds in pursuance of these presents shall be as binding upon said Company as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Harrisburg, Pennsylvania, in their own proper persons.

This appointment is made by and under the authorization of a resolution adopted by the Board of Directors of the Company on October 24, 1973 at Harrisburg, Pennsylvania which is shown below and is now in full force and effect.

RESOLVED, that (1) the President, any Vice President, the Secretary, or any Department Secretary shall have power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Company, and affix the Company's seal thereto, bonds, undertakings, recognizance's, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any of such Officers of the Company may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-Fact with authority to execute waivers and consents on behalf of the Company; and (3) the signature of any such Officer or of any Assistant Secretary or Department Assistant Secretary and the Company seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such Officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

In Witness Whereof: PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY has caused these presents to be signed and its corporate seal to be hereto affixed on February 24, 2023.



PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY

  
Mark Fitzgerald, Vice President - Surety

Commonwealth of Pennsylvania, County of Dauphin - ss:

On February 24, 2023, before me appeared Mark Fitzgerald to me personally known, who being by me duly sworn, did say that he resides in the New Jersey, that he is the Vice President - Surety of PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, that he is the individual described in and who executed the preceding instrument, and that the seal affixed to said instrument is the corporate seal of said Company, and that said instrument was signed and sealed on behalf of said Company by authority and direction of said Company, and the said office acknowledged said instrument to be the free act and deed of said Company.

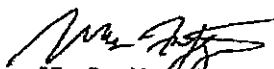


COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Traci A Kimmich, Notary Public  
City Of Harrisburg, Dauphin County  
My Commission Expires Oct 31, 2024  
Member, Pennsylvania Association of Notaries

  
Notary Public

I, Mark Fitzgerald, Vice President - Surety of the PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by the said Company, which is still in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the corporate seal of said Company on 05/27/2025

  
Vice President - Surety



1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder any difference between the total amount of Bidder's Bid and the total amount of the Bid of the next lowest, responsible Bidder that submitted a responsive Bid as determined by Owner for the work required by the Contract Documents, provided that:

- 1.1 If there is no such next Bidder, and Owner does not abandon the Project, then Bidder and Surety shall pay to Owner the penal sum set forth on the face of this Bond, and
- 1.2 In no event shall Bidder's and Surety's obligation hereunder exceed the penal sum set forth on the face of this Bond.
- 1.3 Recovery under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

- 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
- 3.2 All Bids are rejected by Owner, or
- 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



# PREMIER GROUP

## ASSOCIATES



5/28/2025

Dear City of Harper Woods,

*Crafting the landscapes of tomorrow requires more than expertise; it demands a commitment to excellence that transcends boundaries. Premier Group Associates is excited to share our credentials and proposal, showcasing our proficiency in delivering impactful solutions. We look forward to the possibility of collaborating with the City Harper Woods, to turn innovative visions into reality.*

**All In, All the Time.**

Our philosophy is simple yet profound. This core value underscores our unwavering dedication to every project, ensuring a comprehensive and committed approach. Whether inspired by successful ventures across sectors or devising creative solutions for varied community needs, we bring an all-encompassing mindset to each endeavor.

**Be Resourceful, Get It Done.**

In the face of challenges, we thrive. This core value drives our team to transform obstacles into opportunities. We approach projects with a spirit of resourcefulness, finding inventive solutions and achieving tangible results. This value instills a proactive problem-solving ethos, ensuring success through adaptability and determination.

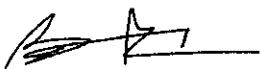
**Reliable Anywhere, Reliable Everywhere.**

This is more than a motto; it's a commitment to unwavering dependability. Premier Group Associates takes pride in consistently delivering high-quality results, showcasing reliability not only locally but across diverse geographical landscapes. This core value is the bedrock of our reputation as a reliable partner.

**The Bottom Line.**

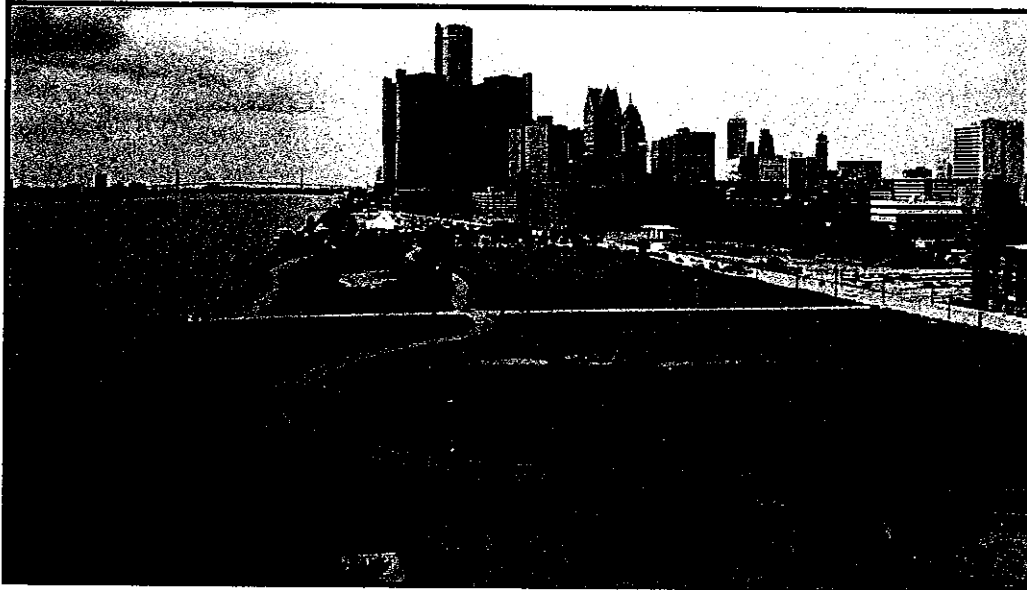
Premier Group Associates is dedicated to delivering complete property solutions, ensuring that our clients' visions are not just met but exceeded. We strive to create spaces that not only meet the needs of today but also contribute to the sustainability and vibrancy of tomorrow. Premier Group Associates invites you to join us on an exciting journey, where we craft not just places and solutions but memories and lasting pride within the community.

Sincerely,



**Brad Byarski**  
Chief Operating Officer  
Premier Group Associates





*"Being part of the revitalization journey allows me to witness the positive impact on people's lives, fostering a sense of pride and unity within our city."*

**Elizabeth Belenky-Housey**  
Owner & Chief Executive Officer  
Premier Group Associates



*"The opportunity to be involved with the redevelopment and repurposing the amenities of our city is a great honor; however, to see the finished product as it is activated and how it brings the community together is the real reward."*

**Brad Byarski**  
Chief Operating Officer  
Premier Group Associates

# ABOUT US

*Premier Group Associates, LC has been serving municipalities, commercial customers, schools, residential, and utility companies for over 30 years. We are a full-service provider of property maintenance, including all grounds (landscape, snow removal, garden beds, etc.), site construction (including demolition, blight removal), and real estate development. Our customers rely on us to provide solutions to their property maintenance needs. We are committed to beautifying communities within the state of Michigan.*

## PROPERTY SERVICES

We are a full-service provider of landscaping and maintenance for residential, commercial, government, and municipalities. Clients we service include DPSCD, GLWA, SMART, The City of Detroit, Olympia Developments, and Display Group. In addition to performing mowing, fertilizing, edging, and trimming services for both school properties and athletic fields, we also stripe, perform field repairs, and sanitize turf playing surfaces.

## LANDSCAPING SERVICES

We have on staff a designer experienced in providing horticultural designs for single to multiple areas within a property or properties. Our design team is responsible for other non-plant-based requirements such as mulch, stone, pavers, and lighting.

## OUR TEAM

Field – Our field team is responsible for mowing, edging, weeding, and trimming occupied and vacant properties for commercial, residential, and government properties. This group is responsible for planting flowers, trees, and other green items. Installation includes pavers, mulch, planting beds, and playground areas. Our field team is on call for emergency services such as fallen trees or debris removal. Each maintenance team is led by a Crew Leader with at least five years of experience.

## LEADERSHIP

Our leadership team brings decades of expertise to all facets of Premier Group Associates. From the foundation of our company—lawn care and snow removal experience—to where we stand today—a one-stop shop for all your property service needs.

# SERVICES

- Athletic Field Design, Construction & Maintenance
- Facility Maintenance
- Day Porter Services
- Demolitions
- Residential & Commercial Renovation
- Concrete and asphalt repairs
- Fertilization
- City Parks & Playground Renovations
- Landscape & Grounds Maintenance
- Tree Removal & Stump Grinding
- Snow Removal
- Construction
- Site Work & Restoration
- Emergency Board Up & Restoration



# PAVING THE WAY WITH EXPERTISE, VISION, AND CUSTOMER SATISFACTION

Rooted in over 30 years of facility maintenance experience, Premier Group Associates (PGA) was founded in 2007 when it began servicing Detroit Public Schools. We quickly expanded our offerings to include the development and upkeep of athletic fields and more intricate areas of earthwork, property rehabilitation, and land transformation.

From our foundation as a lawn care and snow removal service to where we stand today as a comprehensive property maintenance group, we are dedicated to excellence and exceeding client expectations on every level, for every project.

## CONSTRUCTION MANAGEMENT

Our Construction Management Division is centered around concierge building services. With a commitment to rebuilding communities through rehabilitation of residential and commercial properties, we provide a first-class general contracting and management team that specializes in design and construction, budgeting, and permitting.

## GROUNDS MAINTENANCE & SNOW REMOVAL

Premier Group provides year-round grounds maintenance to ensure properties are in top shape for every season. Our services include landscape design, lawn care, installation, and irrigation, as well as construction and maintenance of athletic fields. We are ASCA certified for snow removal and de-icing to safeguard everything from sidewalks and steps to parking lots and roadways.

## SITE WORK

We offer under- and above-ground solutions for transforming and restoring commercial properties. Our team has moved millions of yards of dirt in the development of subdivisions, parking lots, cemeteries, playgrounds, walking paths, and more. We manage everything from manhole cleaning, jetting, and reconstruction to storm and sanitary sewer/water line installations. We also specialize in bioswale construction, retention ponds, and stormwater management.

## LANDSCAPING SERVICES

We have on staff a designer experienced in providing horticultural designs for single to multiple areas within a property or properties. Our design team is responsible for other non-plant-based requirements such as mulch, stone, pavers, and lighting.



# CULTIVATING BETTER COMMUNITIES

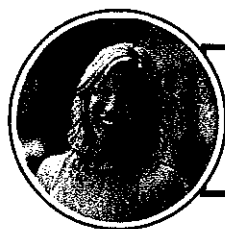
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## THE PRMIER PROCESS





# PREMIER GROUP ASSOCIATES PROJECT STAFFING



**Visionary**  
Elizabeth Housey-Belenky



**Chief Operating Officer**  
Brad Byarski



**VP of Snow & Grounds**  
Cessario Torres



**VP of Facility Care**  
Mike Counsman



**VP of Construction**  
Eric Peltola



**Grass Division Leader**  
Askia Hill



**Senior Site Superintendent**  
Rob Williams



**Project Manager**  
Tonia Carreker



**Construction Manager**  
John Lynch



### Construction Projects

#### City of Dearborn Heights: Van Houten Park Improvements

Dearborn, MI

##### About the Project

Site demolition including removal of approximately 3,400 square yards of pavement, 1 tree and stump, 360 feet of fences, signs, and 2 luminaires and poles, and installation of approximately 2,350 square feet of concrete pavement, 29,459 square feet of asphalt pavement markings, artificial turf, various plantings, landscaping, 1,080 feet of underdrain, 5 drainage structures, 20 boulders, playground equipment, and associated items divided into 3 separate phases.

##### Contracts

Van Houten Park Improvements \$1,184,733 | 2024

##### Contact Information

Name: Kim Sower

Title: Parks and Rec Director

Phone Number: 313-204-6264

Email: [ksower@dearbornheightsmi.gov](mailto:ksower@dearbornheightsmi.gov)

#### City of Detroit: Tireman-Minock Park

Detroit, MI

##### About the Project

Work consisted of a complete renovation of Tireman-Minock Park including demolition, soil erosion and grading plans, new concrete walkways, installation of amenities, and other site restoration. Amenities were installed with concrete footings and a slab for the 30x40 picnic shelter. Poured-in-place surfacing was installed along the new playground.

##### Contracts

Tireman-Minock Park: \$775,000 | 2022-2024

##### Contact Information

Name: Rayshaun Landrum

Title: Landscape Design Unit

Phone Number: 313-236-6150

Email: [landrumr@detroitmi.gov](mailto:landrumr@detroitmi.gov)

#### City of Detroit: Joe Louis Greenway

Detroit, MI

## About the Project

Vegetation and Blight Clearing, Removal of all vegetation (trees, logs, brush, shrubs, vines, etc.) and blight from Rosa Parks to Oakland. This included fence removal, railroad ties, tires, and any and all debris along the greenway.

## Contracts

Rosa Parks to Oakland: \$837,000 | 2023

## Contact Information

Name: Dor'Mario Brow  
Title: Division Manager  
Phone Number: 248-727-7083  
Email: dbrown@dlz.com

## City of Detroit: Spirit Plaza

Detroit, MI

## About the Project

Refurbished Spirit Plaza. The project consisted of site layout, roadway and median demolition relocation, and installation of amenities-- planters, musical instruments, electrical power stations, and drinking fountains. Created an artificial turf mound that ranged from 6' to 18' diameter and 6" to 3.5' in height. Installation of concrete seat walls, concrete plazas with a decorative semi-smooth finish. Installation of irrigation system.

## Contracts

Spirit Plaza: \$794,000 | 2019 - 2021

## Contact Information

Name: John DeRuiter  
Title: Landscape Architect  
Phone Number: 313-962-2940  
Email: deruiterj@detroitmi.gov

## Henry Ford Health System: Hospital Plaza

Detroit, MI

## About the Project

The project consisted of the installation of a new plaza on the hospital campus. Renovation included demolition, excavation, and removal of undesirable material from the site. Site grading, paving, installation of a rain garden, trees and shrubs, sculptures, concrete planters, a game area, and a seating area were also part of the project.

## Contracts

Hospital Plaza: \$131,700 | 2021-2023

## Contact Information

Name: Tom Habitz  
Title: Urban Planning Specialist  
Phone Number: 248-894-3114  
Email: thvitz@hfhs.org

## Living Labs: Boggs School Play Space

Detroit, MI

## About the Project

Project consisted of site layout, demolition, excavation of site to install concrete walkways, decomposed granite pathways, installation of subgrade for PIP surfaces, basketball court installation, and planting trees and shrubs. Created a rain garden and outdoor classroom for students. Designed and built "Log Land" with tree stumps, installed totem poles, and worked with architects/designers to layout Phase II - Playground equipment.

## Contracts

Boggs School Phase 1: \$158,641 | 2022 - 2023

## Contact Information

Name: Courtney Piotrowski  
Title: Principal + Landscape Architect  
Phone Number: 313-974-7602  
Email: courtney@livinglabdetroit.com

## Project Evergreen: McDuffy Park

Detroit, MI

## About the Project

Renovation of McDuffy Park included demolition of the vacated alley and grading work that doubled the size of the park. The project includes a new 1/8 mile concrete walkway, a new playground, new picnic tables, grills, bike racks, benches, and a horseshoe pit. New trees were planted and the creation of an open grass play area.

## Contracts

McDuffy Park | 2020-2021

## Contact Information

Name: Cindy Code  
Title: Executive Director  
Phone Number: 877-756-4835  
Email: cindycode@projectevergreen.com

## City of Detroit: Parking Lots & Bioswales

Detroit, MI

## About the Project

Design and installation of two asphalt parking lots and one asphalt access drive. Demolition, excavation, and removal of undesirable material from site. Responsible for all design, engineering, and construction at three City Parks. The bioswales were designed to maximize DWSD storm water, while also being low maintenance.

## Contracts

City of Detroit: \$581,900 | 2020

## Contact Information

Name: John DeRuiter  
Title: Landscape Architect  
Phone Number: 313-962-2940  
Email: deruiterj@detroitmi.gov



## City of Dearborn: Vernor Dix Plaza

Dearborn, MI

### About the Project

Furnish and installation of a public park plaza at the Dix-Vernor junction. Installed new concrete, linear drainage, topsoil and mulch, curb planters, and vegetation. Also installed tables, bike racks, litter receptacles, and a street clock.

### Contracts

Vernor Dix Plaza | 2019 - 2021

### Contact Information

Name: Steve Horstman

Title: Economic Development Specialist

Phone Number: 313-943-2172

Email: [shorstman@dearborn.gov](mailto:shorstman@dearborn.gov)

**CITY OF HARPER WOODS**  
**CITY COUNCIL MEETING OF JUNE 9, 2025**

**AGENDA EXPLANATION**

**NEW BUSINESS NO. 6 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**SUBRECIPIENT AGREEMENT**

**EXPLANATION / SUMMARY**

Attached for your review is the subrecipient agreement between the City of Harper Woods and Wayne County. Approval of this agreement allows for the City to be reimbursed for the \$20,000 expenditures the City incurred while paying the Helm (\$14,000.00) for senior services and the payment to PAATS (\$6,000.00) for senior transportation services.

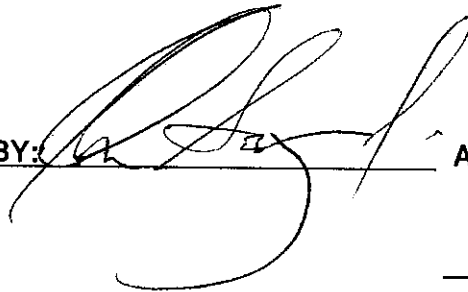
The Director of Economic and Community Development has provided this agreement and will be available to answer any questions.

It is my recommendation that this agreement be approved.

**RECOMMENDED ACTION:**

By RESOLUTION, to approve the Subrecipient Agreement for Community Development Block Grant (CDBG) between the City of Harper Woods and Wayne County, and further to authorize the Acting City Manager to sign the agreement.

**SUBMITTED BY:**



**Acting City Manager, John Szymanski**

\_\_\_Approved \_\_\_Vote

SUBRECIPIENT AGREEMENT FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
BETWEEN THE  
CHARTER COUNTY OF WAYNE  
AND  
THE CITY OF HARPER WOODS

Term July 1, 2024, through June 30, 2026

Catalog of Federal Domestic Assistance (CFDA)  
14.218 Community Development Block Grants/Entitlement Grants

THIS SUBRECIPIENT AGREEMENT (“the “ Agreement”) is made effective as of the 1st day of July, 2024, by and between the Charter County of Wayne, acting through the Community Development Department a Division of the Economic Development Department whose address is the Guardian Building, 500 Griswold, Detroit, Michigan 48226 (hereinafter referred to as the “Recipient or County”) and the **City of Harper Woods ( “subrecipient”), whose address is 19617 Harper Avenue, Harper Woods, Michigan 48225**

**Mutual Understandings**

- A. Wayne County has entered into an agreement with the U.S. Department of Housing and Urban Development (“**HUD**”) to be the recipient of Community Development Block Grant (“**CDBG**”) Funds as an “Urban County” pursuant to the Housing and Community Development Act of 1974, as amended (the “**Act**”), Wayne County will receive these Funds to effect the purposes of its CDBG Program, pursuant to which it will make grants to eligible subrecipients to engage in community development activities.
- B. The Subrecipient has applied to the Recipient for a grant pursuant to the CDBG Program to provide financing for specific activities outlined in an application submitted to the Recipient for the HUD Program Year 2024 starting July 1, 2024 (“Program Year”).
- C. The Subrecipient may apply to the Recipient for additional grant Funds pursuant to the CDBG Program that are approved by the Wayne County Community Development Division for specific CDBG-eligible activities as Funds are available.
- D. Both the Subrecipient and the Recipient (“**Parties**”) by entering into this Agreement are bound in accordance with 24 CFR Part 570.503,
- E. The Work to be performed under this Agreement must be completed within twenty-four (24) months of July 1 of the respective HUD Program Year unless otherwise extended through the Recipient's administrative review process.
- F. The Parties are entering into this Agreement to memorialize the terms and conditions under which the grant will be made and administered.
- G. The exhibits attached to this Agreement are hereby incorporated in and made a part of this Agreement.

## Section 1

### Definitions

In addition to the words and terms elsewhere defined in this Agreement and the exhibits hereto, the following words and terms as used in this Agreement shall have the following meanings for the purposes of this Agreement unless the context or use indicates another or different meaning or intent. Furthermore, any definition that conflicts with a definition as provided for in any laws, rules, and regulations applicable to Community Development Block Grants and a specific context shall supersede the definition or portion of the definition that conflicts below:

- 1.01. **"Agreement"** means this document in its final form, including all exhibits, as executed by the County and Subrecipient.
- 1.02. **"CDBG"** means Community Development Block Grant pursuant to the Housing and Community Development Act of 1974, as amended.
- 1.03. **"CDBG Funds"** means Community Development Block Grant Funds made available to the County pursuant to the Housing and Community Development Act of 1974, as amended for the purpose of dispensing these Funds for eligible CDBG Activities under this Agreement. **The CDBG Funds contemplated for this Agreement are \$,20,000 (Twenty Thousand Dollars).**
- 1.04. **"City"** means the following:
  - (i) Any unit of general local government located in Wayne County that is classified as a municipality by the United States Bureau of the Census, or
  - (ii) Any other unit of general local government located in Wayne County that is a town or township.
- 1.05. **"Closing or Closing Date"** shall mean the date and time, which shall be mutually agreed upon by the Subrecipient and the County, at which the Subrecipient shall execute this Agreement and any other documents deemed necessary by the County in connection with this transaction and Project.
- 1.06. **"Contractor"** shall mean an entity or person paid with CDBG Funds in return for a specific service (e.g., construction, program management). Contractors must be selected through a competitive procurement process by the Subrecipient unless otherwise noted in this Agreement.
- 1.07. **"Counsel"** shall mean a person admitted to practice law in the State of Michigan and who may be the legal advisor for the County or the Subrecipient.

- 1.08. **"LMA"** shall mean low- and moderate-income area benefiting all residents of a primarily residential area in which at least 51% of the residents have incomes at or below 80% of area income.
- 1.09. **"LMI"** shall mean low and moderate income.
- 1.10. **"LMH"** shall mean low and moderate housing activities that will be occupied by a household whose income is at or below 80% of area median income.
- 1.11. **"LMC"** shall mean low and moderate limited clientele activities whose income is at or below 80% of area median income.
- 1.12. **"LMJ"** shall mean low and moderate job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.
- 1.13. **"Program Income"** means revenue (i.e., gross income) received by a state, unit of general local government, or Subrecipient that is directly generated from the use of CDBG Funds.
- 1.14. **"Program Manager"** means the Wayne County staff person currently managing the Wayne County CDBG program.
- 1.15. **"Recipient"** or **"County"** shall mean the County of Wayne, Michigan.
- 1.16. **"Records"** shall mean all records, data, notes, reports, discs, and documents in whatever format related to this Agreement and the Work under this Agreement and as further defined in Section 5 of this Agreement.
- 1.17. **"Regulations"** shall mean the regulations relating to the CDBG Program promulgated by HUD.
- 1.18. **"Rehabilitation"** shall mean any rehabilitation of residential property to the extent necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality and habitability, in order to sell, or redevelop such homes and properties. Rehabilitation may include improvements to increase the energy efficiency or conservation of such homes and properties or provide a renewable energy source for such homes and properties.

- 1.19. **“Subrecipient”** shall mean the **City of Harper Woods**, a unit of local government or municipality that the County has awarded CDBG Funds to perform eligible activities under the CDBG Program.

## **Section 2**

### **Statement of Purpose and Eligible Activities of the Housing and Community Development Act**

#### **2.01 CDBG Objective**

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, and of the community development program of each grantee, is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. By executing this Agreement, the Subrecipient agrees with the Recipient to provide housing and community development activities in accordance with the objectives of the Act.

#### **2.02 Compliance With CDBG Eligible Activity Requirements**

The Subrecipient will be responsible for administering the CDBG Program in a manner satisfactory to the County and consistent with any standards as a condition of providing these Funds. The following is a list of eligible activities for CDBG under this Agreement:

Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State

in which it is located) in the 12 calendar months before the submission of the action plan;

### **2.03 National Objectives.**

Each eligible activity funded with CDBG Funds must meet one of the three national objectives:

#### **1. Benefits low- and moderate-income people**

- a. (LMA) Area Benefit -- activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes:
  - 1) Area is primarily residential, and activity meets LMI needs.
  - 2) Income levels are documented by Census or an approved substitute.
  - 3) Exceptions apply under special circumstances.
- b. (LMC) Limited Clientele -- activity benefits a limited number of people who are at least 51% (LMI) Low and Moderate Income:
  - 1) Persons are presumed to be LMI (abused children, elderly, homeless).
  - 2) Assistance is for LMI persons owning or developing microenterprises.
  - 3) Activity is a job training or placement activity. (Conditions do apply.)
- c. (LMH) Housing -- activity provides or improves residential structures to be occupied by LMI persons:
  - 1) At least 51% of units must be occupied by LMI.
  - 2) Exceptions to the 51% rule are possible under limited circumstances.
- d. (LMJ) Jobs -- activity creates or retains jobs:
  - 1) At least 51% of the jobs must be held by or available to LMI persons.

#### **2. Aids in the prevention or elimination of slums or blight**

The area in which the activity occurs must be designated as slum or blighted. The following tests apply:

- a. The delineated area in which the activity occurs must meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law.



- b. The area must also meet either one of the two conditions specified below:
  - 1) At least 25 percent of the properties throughout the area exhibit the following:
    - i. Physical deterioration of buildings/improvements.
    - ii. Abandonment of properties.
    - iii. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings.
    - iv. Significant declines in property values or abnormally low property values relative to other areas in the community; or
    - v. Known or suspected environmental contamination. •
  - 2) Public improvements throughout the area are in a general state of deterioration. |
- c. Documentation must be maintained by the State on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications

**3. Meets a need having a particular urgency (referred to as urgent need).**

- 1) Conditions are a serious and immediate threat to health and welfare and are of recent origin
- 2) It cannot fund activity on its own as other sources of money are unavailable.

**Section 3**

**Statement of Work/Budget, Payment Guidelines, and Due Diligence Requirements**

**3.01 Description of Work and Deadlines**

The term of this Agreement is July 1, 2024, to June 30, 2026. The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A (“Work”) and shall, at the election of Recipient, also conform to any submittals (i.e. RFPs or applications) by Subrecipient to Recipient in the process of receiving the CDBG

Funds. Any Work shall be completed on or before twenty-four (24) months from July 1 of the respective HUD Program Year unless otherwise extended through Recipient's approved modification process. The Subrecipient agrees that this deadline may be unilaterally shortened by the Recipient, at the recipient's sole discretion, if a more expeditious schedule is required for the Recipient to comply with any HUD regulations, including, but not limited to, 24 CFR 570.902.

### **3.02 CDBG Activity Description**

The description of each CDBG activity shall be in sufficient detail as to provide a sound basis for the Recipient to effectively monitor performance under this Agreement. Such description will, at minimum, allow for a clear understanding of the need and benefit of the activity and the proposed eligible activity and National Objective. Recipient may ask for a written clarification of the work and CDBG activity at any time during this Agreement before making a payment under this Agreement. If such clarification does not reasonably indicate compliance with CDBG standards, Recipient will not be required to release any payment until a sufficient clarification is provided. The Subrecipient shall submit to the Recipient a budget covering the costs for the CDBG eligible activities.

### **3.03 Transfer or Reallocation**

During the term of this Agreement, Subrecipient may transfer or reallocate the budget covering costs between different eligible activities that were originally set up in the application. However, if an activity was not set up in the original application, then Subrecipient must follow the rules for public hearings to add such new activity. All transfers of eligible activities are limited to transfer within the CDBG Program only and with consent from the County.

### **3.04 Payment Restrictions**

It is expressly agreed and understood that the total amount to be paid by the Recipient under this Agreement shall not exceed the CDBG Funds amount **actually awarded and received by Recipient** for this Agreement as specifically noted in Section 1 (Definitions) of this

Agreement. It is also expressly agreed and understood that all amounts allocated hereunder to the Subrecipient by the Recipient shall be on a reimbursement basis for monies already spent by the Subrecipient or its contractors on approved (or pre-approved in writing if required by 2 CFR 200.407) eligible activities for projects meeting National Objectives. Subrecipient shall have no claim for detrimental reliance or otherwise for expenses it incurs for ineligible activities or projects not meeting National Objectives as interpreted by HUD or for claims for funds that have not been actually awarded to the Recipient. All requests for payment reimbursements shall be submitted on a monthly basis with all the required documentations and certifications of the Subrecipient's financial management system in accordance with the standards specified in OMB Circular A-85. All incomplete payment requests will not be processed and will be returned to the Subrecipient to complete.

### **3.05 Payment Disputes**

In the event that there is a disagreement over the eligibility of a payment by the Recipient to Subrecipient of CDBG Funds under this Agreement, Recipient will not be required to make any such payment until a clear written ruling by HUD has been obtained. If the payment has already been made and the funds are still in the possession of Subrecipient or its agents, the funds will be returned to Recipient immediately until a written ruling by HUD has been obtained. Recipient may waive this requirement in writing or require another reasonable alternative such as escrow if it deems it in the best interest of the Recipient. In any event, Subrecipient must repay Recipient for any payment made by Recipient to Subrecipient subsequently disallowed by HUD. Such repayment will be with interest and administrative fees if HUD has demanded repayment and Recipient has already paid HUD.

### **3.06 Timely Execution of Agreement Required**

The CDBG Funds are subject to strict timelines for eligible expenditure, or they are subject to recapture. Accordingly, strict adherence to deadlines is required to avoid such recapture and penalties. Subrecipients must return properly authorized and executed copies of this Agreement, with any accompanying resolutions required for proper authorization, within

30 days of receipt of the Agreement. Recipient will have the right to re-assign the CDBG Funds allocated to Subrecipient if Subrecipient does not comply with the provisions of this sub-section and Subrecipient will have no claim against Recipient.

### **3.07 Due Diligence Requirements**

Recipient may require Subrecipient to provide certain documents and documentation to ensure that the work is in compliance with CDBG Requirements and this Agreement. Subrecipient must provide such documentation in a reasonable and timely manner. Recipient may condition any payment under this Agreement on the provision of such documentation. All such requests will be made in writing by the Subrecipient.

## **Section 4**

### **Contractors**

#### **4.01 Using Contractors**

Subrecipient may only use a contractor for work performed with CDBG Funds in compliance with all applicable laws, rules, and regulations governing contractors for CDBG projects. Any request for reimbursement for a non-conforming use of contractors will be denied and may also require recoupment by Subrecipient of any compensation of the contractor in violation of any laws, rules, or regulations.

#### **4.02 Contractor Procurement**

Contractors must be procured competitively according to Federal Office of Management and Budget (OMB) rules, **24 CFR 85.36**, and **2 CFR 200.320**. If the Subrecipient is acquiring goods and services, such as professional consulting, environmental review or planning, totaling no more than **\$100,000** then small purchase procurement (24 CFR 85.36(d)(1) and 84.44(e)(2)) can be used which allows Subrecipient to obtain quotes from potential vendors with a detailed description of the goods or services needed without publishing a formal request for proposals or invitation for bids. This method cannot be used if the amount of contract exceeds \$100,000 in value. In general, the small purchases

procedures also should not be used to acquire construction Contractors. It is recommended that these acquisitions occur under the sealed bid approach.

#### **4.03 Agreements with Contractors**

Subrecipients must enter into written agreements with Contractors.

In order to meet HUD and County CDBG Program requirements, agreements with Contractors must address the following:

1. Scope of services to be provided, consistent with this Agreement.
2. Identification of intended beneficiaries, if applicable.
3. Schedule for work completion.
4. Budget and payment schedule.
5. Provisions for termination for nonperformance or poor performance.
6. Other provisions required regarding:
  - a. Equal opportunity
  - b. Nondiscrimination
  - c. Labor standards
  - d. Anti-lobbying
  - e. Conflict of interest
7. Provisions for maintenance of workers' compensation insurance.
8. Provisions for maintenance of unemployment, disability and liability insurance as required.
9. Provisions for records retention (min. 4 yrs. from submittal of final expenditure report or conclusion of any audit or litigation).
10. Provision permitting monitoring/auditing by County and Subrecipient.
11. Provision requiring Contractor to abide by the covenants of this Agreement.
12. Provisions requiring appropriate bonds where required or reasonable.

#### **4.04 Limitation on Term of Contractor Agreements**

In compliance with federal procurement rules, the term of and agreements between Subrecipient and Contractors may not exceed three years.

**Section 5**  
**Records and Reports**

**5.01 Records Requirements**

The Subrecipient shall comply with 24 CFR Part 570.506 and maintain full and complete books, ledgers, journals, accounts, or records wherein are kept all entries reflecting its operation pursuant to this Agreement. The records shall be kept in accordance with generally accepted accounting principles and practices and according to the provisions of the 2 CFR 200 and the provisions of 24 CFR Part 85, as modified by 24 CFR 570.502(a). The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- A. Records providing a full description of each activity undertaken;
- B. Records demonstrate that each activity undertaken meets one of the National Objectives of the CDBG program.
- C. Records required to determine the eligibility of activities.
- D. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance.
- E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program.
- F. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- G. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

**5.02 Retention of Records**

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of three (3) years. The retention period begins on the date of the submission of the Recipient's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is

litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

### **5.03 Recipient Right to Examine and Audit**

The Recipient, including the Legislative Auditor General, shall have the right to examine and audit all books, records, documents and other supporting data of the Subrecipient, or any consultants or agents rendering services under this Agreement, whether directly or indirectly, which will permit adequate evaluation of the services, the cost, or pricing data submitted by the Subrecipient. The Subrecipient shall include a similar covenant allowing for Recipient audit in any contract it has with a Contractor, consultant or agent whose services will be charged directly or indirectly to the Recipient. This right to audit shall include, but shall not be limited to, the Recipient's right to request, and to be supplied in a timely manner, copies of any and all such books, documents, records and other supporting data. The Recipient may delay payment to the Subrecipient pending the receipt of such records and the results of any related audit without penalty or interest.

### **5.04 Activity Description Records**

The records shall contain a full description of each activity assisted or being assisted with CDBG Funds. This description shall include its location and the amount of CDBG Funds budgeted and expended for the activity; and whether (i) the activity assists persons who qualify as Low-to-Moderate-Income persons; (ii) will aid in the prevention or elimination of blight or slums; (iii) or is designed to alleviate conditions which pose a serious and immediate threat to the health or welfare of the community.

### **5.05 Program Related Reports**

The Subrecipient shall prepare in a timely manner and submit, to the Recipient, all program-related reports required by the Wayne County CDBG Manual. These reports

include, but are not limited to, a year-end report and the Program Income report described in Section 6 below.

## **Section 6**

### **Program Income**

#### **6.01 Treatment of Program Income**

Program Income (as defined at 24 CFR 570.500(a) and as further clarified in 2 CFR 200.80 if applicable) generated by activities carried out with CDBG Funds made available under this Agreement may be retained by the Subrecipient upon written permission of Recipient via its authorized director of CDBG Programs if the income is treated as additional CDBG Funds subject to all applicable requirements governing the use of CDBG Funds, the Recipient's Procedures for Reporting Program Income and Direct Benefit Activities. The Recipient's Procedures for Reporting Program Income and Direct Benefit Activities are subject to change with reasonable notice to the Subrecipient. The use of Program Income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. Subrecipient may only use such Program Income during the Agreement period and only for activities permitted under this Agreement and shall reduce requests for additional CDBG Funds by the amount of any such Program Income balance on hand.

#### **6.02 Interest Bearing Account Requirement**

Program Income in the form of repayments to, or interest earned on, a revolving fund shall be deposited into an interest-bearing account and any interest earned by such funds accumulating in this account must be remitted annually, at the end of each program year, to the Recipient.

#### **6.03 Remittance Guidelines**

Program Income cash balances or investments thereof in excess of one-twelfth of the CDBG Funds amount under this Agreement, except for those needed immediately, those in revolving loan Funds, those resulting from lump-sum draw-downs authorized under 24 CFR Part 570.513, and those invested or held as additional security for a Section 108 loan



guarantee, must be remitted to the Recipient annually, at the end of each program year. The amount to be remitted will be calculated based on the total Program Income balances (with the exceptions noted above) held by the Subrecipient and all its subrecipients as of the last day of the Recipient's Program Year.

## **Section 7**

### **Use of Real Property**

#### **7.01 Use Restrictions**

Without properly authorized permission from Recipient, the Subrecipient may not change the use of any real property acquired or improved with CDBG Funds in excess of \$25,000 from the use for which the acquisition or improvement was made. Permission for an exception to this rule from Recipient will not be given unless the Subrecipient provides affected citizens with reasonable notice of any proposed change and the new use meets one of the objectives of the program earlier set forth and authorized under this Agreement. If such new use does not qualify under those objectives, the new use may be permitted, provided that the CDBG fund is reimbursed for the current fair market value of the property, less any portion of the value attributable to expenditure of non-CDBG Funds.

#### **7.02 Security Requirement**

In the event that the Subrecipient intends to perform an activity that involves real property, Wayne County may require a mortgage, note, or other instrument to secure the National Objective.

#### **7.03 Requirement of Notice and Permission for Sale of Property**

Subrecipient may not sell any property acquired with CDBG Funds without providing adequate advance written notice to Recipient and obtaining duly authorized written permission from Recipient for such a sale.

**CITY OF HARPER WOODS**  
**CITY COUNCIL MEETING OF JUNE 9, 2025**

**AGENDA EXPLANATION**

**NEW BUSINESS NO. 7 - RENEWAL OF WCA ASSESSING CONTRACT**

**EXPLANATION / SUMMARY**

As most of you are aware, our contract with WCA Assessing is due to expire at the end of June 2025. WCA performs a wide variety of assessing & assessing related services for our City. Some, but not all services include inspecting, revising, and re-evaluating property records with new construction, demolition, and property splits. They perform neighborhood market studies, land value analysis, and support the City during tax appeals. They also attend staff and City Council meetings when requested.

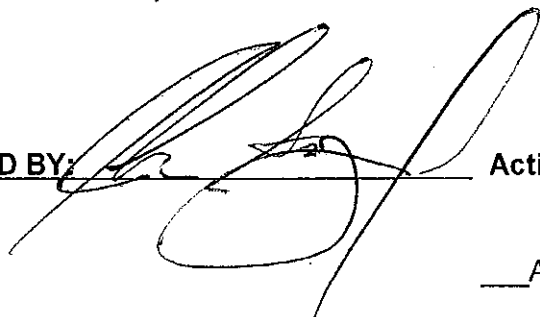
Their new contract proposal is virtually the same as the one we have in place today. The only exception is a 4.75% overall increase for services. The new contract is for a (3) year period.

It is my recommendation for this contract to be approved.

**RECOMMENDED ACTION:**

By RESOLUTION, approve the (3) year contract renewal with WCA Assessing, effective July 1, 2025 in the amount of \$80,440.00 annually for the first year, \$84,462.00 annually for year two and \$88,685.00 annually for the last year, payable in 12 equal installments for each year; and further to authorize the Mayor and City Clerk to sign the agreement on behalf of the City of Harper Woods.

**SUBMITTED BY:**



**Acting City Manager, John Szymanski**

\_\_\_Approved \_\_\_Vote

PROPOSED ASSESSMENT CONTRACT  
FOR CITY OF HARPER WOODS, WAYNE COUNTY, MICHIGAN

WHEREAS, City of Harper Woods, hereinafter called "City", with its principal offices located at 19617 Harper, Harper Woods, Michigan, 48225, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 200, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective July 1, 2025,

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the 2026, 2027, and 2028 assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to holidays, acts of God, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:

- To meet with City staff to answer questions and give advice;
  - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
  - Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
  - To perform certain other functions as described herein.
4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.
  5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT). The company shall be available to defend all assessments to the MTT as needed during this contract. Company agrees to advise the City's legal counsel of any known possible MTT claims and to consult with the City's legal counsel regarding settlement possibilities.
  6. City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff: Company agrees to forward to City's legal counsel all proposed responses to the MTT for review and approval by City's legal counsel before any responses are filed with the MTT. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City's legal counsel of such requirement.
  7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;
    - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
    - Perform neighborhood market studies and land value analyses throughout the term of this contract.

- Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
  - Provide digital photographs of all properties visited for maintenance purposes.
  - Working with the City Building Department to ensure all new property is equitably assessed.
  - Prepare all new property record cards in compliance with State tax Commission requirements.
  - Attend, prepare, and work with all Boards of Review.
  - Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
8. Company agrees to meet with the City Manager and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.

b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.
12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.

14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

July 1, 2025 to June 30, 2026.....\$ 80,440 annually  
July 1, 2026 to June 30, 2027.....\$ 84,462 annually  
July 1, 2027 to June 30, 2028.....\$ 88,685 annually

The payments shall be made in twelve (12) equal installments due on the fifteenth (15<sup>th</sup>) day of each month.

The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

July 1, 2025 to June 30, 2026.....\$ .....\$183.85 / Hourly  
July 1, 2026 to June 30, 2027.....\$ .....\$193.04 / Hourly  
July 1, 2027 to June 30, 2028.....\$ .....\$202.70 / Hourly

The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division **relative to Tribunal Hearings**, shall be provided by Company's legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

July 1, 2025 to June 30, 2026.....\$ .....\$235.97 / Hourly  
July 1, 2026 to June 30, 2027.....\$ .....\$247.77 / Hourly  
July 1, 2027 to June 30, 2028.....\$ .....\$260.16 / Hourly

18. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS  
Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services approved by the City, shall be provided to the City at the rate of:

	7/01/25	7/01/26	7/01/27
Title	6/30/26	6/30/27	6/30/28
Appraiser Aide .....	\$67.87	\$71.26	\$74.82
Appraiser .....	\$82.88	\$87.03	\$91.38
Level III Appraiser .....	\$140.25	\$147.27	\$154.63
Assessor .....	\$153.00	\$160.65	\$168.68

Hourly fees include clerical costs and overhead for the Company.

19. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.
20. The City and Company agree that the term of this contract shall begin July 1, 2025 and expire June 30, 2028. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.
21. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.
22. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.
23. The Company shall acknowledge receipt of and comply with the City's ethics policy, computer usage policy or other signed documents
24. The City agrees the City Mayor and Clerk possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.



WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WCA ASSESSING:

By: \_\_\_\_\_  
Douglas Shaw, for WCA Assessing,  
as its Member

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF HARPER WOODS:

By: \_\_\_\_\_  
Valerie Kindle, MAYOR

By: \_\_\_\_\_  
Leslie Frank, CLERK

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Douglas Shaw, doing business as WCA Assessing, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

My Commission Expires:\_\_\_\_\_

Be it remembered that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Valerie Kindle, Mayor for City of Harper Woods, and Leslie Frank, Clerk for City of Harper Woods, a Municipal Corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Michigan, known to me to be the persons who executed the foregoing instrument of writing on behalf of said Municipal Corporation, and such persons duly acknowledged the execution of the same to be their act and deed of said Municipal Corporation.

My Commission Expires: \_\_\_\_\_