CITY OF HARPER WOODS
REGULAR CITY COUNCIL MEETING
SEPTEMBER 3, 2025
7:00 P.M.
19617 HARPER AVENUE, HARPER WOODS, MI 48225
CITY COUNCIL CHAMBERS

MEETING AGENDA

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

B. ROLL CALL:

C. APPROVAL OF MINUTES:

1) Regular City Council meeting held on August 11, 2025
2) Planning Commission meeting held on April 23, 2025
3) Planning Commission meeting held on August 27, 2025

D. PUBLIC COMMENTS ON AGENDA ITEMS:

E. CONSENT AGENDA:

1) Approval of Accounts Payable Listing. ($1,271,970.78)
2) Payment to WCA Assessing. ($6,703.33)
3) Payment to Simplified Business Solutions. ($11,406.53)
4) Payment to Nu Appearance Maintenance. ($19,481.00)
5) Payment to Turf & Timber LLC. ($26,300.00)
6) Payment to Grosse Pointe Woods - Torrey Road. ($97,945.40)
7) Payment to Anderson, Eckstein & Westrick, Inc. ($42,337.59)

F. OLD BUSINESS:

G. NEW BUSINESS - CITY MANAGER'S REPORTS:

1) Resolution - Approving Neighborhood Enterprise Zone Certificates
2) HVAC and Lighting Control Upgrades - Harper Woods Library
3) Acceptance of Proposal - Environmental Assessment
4) Michigan Finance Authority - Principal and Interest Payments
5) Amended Interlocal Agreement - Suburban Mobility Authority for Regional Transportation (SMART)
6) Second Reading and Adoption - Ordinance N0. 2025-03 - Virtual Currency Machines

H. CALL TO AUDIENCE:

I. CALL TO COUNCIL:

J. OTHER BUSINESS:

K. ADJOURNMENT:

John Szymański, City Manager

This meeting is open to all members of the public under Michigan's Open Meetings Act. The City of Harper Woods will provide necessary, reasonable auxiliary aids and services to individuals with disabilities at the meeting upon a 72-hour advance notice by contacting the clerk's office at 313-343-2510 or lfrank@harperwoods.net

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

CONSENT AGENDA ITEMS: 1-7

EXPLANATION / SUMMARY

See attached listing

RECOMMENDED ACTION:

By RESOLUTION, approve the Consent Agenda Items 1 through 7.

SUBMITTED BY: _____ **City Manager, John Szymanski**

___Approved ___Vote

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 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 133184 through 133298 in the amount of $1,271,970.78 as submitted by the City Manager and Finance Director, and further, authorize the Mayor and City Clerk to sign the listing.

2. PAYMENT TO WCA ASSESSING

Recommended Action: approve payment to WCA Assessing in the amount of $6,703.33 for the contractual assessing services to be performed during the month of September 2025.

3. PAYMENT TO SIMPLIFIED BUSINESS SOLUTIONS, LLC

Recommended Action: approve payment to Simplified Business Solutions in the amount of $11,406.53 for the email hosting, security and backups of our computer system for the month of August and for IT support services for all departments, and the purchase of monitors, cables and a back up device.

4. PAYMENT TO NU APPEARANCE MAINTENANCE, INC.

Recommended Action: approve payment to Nu Appearance Maintenance, Inc. in the amount of $19,481.00 for miscellaneous restorations due to tree removals and main breaks.

5. PAYMENT TO TURF AND TIMBER LLC

Recommended Action: approve payment to Turf and Timber LLC in the amount of $26,300.00 for tree trimming and for the removal of dead and downed trees/limbs.

6. PAYMENT TO CITY OF GROSSE POINTE WOODS - TORREY ROAD PUMP STATION

Recommended Action: approve payment to the City of Grosse Pointe Woods in the amount of $97,945.40 for pro-rated share of the Torrey Road pump station charges for the period of January 1, 2025 through June 30, 2025.

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

Recommended Action: approve payment to Anderson, Eckstein & Westrick, Inc. in the amount of $42,337.59 for professional services during the month of August 2025 for the following projects: Sidewalk Replacement, #180-367; Eastland Center, Redev #180-244; 2025 Misc. Concrete Rep., #180-363; 2025 Joint Crack/Seal, #180-366; Tap Sidewalk Pgm, #180-349; Roscommon Pocket Park, #180-329; Miss Digs, #180-255; Harper GLWA Water Main Repl., #180-368; DWRF Lead Water Svc Repl., #180-331; City Hall - ADA Accessibility; Temp Water Operator, #180-303; 2025 San. Sewer Cleaning, #180-365; 2025 San. Sewer FCIPP, #180-364; 2025 Storm Sewer Rep., #180-362; 2025 Sanitary Sewer Lining, #180-379; HWHS Football Field Clubhouse, #180-327.

SUBMITTED BY: _____ **City Manager, John Szymanski**

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
Check Type: Paper Check				
08/12/2025	133184	GROSSE POINTE ANIMAL ADOPTION	JULY 2025 APF ACCESS FEE-HWPD	6,608.00
08/12/2025	133185	WAYNE COUNTY	MILK RIVER DRAIN (APR-JUNE25) AG081125-T	356,018.00
			MILK RIVER DRAIN (JULY-SEPT25)AG081125-T	358,313.50
				714,331.50
08/12/2025	133186	WAYNE COUNTY TREASURER	PURCHASE (1) F.R.O.R PROPERTY AG081125	8,909.50
08/13/2025	133187	SERRA CHEVROLET STERLING HEIGHTS	2022 CHEV SILVERADO FIRE UTILITY AG81125	33,819.00
08/21/2025	133191	3RD MONARCH STRATEGIES, LLC	MICHIGAN LEGISLATURE FY 2026-CM	4,000.00
08/21/2025	133192	ADVANCED MARKETING PARTNERS	OFFICE SUPPLIES-HWPD	74.75
			OFFICE SUPPLIES/1000 FORMS-HWPD	156.34
				231.09
08/21/2025	133193	ALICIA MARTIN	MIDC ATTORNEY 25-93461	680.40
08/21/2025	133194	ANDERSON, ECKSTEIN & WESTRICK	180-0368 HARPER GLWA WATER MAIN AG081125	1,027.10
			180-0244 EASTLAND CENTER REDEVEL AG08112	465.84
			180-0363 MISC. 2025 CONCRETE REP AG08112	1,750.44
			180-0366 JOINT CRACK/SEAL AG081125	53.90
			180-0349 2024 SW REPMNT (TAP GRANT AG081	8,103.56
			180-0329 ROSCOMMON PKT PARK AG081125	1,050.67
			180-0255 MISS DIG AG081125	86.24
			180-0303 TEMP WATER OPERATOR AG081125	343.29
			180-0365 2025 SAN SEWER CLEANING AG07142	7,855.13
			180-0364 SAN.SEWER FCIPP PGM AG081125	855.97
			180-0362 2025 STORM SEWER REP AG081125	3,250.81
			180-0379 2025 SANITARY SEWER PHASE2 AG08	854.23
			180-0354 WATER AND SEWER EMG REP AG08112	164.77
			180-0344 DWRF PROJ AG081125-CM	1,427.34
			180-0331 DWRF LEAD SVC AG081125	1,794.21
				29,083.50
08/21/2025	133195	ANDERSON, ECKSTEIN & WESTRICK	180-0327 HWHS CLUBHOUSE AG081125	508.06
			180-0313 HARPER /VANANTWERP DEV AG081125	137.31
				645.37
08/21/2025	133196	APOLLO FIRE APPARTUS SALES AND SVCS	E-1 PARTS-MAINTENANCE/REPAIR-HWFD	175.00
08/21/2025	133197	ASCENSION MICHIGAN EMPLOYER	PRE-EMPLOYMENT PHYSICALS-CLERK	250.00
08/21/2025	133198	BEAN BROS TROPHY & AWARD	ENGRAVED PLATE - CM	12.85
08/21/2025	133199	BELLE TIRE DISTRIBUTORS	SCT. 69 PARTS/TIRE MAINTENANCEHWPD	500.97
			SCT. 62 PARTS/TIRE MAINTENANCEHWPD	910.93
			SCT. 65 PARTS/TIRE MAINTENANCEHWPD	333.98
			SCT. 67 PARTS/TIRE MAINTENANCEHWPD	90.98
				1,836.86
08/21/2025	133200	BEST STOP AUTOMOTIVE, LLC.	SCT 65 OIL CHANGE-HWPD	46.00
			SCT 611 OIL CHANGE-HWPD	46.00
			SCT 68 OIL CHANGE-HWPD	46.00
			SCT 619 REP BRAKES/ROTORS/PADS-HWPD	425.00
				563.00

Check Date	Check	Vendor Name	Description	Amount
08/21/2025	133201	BLUE CROSS & BLUE SHIELD OF MI	SEPT25 MEDICAL PREM/MEDICARE-CLERK	15,203.00
08/21/2025	133202	BLUE WATER INDUSTRIAL PRODUCTS	OXYGEN CYLINDER RENTAL-HWFD	49.50
08/21/2025	133203	BLUE WATER SOLUTIONS LLC	(22) EPOINTS/TRANSMITTERS ORION METER-DP	3,162.72
08/21/2025	133204	BS & A SOFTWARE	ANNUAL SVCS/SUPPORT FEE 081125-TRE	13,628.00
08/21/2025	133205	CHARLES BERSCHBACK	VISITING JUDGE-ASSIST W/DOCKET 081525-DC	150.00
08/21/2025	133206	CHM GRAPHICS	(3) SETS OF BUSINESS CARDS-LIB	70.00
08/21/2025	133207	CINTAS CORPORATION #721	DPW UNIFORM RENT/CLEAN-DPW	128.00
			DPW UNIFORM RENT/CLEAN-DPW	154.01
			DPW UNIFORM RENT/CLEAN-DPW	128.00
			DPW UNIFORM RENT/CLEAN-DPW	170.53
				580.54
08/21/2025	133208	CLASS A TRAINING CENTER, LLC	PROFESSIONAL SCVS-COUNSELING ADC-32A	240.00
			PROFESSIONAL SCVS-COUNSELING ADC-32A	1,655.00
				1,895.00
08/21/2025	133209	COMCAST BUSINESS	AUG25 RECURRING CHARGES NET-CM	361.35
08/21/2025	133210	DAVID WALLER	REFUND OF BLDG PERMIT-TR	150.00
08/21/2025	133211	DAVONNE DARBY	MIDC ATTORNEY HOUSE COUNSEL	231.00
			MIDC ATTORNEY 24-93045	31.50
				262.50
08/21/2025	133212	DELTA DENTAL PLAN OF MI	SEPT25 EMPLOYEE PREMIUMS-CLERK	8,532.75
08/21/2025	133213	DORIS NEAL	MIDC ATTORNEY 25-93170A/B	1,965.50
08/21/2025	133214	DORNBOS SIGN & SAFETY INC	(60) STOP/NO PARKING, (20) SIGN POST-DPW	2,646.50
08/21/2025	133215	DOXIM	JULY25 MONTHLY WATER BILLS-TR	4,928.57
08/21/2025	133216	DTE ENERGY	JULY25 STREET LIGHTS/TRAFFIC SIGNALS-DPW	36,483.95
08/21/2025	133217	DTE ENERGY	AUG25 GAS/ELECTRIC-CITY PROPERTIES	10,234.46
08/21/2025	133218	EASTSIDE MECHANICAL	HVAC SERVICE/MAINTENANCE-LIB	89.00
08/21/2025	133219	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW	4,560.48
			180-0362 AEW STORM SEWER REPAIRS-DPW	4,610.48
				9,170.96
08/21/2025	133220	FEDEX	SHIPPING-POSTAGE-HWPD	21.14
08/21/2025	133221	G2 CONSULTING GROUP; LLC	180-0349 TAP GRANT SIDEWALK PGM-CM	2,146.00
08/21/2025	133222	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW	72.17
			VEHICLE PARTS-MAINT-DPW	199.32
			VEHICLE PARTS-MAINT-DPW	310.12
			VEHICLE PARTS-MAINT-DPW	17.24
			VEHICLE PARTS-MAINT-DPW	46.38
			VEHICLE PARTS-MAINT-DPW	4.28
			CREDIT MEMO	(56.88)
				592.63
08/21/2025	133223	GILBERT'S PRO HARDWARE; INC.	HARDWARE-MAINT-DPW	6.53
			HARDWARE-MAINT-DPW	20.98
			HARDWARE-MAINT-DPW	69.98
			HARDWARE-MAINT-DPW	63.96
			HARDWARE-MAINT-DPW	6.22
			HARDWARE-MAINT-DPW	91.47
			HARDWARE-MAINT-DPW	4.80
			HARDWARE-MAINT-DPW	7.98
				271.92

Check Date	Check	Vendor Name	Description	Amount	
08/21/2025	133224	GRAYBAR FINANCIAL SERVICES	AUG25 TELEPHONE SYSTEM LEASE-CH	1,089.00	
08/21/2025	133225	GROSSE POINTE NEWS	#1 HW 8/21 SYN REG MTG-CLERK AD	740.00	
08/21/2025	133226	GROSSE POINTES CLINTON REFUSE	JULY25 SMDA RUBBISH DISP/COMPOST/ADM-DPW	9,233.01	
08/21/2025	133227	GUARDIAN SEWERS	(5) STOP BOX REPAIRS/SHUT OFF AG081125-D	2,500.00	
			(8) STOP BOX REPAIRS/SHUT OFF AG081125-D	3,600.00	
			(2) STOP BOX REPAIRS/SHUT OFF AG081125-D	1,500.00	
			(1) STOP BOX REPAIR/SHUT OFF AG081125-DP	1,400.00	
			EMERGENCY M BREAK REPAIR AG081125-DPW	6,200.00	
			EMERGENCY HYDRANT REPAIR AG081125-DPW	1,100.00	
				16,300.00	
08/21/2025	133228	HONIGMAN LLP	LEGAL SVCS EASTLAND MALL THRU 073125-CM	2,700.00	
08/21/2025	133229	HOUSE ARREST SERVICES, INC.	PROFESSIONAL SERVICES ADC-COURT	153.00	
			PROFESSIONAL SERVICES ADC-COURT	119.00	
				272.00	
08/21/2025	133230	JOHN CAHALAN	MIDC ATTORNEY ON CALL-080825	140.00	
08/21/2025	133231	FITZGERALD LAW, PLLC	MIDC ATTORNEY ON CALL-070325	140.00	
08/21/2025	133232	KANSAS CITY LIFE	SEPT2025 LIFE INSURANCE PREMIUM-CLERK	5,282.40	
08/21/2025	133233	KATHY MATTHYS	REFUND-CANCELLED PICNIC	100.00	
08/21/2025	133234	KENNEDY INDUSTRIES	EMEG CALL BALFOUR PMP STATIONDPW	2,302.50	
08/21/2025	133235	LAKEITHA SMITH	MIDC ATTORNEY ON CALL-070125	280.00	V
			MIDC ATTORNEY HOUSE COUNSEL/ON CALL 0805	437.50	V
			MIDC ATTORNEY ON CALL 081525	268.10	V
				985.60	
08/21/2025	133236	T-MOBILE	GPS/TIMING ADVANCE-071625-081425-HWPD	165.00	
08/21/2025	133237	LOWE'S	HARDWARE/SUPPLIES-DPW	54.95	
			HARDWARE/SUPPLIES-DPW	66.38	
			HARDWARE SUPPLIES-MAINT HWPD	26.07	
			HARDWARE SUPPLIES-MAINT HWPD	91.00	
			HARDWARE SUPPLIES-MAINT HWPD	302.09	
			HARDWARE/SUPPLIES-DPW	41.45	
			HARDWARE/SUPPLIES-DPW	131.48	
				713.42	
08/21/2025	133238	MCAA	CONFERENCE REG FEE COURT ADMIN	600.00	
08/21/2025	133239	MCKENNA ASSOCIATES INC	HW ZONING ORD (MISHDA GRANT) UPDATE-CLER	3,700.00	
			JULY25 PROFESSIONAL SVCS AG071425-CL	474.07	
				4,174.07	
08/21/2025	133240	MICHAEL CIUNGAN	VISITING JUDGE ASSIST WITH DOCKET 081325	400.00	
08/21/2025	133241	MOBILE COMMUNICATIONS AMERICA, INC	APX6000 PORTABLE RADIO REPAIR-HWPD	675.00	
08/21/2025	133242	MR. C'S CAR WASH	JULY25 (21) POLICE VEHICLE CLEANING	138.00	
08/21/2025	133243	MULLIGANS LAWN SERVICE	CUL DE SAC LAWN CUTTINGS-DPW	130.00	
			CUL DE SAC LAWN CUTTINGS-DPW	130.00	
				260.00	
08/21/2025	133244	BUGS ON WHEELS	CHILDRENS PROGRAMMING-LIB	325.00	
08/21/2025	133245	NU APPEARANCE	LAWN MAINT/FERTILIZATION-LIBRARY	125.00	
			COMMERCIAL LAWN CUT/MUN LOC-REC	2,143.00	
			COMMERCIAL LAWN CUT MUNICIPAL LOC-REC	2,724.00	

Check Date	Check	Vendor Name	Description	Amount
			FERTILIZATION/WEED CITY LOC AG081125-REC	3,452.00
			FERTILIZATION/WEED CITY LOC AG081125-REC	1,672.00
			COMMERCIAL LAWN CUT VAR DEPT AG081125-RE	3,487.00
			COMMERCIAL LAWN CUT/TRASH PICKUP AG08112	3,083.50
			RESIDENTIAL LAWN CUTTING/VIOLATIONS AG08	2,900.00
			SPRINKLER SYS REPAIRS AG081125-DPW	3,160.00
			WEED CONTROL MUNICIPAL LOC AG081125-DPW	2,832.50
			RESIDENTIAL LAWN CUTTING/VIOLATIONS AG08	2,855.00
				28,434.00
08/21/2025	133246	O'REILLY, RANCILIO, P.C.	AUG25 PROFESSIONAL SVCS-CM	17,362.50
08/21/2025	133247	OAKLAND COMMUNITY COLLEGE	HWPD SWAT TRAINING ACADEMY	750.00
08/21/2025	133248	OAKLAND COUNTY	CLEMIS MEMBERSHIP/USAGE FEE AG081125	6,571.50
08/21/2025	133249	ODP BUSINESS SOLUTIONS, LLC-LIBRARY	OFFICE SUPPLIES LIBRARY	225.20
08/21/2025	133250	ODP BUSINESS SOLUTIONS, LLC-CLERK	OFFICE SUPPLIES-CLERK	424.26
08/21/2025	133251	ORKIN	AUG25 MONTHLY PEST CONTROL @ CH-DPW	150.00
08/21/2025	133252	OSCAR W LARSON COMPANY	OPERATION B INSPECTION-DPW	748.99
08/21/2025	133253	PARAGON LABORATORIES, INC	QUARTERLY WATER TESTING-DPW	254.00
08/21/2025	133254	PATRICIA J KNOLL	AUG25 *457 DISTRIB/IT WITHELD	253.63
08/21/2025	133255	PITNEY BOWES GLOBAL FINANCIAL	QUARTERLY SENDPRO POSTAGE MACHINE-CM	930.75
08/21/2025	133256	QUALITY CAPS	EMERGENCY VEHICLE OUTFITTED-HWFD	4,325.00
08/21/2025	133257	QUILL CORPORATION	OFFICE SUPPLIES-CLERK	169.00
08/21/2025	133258	R&R FIRE TRUCK REPAIR INC	E2 PREVENTATIVE MAINT/PUMP TEST-HWFD	387.88
			E1 PREVENTATIVE MAINT/PUMP TEST-HWFD	722.95
				1,110.83
08/21/2025	133259	RINNA MITCHELL	MIDC ATTORNEY HOUSE COUNSEL	367.50
			MIDC ATTORNEY HOUSE COUNSEL	222.60
			MIDC ATTORNEY HOUSE COUNSEL	258.30
				848.40
08/21/2025	133260	ROBBTRONIX AUDIO PRODUCTIONS	SOUND SYSTEM UPGRADE AG081125	8,160.00
08/21/2025	133261	SAFEBUILT; INC.	JULY25 PROFESSIONAL SVC AG081125-CM	75,001.30
08/21/2025	133262	SIMPLIFIED BUSINESS SOLUTIONS	JUNE25 IT SUPPORT/SUPPLIES AG081125-CM	18,817.41
			JULY25 PROFFESIONAL SERVICE AG051925	4,373.09
				23,190.50
08/21/2025	133263	SIR SPEEDY #6310	500 ORION METER SHEETS/500COURTESY NOTIC	277.48
			1000 STOP METER/WATER NOTICES-DPW	93.96
				371.44
08/21/2025	133264	STATEWIDE ELECTRICAL	ON SITE SVCS CALL KELLY RD-DPW	484.95
08/21/2025	133265	SUBURBAN LIBRARY COOPERATIVE-GEN	INDIRECT STATE AID,2ND/FINAL PAYMENT-LIB	4,261.39
08/21/2025	133266	TANEESHA BRANTLEY	CLEANING SERVICES KELLY RD-DPW	200.00
			CLEANING SERVICES KELLY RD-DPW	200.00
				400.00
08/21/2025	133267	THE CRACKED EGG OF HARPER WOODS	JULY25 PRISONER MEALS-HWPD	168.50
08/21/2025	133268	THORNETTA DAVIS-ANDERSON	BLUES IN THE WOODS ENTERTAINMENT-PR	3,500.00
08/21/2025	133269	MICHIGAN'S BEST SANTA & MRS CLAUS	CHILDREN'S PROGRAMMING-LIB	262.50
08/21/2025	133270	TOSHIBA AMERICA BUSINESS SOLUT	COPIER LEASE-LIB	22.43
			COPIER LEASE-LIB	747.44
				769.87

Check Date	Check	Vendor Name	Description	Amount
08/21/2025	133271	TURF AND TIMBER TREE EXPERTS	TREE TRIM/CLEANUP AG081125-DPW	900.00
			TREE TRIM/CLEANUP AG081125-DPW	400.00
			EMG STORM DAMAGE TREE TRIM AG0081125	1,200.00
			TREE REMOVAL/CLEANUP AG081125-DPW	3,200.00
			TREE TRIM/CLEANUP AG081125-DPW	300.00
			TREE TRIM/CLEANUP AG081125-DPW	1,200.00
			TREE REMOVAL/CLEANUP AG081125-DPW	800.00
			TREE REMOVAL/CLEANUP AG081125-DPW	200.00
			TREE REMOVAL/CLEANUP AG081125-DPW	1,400.00
			TREE REMOVAL/CLEANUP AG081125-DPW	700.00
			TREE REMOVAL/CLEANUP AG081125-DPW	1,100.00
			TREE REMOVAL/CLEANUP AG081125-DPW	2,700.00
			TREE REMOVAL/CLEAN UP AG081125-DPW	2,400.00
			TREE REMOVAL/CLEAN UP AG081125-DPW	1,700.00
			TREE REMOVAL/CLEAN UP AG081125-DPW	2,600.00
				20,800.00
08/21/2025	133272	TURF AND TIMBER TREE EXPERTS	TREE TRIM/CLEANUP AG081125-DPW	500.00
			TREE REMOVAL/CLEANUP AG081125-DPW	2,300.00
			TREE REMOVAL/CLEANUP AG081125-DPW	3,600.00
			TREE REMOVAL/CLEANUP AG081125-DPW	2,800.00
			TREE REMOVAL/CLEANUP AG081125-DPW	3,500.00
			TREE REMOVAL/CLEANUP AG081125-DPW	7,200.00
			TREE REMOVAL/CLEANUP AG081125-DPW	2,800.00
				22,700.00
08/21/2025	133273	UNIQUE	JULY2025 LIBRARY PLACEMENTS-LIBRARY	23.30
08/21/2025	133274	VERIZON WIRELESS	JULY25 DIST COURT CISCO DEVICE-32A	40.09
			APRIL25 MOBILE SVCS(DPW, BLD, FIRE, REC)	576.33
			APRIL25 MOBLE PHONE SERVICE HWPD-CM	246.66
			FD TELEMETRY-CM	7.02
				870.10
08/21/2025	133275	VINCENT VANTIEM	MIDC ATTORNEY HOUSE COUNSEL/ON CALL 0716	522.20
			MIDC ATTORNEY HOUSE COUNSEL/ON CALL 0724	549.50
			MIDC ATTORNEY HOUSE COUNSEL/ON CALL 0812	371.00
				1,442.70
08/21/2025	133276	WARREN	WINDOW REPAIR/MAINT JP (DEPOSIT)-REC	457.15
08/21/2025	133277	WAYNE COUNTY	MAY25 TRAFFIC SIGNAL MAINTENANCE-DPW	208.38
			APR25 BOARDING OF PRISONERS-HWPD	1,225.00
				1,433.38
08/21/2025	133278	WCA ASSESSING	AUG25 CONTRACT ASSMT AG081125-CL	6,703.33
08/21/2025	133279	WITMER PUBLIC SAFETY GROUP	FIRE EQUIPMENT PARTS-MAINTENANCE SUPPLY	158.57
			FIRE EQUIPMENT PARTS-MAINTENANCE SUPPLY	8.29
			FIRE EQUIPMENT PARTS-MAINTENANCE SUPPLY	201.79
				368.65
08/21/2025	133280	WM CORPORATE SERVICES, INC	JULY25 (13) ROLL OFF TRANS/DISPOSAL-DPW	6,654.91
08/22/2025	133281	LAW OFFICE OF PHYLLIS G-ROBINSON	MIDC ATTORNEY ON CALL-070125	280.00
			MIDC ATTORNEY HOUSE COUNSEL/ON CALL 0505	437.50

Check Date	Check	Vendor Name	Description	Amount
			MIDC ATTORNEY ON CALL-081525	268.10
				985.60
08/27/2025	133282	NP EASTLAND BUILDING 2, LLC	18200 VERNIER BLDG PERMIT PARTIAL REFUND	23,608.00
08/27/2025	133297	STATE OF MICHIGAN	REPLACE (4) MUNICIPAL PLATES HWPD	20.00
08/28/2025	133298	ELECTRO-MATIC VISUAL, INC	CITY SIGN REPAIRS/MAINTENANCE CM	751.96
			Total Paper Check:	1,226,424.65

GEN TOTALS:

Total of 98 Checks:	1,226,424.65
Less 1 Void Checks:	985.60
Total of 97 Disbursements:	1,225,439.05

MARIA A. NAWROCKI, FINANCE DIRECTOR

JOHN M. SZYMANSKI, 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 08/09/2025 - 08/29/2025
CHECK NUMBERS 133188 thru 133296

Check Date	Check#	Vendor Name	Description	Amount
08/14/2025	133188	MISSION SQUARE	P/R DEDUCTIONS W/H 08/14/2025	8,668.00
08/14/2025	133189	MISDU	P/R DEDUCTIONS W/H 08/14/2025	1,040.23
08/14/2025	133190	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 08/14/2025	700.00
08/28/2025	133283	AFLAC	P/R DEDUCTIONS W/H 08/28/2025	743.74
08/28/2025	133284	AMERICAN FIDELITY ASSURANCE	P/R DEDUCTIONS W/H 08/28/2025	1,957.92
08/28/2025	133285	FRATERNAL ORDER OF POLICE #102	P/R DEDUCTIONS W/H 08/28/2025	88.00
08/28/2025	133286	FRATERNAL ORDER OF POLICE LABOR COUNCIL	P/R DEDUCTIONS W/H 08/28/2025	917.00
08/28/2025	133287	HWPOA	P/R DEDUCTIONS W/H 08/28/2025	255.00
08/28/2025	133288	IAFF LOCAL #1188	P/R DEDUCTIONS W/H 08/28/2025	780.00
08/28/2025	133289	MISSION SQUARE	P/R DEDUCTIONS W/H 08/28/2025	8,668.00
08/28/2025	133290	MISDU	P/R DEDUCTIONS W/H 08/28/2025	1,040.23
08/28/2025	133291	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 08/28/2025	880.00
08/28/2025	133292	POLICE OFFICERS ASSOCIATION OF MI	P/R DEDUCTIONS W/H 08/28/2025	509.60
08/28/2025	133293	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 08/28/2025	19,719.77
08/28/2025	133294	THIN BLUE LINE OF MICHIGAN	P/R DEDUCTIONS W/H 08/28/2025	10.00
08/28/2025	133295	TEXASLIFE, INSURANCE CO	P/R DEDUCTIONS W/H 08/28/2025	239.24
08/28/2025	133296	TPOAM	P/R DEDUCTIONS W/H 08/28/2025	315.00
			GRAND TOTAL	**$46,531.73**

MARIA A. NAWROCKI, FINANCE DIRECTOR

JOHN M. SZYMANSKI, 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

WCA ASSESSING

August 21, 2025

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

RE: Assessment Services – September 2025

For contract assessment services rendered:

Contract Fee (Annually $80,440 ÷ 12)..... $6,703.33

TOTAL AMOUNT DUE $6,703.33

Respectfully submitted,

Lynette Hobyak
Business Manager

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

SIMPLIFIED BUSINESS SOLUTIONS
TECHNOLOGY SIMPLIFIED
866.416.2215

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

Bill To:
City of Harper Woods Attn: Leslie Frank 20010 Kelly Rd, Harper Woods, MI 48225 United States

Date	**Invoice**
08/01/2025	6934
Account	
SBS4-20	

Terms	**Due Date**	**PO Number**	**Reference**	
Net 30 days	08/31/2025	36002	Monthly Billing for August	38-6005461
SMS Professional includes – 4 Hours Monthly – Technical assistance (onsite or remote) *Additional hours billed at $85/hr*				

Managed Services Details	Quantity	Price	Amount
Agreement SMS-E-Managed Services Enterprise			$340.00
RMM Auto-Created Managed Network Computer	83.00	$3.25	$269.75
Anti-virus, Malware Protection, and Reporting	83.00	$2.25	$186.75
DNS gateway filtering software (additional web site/browser protection)	83.00	$2.25	$186.75
M365 Business Basic - Added Charles Voorhees (employee# 6160) Luther Steinberg (employee# 4660)	6.00	$7.00	$42.00
M365 Business Premium - Email & Desktop Software (71 – HarperWoods / 13- 32aDC)	85.00	$20.50	$1,742.50
Microsoft 365 Azure Protection Premium	1.00	$4.00	$4.00
Security Awareness Training	61.00	$4.00	$244.00
HWoods City Server Backup	1.00	$275.00	$275.00
HWoods PD Server backup service	1.00	$275.00	$275.00
D32A Court Backup	2.00	$37.50	$75.00
Monthly Website Maintenance (New for City) with monthly DNS ($5)	1.00	$164.99	$164.99
Monthly Website Maintenance (New for Court) with monthly DNS ($7.50)	1.00	$117.49	$117.49
City YouTube Channel through Google Workspace	1.00	$59.99	$59.99
Fortify Advanced Security Protection	6.00	$29.99	$179.94
Adobe Pro Enterprise	7.00	$22.99	$160.93
ScreenConnect Annual Subscription (Billed Monthly) - 6 licenses Remote access for (Assessing/John/Micki/Finance Laptop/Court)	6.00	$15.00	$90.00

	Total Managed Services Details:	**$4,414.09**
Make checks payable to Simplified Business Solutions, LLC	**Invoice Subtotal:**	$4,414.09
	Sales Tax:	$0.00
	Invoice Total:	**$4,414.09**
	Payments:	$0.00
	Credits:	$0.00
	Balance Due:	**$4,414.09**



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

Bill To:
City of Harper Woods Attn: Leslie Frank 20010 Kelly Rd, Harper Woods, MI 48225 United States

Date	**Invoice**
08/01/2025	6974
Account	
SBS4-20	

Terms	**Due Date**	**PO Number**	
Net 30 days	08/31/2025		38-6005461

Services	Work Type	Hours	Rate	
Agreement Billable Time: SMS-E-Managed Services Enterprise				
Technician I	Regular	4.00/74.75	0.00/85.00	
			Total Services:	**$6,693.75**

Products & Other Charges	Quantity	Price	Amount
Agreement: SMS-E-Managed Services Enterprise			
Patch Cables 7-10 ft: Patch Cables 7-10 ft 2x used at Sam's desk for docking station swap	2.00	$14.99	$29.98
Monitors Dell 24": Monitors Dell 24" SE2425H - Mayor	2.00	$190.00	$380.00
Monitor Stand - Dual: Dual Monitor Stand - Mayor	1.00	$79.99	$79.99
Video Cable - DP to HDMI: Video Cable - DP to HDMI - 6inches - Mayor	2.00	$14.99	$29.98
UPS - APC SMARTUPS 600: UPS - APC Back-UPS 650 VA Un-interruptible Power Supply with Surge Protection - Kelly Rd	1.00	$139.99	$139.99
		Total Products & Other Charges:	**$659.94**

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

Pricing above reflects approximate 20% savings

Make checks payable to Simplified Business Solutions, LLC

Invoice Subtotal:	$7,013.69
Sales Tax:	$0.00
Invoice Total:	**$7,013.69**
Payments:	$0.00
Credits:	$0.00
Balance Due:	**$7,013.69**

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

Invoice

Date	Invoice #
8/21/2025	33862
Terms	Due Date
Net 30	9/20/2025

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.		
	List: 7/21/25		
1	19176 Woodside 7/22	75.00	75.00
1	189536 Woodside 7/22	60.00	60.00
	List: 7/21/25		
1	20220 Eastwood 7/22	100.00	100.00
	List: 7/23/25		
1	20640 Fleetwood 7/26	120.00	120.00
1	20600 Lennon 7/26	60.00	60.00
1	20411 Danbury Lane 7/26	50.00	50.00
	List: 7/25/25		
1	19929 Kingsville 7/26	60.00	60.00
1	19304 Washtenaw 7/26	60.00	60.00
1	19644 Kenosha 7/26	50.00	50.00
1	18591 Kenosha 7/26	60.00	60.00
1	18549 Kenosha 7/26	40.00	40.00
1	20515 Roscommon 7/29	160.00	160.00
1	18715 Roscommon 7/29	60.00	60.00
1	18575 Woodside 7/29	60.00	60.00
1	18937 Woodland 7/29	40.00	40.00
	List: 7/28/25 Lochmoor.		
1	19926 ~~Lancaster~~, Property Cleanup 7/30	2,900.00	2,900.00
1	20514 Woodmont 7/29	75.00	75.00
1	20950 Lancaster Lot 7/29	60.00	60.00

RECEIVED
AUG 21 2025
DPW - CITY OF HARPER WOODS

Thank You For Your Business!

Total

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

Invoice

Date	Invoice #
8/21/2025	33862
Terms	Due Date
Net 30	9/20/2025

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
	List: 8/4/25		
1	19637 Kingsville 8/5	50.00	50.00
1	18933 Kingsville 8/5	60.00	60.00
1	18541 Kingsville 8/5	50.00	50.00
1	18810 Washtenaw 8/5	40.00	40.00
1	19660 Washtenaw 8/5	40.00	40.00
1	20017 Washtenaw 8/5	40.00	40.00
1	19145 Woodmont 8/5	40.00	40.00
1	19804 Elm Court 8/5	75.00	75.00
	List: 8/6/25		
1	20565 Hollywood 8/11	40.00	40.00
1	20555 Hollywood Lot 8/11	40.00	40.00
	List: 8/8/25		
1	18968 Woodside 8/11	45.00	45.00
1	20492 Woodside, Property Cleanup 8/8	350.00	350.00

Thank You For Your Business!

Total $4,960.00

TURF & TIMBER
TREE EXPERTS
21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
Beaconsfield at: 19257 WASHTENAW HARPER WOODS MI 48225 INVOICE NO.: 1746 DATE: AUGUST 13, 2025	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-13-2025- EMERGENCY SERVICE – STORM DAMAGE – TREE ON ROOF OF HOME – USE OF LIFT AND METICULOUS RIGGING TO PREVENT ANY FURTHER DAMAGES TO HOME	$3,500.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$3,500.00**

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED
AUG 14 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:
20024 ELKHART HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1747 DATE: AUGUST 21, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-1-2025- SILVER MAPLE – DISEASED, ROT, CRACKED & SPLIT – REMOVAL + STUMP	$3,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$3,600.00**

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:
19925 EDGEFIELD 19225 Edgefield HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1748 DATE: AUGUST 21, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-14-2025- ½ DEAD– DEAD TOPS, MULTIPLE DEAD LIMBS - REMOVAL + STUMP PER HEATHER	$1,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$1,800.00**

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

TURF & TIMBER
TREE EXPERTS
21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
19226 19926 EDGEFIELD HARPER WOODS MI 48225 INVOICE NO.: 1749 DATE: AUGUST 21, 2025	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-14-2025- DEAD TOPS, DEAD LEADS, ROTTED BASE – REMOVAL	NO CHARGE
GRIND STUMP	$100.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$100.00**

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:
19015 WASHTENAW HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1750 DATE: AUGUST 21, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-14-2025- ELM – DYING – ROT, MULTIPLE DEAD LIMBS/TOPS – REMOVAL + STUMP (NOTE: 3 ELMS ON SAME PROPERTY)	$2,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$2,800.00**

PLEASE MAKE CHECK PAYABLE TO:

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

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:
19015 WASHTENAW HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1751 DATE: AUGUST 21, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-15-2025- ELM – DYING – MULTIPLE DEAD LIMBS/TOPS – REMOVAL + STUMP (NOTE: 3 ELMS ON SAME PROPERTY)	$2,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$2,200.00**

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

TURF & TIMBER
TREE EXPERTS
21715 HARPER AVENUE, ST. CLAIR SHORES, MI 48080
313-885-9292

TREE SERVICE INVOICE

SERVICE ADDRESS:	BILL TO:
19015 WASHTENAW HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1752 DATE: AUGUST 21, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-18-2025- ELM – SLOWLYDYING – MULTIPLE DEAD LIMBS/TIPS – REMOVAL + STUMP (NOTE: 3 ELMS ON SAME PROPERTY)	$3,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$3,600.00**

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:
20928 ANITA HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1753 DATE: AUGUST 21, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-20-2025- BROKEN BRANCH HANGING OVER DRIVEWAY – REMOVE HAZARD & TRIM/ELEVATE TREE OFF ROOF AND GUTTERS	$1,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$1,200.00**

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:
20847 NORWOOD HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1754 DATE: AUGUST 25, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-20-2025- ELM – DEAD TIPS, DYING – REMOVAL + STUMP	$4,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$4,700.00**

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:
21300 BOURNEMOUTH HARPER WOODS MI 48225	DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1755 DATE: AUGUST 25, 2025	EMAIL: HWDPW@HARPERWOODS.NET

JOB DESCRIPTION	PRICE
8-21-2025- ELM – ½ DEAD – REMOVAL + STUMP	$2,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD GRIND STUMP AND CLEAN UP	

AMOUNT DUE UPON RECEIPT	**$2,800.00**

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

City of Grosse Pointe Woods

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

Invoice No. T-06-25

INVOICE

Customer

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

Date 8/20/2025

Date Due 8/31/2025

Qty	Description	Unit Price	TOTAL
	HARPER WOODS PRO-RATA SHARE OF TORREY ROAD PUMP STATION JANUARY 1, 2025 THROUGH JUNE 30, 2025		
1	SALARIES	$22,544.11	$22,544.11
1	BENEFITS	$6,303.84	$6,303.84
1	OPERATING	$1,562.36	$1,562.36
1	CONTRACTUAL	$1,756.89	$1,756.89
1	ADMINISTRATION/INSURANCE	$0.00	$0.00
1	EQUIPMENT REPAIR	$0.00	$0.00
1	UTILITIES	$10,434.73	$10,434.73
1	CAPITAL IMPROVEMENT (GENERATOR PAYMENT)	$30,343.47	$30,343.47
1	CAPITAL IMPROVEMENT (OTHER)	$25,000.00	$25,000.00
		SubTotal	$97,945.40
		TOTAL	$97,945.40

Payment Details

Acct. # 592-000-677.000
CASH/CHECK ONLY

Office Use Only

CITY OF GROSSE POINTE WOODS
(313)343-2432

RECEIVED
AUG 21 2025
DPW - CITY OF HARPER WOODS

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

INVOICE

August 11, 2025
Project No: 0180-0367-0
Invoice No: 159855

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

Project 0180-0367-0 2025 SIDEWALK REPLACEMENT PROGRAM
FOR: ENGINEERING DESIGN
Professional Services from June 30, 2025 to July 27, 2025
Fee

Construction Cost	200,000.00			
Fee Percentage	6.00			
Total Fee	12,000.00			
Percent Complete	100.00	Total Earned	12,000.00	
		Previous Fee Billing	10,200.00	
		Current Fee Billing	1,800.00	
		Total Fee		**1,800.00**
			Total this Invoice	**$1,800.00**

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

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

INVOICE

August 11, 2025
Project No: 0180-0244-0
Invoice No: 159841

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

Project 0180-0244-0 EASTLAND CENTER REDEVELOPMENT
FOR: CONSTRUCTION ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
SENIOR PROJECT MANAGER				
KERN, RICHARD	.50	141.57	70.79	
Review Sanitary Easement Vacation Documents				
KERN, RICHARD	.50	141.57	70.79	
Supporting Documentation for Sanitary Easement Vacation				
Totals	1.00		141.58	
Total Labor				**141.58**
		Total this Invoice		**$141.58**

Outstanding Invoices

Number	Date	Balance
159316	7/15/2025	465.84
Total		**465.84**

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

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

INVOICE

August 11, 2025
Project No: 0180-0363-0
Invoice No: 159851

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

Project 0180-0363-0 2025 MISCELLANEOUS CONCRETE REPAIRS
FOR: CONTRACT ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
RECORD PLANS				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	2.50	111.13	277.83	
Concrete Patch As-Built Quantities				
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	111.13	55.57	
Contract Administration				
VARICALLI, FRANK	.50	111.13	55.57	
Review quantities for pay estimate				
TECHNICIAN III				
ANKAWI, MICHELLE	1.00	92.26	92.26	
Create draft estimate, generate IDR, generate estimate, create cover letter and send through DocuSign.				
ANKAWI, MICHELLE	.50	92.26	46.13	
Upload G2 Invoice, update the spreadsheet and send to the city for payment				
TECHNICIAN I				
HARRINGTON, MICHELLE	.40	74.77	29.91	
IDR audit				
HARRINGTON, MICHELLE	.30	74.77	22.43	
Review G2 invoice				
MEETINGS				
SENIOR PROJECT MANAGER				
KERN, RICHARD	.10	141.57	14.16	
Review with FDV				
KERN, RICHARD	3.20	141.57	453.02	
Wayne County FAC Meeting				
Totals	9.00		1,046.88	
Total Labor				**1,046.88**
		Total this Invoice		**$1,046.88**

Outstanding Invoices

Number	Date	Balance
159328	7/15/2025	1,750.44
Total		**1,750.44**

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

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

INVOICE

August 11, 2025
Project No: 0180-0366-0
Invoice No: 159854

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

Project 0180-0366-0 2025 PAVEMENT JOINT & CRACK SEALING
FOR: CONTRACT ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TECHNICIAN III				
ANKAWI, MICHELLE	1.00	92.26	92.26	
Create Draft Final mod, reviewed with PM, generate mod and send through DocuSign				
TECHNICIAN I				
HARRINGTON, MICHELLE	.30	74.77	22.43	
File audit for project closeout				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	.50	111.13	55.57	
Pay Estimate Review				
Totals	1.80		170.26	
Total Labor				**170.26**
		Total this Invoice		**$170.26**

Outstanding Invoices

Number	Date	Balance
159331	7/15/2025	53.90
Total		**53.90**

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

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

INVOICE

August 11, 2025
Project No: 0180-0349-0
Invoice No: 159849

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

Project 0180-0349-0 2024 SIDEWALK REPLACEMENT PROGRAM (TAP)
FOR: CONSTRUCTION ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENG. AIDE III / GIS ANALYST III			
LEIDEKER, RONDA	.30	89.49	26.85
Plans & Books			
TECHNICIAN II			
KAFERLE, KATHLEEN	.20	83.51	16.70
Scanning			
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
SWITZER, BRIDGET	2.20	89.49	196.88
Project Admin & Planning / Project Set-up / Plan Inquiry			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	1.00	137.31	137.31
Resident Calls, Contract Administration, Review project with HW			
PRINCIPAL ENGINEER / SURV / ARCH			
PANGORI, STEPHEN	.50	141.57	70.79
complaint from 19906 Damman			
TECHNICIAN III			
ANKAWI, MICHELLE	.50	92.26	46.13
MILLER, THOMAS	.50	92.26	46.13
Create file and file plans and specifications.			
SWITZER, BRIDGET	.90	92.26	83.03
Project Admin & Planning / AW Review / IDR Review / Payroll Inquiry			
SWITZER, BRIDGET	2.90	92.26	267.55
Project Admin & Planning / AW Set-up / 1130 Processing / Project Status Inquiry and Request			
SWITZER, BRIDGET	4.00	92.26	369.04
Project Admin & Planning / AW Set-up and Inquiry / Concrete Document Processing / PreCon Notice / 1130 Processing / LCP Tracker Request			
SWITZER, BRIDGET	.30	92.26	27.68
Project Admin & Planning / AW Set-up			
SWITZER, BRIDGET	.30	92.26	27.68
Project Admin & Planning / Cert Payroll Inquiry			
SWITZER, BRIDGET	1.10	92.26	101.49
Project Admin & Planning / DWR Review Planning			
SWITZER, BRIDGET	.30	92.26	27.68
Project Admin & Planning / LCP Tracker Request / Ticket Inquiry			

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

SWITZER, BRIDGET	2.50	92.26	230.65
Project Admin & Planning / Material Use Inquiry / Project Set-up for Materials / MSL Processing / Material & Document Review			
SWITZER, BRIDGET	2.50	92.26	230.65
Project Admin & Planning / Pay Estimate Inquiry / Project Set-up Inquiry / Project Set-up for Materials / MSL Processing			
SWITZER, BRIDGET	.40	92.26	36.90
Project Admin & Planning / Ticket Inquiry			
SWITZER, BRIDGET	.10	92.26	9.23
Project Admin & Planning			
TECHNICIAN I			
HARRINGTON, MICHELLE	.30	74.77	22.43
Label plans & spec books for distribution.			
HARRINGTON, MICHELLE	.20	74.77	14.95
Scan, rename & save concrete tickets on m-drive			
HARRINGTON, MICHELLE	1.00	74.77	74.77
Work through IDR review process			
KAFERLE, JESSICA	.20	74.77	14.95
Scan Tickets			
SENIOR PROJECT MANAGER			
KERN, RICHARD	2.00	141.57	283.14
AASHTOWare Approvals, Meet with BMS and IM with inspector to review required documentation, Review project with inspector, Resident Calls, Discuss staging area with Contractor			
KERN, RICHARD	.30	141.57	42.47
AASHTOWare Review			
KERN, RICHARD	.50	141.57	70.79
Complaint Field Visits			
KERN, RICHARD	.30	141.57	42.47
Discuss project with inspector, Resident Calls, Respond to AASHTOWare e-mails			
KERN, RICHARD	.60	141.57	84.94
Follow up on status of project, Resident Calls			
KERN, RICHARD	.20	141.57	28.31
IDR Review			
KERN, RICHARD	.30	141.57	42.47
Project Update			
KERN, RICHARD	.20	141.57	28.31
Resident Calls			
KERN, RICHARD	1.30	141.57	184.04
Resident Calls, Contract Administration			
KERN, RICHARD	.80	141.57	113.26
Resident Calls, Review project with inspector			
KERN, RICHARD	.20	141.57	28.31
Update to City			
PROJECT ENGINEER I / SURV I / ARCH I			
MUCA, IZABELA	1.00	136.04	136.04
Draft IDR reviews in AASHTOWare.			
MUCA, IZABELA	2.00	136.04	272.08
Heather training, about IDRs. Checked her material for the IDR she already has. Gave her couple suggestions.			
MUCA, IZABELA	2.50	136.04	340.10
Meeting with Ryan/Bridet/Heather, discussion for set up of inspector to AW. Working with Bridget, set up of items/materials in AW + emails. Project review.			
CONSTRUCTION OBSERVATION			
GRADUATE ENG/SUR/ARC			
WINN, HEATHER	10.00	107.79	1,077.90
Construction Inspection			

GRADUATE ENG I / SURV I / ARCH I				
WINN, HEATHER	8.00	111.13	889.04	
Began review of work done in field.				
WINN, HEATHER	43.00	111.13	4,778.59	
Construction Inspection				
WINN, HEATHER	7.00	111.13	777.91	
Construction Inspection. Preparing reports and calculations				
WINN, HEATHER	5.00	111.13	555.65	
Continued review of work done in field. Worked on reports.				
WINN, HEATHER	6.00	111.13	666.78	
Inputting DWRs in AASHTOware				
WINN, HEATHER	5.00	111.13	555.65	
Preparing reports and calculations. Taking measurements. Continuing punch list.				
WINN, HEATHER	7.00	111.13	777.91	
Preparing reports and calculations. Taking measurements. Starting punch list.				
WINN, HEATHER	8.00	111.13	889.04	
Reviewing DWR remarks, calculations, and materials				
WINN, HEATHER	4.00	111.13	444.52	
Reviewing masterlist of addresses/work.				
WINN, HEATHER	6.50	111.13	722.35	
Working on mdot paper work, Construction Inspection				
WINN, HEATHER	5.00	111.13	555.65	
Working on mdot paperwork. Construction Inspection				
WINN, HEATHER	6.00	111.13	666.78	
Working on mdot paperwork. Construction Inspection				
WINN, HEATHER	6.00	111.13	666.78	
Working on mdot requirements. Construction Inspection				
WINN, HEATHER	7.00	111.13	777.91	
Working on punch list, idrs, yield sheets, and mdot requirements. Construction Inspection				
TEAM LEADER				
MYNY, JOSEPH	2.00	111.13	222.26	
Going over the project with the on-site inspector				
TECHNICIAN III				
SELBY, PATRICK	4.00	92.26	369.04	
Observing Concrete Sidewalks being poured				
Totals	173.90		19,169.96	
Total Labor				**19,169.96**

Billing Limits	**Current**	**Prior**	**To-Date**	
Total Billings	19,169.96	28,081.08	47,251.04	
Limit			47,768.96	
Remaining			517.92	
		Total this Invoice		**$19,169.96**

Outstanding Invoices

Number	**Date**	**Balance**
159325	7/15/2025	8,103.56
Total		**8,103.56**

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

August 11, 2025
Project No: 0180-0329-0
Invoice No: 159846

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

Project 0180-0329-0 ROSCOMMON POCKET PARK
FOR: CONTRACT ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
ADMINISTRATIVE				
BICKHAM, BRENDA	1.00	45.13	45.13	
Contract				
CONSTRUCTION PLAN DESIGN				
GRADUATE ENG I / SURV I / ARCH I				
WARNOCK, DAVID	6.00	111.13	666.78	
markups				
WARNOCK, DAVID	3.00	111.13	333.39	
markups per Ryan				
CONTRACT ADMINISTRATION				
ENG. AIDE III / GIS ANALYST III				
MILLER, THOMAS	.40	89.49	35.80	
Create file and file specifications.				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	137.31	27.46	
Respond to contractors questions				
TECHNICIAN III				
PACKARD, CONNIE	.80	92.26	73.81	
Appia set up				
SENIOR PROJECT MANAGER				
KERN, RICHARD	.40	141.57	56.63	
CSV File, Execute Contract Books				
KERN, RICHARD	.50	141.57	70.79	
Estimate Revisions, Review Plan Revisions for Scope Change, Summarize Revisions for Ty Hinton				
KERN, RICHARD	.30	141.57	42.47	
Groundbreaking Coordination, Scope Changes				
KERN, RICHARD	.20	141.57	28.31	
Groundbreaking Scheduling				
KERN, RICHARD	.30	141.57	42.47	
Project Update				
KERN, RICHARD	.20	141.57	28.31	
Review reduced scope of work summary from contractor				
Totals	13.30		1,451.35	
Total Labor				**1,451.35**

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

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

August 11, 2025
Project No: 0180-0255-0
Invoice No: 159843

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

Project 0180-0255-0 MISS DIG REQUESTS
FOR: GENERAL MISS DIG ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
GIS UPDATES				
GIS ANALYST				
DOURJALIAN, ANDREW	10.00	111.13	1,111.30	
GIS Updates				
KOWALCHICK, ANTHONY	.50	111.13	55.57	
add watermain breaks to GIS				
KOWALCHICK, ANTHONY	.40	111.13	44.45	
create miss dig map				
Totals	10.90		1,211.32	
Total Labor				**1,211.32**
		Total this Invoice		**$1,211.32**

Outstanding Invoices

Number	Date	Balance
159317	7/15/2025	86.24
Total		**86.24**

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

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

August 11, 2025
Project No: 0180-0368-0
Invoice No: 159856

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

Project 0180-0368-0 NB HARPER GLWA WATER MAIN REPLACEMENT
FOR: ENGINEERING PLAN REVIEW
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT MANAGER				
KERN, RICHARD	.30	141.57	42.47	
Pressure Report Review				
KERN, RICHARD	1.00	141.57	141.57	
Proposed Pressures Meeting with GLWA				
Totals	1.30		184.04	
Total Labor				**184.04**
		Total this Invoice		**$184.04**

Outstanding Invoices

Number	Date	Balance
159332	7/15/2025	1,027.10
Total		**1,027.10**

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

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

INVOICE

August 11, 2025
Project No: 0180-0347-0
Invoice No: 159848

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

Project 0180-0347-0 DWSD SEWAGE DISCHARGE DISTRICT
FOR: FLOW METERING AND REPORTING
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT MANAGER				
KERN, RICHARD	1.00	141.57	141.57	
Meeting with DWSD and City, Prepare for Meeting				
KERN, RICHARD	.20	141.57	28.31	
Prepare for Meeting				
Totals	1.20		169.88	
Total Labor				**169.88**
		Total this Invoice		**$169.88**

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

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

INVOICE

August 11, 2025
Project No: 0180-0331-0
Invoice No: 159847

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

Project 0180-0331-0 2024 DWRF LEAD WATER SERVICE REPLACEMENT
FOR: CONSTRUCTION ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.50	137.31	68.66
Disbursement Request			
TECHNICIAN III			
ANKAWI, MICHELLE	.50	92.26	46.13
Create draft estimate, generate IDR, generate estimate, create cover letter and send through DocuSign.			
MILLER, THOMAS	.60	92.26	55.36
Upload and print IDRs.			
TECHNICIAN I			
HARRINGTON, MICHELLE	.40	74.77	29.91
IDR audit			
HARRINGTON, MICHELLE	.90	74.77	67.29
IDR review			
HARRINGTON, MICHELLE	.60	74.77	44.86
IDR review, IDR revision			
HARRINGTON, MICHELLE	.50	74.77	37.39
IDR review, track when contractor worked for payroll			
HARRINGTON, MICHELLE	.50	74.77	37.39
Work on certified payroll tracking, email to contractor			
KAFERLE, JESSICA	.30	74.77	22.43
Punch List			
SENIOR PROJECT MANAGER			
KERN, RICHARD	.70	141.57	99.10
Disbursement Request			
KERN, RICHARD	.60	141.57	84.94
Estimate Review and Approval, Disbursement Request			
KERN, RICHARD	.20	141.57	28.31
Lead Service Consent Form Coordination			
KERN, RICHARD	.40	141.57	56.63
Project Update			
KERN, RICHARD	.20	141.57	28.31
Review project with inspector, Contract information for contractor			
KERN, RICHARD	.20	141.57	28.31
Submit Disbursement Request			

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

Project	0180-0331-0	2024 DWRF LEAD WATER SERVICE REPLACEMENT		Invoice	159847
KERN, RICHARD		.50	141.57	70.79	
Update completion list, Forward information to inspector to develop punch list, Obtain contact information for contractor					
CONSTRUCTION OBSERVATION					
ENG. AIDE III / GIS ANALYST III					
VARICALLI, JOSEPH		7.00	89.49	626.43	
Observed contractor install services on Roscommon.					
GRADUATE ENG I / SURV I / ARCH I					
WINN, HEATHER		1.00	111.13	111.13	
Completing reports					
WINN, HEATHER		6.50	111.13	722.35	
Construction Inspection					
TEAM LEADER					
MYNY, JOSEPH		.50	111.13	55.57	
Going over project with the on-site inspector					
TECHNICIAN III					
VARICALLI, JOSEPH		2.00	92.26	184.52	
Observed contractor finish up services on Roscommon.					
VARICALLI, JOSEPH		2.00	92.26	184.52	
Observed contractor install service on Roscommon and checked pour.					
VARICALLI, JOSEPH		7.00	92.26	645.82	
Observed contractor install service on Roscommon and restoration.					
VARICALLI, JOSEPH		5.00	92.26	461.30	
Observed contractor install services on Hampton.					
VARICALLI, JOSEPH		3.00	92.26	276.78	
Observed contractor install two services on Elkhart.					
VARICALLI, JOSEPH		1.50	92.26	138.39	
Observed contractor install two services on Roscommon.					
VARICALLI, JOSEPH		4.00	92.26	369.04	
Observed contractor pour concrete walks on Roscommon and Kenosha.					
VARICALLI, JOSEPH		2.00	92.26	184.52	
Spot checked contractor install 2 services on Roscommon and 1 on Beaconsfield.					
VARICALLI, JOSEPH		2.00	92.26	184.52	
Spot checked contractor work on Washtenaw and Roscommon.					
TECHNICIAN I					
KAYI, OLIVER		2.50	74.77	186.93	
Put together Harper Woods punch list for restoration and sidewalk					
GRADUATE ENGINEER II / SURV II / ARCH II					
KRABA, SOHAIB		11.00	111.13	1,222.43	
observation/punch list					
WILSON, HOLLY		6.00	111.13	666.78	
Concrete Sidewalk Pour and Water Service Transfer					
Totals		70.60		7,026.84	
Total Labor					**7,026.84**

Billing Limits	**Current**	**Prior**	**To-Date**
Labor	7,026.84	27,601.86	34,628.70
Limit			120,000.00
Remaining			85,371.30

Total this Invoice **$7,026.84**

Outstanding Invoices

Number	**Date**	**Balance**
159323	7/15/2025	1,794.21
Total		**1,794.21**

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

August 11, 2025
Project No: 0180-0380-0
Invoice No: 159858

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

Project 0180-0380-0 CITY HALL - HARPER ADA ACCESSIBILITY
FOR: PRELIMINARY ENGINEERING FOR GRANT APPLICATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
CONSTRUCTION PLAN DRAFT				
GRADUATE ENG I / SURV I / ARCH I				
WARNOCK, DAVID	6.00	111.13	666.78	
design and estimate				
WARNOCK, DAVID	8.00	111.13	889.04	
work on design and estimate				
CONSTRUCTION PLAN DESIGN				
SENIOR PROJECT MANAGER				
KERN, RICHARD	.20	141.57	28.31	
Cost Breakdown Information for City Clerk				
KERN, RICHARD	.30	141.57	42.47	
Edit Estimate, Submit documents to City for grant application				
KERN, RICHARD	.70	141.57	99.10	
Meet with Building Director review potential project				
KERN, RICHARD	.50	141.57	70.79	
Review and mark up plans				
Totals	15.70		1,796.49	
Total Labor				**1,796.49**
		Total this Invoice		**$1,796.49**

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

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

INVOICE

August 11, 2025
Project No: 0180-0303-0
Invoice No: 159844

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

Project 0180-0303-0 TEMPORARY WATER SYSTEM OPERATOR
FOR: WATER SYSTEM OPERATIONS
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
ADDITIONAL SERVICES				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	137.31	68.66	
MiEHDWIS ACT-418424 CCR status and Cert of Distr with DPW				
SENIOR PROJECT ENG II / SUR II / ARCH II				
GUINNANE, PAUL	.50	141.57	70.79	
Check MiEHDWIS (CCR and EQP5943)				
Totals	1.00		139.45	
Total Labor				**139.45**
		Total this Invoice		**$139.45**

Outstanding Invoices

Number	Date	Balance
159318	7/15/2025	343.29
Total		**343.29**

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

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

INVOICE

August 11, 2025
Project No: 0180-0365-0
Invoice No: 159853

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

Project 0180-0365-0 2025 SANITARY SEWER CLEANING & TV INSP
FOR: CONTRACT ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	111.13	55.57	
Contract Administration				
VARICALLI, FRANK	.50	111.13	55.57	
Review quantities for pay estimate				
TECHNICIAN III				
ANKAWI, MICHELLE	1.00	92.26	92.26	
Create draft estimate, generate IDR, generate estimate, create cover letter and send through DocuSign.				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	.50	111.13	55.57	
Pay Est Review				
GIS UPDATES				
GRADUATE ENG/SURV/ARCH				
KOWALCHICK, ANTHONY	2.50	107.79	269.48	
update leads, reports and video in GIS				
GIS ANALYST				
KOWALCHICK, ANTHONY	.50	111.13	55.57	
link videos, update pipes and reports				
KOWALCHICK, ANTHONY	.50	111.13	55.57	
update city hall sewers from sketch and videos				
KOWALCHICK, ANTHONY	1.70	111.13	188.92	
update reports, videos and leads in GIS				
CCTV REVIEW				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	6.50	107.79	700.64	
CCTV Review				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	20.50	111.13	2,278.17	
CCTV Review				
WILSON, HOLLY	2.50	111.13	277.83	
CCTV Review and Punch List				
WILSON, HOLLY	1.00	111.13	111.13	
Priority Lists				
Totals	38.20		4,196.28	
Total Labor				**4,196.28**

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

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

INVOICE

August 11, 2025
Project No: 0180-0364-0
Invoice No: 159852

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

Project 0180-0364-0 2025 SANITARY SEWER FCIPP PROGRAM
FOR: CONTRACT ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
ADMINISTRATIVE				
BICKHAM, BRENDA	.50	45.13	22.57	
Contract				
TERRY, ASHLEY	.50	45.13	22.57	
Contract markups				
CONSTRUCTION PLAN DESIGN				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.50	137.31	68.66	
Recommendation of Award				
SENIOR PROJECT MANAGER				
KERN, RICHARD	1.40	141.57	198.20	
Attend Council Meeting, Prepare for Council Meeting				
KERN, RICHARD	.30	141.57	42.47	
Notice of Award, Review with FDV				
CONTRACT ADMINISTRATION				
GRADUATE ENG/SURV/ARCH				
WILSON, HOLLY	.50	107.79	53.90	
Contract Book Markups and Contract Documents				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	2.00	111.13	222.26	
Contract Book Markups and other Contract Documents				
WILSON, HOLLY	2.00	111.13	222.26	
Contract, Bonds, Insurance and Correspondence				
WILSON, HOLLY	.50	111.13	55.57	
Precon Prep				
Totals	8.20		908.46	
Total Labor				**908.46**
		Total this Invoice		**$908.46**

Outstanding Invoices

Number	Date	Balance
159329	7/15/2025	855.97
Total		**855.97**

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

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

INVOICE

August 11, 2025
Project No: 0180-0362-0
Invoice No: 159850

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

Project 0180-0362-0 2025 STORM SEWER REPAIRS
FOR: PLAN DEVELOPMENT AND CONSTRUCTION ADMINISTRATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
PRINTS				
TECHNICIAN II				
KAFERLE, KATHLEEN	.50	83.51	41.76	
Contract Books				
QUANTITIES				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	1.00	111.13	111.13	
MERL File				
WILSON, HOLLY	5.50	111.13	611.22	
Quantities and Contract				
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	1.00	111.13	111.13	
Contract Administration				
VARICALLI, FRANK	.50	111.13	55.57	
Set up pre con				
GRADUATE ENGINEER II / SURV II / ARCH II				
WILSON, HOLLY	1.00	111.13	111.13	
Precon Prep				
CONSTRUCTION DOCUMENTS				
SENIOR PROJECT ENG II / SUR II / ARCH II				
GUINNANE, PAUL	.50	141.57	70.79	
Login to CPS and check permit ref: 84008 and check for status update for MDOT inspector				
GUINNANE, PAUL	.50	141.57	70.79	
MDOT inspector request and follow up with RRK (MDOT permit closeout in CSP)				
Totals	10.50		1,183.52	
Total Labor				**1,183.52**
		Total this Invoice		**$1,183.52**

Outstanding Invoices

Number	Date	Balance
159327	7/15/2025	3,250.81
Total		**3,250.81**

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

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

INVOICE

August 11, 2025
Project No: 0180-0379-0
Invoice No: 159857

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

Project 0180-0379-0 2025 SANITARY SEWER LINING PHASE 2
FOR: CONTRACT DOCUMENT PREPARATION
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

		Hours	Rate	Amount	
SECRETARIAL					
SECRETARIAL					
TERRY, ASHLEY	6/30/2025	.30	43.77	13.13	
Markups					
ADMINISTRATIVE					
BICKHAM, BRENDA	7/16/2025	.30	45.13	13.54	
Combine book for Contractor					
CONSTRUCTION PLAN DESIGN					
SENIOR PROJECT MANAGER					
KERN, RICHARD	7/14/2025	1.40	141.57	198.20	
Attend Council Meeting, Prepare for Council Meeting					
CONTRACT ADMINISTRATION					
GRADUATE ENG/SURV/ARCH					
WILSON, HOLLY	6/30/2025	1.00	107.79	107.79	
Contract Book Markups and Contract Documents					
GRADUATE ENGINEER II / SURV II / ARCH II					
WILSON, HOLLY	7/15/2025	2.00	111.13	222.26	
Contract Book Markups and other Contract Documents					
WILSON, HOLLY	7/18/2025	.50	111.13	55.57	
Precon Prep					
WILSON, HOLLY	7/23/2025	.50	111.13	55.57	
Contract, Bonds, Insurance and Correspondence					
WILSON, HOLLY	7/24/2025	1.50	111.13	166.70	
Contract, Bonds, Insurance and Correspondence					
Totals		7.50		832.76	
Total Labor					**832.76**
			Total this Invoice		**$832.76**

Outstanding Invoices

Number	Date	Balance
159333	7/15/2025	854.23
Total		**854.23**

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

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

INVOICE

August 11, 2025
Project No: 0180-0327-0
Invoice No: 159845

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

Project 0180-0327-0 HWHS FOOTBALL FIELD CLUBHOUSE
FOR: FIRE FLOW TESTING
Professional Services from June 30, 2025 to July 27, 2025
Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
GRADUATE ENGINEER II / SURV II / ARCH II				
DANDAYUDHAM, RAMYA	2.50	111.13	277.83	
hydrant testing				
ENGINEERING PLAN REVIEW				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	1.00	137.31	137.31	
Follow up with RRK (No approved engineering plans), construction proceeding in field). Contractor current plans email				
FIELD SERVICES				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	137.31	68.66	
Calls DPW and Contractor (hydrant flow test)				
SENIOR PROJECT ENG II / SUR II / ARCH II				
GUINNANE, PAUL	2.00	141.57	283.14	
Prep, travel, meet DPW and Falcon Fire Protection at HWHS. VFP tech advised that flow test was completed March 2025 and did not have to be done again. Return travel from HWHS to Fraser.				
GUINNANE, PAUL	.50	141.57	70.79	
Field schedule and prep with RD (flow test)				
GUINNANE, PAUL	.50	141.57	70.79	
Follow up with VFP (field photos and hydrant flow test report)				
Totals	7.00		908.52	
Total Labor				**908.52**
		Total this Invoice		**$908.52**

Outstanding Invoices

Number	Date	Balance
159320	7/15/2025	508.06
Total		**508.06**

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

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 1 - RESOLUTION APPROVING NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATES

EXPLANATION / SUMMARY

Attached is the Master application for a Neighborhood Enterprise Zone (NEZ) Certificate that has been submitted by Renovare Robertson Harper Woods LLC. In addition to the Master NEZ Certificate, there will be applications for NEZ certificates for each of the 71 new duplexes and town homes in the Fraser Square development on the former Poupard school property. These certificates have been reviewed by the Assessor, the City Clerk and me.

Also attached is a resolution that is required to be adopted, essentially approving the submission of the applications to the State Tax Commission for each of the properties included in the Neighborhood Enterprise Zone for a twelve (12) year period.

I have reviewed this and recommend that this be approved.

RECOMMENDED ACTION:

By RESOLUTION, Approve the following property for receipt of Neighborhood Enterprise Zone (NEZ) Certificates for a twelve (12) year period: The Land situated in the City of Harper Woods, County of Wayne, State of Michigan, and is described as follows: Units 1 through 71, both inclusive, FRASER SQUARE CONDOMINIUM, according to the Master Deed recorded in Liber 59555, page 540, as amended, and designated as Wayne County Condominium Subdivision Plan No. 1261, together with rights in the general common elements and the limited common elements as shown on the Master Deed and as described in Act 59 of the public Acts of 1978, as amended, and further to authorize the City Clerk to sign the Certificates.

SUBMITTED BY: _____ **City Manager, John Szymanski**

___Approved ___Vote

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

LOCAL GOVERNMENTAL UNIT USE ONLY	
▸ Application No.	▸ Date Received
STATE USE ONLY	
▸ Application No.	▸ Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)

Owner/Developer/Applicant Name: Renovare Robertson Harper Woods, LLC

Facility's Street Address:

City: Harper Woods | State: MI | ZIP Code: 48225

Name of City, Township or Village (taxing authority): City of Harper Woods

☒ City ☐ Township ☐ Village

County: Wayne

School District: Grosse Pointe Public Schools

Type of NEZ: ☒ OPRA eligible community NEZ ☐ Workforce Housing NEZ

Type of Approval Requested: ☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)

No. of years requested for exemption (6-15; 11-17 for qualified historic building): 12

Is the facility owned or rented by occupants? ☒ Owned ☐ Rented

Type of Property (check one): ☒ House ☐ Duplex ☐ Condo ☐ Loft ☐ Apartment - No. of Units _____

Name of LGU that established district	Name or Number of Neighborhood Enterprise Zone	Date district was established
City of Harper Woods	Fraser Square NEZ	08/19/2024

Identify who will complete the work: ☒ Licensed Contractor ☐ Other _____

Estimated Project Cost (per unit): $347,355.00

Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary.

The Fraser Square development will include 71 newly constructed duplexes and town homes in the City of Harper Woods. The Fraser Square NEZ District includes the parent parcel, ID #42 010 07 0066 305, which is 6.51 acres. A site condominium has been approved for the development. NEZ certificates are being filed for all 71 new units within the development.

Timetable for undertaking and completing the rehabilitation or construction of the facility.

Begin Date	End Date
September 1, 2025	December 31, 2026

Additional Timetable Information (if applicable): Estimated start is this fall with completion expected by end of 2026, depending on buyer demand.

PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION

Contact Name: Jill Ferrari

Contact Telephone Number: (313) 348-7236

Contact Email Address: jill.ferrari@sbdetroit.com

Owner/Developer/Applicant Name: Renovare Robertson Harper Woods, LLC

Owner/Developer/Applicant Telephone Number: (248) 282-1430

Owner/Developer/Applicant Email Address: dneubecker@robertsonhomes.com

Owner/Developer/Applicant Mailing Address	City	State	ZIP Code
6905 Telegraph Road	Bloomfield Hills	MI	48301

I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.

I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.

Owner/Developer/Applicant Signature: _____ Date: _____

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.

☐ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.

Name of LGU
City of Harper Woods

Name of Assessor (First and last name)
Holly Cozza

Telephone Number	Email Address
(734) 331-3980	hcozza@wcaassessing.com

I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.

Assessor's Signature	Date

PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)

Action taken by LGU:

☒ Exemption Approved for 12 Years (6-15)

☐ Exemption Approved for _____ Years (11-17 qualified historic building)

☐ Exemption Denied (include Resolution Denying)

Date of resolution approving/denying this application

Clerk's Name (First and Last)
Leslie Frank

Telephone Number
(313) 343-2510

Email Address
☐ lfrank@harperwoods.net

The State Tax Commission requires the following documents be filed for an administratively complete application:

☐ 1. Original Application

☒ 2. Legal description of the real property with parcel identification number

☒ 3. Resolution approving the zone.

☐ 4. Resolution approving the application.

☐ 5. **REHABILITATION APPLICATIONS ONLY.** Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.

Mailing Address	City	State	ZIP Code
19617 Harper Ave.	Harper Woods	MI	48225

I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.

I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.

Clerk Signature	Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU clerk.

City of Harper Woods City Council Resolution Approving
Neighborhood Enterprise Zone Certificates

WHEREAS, Michigan Public Act 147 of 1992, the Neighborhood Enterprise Zone Act ("Act"), provides for the establishment of Neighborhood Enterprise Zones, exemption from ad valorem taxes, and the imposition of specific property tax in lieu of ad valorem property taxes within designated Neighborhood Enterprise Zones; and

WHEREAS, the City of Harper Woods has established a Neighborhood Enterprise Zone for the following area, in the manner required by and pursuant to Public Act 147 of 1992.

THEREFORE, BE IT RESOLVED, That the Harper Woods City Council approves the submission of the applications to the State Tax Commission, and, if applicable, the City Council concurs with the issuance of the certificate if the application was filed not more than 6 months after the date of the issuance of a building permit for the facility.

BE IT FINALLY RESOLVED, That the Harper Woods City Council approves the following property for receipt of Neighborhood Enterprise Zone Certificates for a twelve-year period:

The Land situated in the City of Harper Woods, County of Wayne, State of Michigan, and is described as follows:

Units 1 through 71, both inclusive, FRASER SQUARE CONDOMINIUM, according to the Master Deed recorded in Liber 59555, page 540, as amended, and designated as Wayne County Condominium Subdivision Plan No. 1261, together with rights in the general common elements and the limited common elements as shown on the Master Deed and as described in Act 59 of the public Acts of 1978, as amended.

AYES:

NAYS:

ABSENT:

DECLARED ADOPTED on _____, 2025.

I, Leslie M. Frank, City Clerk of the City of Harper Woods, Wayne County, State of Michigan, do hereby certify that the foregoing is a true and accurate copy of a Resolution adopted by the City of Harper Woods City Council at their regular Council meeting on the day of , 20 .

_____
Leslie M. Frank, City Clerk
City of Harper Woods

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 2 - HVAC AND LIGHTING CONTROL UPGRADES - HARPER WOODS LIBRARY

EXPLANATION / SUMMARY

See attached separate memorandum.

RECOMMENDED ACTION:

By RESOLUTION, to approve the proposal dated July 28, 2025 submitted by Johnson Controls for the HVAC upgrade in the amount of $7,290.00 and the proposal dated August 19, 2025 for the lighting panel upgrade in the amount of $24,990.00 for a total of $32,280.00 as requested for the Harper Woods Library operations.

SUBMITTED BY: _____ **City Manager, John Szymanski**

___Approved ___Vote

City of Harper Woods
19617 Harper Avenue
Harper Woods, Michigan 48225-2095
313.343.2500 www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams

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

City Manager:
John Szymanski

City Clerk
Leslie M. Frank

August 29, 2025

Memorandum to: Mayor & City Council

From: John Szymanski – City Manager

Re: Johnson Controls – HVAC & Lighting Panel Controls

It has been brought to my attention, by our Library Director, there is no way of controlling the temperature of the Library Building and the lighting throughout the building cannot be turned on by a switch, but rather turning each individual switch on/off from the circuit board located in the basement.

The operating software was installed over (20) years ago, for both systems, and the company that performed the original installation is no longer in business.

Failure of any one system or both would lead to a shutdown of the library. In an effort to avoid that possibility, the library has received quotes on both systems from the following vendors:

FOR THE TEMPERATURE CONTROL:

1) Johnson Controls - $7,290
2) Control Solutions - $11,200 to $36,780
3) K & S Ventures - $3,430

FOR THE LIGHTING PANEL CONTROL SYSTEM:

1) Johnson Controls - $24,990
2) Blue Heron Electric - $85,000
3) Control Solutions - $29,400

It is recommended that the lowest and best bid be accepted and that competitive bidding be waived due to the specialized nature of this work based on opinions from technicians who advised a highly reputable firm in this industry. The library has recommended using Johnson Controls for both systems. A representative from the library will be on hand to answer any questions the City Council may have at this time.

I recommend approval of this request.

Johnson Controls

PROPOSAL

Johnson Controls, Inc.
Building Efficiency
2875 High Meadow Circle
Auburn Hills, MI 48326-2773
Tel: 800-234-2995
Fax: 248-276-6001

To: Harper Woods Library
19601 Harper Ave.
Harper Woods MI 48225

July 28, 2025

Subject: Harper Woods Building Automation System upgrade.

Johnson Controls is pleased to provide a proposal for the above stated project. This work includes the following SOW.

Scope of Work

- Upload existing Tridium Niagara JACE database.
- Replace and install new Vykon JACE 9000.
- Upgrade existing station to the latest firmware and reinstall on the new JACE.
- Clean up graphics and functions to the fullest extent of the field equipment controllers capability.
- Replace failed outside air actuator with new M9220-GGA-3.

COST.....$7,290.00

Exclusions: All work to be performed on straight time. Any function issues with filed equipment controllers and devices will be reported and quoted at the customer's request.

This proposal incorporates by reference the terms and conditions which are attached to this document. Our trades will adhere to all Johnson Controls safety policies and our customers published workplace procedures.

Thank you for the opportunity to submit our solution and please sign and return this proposal if you would like us to proceed.

Sincerely,
JOHNSON CONTROLS

Luke Mills
Luke Mills
Owner Direct Sales

HVAC CONTROLS PROPOSAL

August 19, 2025

To: Harper Woods Library

Project: Lighting Upgrade

References: Site Walk

Johnson Controls

INGENUITY WELCOME

2875 High Meadow Circle
Auburn Hills, MI
48326, United States

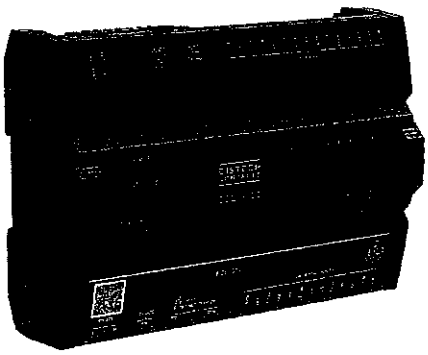
Name: Matthew Koglin
Phone: +19475175544

PRICING SUMMARY

DESCRIPTION	Total Price
Base Bid -	**US $24,990**

Lighting Controls

- Provide existing site lighting control panel internal component demo.
- Provide new lighting controller equipment.
- New lighting control equipment to be installed in existing lighting control enclosure.
- Provide new local human interface display screens.
- Provide floor plan layout and lighting zone control from local displays.
- Provide master on/off control from local displays.
- Provide building management integration for remote control of lighting zones.
- Provide building management integration for remote control of master on/off.





TRAINING / WARRANTY

- Includes (4) hours of on-site owner/operator training.
- Includes warranty for (1) year from the date of owner's acceptance of a certificate of substantial completion.

CLARIFICATIONS:

- Includes Distech ECY Lighting Controllers.
- Includes Distech ECY Horyizon 10" Local Displays.
- Includes project management, engineering, and programming/commissioning.
- This proposal shall be included within any contract terms and conditions.
- Pricing is based on normal working hours (Monday - Friday) No overtime work is included in the above pricing.
- All wiring will be in wire molde for interior exposed locations and in the plenum-rated cable where applicable by code.

EXCLUSIONS:

- Furnishing of any new lighting fixtures.
- Replacing any non-functioning light bulbs or fixture pieces.
- Providing any reporting involving tenant billing, energy metering, weather data or ASHRAE 3-1996.
- Furnishing, installation, and wiring for line voltage of split systems or rooftop units.
- Furnishing, installation, and wiring of smoke detectors, smoke dampers, combination fire/smoke dampers, and fire dampers and associated actuators and wiring unless noted in the scope above.
- Fire sequencing, smoke sequencing, etc.
- Third Party Commissioning.

Important: This proposal incorporates by reference the Terms and Conditions attached

This Proposal is Valid Until for 30 days from the proposed date.

This proposal is hereby accepted, and Johnson Controls is authorized to proceed with the work, subject to credit approval by Johnson Controls, Inc. Milwaukee, WI.

Purchaser - Company Name	**Johnson Controls, Inc.**
_____	_____
Signature	Signature
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 3 - ACCEPTANCE OF PROPOSAL - ENVIRONMENTAL ASSESSMENT

EXPLANATION / SUMMARY

Attached is a memorandum from the Economic and Community Development Director requesting approval for environmental services in conjunction with the proposed Community Center development. As he states, the environmental assessment is a requirement before anything can be built on the site.

Phase I and II include a historical assessment of Salter Park and also soil test borings which will determine if there is any soil contamination.

I have reviewed this and it is recommended that this be approved.

RECOMMENDED ACTION:

By RESOLUTION, to accept the proposal from Lord and Winter dated July 29, 2025 for the Phase I and Phase II Environmental Assessment of Salter Park in conjunction with the proposed Community Center development in the amount of $19,500.00.

SUBMITTED BY: _____ **City Manager, John Szymanski**

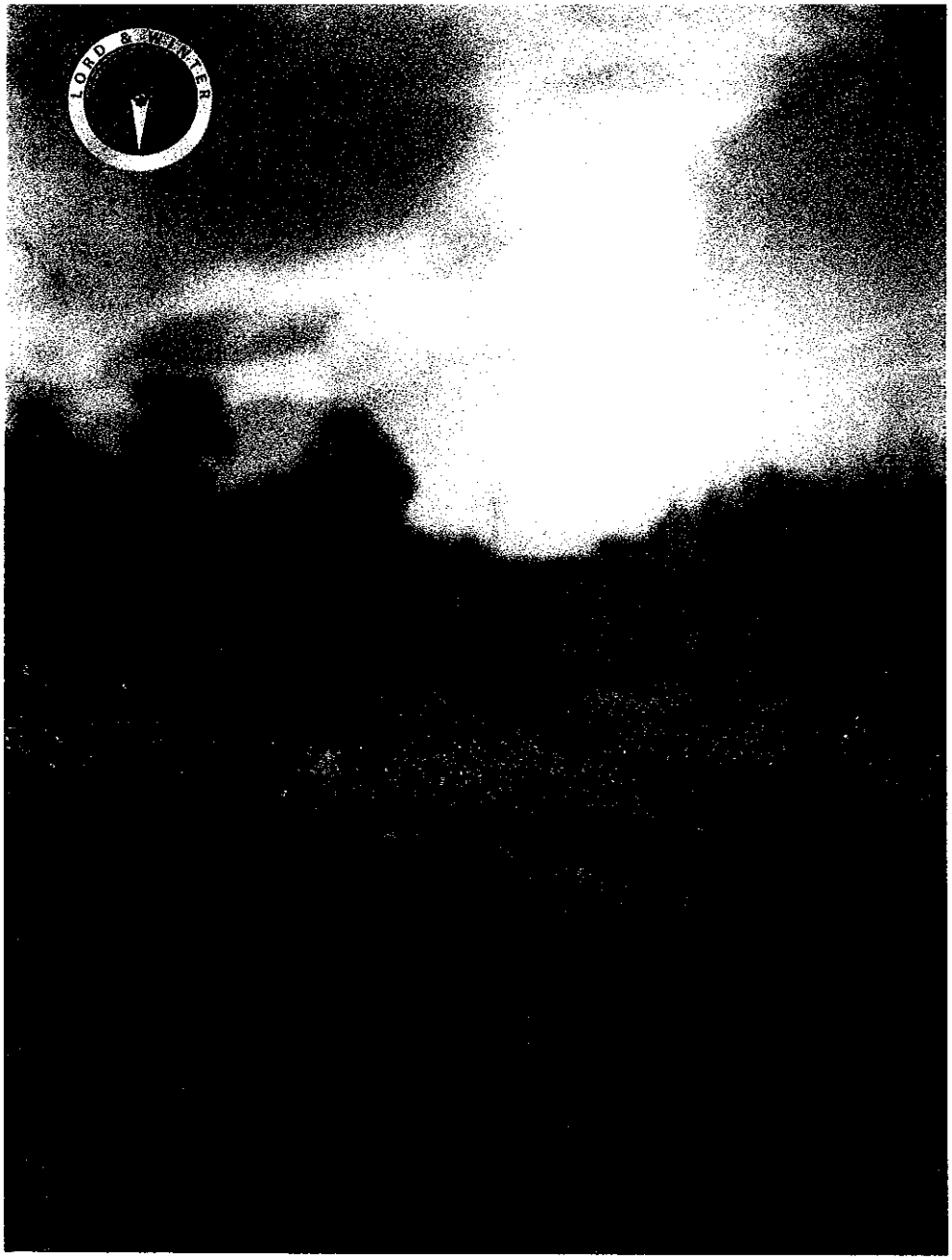
___Approved ___Vote

MEMORANDUM

To: John Szymanski, City Manager
From: Ty Hinton, Economic & Community Development Director
Subject: Request for the acceptance of a Proposal
Date: August 28, 2025

I am requesting approval from the City Council to approve a Proposal for environmental services from Lord and Winter. We received two proposals for an environmental assessment of the site in Salter Park where we propose to build the Community Center. The proposals were in response to a RFP for such services. Such an assessment is required before we build on this site.

I selected the proposal from Lord and Winter as the most responsive proposal with the best price for services. The Proposals are attached to this Memo. They will perform a Phase I historical assessment of the various uses the Salter Park site has had over time. Then, if it is required, they will conduct "soil test borings" to determine the levels and location of contamination, which will be a Phase II assessment. The Phase I will cost $2,500. A Phase II will cost $17,000 depending upon the scope of their investigation and soil borings. I rejected their proposed "Environmental Lien Review " as unnecessary for this site.



Proposal for Phase I and Phase II Environmental Site Assessments at 19430 Harper Avenue, Harper Woods, Michigan 48225

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

JULY 29, 2025

Introduction

AT LORD AND WINTER, LLC, WE ARE HERE TO "SHOW YOU THE WAY" THROUGH THE ENVIRONMENTAL REQUIREMENTS OF YOUR PROJECT.

City of Harper Woods needs a due diligence partner that understands schedule requirements, that has depth of experience, and that can meet quality and budget expectations. Lord and Winter, LLC has the local staff and environmental service experience to deliver you the report to meet your expectations.

We are a niche Professional Environmental Services company with a very talented staff. Founded in 2013 in Nashville, Tennessee, we have consistently grown year by year and now offer our Professional Environmental Services nationwide. All of our staff have Masters of Science degrees to ensure you have the brightest minds on your project. Our Project Managers hold the esteemed Project Manager Professional certification so you can trust your project to a deeply capable Project Manager.

Our objective is to serve you well to help ensure that City of Harper Woods continues to be a leader in your industry.

We appreciate the opportunity to work with you.



David J Winter, MS PMP CHMM PG
Owner, Lord and Winter, LLC

Overview

We are "all in" with Lord and Winter - They have proven themselves again and again"

Commercial Real Estate Executive

Lord and Winter, LLC's environmental due diligence solutions are customized to your unique project needs. We offer start to finish services including Phase I Environmental Site Assessments, Phase II Site Investigations, and remediation and cleanup.

We been helping businesses for over 30 years, both locally and nationwide. We know the landscape, we know your due diligence timetable, and we understand the commercial real estate industry.

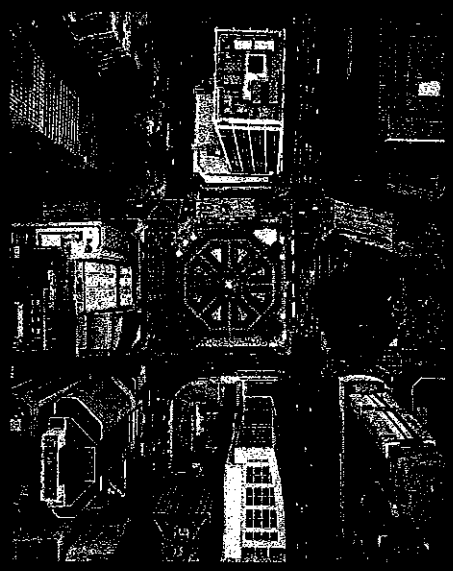
Key Deliverable:

A Phase I Environmental Site Assessment Report

A Limited Phase II Environmental Site Assessment Report

Our reports are completed by local professionals and delivered to you fast and accurate.

We will conduct testing to determine if RECs identified in the Phase I ESA report resulted in a release to the Subject Property.



Did you know?

Lord and Winter staff professionals each have obtained a Masters Degree in their respective field of science. We are one of the most qualified Professional Environmental Service companies in the United States.

Project Location

The project location is depicted in the figure below.



PROPERTY ADDRESS

The Subject Property is the 7.80-acre, Wayne County Parcel 42003990007003, located at 19430 Harper Ave, Harper Woods Michigan 48225. The current owner is City of Harper Woods.

CLIENT

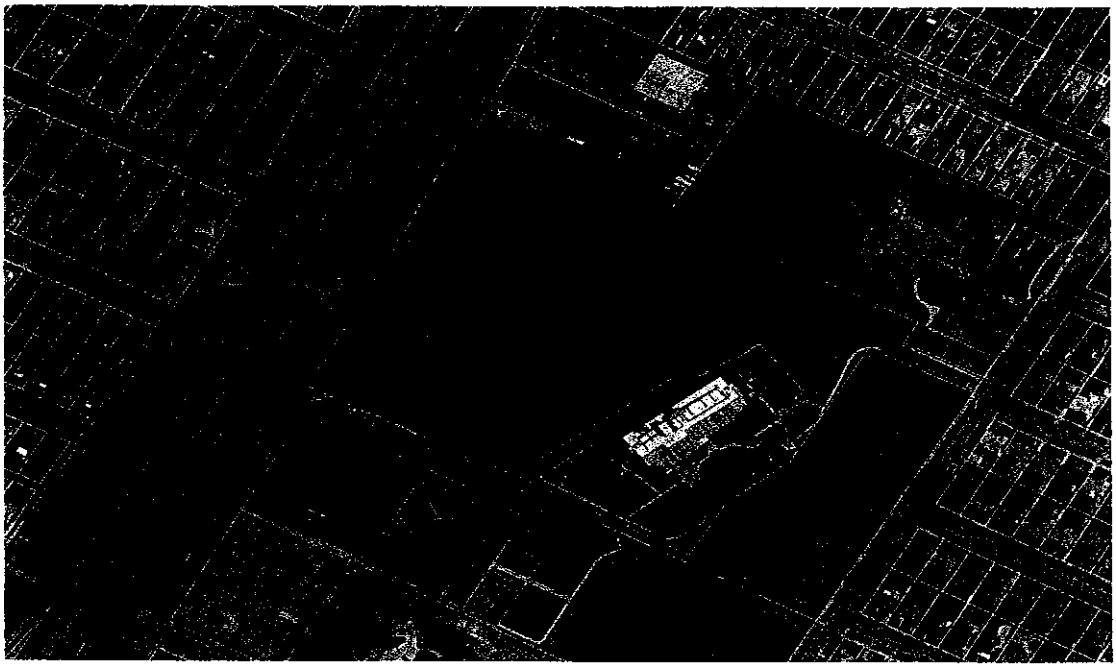
The project proponent is City of Harper Woods of 19617 Harper Ave, Harper Woods, Michigan 48225.

PROJECT PURPOSE

City of Harper Woods requires environmental due diligence due to a pending development of a community center on the Subject Property. The client requires a Phase I and a Limited Phase II Site Assessment.

Scope of Work

The location of the Subject Property for the environmental due diligence is identfied below. Additionally, the scope of work for the project is listed.



PHASE I SCOPE

A Phase I Environmental Site Assessment Report will be prepared. Work will include a site reconnaissance, historical environmental database search, historical aerials, historical topographic maps, tax assessment data, fire insurance maps, and a city directory search. An environmental lien review may be selected as an option by the client. Work will generally follow guidance from Method ASTM 1527-21 and be conducted by a Qualified Environmental Professional.

PHASE II SCOPE

A public and private utility clearance will be performed. 4 soil borings will be advanced up to 35 FT below ground surface. 2 soil vapor borings will be advanced. 4 soil samples and 4 groundwater samples will be collected for analytical testing of VOCs, PAHs, and RCRA-8 Metals. 2 soil vapor samples will be collected for analytical testing of VOCs. A report of findings will be prepared to compare results with state and federal screening levels.

SCHEDULE

We will send you a Phase I Environmental Site Assessment Report in 10-12 business days and a Limited Phase II Site Investigation Report in 2-3 weeks after the completion of the field work.

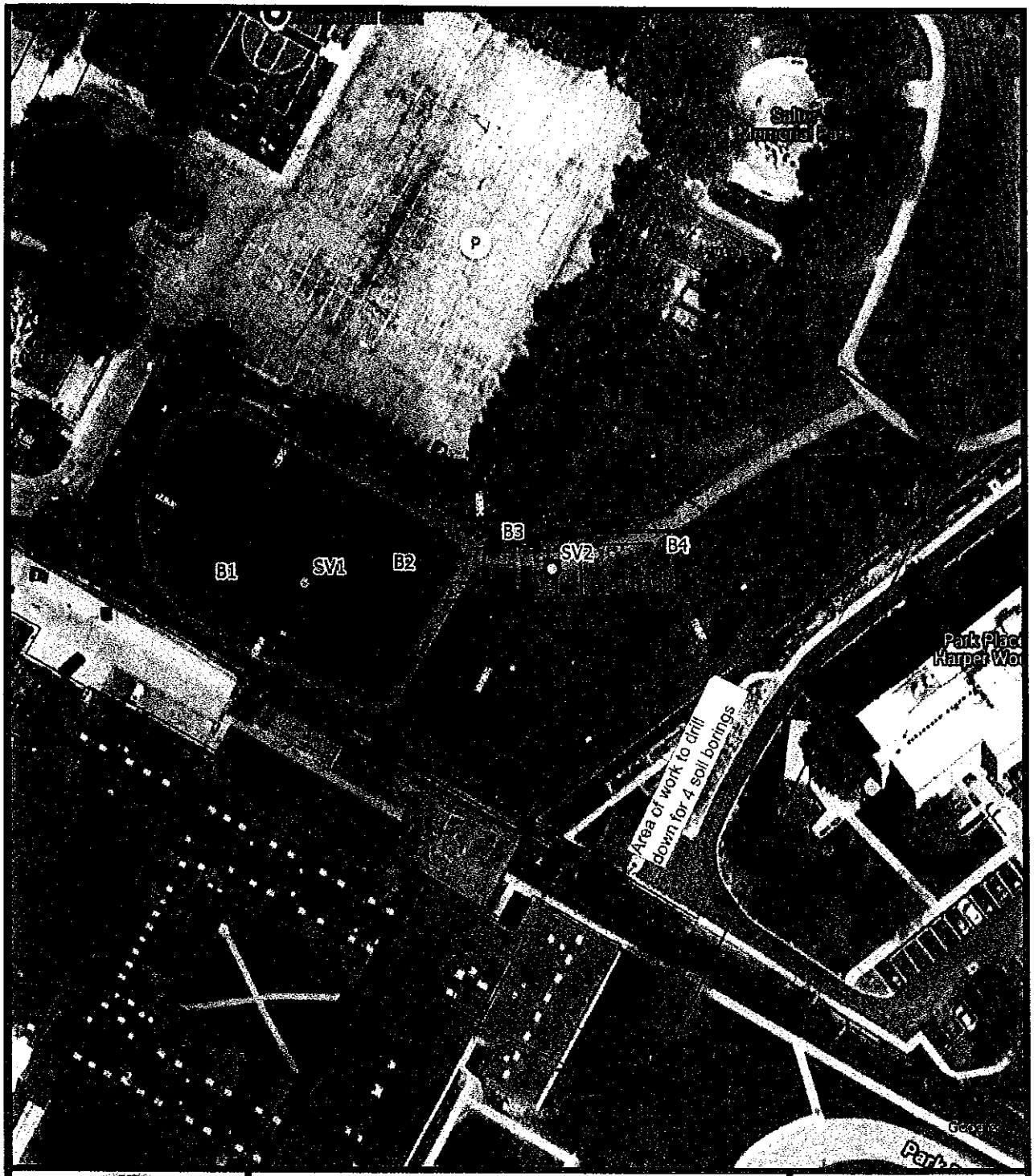


Figure 1

Scope of Work

19430 Harper Ave
Harper Woods, MI 48225

July 2025

Methods

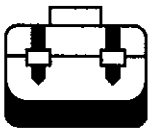
The methods of conducting the Limited Phase II Site Assessment are identified in the description below.

Volatile Organic Compounds	EPA Method TO-15	Soil Vapor
Volatile Organic Compounds	EPA Method 8260D	Soil and Groundwater
Poly-nuclear Aromatic Hydrocarbons	EPA Method 8270E	Soil and Groundwater
RCRA Metals (8 List)	EPA Method 6010D/7471B	Soil and Groundwater



SOIL VAPOR SAMPLING METHODS

Soil vapor sample locations will be advanced to 3 to 4 FT below ground surface through a 3/4" hand or hammer drill advanced hole. 1/4" tubing will be deployed with sand screen to depth, sealed from the surface, and attached to a vacuum cylinder. Soil gas samples will be shipped to the lab for VOC analysis.



SOIL SAMPLING METHODS

Soil sample locations will be advanced up to bedrock or a total depth of 35 FT via hydraulic push of a 2" diameter, stainless steel spoon. Each soil interval will be described using the Unified Soil Classification System. Organic vapors will be screened using a Photo-Ionization Detector (PID). The interval exhibiting the most evidence of contamination through observations or organic vapors will be submitted to the laboratory for VOC, PAH, and RCRA Metal analysis.



GROUNDWATER SAMPLING METHODS

Groundwater will be sampled from one-inch diameter, Schedule 40 PVC, temporary wells. Groundwater will be purged from the well using a 0.75-inch diameter, HDPE, double weighted bailer. Groundwater samples will be submitted to the laboratory for VOC, PAH, and RCRA Metal analysis.

Build Your Cost Estimate

Please select the services by checking the box on the left in the table below.

SELECTED SERVICES	PRICE	QTY	SUBTOTAL
☑ **Phase I Environmental Site Assessment** A Phase I Environmental Site Assessment and Report generally conforming to ASTM 1527-21.	$2,500		
☐ **Environmental Lien Review** Optional for client; may be completed by clients attorney at closing.	$700		
☑ **Limited Phase II Environmental Site Assessment** Includes estimated labor, expenses, and subcontractors as described in the scope of work section of this report. A report of findings is included generally compliant with ASTM E1903-19 and ASTM E2600.	$17,000		
Total			$19,500

City of Harper Woods will be billed on a "percent complete basis".. Invoices are due net 30 days.

Did you know?

Lord and Winter uses a streamlined, work flow process to accelerate the report delivery to our clients. It's something we are constantly working on with our laboratories and drillers to minimize project time.

Let's Work Together

This Agreement, together with the attached Terms and Conditions, constitute the entire Agreement between the parties with respect to the subject matter hereof, and as of the date this Agreement is executed by both Parties, shall supersede any previous agreements or understandings, written or oral, between the Parties.

The Agreement shall commence on Not yet accepted.

The total cost of the Proposal is $19,500.00.

Jonathan Odekirk
2025-07-29 10:21:05 (EDT)

John Szymanski

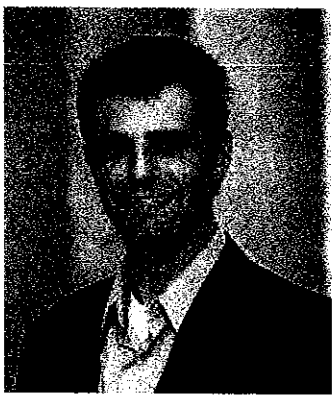
Jonathan Odekirk
| Lord and Winter, LLC

John Szymanski
| City of Harper Woods

We look forward to *working with you!*



Sarah Lewis, MS PMP QHP
Senior Biologist



Jonathan Odekirk, MS, PG
Project Geologist

Terms and Conditions

Acceptance and Payment: The issuance of a purchase order or similar authorization to proceed to LORD & WINTER (also referred to as "Lord and Winter, LLC" and "Lord and Winter") shall constitute Client's acceptance of these Terms and Conditions (referred to herein as the "Agreement"). Client will be invoiced on a Time and Materials Basis unless otherwise noted in the Fees Section. Client agrees to LORD & WINTER standard vetting process which includes, but is not limited to, completion of an online Client Screening Form by Client. LORD AND WINTER may at its sole discretion decide not to proceed with proposal if Client fails screening process. Client agrees to pay invoice to receive download link for completed report. Invoices are due upon receipt. A 2% per month interest or finance charge, but not to exceed the maximum allowed by law, will be added on any invoice not paid within 30 days of receipt. Client agrees to reimburse LORD & WINTER for any costs, to include attorney fees, incurred to collect unpaid invoices. LORD & WINTER shall be entitled to additional compensation for any requested additional services, to include services in connection with any reuse of its instruments of professional service, or for any material changes in its scope of services.

Suspension: If Client fails to pay any invoice when due, or is in material breach of this Agreement, or for any other similar cause, LORD & WINTER may at its sole discretion suspend performance of services upon one (1) day written notice to Client. LORD & WINTER shall have no liability to Client or anyone, and Client agrees to make no claim for any delay or damage as a result of such suspension, and agrees to defend, indemnify and hold LORD & WINTER harmless from any such claims by others. Upon cure of the cause of the suspension, LORD & WINTER shall resume services within a reasonable time, and there shall be an equitable adjustment of the project schedule and fees to reflect the effects of such suspension.

Third Party Reliance and Indemnity: The services provided by LORD & WINTER are solely for the Client's exclusive benefit and use, and no third party is the intended user or beneficiary of LORD AND WINTER'S services or reports. Further, by undertaking its services, no obligation is created on the part of LORD & WINTER to any other person, to include the owner of the site where services are performed. Client agrees to defend, indemnify and hold LORD & WINTER harmless from any claims by anyone arising from the services performed by LORD & WINTER for Client.

Standard of Care: Notwithstanding any other provision of this Agreement or any other document related to LORD & WINTER'S services, LORD & WINTER shall perform its services in accordance with the level of care and skill ordinarily exercised under similar circumstances by other members of its profession currently practicing in the same locality at the time the services are provided. No warranty, expressed or implied, is made or intended by LORD & WINTER. The parties further agree that LORD & WINTER is not a fiduciary of Client.

Termination: The obligation to provide further services under this Agreement may be terminated without cause by either party upon one day written notice to the other party. On termination by either the Client or LORD & WINTER, Client shall pay LORD & WINTER all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred). Upon such termination by Client, it shall immediately return to LORD & WINTER all drawings, reports, documents, and other instruments of professional services prepared by LORD & WINTER, and Client shall make no further use thereof.

Access and Data: By signing this agreement Client authorizes Lord and Winter staff and representatives to access the site, and Client represents the is has obtained owner authorization required. Client authorizes Lord and Winter to utilize site photographs and project general information for marketing purposes unless consent to share data is denied by Client in writing prior to commencement of project.

Insurance: LORD & WINTER shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect LORD & WINTER from claims of professional negligence arising from the performance of services under this Agreement. Client agrees to waive subrogation against LORD & WINTER.

Risk Allocation: In recognition of the relative risks and benefits of LORD & WINTER'S services and this Agreement to both Client and LORD & WINTER, to the fullest extent permitted by law, the parties agree to allocate the risks such that total aggregate liability of LORD & WINTERs (and its employees, members, or affiliated companies) to Client and any their parties (to include the site owner, any person with whom Client has contracted in connection with the site, or anyone else) for any and all injuries, claims, losses, expenses, penalties, costs, or other damages of any type (including attorney and expert fees and court costs) arising out of LORD & WINTER's services performed pursuant to this Agreement, at any time, from any cause or causes shall not exceed the lessor amount of payments made to LORD & WINTER for its services or $5,000. This limitation shall apply regardless of the cause of action or legal theory pled or asserted, to include indemnity. The parties agree that LORD & WINTER's individual employees, officers or directors, and members shall not be subject to any personal liability related to the services provided by LORD & WINTER or any of them. Upon written request from Client, the parties may negotiate a higher limitation of liability for additional consideration.Neither party shall be liable to the other, or anyone, in contract, tort or any other theory of liability, for lost business, revenue or profit (whether direct or indirect), lost opportunity, loss of anticipated savings, loss of use, loss of goodwill or reputation, replacement for substitute costs, or for any indirect, consequential, punitive, or special damage (even when advised by LORD & WINTER of the potential for such revenue, profit, savings, etc.). Further, in no event shall LORD & WINTER be liable or responsible to pay, directly or indirectly, any fines, penalties, fees or other costs imposed by any state, local or federal government agency for any reason; or to reimburse Client or any other person for such costs; or to remburse Client or any other person for costs incurred to avoid such fines, penalties or fees; or costs incurred to comply with any related corrective action by a government agency. To the fullest extent allowed by law, any cause of action arising from L&W's services or this Agreement, regardless of the theory of liability, shall be deemed to have accrued and the applicable prescriptive period/statute of limitations shall commence to run no later than the date of completion of L&W's services under this Agreement (the last date of any work or service performed by L&W). Further, to the fullest extent allowed by law, any claim against LORD & WINTER for negligence, breach of contract or any other theory shall be filed within one year of the date of completion of LORD & WINTER's services, as defined above.

Contractor Liability: LORD & WINTER has no authority to and will not supervise, direct or control the work performed by Client, Client's contractor, or any other person, and is not responsible or liable for their means and methods, to include safety practices, regardless of any knowledge L&W may have of such means, methods or practices, to include deficiencies therein.

Dispute Resolution: It is agreed that all claims, disputes, or other matters arising out of or related to this Agreement or the services of LORD & WINTER shall be submitted to mediation before any legal proceeding is commenced. Completion of mediation is a condition precedent to filing suit, to include any indemnity or third party action. The parties shall equally share the fees and expenses charged by the mediator.

Midland Environmental Assessments

Phase 1 Environmental Site Assessment Proposal 2025-06-02

Proposal for:
19430 Harper Avenue
Harper Woods, MI 48225
APN: 42003990007003

Client Contact Information:
Harper Woods City Clerk Leslie Frank
19617 Harper Avenue, Harper Woods, MI 48225
thinton@harperwoods.net

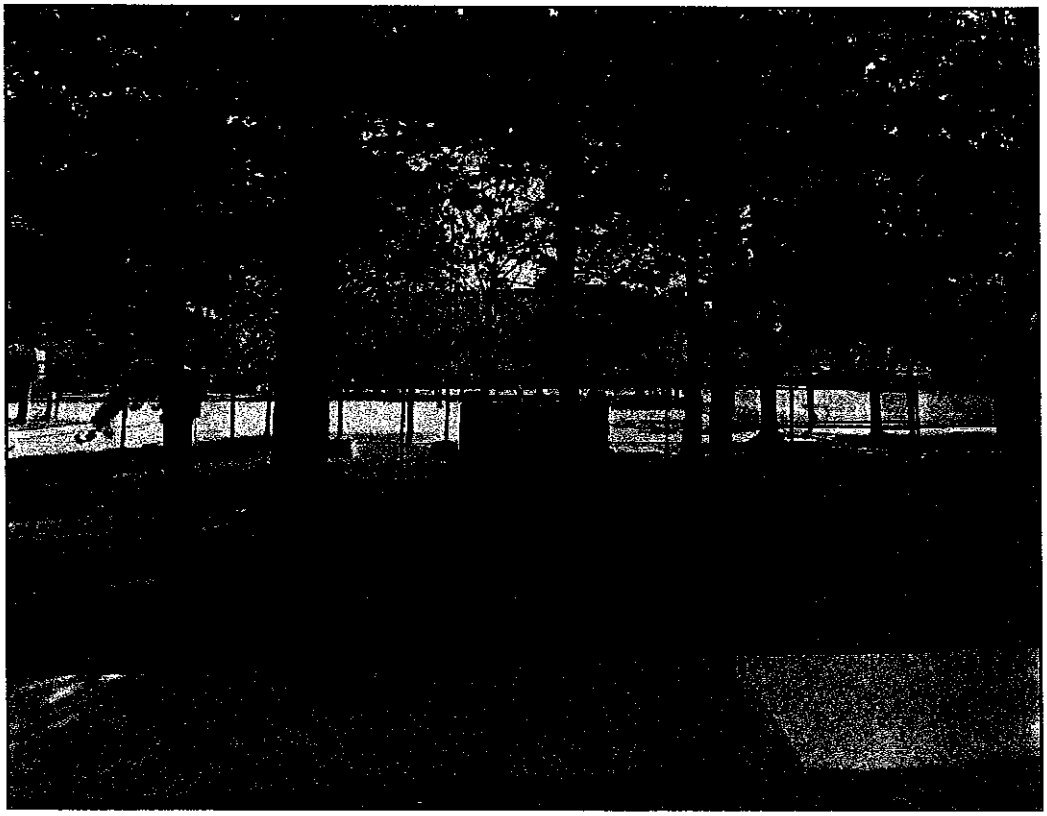


Image snipped from Google Maps

Please review the contract and pay the retainer via phone call at (440) 381 – 3646 or fill in the attached contract and return it to Midland Environmental Assessments at steve@midlandea.com and/or tiffany@midlandea.com.

PHASE I ENVIRONMENTAL SITE ASSESSMENT PRICES	
Proposal Number	**2025-06-02**
Phase I ESA in 15 business days from date of returned signed proposal	$2,200.00
(Pricing within proposal is subject to change, proposal is valid for 4 weeks)	
MINIMUM RETAINER OF 50% REQUIRED	$1,100.00

If you require this project to be completed by an exact date, please communicate that to us immediately so that we can schedule the project completion date appropriately.

Project Boundaries:

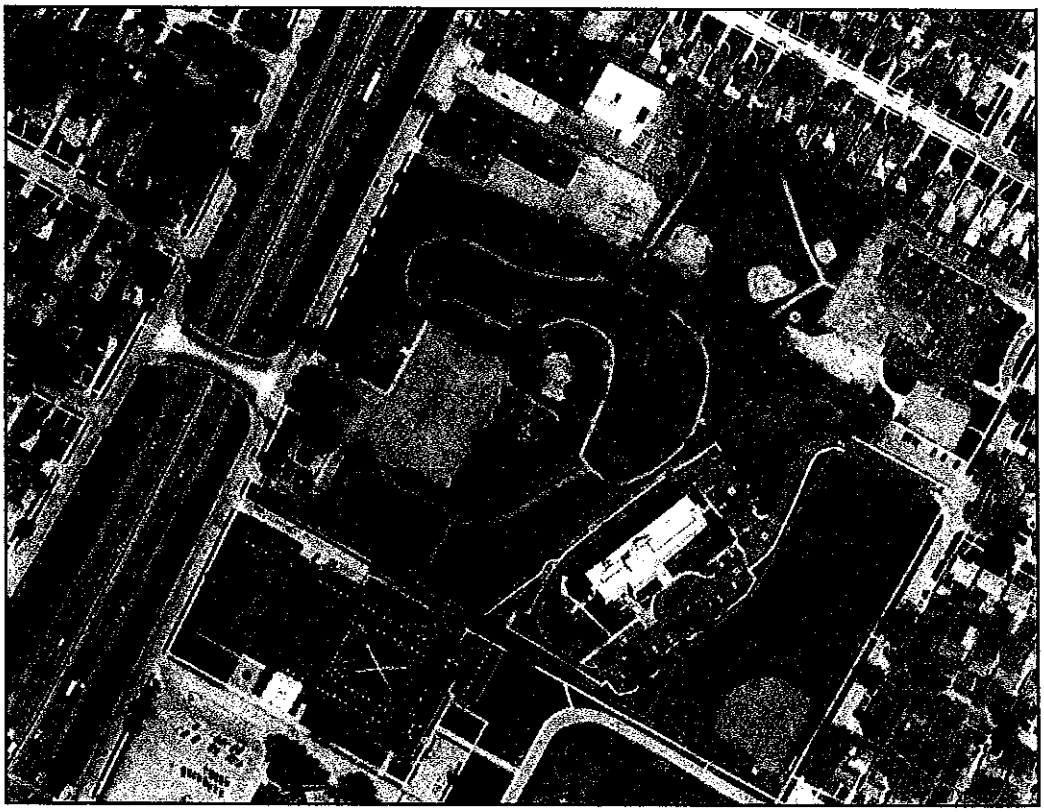


Image snipped from Google Earth

I confirm that the Subject Property boundaries are correct. Any changes to these boundaries after this notice may increase the cost of producing this Phase I ESA. I agree that I will pay any increase associated with the changes to the Subject Property boundaries.

I, _____, accept these boundaries as defining the Subject Property.
(Printed name)

_____ **DATE** _____
(Signature)

PHASE I ESA

Produced according to (ASTM) Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM 1527-21) and compliant with the All Appropriate Inquiries (AAI) rule.

The study will include:

- National databases
- State databases
- Local databases
- Historical databases
- Topographic map
- Fire Insurance Maps (as available)
- City records
- An interview (questionnaires)
- Site inspection
- Report of Findings (digital copy)
- Street directories
- County records

A more detailed description of each item is as follows:

☐ Federal and State database search for sites within the ASTM approximate minimum search distances (some sites are reviewed up to a distance of 1 mile from the Subject Property).

☐ Review of one or more additional state environmental record sources as available (e.g., fire department, health department, published local or state site contamination lists, etc.).

☐ Review of as many of the ASTM standard historical sources as necessary and as reasonably ascertainable and useful to document all obvious uses of the Subject Property from the present, back to the Subject Property's first developed usage or 1940, whichever is earlier (e.g., aerial photographs, fire insurance maps, topographic maps, street directories, or building record. Chain of title is not consulted unless required by a lender. A separate fee to the lump sum quoted will be assessed for obtainment of chain of title.

☐ The site reconnaissance is to obtain information regarding the likelihood of recognized environmental conditions in connection with the Subject Property. The exterior of the Subject Property and any structures, as well as, pathways, roads, etc., will be visually and physically observed. The interior of the structures on the Subject Property will be visually and physically observed if accessible.

☐ Interviews with owners, occupants, key site manager and user, typically with regard to information about current and historical uses, general site setting information, site specific documents, or notices of violations with regard to environmental issues.

☐ An attempt will be made to interview at least one staff member of any of the following: the local fire department, the local agency or state agency having jurisdiction over environmental matters in the area in which the Subject Property is located, and/or the local health department. Typically, interviews are not allowed and are referred to the site files for review. The pricing in the Phase I ESA includes up to $50.00 worth of file review fees, if additional costs are incurred, they will be billed at cost plus 20%.

☐ Produce a report of the work conducted. This proposal is based on the current site conditions and that access will be readily available at such time we can conduct the site visit.

Thank you for this opportunity to be of service. If you have any questions, please contact our office.

Sincerely,

Midland Environmental Assessments

Tiffany Janson

Tiffany Janson
Environmental Professional

**Turnaround time frame is based on normal weather conditions, normal daytime site access, and returning our questionnaire and property boundaries in a timely manner.*

AGREEMENT FOR THE ENGAGEMENT OF PROFESSIONAL SERVICES

The undersigned hereby engages the services of Midland Environmental Assessments as of the date listed above, under the following terms and conditions:

PAYMENT TERMS AND FEES

Pre-Payment (retainer) is required prior to the start of the Project.

The undersigned shall tender payment of the remaining balance due prior to receipt of the final report produced by Midland Environmental Assessments.

Additional and/or supplemental invoices will be submitted progressively, unless otherwise provided by contract or special arrangements.

Addendum and/or supplemental work, inspections, or letters not covered by the original work that is requested by the undersigned shall be paid by the undersigned at the normal hourly rates as charged by Midland Environmental Assessments. These include, any re-inspections of the Subject Property or surrounding properties, addendum letters, change or addition of reliance letters, or Phase II or Phase III work.

Invoices for additional work are payable upon receipt, unless otherwise agreed. Interest of 1 ½ percent per month (but not exceeding the maximum rate allowable by law) will be payable on any amount not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. In the event the account is turned over to an attorney or other agency for collection, or suit is brought on same, or the same is collected through any judicial proceeding whatsoever, applicant shall pay all reasonable collection fees, attorney's fees and court costs incurred by Midland Environmental Assessments or any of its subsidiaries and affiliated entities. Collection fees range from 30% to 50% of the overdue balance. Payments overdue 60 days will be turned over to collection.

If the undersigned fails to pay pursuant to the payment terms stated herein, Midland Environmental Assessments has the right to stop work and keep the job idle until past due payments are made.

Payment to Midland Environmental Assessments shall not be withheld, postponed, or made contingent on the construction, completion, or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties causing additional services or expenses. No withholding, deductions or offsets shall be made from Midland Environmental Assessments compensation for any reason unless Midland Environmental Assessments has been found to be liable for such amounts. Payment of Midland Environmental Assessments fees shall be a condition precedent to bringing any action or suit against Midland Environmental Assessments.

The undersigned shall not withhold payment of any portion of the balance due on grounds that the undersigned believes that the report and/or opinions of Midland Environmental Assessments are unfavorable.

Normal Hourly Fees and Costs for Midland Environmental Assessments:

Fees:	Principal Environmental Professional: $ 200.00/hr.
	Project Manager: $ 180.00/hr.
	Project Coordinator: $ 100.00/hr.
	CAD Technician: $ 100.00/hr.
	Researcher: $80.00/hr.
	Secretarial: $70.00/hr.
Costs:	Hard Copy of Final Report w/ appendix on cd: $100.00
	Postage: at cost
	Wide Format Prints: at cost, plus 20%
	Equipment and other outside services: at cost, plus 20%
	Laboratory testing (Soils and Environmental): at cost, plus 20%

GENERAL TERMS

The undersigned agrees and understands that the purpose of the report is to provide information with regard to aspects of the Subject Property that involve environmental assessments. The undersigned agrees to arrange and provide access to the site as is necessary for Midland Environmental Assessments to perform the requested work. The undersigned agrees to hold harmless and to indemnify Midland Environmental Assessments from any claims, demands, damage, or liability arising out of or in connection with damages caused by any active or passive negligence to easements, underground utilities, pipelines, subsurface structures, or subsurface contamination. Midland Environmental Assessments shall not be held responsible for loss or damage arising from delays caused by fires, earthquakes, rains, strikes, labor troubles, accidents, or any other delays resulting from causes beyond the control of Midland Environmental Assessments.

The following conditions are outside the scope of this agreement: latent and concealed defects and deficiencies; cosmetic items; legal and public records that are determined to be not practically reviewable, publicly available, or reasonably ascertainable per the ASTM Standard 1527 (latest edition); code compliance; public or private ground water wells conditions, construction, or use; geotechnical properties of the subject site; and architectural/structural aspects of design. The undersigned understands that the report is not intended to address the possible presence of or danger from potentially harmful substances and environmental hazards unless specifically included in the approved scope of work including but not limited to: radon gas, lead paint, asbestos, toxic chemicals in the facility, mold, and mildew. The undersigned understands that the report is not intended to address the possible presence or absence of rodents, termites, wood rot, or other wood destroying organisms. The undersigned understands that the professional services performed involve inherent uncertainties, such as limitations on inspections, and research. These uncertainties may adversely affect the Project, findings, and recommendations even though the services are performed with skill and care.

The undersign understands that any and all hazardous material identified during performance of the services, is owned by the property owner or responsible party, and Midland Environmental Assessments is not liable for disposal, treatment or transportation of the material or any exposure to persons from the hazardous material. All water and soil produced from conducting the contracted work will remain onsite and the property of the owner, unless stated in writing.

This agreement is fully integrated and represents the entire, complete, final, and exclusive agreement by and between the parties hereto with respect to its subject matter. No party hereto is relying upon any other agreements, promises, or representations, whether the same are allegedly expressed, implied, oral contemporaneous, or prior. This agreement may only be modified by a subsequent writing to be signed by the party to be charged and may not be modified by any purported subsequent oral agreement whether or not the same is or is alleged to be executed. Any and all communications required or permitted under this agreement shall be made only in writing, properly addressed to the party to be notified and supported by confirmation and/or proof of delivery thereof to the party to be notified. This agreement shall not create any rights or benefits to parties other than the undersigned and Midland Environmental Assessments, except such other rights as may be specifically called for herein. This agreement shall not be binding until signed by both parties. There are no third-party beneficiaries made or intended concerning any provision of this agreement.

It is intended by the parties to this agreement that the Consultant's services in connection with the project shall not subject the Consultant's individual employees, officers, or directors to any personal financial exposure to the risks associated with the project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that its sole and exclusive remedy arising out of any claim, demand or suit shall be directed and/or asserted only against the Consultant, an Ohio Corporation, and not against any of the Consultant's officers, directors or employees including the professional of record.

WARRANTY AND REMEDY

Our professional services will be provided to perform the Scope of Services described herein. Our professional services will be performed using that degree of care and skill ordinarily exercised by reputable consultants practicing under similar conditions in this, or similar localities at the time our services are rendered. NO OTHER WARRANTY, EXPRESSED OR IMPLIED, IS MADE OR INTENDED HEREBY; ALL OTHER WARRANTIES ARE EXPRESSLY DISCLAIMED. NO GUARANTEE OR REPRESENTATION IS MADE OR INTENDED BY ANY MIDLAND ENVIRONMENTAL ASSESSMENTS REPORT (WRITTEN OR ORAL), DOCUMENT, OPINION (WRITTEN OR ORAL), PLAN OR SPECIFICATION, OR OTHERWISE, EXCEPTING THAT MIDLAND ENVIRONMENTAL ASSESSMENTS' SERVICES WILL CONFORM TO GENERALLY ACCEPTED PROFESSIONAL STANDARDS AS DESCRIBED ABOVE.

In the case of a suit, the undersigned shall reimburse Midland Environmental Assessments for all reasonable attorney's fees, litigation costs, process services, expert witness, and consultant fees and/or costs and/or court/arbitration costs.

The rights and obligations of the parties to this agreement shall be governed and controlled by the laws of the State of Ohio. Prior to the initiation of any legal proceedings, the parties agree to negotiate any dispute in good faith. If a reasonable outcome cannot be obtained and agreed upon by both parties, all claims, disputes, or controversies arising out of or in relation to the interpretation, application or enforcement of this Agreement shall be submitted to non-binding mediation. Mediation shall be conducted under the auspices of the American Arbitration Association or such other mediation service or mediator upon which the parties agree. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this Agreement. This Article shall survive completion or termination of this Agreement, but under no circumstances shall either party call for mediation of any claim or dispute arising out of this Agreement after such period of time as would normally bar the initiation of legal proceedings to litigate such a claim or dispute under the applicable law.

No action respecting the negotiation and/or preparation of the contract and no action arising from or related to the contract, or the performance thereof, shall be commenced by either party against the other more than two (2) years after the completion or cessation of work under this contract. This limitation applies to all actions of any character, whether at law or in equity, and whether sounding in contract, tort or otherwise.

In the event it is determined by a tribunal with jurisdiction over Midland Environmental Assessments (or in the event that Midland Environmental Assessments and the undersigned so agree in the course of resolving a claim or dispute) that professional services performed by Midland Environmental Assessments for the undersigned did not meet the standard of generally accepted practice defined above, Midland Environmental Assessments will re-perform, at its expense, reasonable corrective actions (limited to the type of services originally provided and subject to the limit of liability set out elsewhere herein) in order to provide the undersigned with services that meet the above standard of generally accepted practices, provided that the undersigned give Midland Environmental Assessments notice of such failure to meet such standards in writing within six (6) months of the completion of Midland Environmental Assessments' services (claims later than six (6) months being time-barred by this agreement).

This Agreement shall be deemed executed in the County of Lake, Ohio upon its acceptance by Undersigned and MIDLAND ENVIRONMENTAL ASSESSMENTS. Any claim, proceeding, court action, or other legal procedure which arises under the provisions of this Agreement, or out of any professional service contemplated herein, shall be commenced and/or prosecuted within the County of Lake, Ohio.

LIMITATION OF LIABILITY

The undersigned agrees to limit Midland Environmental Assessments' liability to the undersigned and any third party for Midland Environmental Assessments', negligent professional acts, errors or omissions, breach of warranty, or breach of contract, such that Midland Environmental Assessments' total maximum aggregate liability to the undersigned or any third party shall not exceed the greater of $25,000 or ten (10) times Midland Environmental Assessments' fees.

Neither the Client nor Midland Environmental Assessments shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

The undersigned expressly agrees Midland Environmental Assessments need not pay for re-performance of any work by any non-Midland Environmental Assessments company and the undersigned agrees to make no claim against Midland Environmental Assessments for the cost of such work if the undersigned elects to have such work performed by another firm.

OWNERSHIP OF DOCUMENTS

Original drawings, reports, maps, and letters prepared by Midland Environmental Assessments pursuant to this agreement are the property of the Midland Environmental Assessments, and are located at the main office in Lake County, Ohio; provided, however, that the undersigned shall have the perpetual right of use for this project at no additional cost beyond the fees paid pursuant to this agreement. Midland Environmental Assessments agrees that the right of use of the undersigned for all drawings, reports, maps, and cross sections prepared for this project shall be exclusive, except by written direction of the undersigned to the contrary or under subpoena and/or court order.

Any reuse or modification of the project documents by Client shall be at Client's sole risk and Client agrees to indemnify, defend, and hold Midland Environmental Assessments harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse or modification by Client or by others acting through Client.

TERMINATION

Midland Environmental Assessments and undersigned may terminate this Agreement for convenience upon written notice delivered via email or mail to the other party. The mailing address for the main office is 6032 Douglas Drive, Madison, OH 44057. The notice must include the basis for termination. The following Fees are associated with cancelling the assessment:
Within 4 business hours of obtaining approval to start the project – Refund project retainer minus $300 fee.
Within 8 business hours of obtaining approval to start the project – Refund project retainer minus $600 fee.
After 8 business hours of obtaining approval to start the project but prior to date of scheduled site inspection – Refund 50% of project fee.
On or after date of scheduled site visit but prior to date of scheduled report release. – Refund of $100.00

If Midland Environmental Assessments for any reason does not complete all the services contemplated by this agreement, Midland Environmental Assessments cannot be responsible for the accuracy, completeness or workability of the contract documents prepared by Midland Environmental Assessments if used, modified, or completed by another party or the Client. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify, defend and hold Midland Environmental Assessments harmless from any claim, liability, or cost (including reasonable attorney's fees and defense costs) for injury or loss arising or allegedly arising from such reuse, modification or completion made by any party to any contract documents prepared by Midland Environmental Assessments.

RIGHT TO COLLECT

The undersigned agrees to allow MIDLAND ENVIRONMENTAL ASSESSMENTS, to charge any amounts outstanding on the undersigned's account to the Credit Card Number or any other credit card that the undersigned has provided to MIDLAND ENVIRONMENTAL ASSESSMENTS, should the account become past due.

RELIANCE

Recipient understands and acknowledges that: the report speaks only for the condition of the property on the date of the onsite assessment; property conditions may have changed since the date of the onsite assessment; issues may have arisen from events or changes that may have occurred subsequent to the preparation of the report; the date of the onsite assessment was more than 180 days ago, which does not comply with the site assessment requirements of ASTM International E-1527-013 or AAI; consultant makes no representations at to the condition of the property; and no right to rely upon the report is granted hereunder.

MIDLAND ENVIRONMENTAL ASSESSMENTS makes no representation to any parties, other than RECIPIENT, that they may, in any way or for any purpose, obtain or read the Report or that RECIPIENT may provide all or part of the information to any third party. This contract represents the entire between MIDLAND ENVIRONMENTAL ASSESSMENTS and RECIPIENT concerning the Report and supersedes any other prior written or oral representations between the parties.

SEE NEXT PAGE –PAYMENT OPTIONS

In witness whereof, the parties hereto have made and executed this agreement on the day and year written below.

_____		Tiffany Janson	June 2, 2025
Client Signature	Date	Signature	Date

Client Information: (Please Print)

Client Name: _____ Email: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

CREDIT CARD PAYMENT AUTHORIZATION FORM

Client Information: (Please Print)

Client Name: _____ Email: _____
Billing Address: _____
City: _____ Phone: _____
State: _____ Zip Code: _____

In witness whereof, the parties hereto have made and executed this agreement on the day and year written below.

_____ _____ Tiffany Janson June 2, 2025

Client Signature Date Signature Date

Card Holder Information: (Please Print)

Card Holder Name: _____

Billing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Card Type: ☐ **MasterCard** ☐ **Visa** ☐ **Discover Card** ☐ **AMEX**

Card Number: _____ Exp. Date (mm/yy): _____

CSC Numbers on Back of Card (Front for AMEX): _____

Payment Authorization:

Type of Service: Phase I ESA

Total Fee to be Charged:

Retainer at $1,100.00 _____

OR

Full price at $2,200.00 _____

Payment Amount: You can pay in full OR submit a retainer for ½ of the payment fee prior to the start of work and the remaining amount to be processed immediately prior to receiving the report.

Card holder acknowledges the services in the amount of the total shown above and agrees to perform the obligations set forth by the card holder's agreement with the issuer. MIDLAND ENVIRONMENTAL ASSESSMENTS will appear as the billing party on your credit card statement.

Card Holder Signature: _____ DATE _____

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 4 - MICHIGAN FINANCE AUTHORITY - PRINCIPAL AND INTEREST PAYMENTS

EXPLANATION / SUMMARY

Attached is an invoice from the Michigan Finance Authority for the semi-annual interest on the Michigan Clean Water Bond program, #5370-01 and for the principal on the Lead Service Line Replacement project, #7829-01.

I have reviewed this and it is recommended that this payment be approved.

RECOMMENDED ACTION:

By RESOLUTION, to approve payment to the US Bank Trust Company in the amount of $19,687.50 for the interest on the Michigan Clean Water Program, #5370-01, and $12,600.00 for the principal payment on the Lead Service Line Replacement Project, #7829-01, for a total of $32,287.50.

SUBMITTED BY: _____ **City Manager, John Szymanski**

___Approved ___Vote

Michigan Finance Authority
State Revolving Fund
INVOICE

08/04/2025

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

Below are the details regarding the State Revolving Fund semiannual payment due **September 24, 2025** per the signed Purchase Contract(s) with the Michigan Finance Authority.

Project Number	Principal	Interest	Total
5370-01	$0.00	$19,687.50	$19,687.50
7829-01	$12,600.00	$0.00	$12,600.00
	$12,600.00	$19,687.50	
	Total Amount Due:		**$32,287.50**

MICHIGAN FINANCE AUTHORITY

ESTIMATED CLEAN WATER PROGRAM SCHEDULE

City of Harper Woods: Project 5370-01

Date of Issue: 10/22/2012

Loan Summary

Date	Principal	Interest (2.50%)	Debt Service	Annual Debt Service	Disbursements	Outstanding Balance
03/07/2013	-	-	-	-	83,727.00	83,727.00
04/04/2013	-	-	-	-	62,866.00	146,593.00
05/02/2013	-	-	-	-	97,563.00	244,156.00
10/01/2013	-	2,968.37	2,968.37	-	-	244,156.00
08/01/2013	-	-	-	-	360,688.00	604,844.00
09/13/2013	-	-	-	-	154,364.00	759,208.00
10/10/2013	-	-	-	-	136,332.00	895,540.00
11/07/2013	-	-	-	-	61,429.00	956,969.00
12/19/2013	-	-	-	-	116,622.00	1,073,591.00
01/16/2014	-	-	-	-	31,549.00	1,105,140.00
04/01/2014	135,000.00	14,409.55	149,409.55	152,377.92	-	970,140.00
02/20/2014	-	-	-	-	134,110.00	1,104,250.00
03/20/2014	-	-	-	-	232,589.00	1,336,839.00
04/24/2014	-	-	-	-	11,292.00	1,348,131.00
05/29/2014	-	-	-	-	176,210.00	1,524,341.00
06/27/2014	-	-	-	-	370,196.00	1,894,537.00
10/01/2014	-	21,302.56	21,302.56	-	-	1,894,537.00
07/24/2014	-	-	-	-	93,872.00	1,988,409.00
08/21/2014	-	-	-	-	493,622.00	2,482,031.00
10/23/2014	-	-	-	-	26,599.00	2,508,630.00
12/04/2014	-	-	-	-	89,632.00	2,598,262.00
04/01/2015	135,000.00	33,853.44	168,853.44	190,156.00	-	2,463,262.00
10/01/2015	-	30,790.78	30,790.78	-	-	2,463,262.00
08/17/2015	-	-	-	-	48,026.00	2,511,288.00
04/01/2016	140,000.00	31,537.85	171,537.85	202,328.63	-	2,371,288.00
04/14/2016	-	-	-	-	466,240.00	2,837,528.00
10/01/2016	-	35,048.19	35,048.19	-	-	2,837,528.00
04/01/2017	145,000.00	35,469.10	180,469.10	215,517.29	-	2,692,528.00
03/16/2017	-	-	-	-	162,472.00	2,855,000.00
10/01/2017	-	35,856.74	35,856.74	-	-	2,855,000.00
04/01/2018	145,000.00	35,687.50	180,687.50	216,544.24	-	2,710,000.00
10/01/2018	-	33,875.00	33,875.00	-	-	2,710,000.00
04/01/2019	150,000.00	33,875.00	183,875.00	217,750.00	-	2,560,000.00
10/01/2019	-	31,999.99	31,999.99	-	-	2,560,000.00
04/01/2020	155,000.00	31,999.99	186,999.99	218,999.98	-	2,405,000.00
10/01/2020	-	30,062.50	30,062.50	-	-	2,405,000.00
04/01/2021	160,000.00	30,062.50	190,062.50	220,125.00	-	2,245,000.00
10/01/2021	-	28,062.50	28,062.50	-	-	2,245,000.00
04/01/2022	160,000.00	28,062.50	188,062.50	216,125.00	-	2,085,000.00
10/01/2022	-	26,062.51	26,062.51	-	-	2,085,000.00
04/01/2023	165,000.00	26,062.51	191,062.51	217,125.02	-	1,920,000.00
10/01/2023	-	24,000.00	24,000.00	-	-	1,920,000.00
04/01/2024	170,000.00	24,000.00	194,000.00	218,000.00	-	1,750,000.00
10/01/2024	-	21,875.00	21,875.00	-	-	1,750,000.00
04/01/2025	175,000.00	21,875.00	196,875.00	218,750.00	-	1,575,000.00
10/01/2025	-	19,687.51	19,687.51	-	-	1,575,000.00
04/01/2026	180,000.00	19,687.51	199,687.51	219,375.02	-	1,395,000.00
10/01/2026	-	17,437.50	17,437.50	-	-	1,395,000.00
04/01/2027	185,000.00	17,437.50	202,437.50	219,875.00	-	1,210,000.00
10/01/2027	-	15,124.99	15,124.99	-	-	1,210,000.00
04/01/2028	190,000.00	15,124.99	205,124.99	220,249.98	-	1,020,000.00
10/01/2028	-	12,749.99	12,749.99	-	-	1,020,000.00
04/01/2029	195,000.00	12,749.99	207,749.99	220,499.98	-	825,000.00
10/01/2029	-	10,312.51	10,312.51	-	-	825,000.00
04/01/2030	200,000.00	10,312.51	210,312.51	220,625.02	-	625,000.00
10/01/2030	-	7,812.50	7,812.50	-	-	625,000.00
04/01/2031	205,000.00	7,812.50	212,812.50	220,625.00	-	420,000.00
10/01/2031	-	5,250.00	5,250.00	-	-	420,000.00
04/01/2032	210,000.00	5,250.00	215,250.00	220,500.00	-	210,000.00
10/01/2032	-	2,625.00	2,625.00	-	-	210,000.00
04/01/2033	210,000.00	2,625.00	212,625.00	215,250.00	-	-
Total	$3,410,000.00	$850,799.08	$4,260,799.08	$4,260,799.08	$3,410,000.00	-

Michigan Finance Authority

Schedule - By Daily Balance

LGA: City of Harper Woods
Account ID: 7829-01
Issue Date: 07/17/2024
Interest Rate: 2.0000(S)

Date	Principal	Interest Invoiced	Deferred Interest Billed - Included w/Interest Invoiced*	Current Interest Calculated through Billing Cutoff	Current Interest Calculated through Payment Date	Deferred Interest*	Total Current Debt Service	Disbursements	Outstanding Balance
10/01/2024									0.00
04/01/2025									0.00
10/01/2025	12,600.00						12,600.00		(12,600.00)
04/01/2026		(126.00)		(126.00)	(126.00)		(126.00)		(12,600.00)
10/01/2026	15,000.00	(126.00)		(126.00)	(126.00)		14,874.00		(27,600.00)
04/01/2027		(276.00)		(276.00)	(276.00)		(276.00)		(27,600.00)
10/01/2027	15,000.00	(276.00)		(276.00)	(276.00)		14,724.00		(42,600.00)
04/01/2028		(426.00)		(426.00)	(426.00)		(426.00)		(42,600.00)
10/01/2028	15,000.00	(426.00)		(426.00)	(426.00)		14,574.00		(57,600.00)
04/01/2029		(576.00)		(576.00)	(576.00)		(576.00)		(57,600.00)
10/01/2029	15,000.00	(576.00)		(576.00)	(576.00)		14,424.00		(72,600.00)
04/01/2030		(726.00)		(726.00)	(726.00)		(726.00)		(72,600.00)
10/01/2030	20,000.00	(726.00)		(726.00)	(726.00)		19,274.00		(92,600.00)
04/01/2031		(926.00)		(926.00)	(926.00)		(926.00)		(92,600.00)
10/01/2031	20,000.00	(926.00)		(926.00)	(926.00)		19,074.00		(112,600.00)
04/01/2032		(1,126.00)		(1,126.00)	(1,126.00)		(1,126.00)		(112,600.00)
10/01/2032	20,000.00	(1,126.00)		(1,126.00)	(1,126.00)		18,874.00		(132,600.00)
04/01/2033		(1,326.00)		(1,326.00)	(1,326.00)		(1,326.00)		(132,600.00)
10/01/2033	20,000.00	(1,326.00)		(1,326.00)	(1,326.00)		18,674.00		(152,600.00)
04/01/2034		(1,526.00)		(1,526.00)	(1,526.00)		(1,526.00)		(152,600.00)
10/01/2034	20,000.00	(1,526.00)		(1,526.00)	(1,526.00)		18,474.00		(172,600.00)
04/01/2035		(1,726.00)		(1,726.00)	(1,726.00)		(1,726.00)		(172,600.00)
10/01/2035	20,000.00	(1,726.00)		(1,726.00)	(1,726.00)		18,274.00		(192,600.00)
04/01/2036		(1,926.00)		(1,926.00)	(1,926.00)		(1,926.00)		(192,600.00)
10/01/2036	20,000.00	(1,926.00)		(1,926.00)	(1,926.00)		18,074.00		(212,600.00)
04/01/2037		(2,126.00)		(2,126.00)	(2,126.00)		(2,126.00)		(212,600.00)
10/01/2037	20,000.00	(2,126.00)		(2,126.00)	(2,126.00)		17,874.00		(232,600.00)
04/01/2038		(2,326.00)		(2,326.00)	(2,326.00)		(2,326.00)		(232,600.00)
10/01/2038	20,000.00	(2,326.00)		(2,326.00)	(2,326.00)		17,674.00		(252,600.00)
04/01/2039		(2,526.00)		(2,526.00)	(2,526.00)		(2,526.00)		(252,600.00)
10/01/2039	20,000.00	(2,526.00)		(2,526.00)	(2,526.00)		17,474.00		(272,600.00)
04/01/2040		(2,726.00)		(2,726.00)	(2,726.00)		(2,726.00)		(272,600.00)
10/01/2040	20,000.00	(2,726.00)		(2,726.00)	(2,726.00)		17,274.00		(292,600.00)
04/01/2041		(2,926.00)		(2,926.00)	(2,926.00)		(2,926.00)		(292,600.00)
10/01/2041	20,000.00	(2,926.00)		(2,926.00)	(2,926.00)		17,074.00		(312,600.00)
04/01/2042		(3,126.00)		(3,126.00)	(3,126.00)		(3,126.00)		(312,600.00)
10/01/2042	20,000.00	(3,126.00)		(3,126.00)	(3,126.00)		16,874.00		(332,600.00)
04/01/2043		(3,326.00)		(3,326.00)	(3,326.00)		(3,326.00)		(332,600.00)
10/01/2043	25,000.00	(3,326.00)		(3,326.00)	(3,326.00)		21,674.00		(357,600.00)
04/01/2044		(3,576.00)		(3,576.00)	(3,576.00)		(3,576.00)		(357,600.00)
10/01/2044	25,000.00	(3,576.00)		(3,576.00)	(3,576.00)		21,424.00		(382,600.00)
04/01/2045		(3,826.00)		(3,826.00)	(3,826.00)		(3,826.00)		(382,600.00)
10/01/2045	25,000.00	(3,826.00)		(3,826.00)	(3,826.00)		21,174.00		(407,600.00)
04/01/2046		(4,076.00)		(4,076.00)	(4,076.00)		(4,076.00)		(407,600.00)
10/01/2046	25,000.00	(4,076.00)		(4,076.00)	(4,076.00)		20,924.00		(432,600.00)
04/01/2047		(4,326.00)		(4,326.00)	(4,326.00)		(4,326.00)		(432,600.00)
10/01/2047	25,000.00	(4,326.00)		(4,326.00)	(4,326.00)		20,674.00		(457,600.00)
04/01/2048		(4,576.00)		(4,576.00)	(4,576.00)		(4,576.00)		(457,600.00)
10/01/2048	25,000.00	(4,576.00)		(4,576.00)	(4,576.00)		20,424.00		(482,600.00)
04/01/2049		(4,826.00)		(4,826.00)	(4,826.00)		(4,826.00)		(482,600.00)
10/01/2049	25,000.00	(4,826.00)		(4,826.00)	(4,826.00)		20,174.00		(507,600.00)
04/01/2050		(5,076.00)		(5,076.00)	(5,076.00)		(5,076.00)		(507,600.00)
10/01/2050	25,000.00	(5,076.00)		(5,076.00)	(5,076.00)		19,924.00		(532,600.00)
04/01/2051		(5,326.00)		(5,326.00)	(5,326.00)		(5,326.00)		(532,600.00)
10/01/2051	25,000.00	(5,326.00)		(5,326.00)	(5,326.00)		19,674.00		(557,600.00)
04/01/2052		(5,576.00)		(5,576.00)	(5,576.00)		(5,576.00)		(557,600.00)
10/01/2052	25,000.00	(5,576.00)		(5,576.00)	(5,576.00)		19,424.00		(582,600.00)
04/01/2053		(5,826.00)		(5,826.00)	(5,826.00)		(5,826.00)		(582,600.00)
10/01/2053	30,000.00	(5,826.00)		(5,826.00)	(5,826.00)		24,174.00		(612,600.00)
04/01/2054		(6,126.00)		(6,126.00)	(6,126.00)		(6,126.00)		(612,600.00)
10/01/2054	30,000.00	(6,126.00)		(6,126.00)	(6,126.00)		23,874.00		0.00

Michigan Finance Authority

Schedule - By Daily Balance

LGA: City of Harper Woods
Account ID: 7829-01
Issue Date: 07/17/2024
Interest Rate: 2.0000(S)

Date	Principal	Interest Invoiced	Deferred Interest Billed - Included w/Interest Invoiced*	Current Interest Calculated through Billing Cutoff	Current Interest Calculated through Payment Date	Deferred Interest*	Total Current Debt Service	Disbursements	Outstanding Balance
Total	642,600.00	(165,808.00)	0.00	(165,808.00)	(165,808.00)	0.00	476,792.00	0.00	

* Disbursements were made after the invoicing period. Interest accrued for these disbursements will be applied to the next payment date. Refer to the Interest deferred column for accrued interest amount.

Interest Adjustment(s) was applied, total adjustments are $0.00

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 5 - AMENDED INTERLOCAL AGREEMENT - SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION (SMART)

EXPLANATION / SUMMARY

At your July 14 meeting, you approved the inter-local agreement between the City of Harper Woods and SMART, agreeing to provide 100% of the Community Credits available to the Community pursuant to SMART's Community Credit Program. Since the passage of this agreement, the member city's agreed to a minor modification that includes an indemnification clause to minimize the liability for each of the city's involved.

I have reviewed this and it is recommended that this payment be approved.

RECOMMENDED ACTION:

By MOTION, adopt the inter-local agreement, as amended, between the City of Harper Woods and SMART with the inclusion of the indemnification clause.

SUBMITTED BY: **City Manager, John Szymanski**

___Approved ___Vote

MUNICIPAL CREDIT AND COMMUNITY INTERLOCAL AGREEMENT

BETWEEN

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

And

HARPER WOODS

This Agreement (hereinafter "Agreement") is made between the Suburban Mobility Authority for Regional Transportation (hereinafter "SMART"), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, and **HARPER WOODS** (hereinafter "the Community") for the transfer of funding provided to SMART by Michigan Public Act 51 of 1951 and Community Credits, in consideration for the provision of transit services by the Community.

WHEREAS, SMART, pursuant to the provisions of Act 204, has been vested with the authority to acquire, plan, construct, operate and maintain transit systems and facilities within its jurisdiction; and

WHEREAS, the Community is desirous of contracting for the provision of such services within its jurisdiction; and

WHEREAS, the Community receives annual allocations of funding from SMART, including funding provided under Sec 10 of Act 51 of 1951 ("Municipal Credits"), where applicable, and SMART's community credit program ("Community Credits"), where applicable, which it desires to transfer to other participating Community Partners for the provision of services; and

WHEREAS, the purpose of this Agreement is to state the terms and conditions under which the transit funding will transfer ;

NOW THEREFORE, in consideration of the mutual covenants and representations contained herein, the parties agree as follows:

1. THE PROJECT

The Community has partnered with **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** to provide local public transportation services within their service area.

2. FUNDING AND FUNDING APPLICATION

The Community agrees to provide annual flowthrough funding received from SMART to **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** for the provision of public transportation service, under one of the following Options:

Option 1

A. 100% of the Community Credits available to the Community pursuant to SMART'S Community Credit Program
B. 100% of the Municipal Credits that are available to the Community pursuant to law.

OR

Option 2

C. A certain percentage of or all but a certain amount of Community Credits available to the Community pursuant to SMARTS Community Credit Program.
D. A certain percentage of or all but a certain amount of Municipal Credits available to the Community pursuant to law.

The Community must return a signed Exhibit A, which requires the Community to specify which Option it has selected, attached hereto, with the executed version of this Agreement. Should the Community's Option selection change, or should the amounts or percentages chosen by a Community under Option 2 change, the Community is required to submit an amended Exhibit A. Any amended Exhibit A must be submitted to SMART ninety (90) days prior to SMART's adoption of the Municipal and Community Credit budgets each fiscal year. Should a Community fail to submit an amended Exhibit A, where applicable, at least ninety (90) days prior to SMART's adoption of the Municipal and Community Credit budgets each fiscal year, the Community agrees to be bound by the last Exhibit A on file with SMART that was provided pursuant to, and in accordance with, the timely submission requirements of this section.

3. TERM OF THE AGREEMENT

The Community shall transfer funding noted above beginning July 1, 2025, and this Agreement shall remain effective as long as **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** operates eligible transit services. The Community may terminate this agreement with ninety (90) days advanced notice prior to the adoption of the Municipal and Community Credit budgets each fiscal year.

This Agreement and transit services hereunder shall terminate immediately upon action by the Michigan Legislature, any court of competent jurisdiction, or action by the SMART Board of

Directors, which inhibits SMART's ability to carry out the Agreement in such a way that SMART, in its sole discretion, cannot reconcile its obligations under this Agreement with the legislative action, court order or Board resolution.

4. INDEMNIFICATION

To the extent allowable by law, and notwithstanding anything to the contrary contained herein, the Community shall indemnify, defend and save harmless SMART, its officers, agents, employees, and members of its Board of Directors from any and all claims, losses and damages, including costs and attorney fees occurring or resulting from any act or omission of the Community, or their officers, agents, employees, successors and/or assigns, arising out of or pursuant to this Agreement without regard to the negligence of the Community.

This Agreement is not intended to alter or increase SMART or Community's liability for tort claims, to other third-parties. Nor is this indemnity provision intended to be a third-party beneficiary contract, and therefore it confers no rights or third-party status on anyone other than the parties hereto.

5. SEVERABILITY AND INTENT

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

6. WAIVER

Parties' failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

7. ASSIGNMENT

The Parties agree that the responsibilities and benefits under this Agreement shall not be assigned unless such assignment is approved by SMART in advance in writing. This agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

8. VENUE

Parties agree to follow all applicable State and Federal laws. This Agreement shall be governed by the laws of the State of Michigan.

9. ELECTRONIC SIGNATURE

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

THE PARTIES HEREBY ACKNOWLEDGE that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Parties.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION	**HARPER WOODS**
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

EXHIBIT A

The Community shall designate with an "X" mark which Option for **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** funding it has selected (to the left of either Option 1 or Option 2). Should the Community select Option 2, the Community will properly fill in the percentage or applicable do not exceed amount.

_____ Option 1

A. 100% of the Community Credits available to the Community pursuant to SMART'S Community Credit Program
B. 100% of the Municipal Credits that are available to the Community pursuant to law.

OR

_____ Option 2

C. _____ % of or all but _____ of Community Credits available to the Community pursuant to SMARTS Community Credit Program.
D. _____ % of or all but _____ of Municipal Credits available to the Community pursuant to law.

Community: _____

Date: _____

Title: _____

Signature: _____

CITY OF HARPER WOODS

CITY COUNCIL MEETING OF SEPTEMBER 3, 2025

AGENDA EXPLANATION

NEW BUSINESS NO. 6 - SECOND READING AND ADOPTION - ORDINANCE NO. 2025-03 - VIRTUAL CURRENCY MACHINES

EXPLANATION / SUMMARY

Attached is Ordinance No. 2025-03 that regulates virtual currency ATM machines operating within our limits.

The publication requirements for this ordinance have been met. It is recommended that this ordinance be adopted.

RECOMMENDED ACTION:

By RESOLUTION, Place for Second Reading and Adoption Ordinance No. 2025-03 entitled "An Ordinance to Regulate Virtual Currency Machines and Related Devices Operated in the City of Harper Woods," and further to direct the City Clerk to publish a notice of this is accordance with City Charter requirements.

SUBMITTED BY: **City Manager, John Szymanski**

___Approved ___Vote

ORDINANCE NO. 2025-03

VIRTUAL CURRENCY MACHINE ORDINANCE
AN ORDINANCE TO REGULATE VIRTUAL CURRENCY MACHINES AND RELATED DEVICES OPERATED IN THE CITY OF HARPER WOODS

The City of Harper Woods Ordains:

Section 1. Legislative Findings. The operation of virtual currency kiosks, crypto-currency or bitcoin ATMs, and related or similar machines and software, if not properly regulated, provides a heightened risk of fraudulent transactions that may victimize residents of the City of Harper Woods. The procedures set forth in this Ordinance are designed to enhance the safety and security of virtual currency transactions, and thereby promote the general health, safety and welfare of residents of the City.

Section 2. Certain Definitions. For purposes of this Ordinance, the following terms shall have the meanings set forth below:

(a) "Customer" means any person who purchases or sells virtual currency through a virtual currency machine located within the geographic boundaries of the City of Harper Woods.

(b) "New Customer," with respect to any operator of a virtual currency machine, means a customer during the 14-day period beginning on the date of the first virtual currency transaction undertaken by such customer via the operator's virtual currency machine.

(c) "Transaction" means the purchase or sale of virtual currency via a virtual currency machine.

(d) "Virtual Currency" means any digital representation of value for which transactions are recorded on a cryptographically secured ledger or any similar technology or system.

(e) "Virtual Currency Machine" means a stand-alone machine, kiosk, ATM device, or similar equipment that is capable of accepting or dispensing legal tender in exchange for virtual currency.

(f) "Virtual Currency Machine Operator" means a person or entity that owns, operates or manages a virtual currency machine located within the geographic boundaries of the City of Harper Woods.

Section 3. Registration and Licensing of Virtual Currency Machines. The operator of any virtual currency machine located within the geographic boundaries of the City of Harper Woods.

(a) prior to accepting any transactions via such virtual currency machine, shall register such machine with the Director of Public Safety or his or her designee, on forms provided by the Department of Public Safety, and shall provide the name and address of the operator, the name and address of the person(s) directly responsible for the maintenance and operation of each virtual currency machine, the physical location of each virtual currency machine, and such other information as may be required by the Director of Public Safety;

(b) prior to accepting any transactions via such virtual currency machine, shall apply for and obtain a business license issued by the City of Harper Woods and continually maintain

and renew such license while such virtual currency machine is in operation; and

(c) shall not file any false or misleading information in connection with such registration and license application.

Section 4. Customer Service Helpline. The operator of each virtual currency machine shall maintain, on a continuous basis while any virtual currency machine is capable of processing transactions, a customer service helpline staffed by trained and responsible natural persons employed by or on behalf of the operator.

Section 5. Disclosures and Warnings. Before entering into any transaction with a customer, the operator of a virtual currency machine shall disclose to the customer, in a clear, conspicuous, legible and easily readable manner, at least the following information and warnings:

(a) all relevant terms and conditions of the transaction, including the amount of the transaction, the type or category of virtual currency, and the timing of any settlement of the transaction;

(b) the amount of any and all fees related to the transaction to be paid by the customer;

(c) a warning that the transaction is final, that the amount of the transaction the amount of any related fees are not refundable, and that the transaction may not be reversed;

(d) a consumer fraud warning that a customer should never initiate a transaction involving sending money to a person or entity that they do not know or trust; and

(e) the telephone number of the customer service helpline required under this Ordinance, and a request that the customer contact the helpline immediately upon suspicion of any fraudulent activity related to the virtual currency machine or any transaction related to such machine.

Section 6. Receipts. In connection with any transaction processed at a virtual currency machine, the machine must produce a written receipt containing, at minimum, the name of the customer, the amount of the transaction and any related fees, the time and date of the transaction, the name and contact information for the operator of the virtual currency machine, and the telephone number of the customer service helpline required under this Ordinance.

Section 7. Certain Transactions with New Customers. For any transaction with a customer, (i) the operator of a virtual currency machine shall not process any transaction(s) greater than One Thousand Dollars ($1,000.00) during any twenty-four (24) hour period, nor more than Five Thousand Dollars ($5,000.00) during the fourteen (14) days that such customer qualifies as a new customer, and (ii) in connection with the first transaction with a new customer, if such first transaction is in an amount exceeding Five Hundred Dollars ($500.00), a verbal confirmation from the customer must be secured by a live telephone or video call between the customer and a trained natural person employed by or on behalf of the operator of the virtual currency machine.

Section 8. Penalties. Any violation of the provisions of this Ordinance shall be deemed a civil infraction, and upon a finding of responsibility shall be punished by a fine not

exceeding Five Hundred Dollars ($500.00) for each violation. Each day on which a violation of the provisions of this Ordinance continues without remedy shall be deemed a separate violation of this Ordinance.

Section 9. Severability. If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 10. Effective Date This Ordinance shall become effective ten (10) days after being published in a newspaper of general circulation within the City of Harper Woods.

_____
Valerie Kindle, Mayor

_____
Leslie M. Frank, City Clerk

INTRODUCTION AND FIRST READING: August 11, 2025
SECOND READING AND ADOPTION: September 3, 2025,
PUBLISHED: August 21, 2025
EFFECTIVE DATE: August 31, 2025

CERTIFICATION

I, Leslie M. Frank, City Clerk of the City of Harper Woods, Wayne County, State of Michigan, do herby certify that the foregoing is a true and accurate copy of an Ordinance adopted by the City of Harper Woods City Council at their regular Council meeting on _____, 2025

_____
Leslie M. Frank, City Clerk
City of Harper Woods