



**CITY OF HARPER WOODS
REGULAR COUNCIL MEETING
JANUARY 17, 2024
7:00 P.M.**

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

MEETING AGENDA

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

B. ROLL CALL:

C. APPROVAL OF MINUTES:

- 1) Regular City Council meeting held on January 3, 2024.
- 2) Library Board meeting held on November 16, 2023.

D. PUBLIC COMMENTS ON AGENDA ITEMS:

E. CONSENT AGENDA:

- 1) Approval of Accounts Payable Listing. (\$759,554.15).
- 2) Payment to Guardian Sewers. (\$55,950.00).
- 3) Payment to SAFEbuilt LLC (\$50,994.12).
- 4) Payment to Grosse Pointe Farms - Intermunicipal Radio System. (\$7,963.08).
- 5) Payment to Michigan Municipal League. (\$9,993.00).
- 6) Payment to Simplified Business Solutions. (\$7,990.07).
- 7) Payment to Anderson, Eckstein & Westrick, Inc. (\$27,176.07).

F. OLD BUSINESS:

G. NEW BUSINESS - CITY MANAGER'S REPORTS:

- 1) Progress Payment No. 1 - 2023 Sanitary Sewer Cleaning and CCTV Investigation, #180-317.
- 2) Grosse Pointe Animal Adoption Society Agreement
- 3) Medstar Agreement - OWI/OUID Blood Collection
- 4) City Insight - Annual Fee and Development Fee
- 5) Cancellation of February 21, 2024 Meeting.

H. CALL TO AUDIENCE:

I. CALL TO COUNCIL:

CONTINUED . . .

J. OTHER BUSINESS:

- 1) Closed Session - Legal Opinion - Marijuana Establishment Licensing
"Process" as Directed by City Council.

K. ADJOURNMENT:



John Szymanski, Acting City Manager

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

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

E. CONSENT AGENDA:

Items 1 through 7.

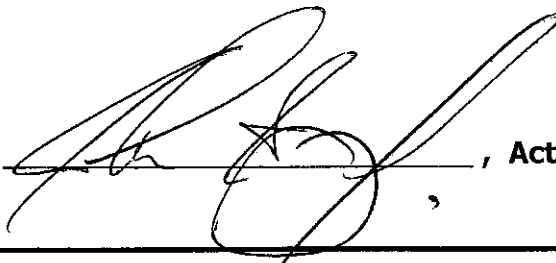
Explanation/Remarks:

See attached listing.

Recommended Action:

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

Respectfully Submitted



, Acting City Manager

CITY COUNCIL ACTION:

☐ Approved ☐ Disapproved

☐ Vote ☐ Tabled

CITY OF HARPER WOODS

CITY COUNCIL MEETING

JANUARY 17, 2024

CONSENT AGENDA

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

1. ACCOUNTS PAYABLE LISTING / PAYROLL VENDOR LISTING

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

Recommended Action: By Resolution, approve the Accounts Payable/Payroll Vendor listing for Check Numbers 129103 through 129194 in the amount of \$759,554.15 as submitted by the City Manager and Finance Director, and further, authorize the Mayor and City Clerk to sign the listing.

2. PAYMENT TO GUARDIAN SEWERS

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

Recommended Action: By Resolution, to approve payment in the amount of \$55,950.00 to Guardian Sewers for their assistance with several water main breaks and replacement of lead service lines at various residential locations.

3. PAYMENT TO SAFEUILT LLC

Attached is an invoice for contractual building department services performed by SAFEuilt, LLC for the month of December 2023. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment to SAFEuilt, LLC in the amount of \$50,994.12 for the contractual building department services performed during the month of December 2023.

4. PAYMENT TO GROSSE POINTE FARMS - INTERMUNICIPAL RADIO SYSTEM

Attached is a copy of an invoice and related material for our share of general expenses for the Grosse Pointe/Harper Woods Intermunicipal Radio System for the period July 1 through December 31, 2023. We have checked the detailed documentation and found it to be accurate. It is recommended that payment be approved.

Recommended Action: By Resolution, approve payment to the City of Grosse Pointe Farms in the amount of \$7,963.08 for Harper Woods' proportionate share of the Intermunicipal Radio System for the period July 1 through December 31, 2023.

5. PAYMENT TO MICHIGAN MUNICIPAL LEAGUE

Attached is a memorandum from the acting Finance Director transmitting an invoice from the Michigan Municipal League for the purchase of additional cyber security coverage for the City. As her memo states, this increased our current \$100,000 policy limit to \$250,000. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, to approve payment to Michigan Municipal League in the amount of \$9,993.00 for the cybersecurity coverage premium.

6. PAYMENT TO SIMPLIFIED BUSINESS SOLUTIONS

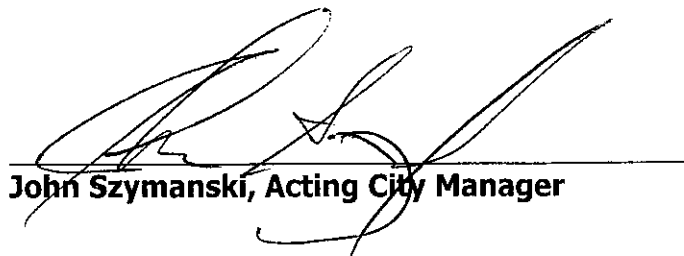
Attached are invoices from Simplified Business Solutions, our IT provider for the email hosting, security and backups of our computer system for the month of December. Also included are the IT support services provided to all of our departments and the purchase of video adapters and keyboards. I have reviewed these and recommend that these payments be approved.

Recommended Action: By Resolution, approve payment to Simplified Business Solutions in the amount of \$7,990.07 for the email hosting, security and backups of our computer system for the month of December and for IT support services for all departments and the purchase of video adapters and keyboards.

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

Attached are invoices from Anderson, Eckstein & Westrick, Inc. for professional services during the month of December 2023 for various projects in the City. I have reviewed these and recommend that these payments be approved.

Recommended Action: By Resolution, to approve payment to Anderson, Eckstein & Westrick, Inc. in the amount of \$27,176.07 for professional services during the month of December for the following projects: Danbury Lane, #180-281; Beaconsfield Resurfacing, #180-253; Beaconsfield Crossing, #180-266; Eastland Center Redev. #180-244; 2022 and 2023 Concrete Repair, #180-283 and #180-315; Harper/VanAntwerp Dev. #180-313; Kelly Road Corridor, #180-322; San. Sewer FCIPP Pgm, #180-316; Storm Sewer Repair, #180-314; City Hall Generator, #180-291; San Sewer Cleaning, #180-317; Temp. Water Operator, #180-303; Standard Detail Update, #180-300; Miss Dig, #180-255 and FDCVT Grant app, #180-332.


John Szymanski, Acting City Manager

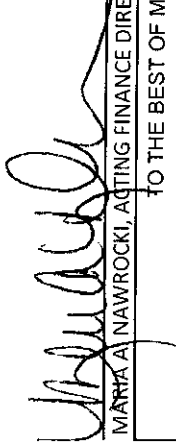
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
Check Type: Paper Check				
01/04/2024	129103	CLASS A TRAINING CENTER, LLC	DRUG COURT SCVS-COUNSELING, ADC-COURT	52.50
01/04/2024	129104	L. ANTHONY CONSTRUCTION, INC.	180-315 CONT PYMT PROJ PYMT 3 AG12/18/23	30,332.72
01/04/2024	129105	US POSTAL SERVICE	PUBLIC EDUCATION LEAD LEVEL	1,294.68
01/04/2024	129106	WALKER CONSULTING	ADULT DRUG/CTC COURT SERVICES NOV2023	1,089.84
01/11/2024	129111	ABC DOOR COMPANY LLC	JOHNSTON PARK GARAGE DOOR REPAIR-REC	658.00
01/11/2024	129112	ADVANCED MARKETING PARTNERS	BUSINESS CARDS/ GENERIC BUSINESS-HWPD	226.97
01/11/2024	129113	APOLLO FIRE EQUIPMENT	E-2 PARTS-MAINTENANCE/REPAIR-HWFD	1,008.79
			E-2 PARTS-MAINTENANCE/REPAIR-HWFD	455.18
			E-1 PARTS-MAINTENANCE/REPAIR-HWFD	1,424.78
			E-1 PARTS-MAINTENANCE/REPAIR-HWFD	4,547.60
				<u>7,436.35</u>
01/11/2024	129114	STALKER RADAR	SPEED RADAR SYSTEM AG9/18/2023-HWPD	3,990.00
01/11/2024	129115	INDUSTRIAL SAFETY	40 GALS SEWER CLEANER CHEMICAL-DPW	1,200.00
01/11/2024	129116	BAKER & TAYLOR	2 LIBRARY CDS/DVDS-AM	45.33
			1 LIBRARY CD/DVD-AM	13.95
			3 LIBRARY CDS/DVDS-JUV	43.95
			1 LIBRARY CD/DVD-AM	20.91
				<u>124.14</u>
01/11/2024	129117	BDS ENVIRONMENTAL	ASBESTOS PIPE WRAP REMOVAL CITY HALL-DPW	950.00
01/11/2024	129118	BEST STOP AUTOMOTIVE, LLC.	#65 REPLACED BATTERY ASSEMBLY-HWPD	375.96
			#619 THERMOSTAT/COOLING FAN REPLACED-HWP	473.20
			#65 OIL CHANGE/AIR FILTER/SPARK PLUGS-HW	420.90
			#610 K-9 UNIT OIL CHANGE-HWPD	46.00
			#65 FT LEFT CV AXLE REPLACED-HWPD	365.52
				<u>1,681.58</u>
01/11/2024	129119	BLUE WATER INDUSTRIAL PRODUCTS	OXYGEN CYLINDER RENTAL-HWFD	54.50
			OXYGEN CYLINDER RENTAL-HWFD	54.50
				<u>109.00</u>
01/11/2024	129120	BRODART CO.	3 LIBRARY BOOKS AM	54.80
			1 LIBRARY BOOK AM	10.97
			3 LIBRARY BOOKS AM	54.17
			1 LIBRARY BOOK AM	17.28
			1 LIBRARY BOOK AM	17.28
			2 LIBRARY BOOKS AM	40.06
			2 LIBRARY BOOKS AM	24.35
			1 LIBRARY BOOK AM	17.28
			4 LIBRARY BOOKS AM	91.84
			2 LIBRARY BOOKS AM	42.18
			2 LIBRARY BOOKS AM	33.45
			3 LIBRARY BOOKS AM	58.10
			2 LIBRARY BOOKS-PS	29.45
				<u>78.43</u>

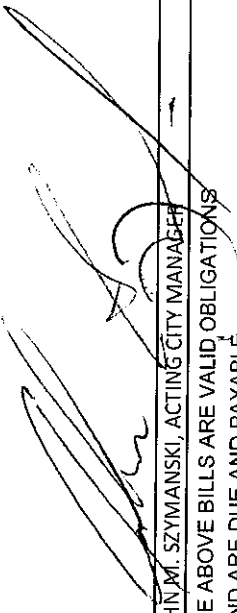
Check Date	Check	Vendor Name	Description	Amount
01/11/2024	129121	CDW GOVERNMENT; INC.	CRADLEPOINT WIRELESS ROUTER-HWPD PANOAMA SHAKKFIN ANTENNA AG9/18/23-HWPD DOCKING/MOUNTING STATION AG9/18/23-HWPD BROTHER JET PRINTER AG9/18/2023-HWPD BRO 3 YR PREMIER SVC AG9/18/23-HWPD	2,400.00 530.00 340.74 1,392.08 269.36 <u>4,932.18</u>
01/11/2024	129122	CHARLES BERSCHBACK	ASSIST WITH DOCKET 1/10/24-DC	400.00
01/11/2024	129123	CINTAS CORPORATION #721	DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW DPW UNIFORM RENT/CLEAN-DPW	129.89 1,414.75 87.97 54.07 <u>1,686.68</u>
01/11/2024	129124	COMCAST	JAN24-INTERNET/PHONE SERVICES MUNI LOC-C	1,310.29
01/11/2024	129125	COMCAST BUSINESS	DEC-MONTHLY RECURRING CHARGE-CM	660.00
01/11/2024	129126	DETROIT FIRE COMPANY	FIRE RADIO ALARM-LIBRARY	207.00
01/11/2024	129127	DOXIM	MONTHLY WATER BILLS DEC 2023-TR	4,876.57
01/11/2024	129128	DRIVE CREATIVE SERVICES, LLC	PRINTING JAN/MAR,2024NEWSLETTER-CM	4,878.00
01/11/2024	129129	DTE ENERGY	STREET LIGHTS/TRAFFIC SIGNALS DEC 23-DP	36,869.20
01/11/2024	129130	DUKE'S ROOT CONTROL, INC.	SWMER ROOT CONTROL VAR LOC-DPW	4,538.24
01/11/2024	129131	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW	1,178.16
01/11/2024	129132	FIRE PLANNING ASSOCIATES, INC	PRE FIRE PLANNING SOFTWARE-HWFD	500.00
01/11/2024	129133	FIRST CHOICE COFFEE	WATER UNIT RENTAL-CC	200.00
01/11/2024	129134	FIRST-CITIZENS BANK & TRUST CO	CODIER LEASE DEC 2023-LIBRARY	157.00
01/11/2024	129135	GEORGE'S DISCOUNT AUTO PARTS	642 VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW	6.95 87.66 <u>94.61</u>
01/11/2024	129136	GILBERT'S PRO HARDWARE; INC.	HARDWARE-MAIN-HWPD HARDWARE-MAINT-HWPD HARDWARE-MAINT-DPW	12.45 1.79 16.19 <u>30.43</u>
01/11/2024	129137	GLOBAL TEST SUPPLY	MAINTENANCE/SUPPLIES-HWFD HAZMAT HANDLING FEES-HWFD DOCKING STATION/CALIBRATION-HWFD	748.86 85.00 1,967.35 <u>2,801.21</u>
01/11/2024	129138	GREAT LAKES BATTERY	EQUIPMENT SUPPLIES-BATTERIES-HWPD	160.68
01/11/2024	129139	GREAT LAKES WATER AUTHORITY	SWAGE DISPOSAL DEC 2023-TR	18,700.00
01/11/2024	129140	GREAT LAKES WATER AUTHORITY	WATER PURCHASES-NOV 2023 3707.943 MCF-T	77,432.05
01/11/2024	129141	GROSSE POINTES CLINTON REFUSE	SMDA RUBBISH DISPOSAL/ADMIN AUG 2023-DPW SMDA RUBBISH DISPOSAL/ADMIN NOV 2023-DPW SMDA RUBBISH DISPOSAL/ADMIN DEC 2023-DPW	28,465.35 22,271.81 24,865.66 <u>75,602.82</u>
01/11/2024	129142	HOME DEPOT CREDIT SERVICES	HARDWARE-MAINT SUPPLIES-HWPD	449.00
01/11/2024	129143	HYDROCORP	CROSS CONT CONTROL PROG DEC2023-DPW	534.00
01/11/2024	129144	IMAGEFIRST	PRISONER BLKTS/MATS CLEANED DEC 2023-HWP	329.84

Check Date	Check	Vendor Name	Description	Amount
01/11/2024	129145	JOHN CAHALAN	MIDC-ATTORNEY 23-92233-OM MIDC-ATTORNEY 23-92233-OM MIDC-ATTORNEY 23-92249A	540.00 990.00 390.00 <hr/> 1,920.00
01/11/2024	129146	JOHN GERLACH	MIDC-ATTORNEY 23-92320,21/21-90353,9043	230.00
01/11/2024	129147	JRS FITNESS LLC	JAN24 ZUMBA FITNESS REC	172.00
01/11/2024	129148	K & S VENTURES, INC.	STATION HEATING REPAIRS AG121823-HWFD	8,945.00
01/11/2024	129149	KAWARA, JENABA	2023 Sum Tax Refund 42 008 03 0016 004	1,485.12
01/11/2024	129150	LB OFFICE SUPPLY	OFFICE SUPPLIES-DPW	360.98
01/11/2024	129151	LESLIE FRANK; CLERK	PETTY CASH REPLENISHMENT - CLERK	161.51
01/11/2024	129152	LEXISNEXIS RISK DATA MGT, LLC	USER FEES DEC 2023-HWPD	249.50
01/11/2024	129153	LOWE'S HOME CENTER	HARDWARE/MAINT SUPPLIES-HWPD HARDWARE/MAINT SUPPLIES-HWPD	43.73 8.98 <hr/> 52.71
01/11/2024	129154	MACALLISTER RENTALS	LOADER RENTAL/PICK UP LEAF COLL PROG-DPW	3,059.50
01/11/2024	129155	MACOMB COUNTY	TRAFFIC SIGNAL MAINT OCT 2023-DPW	131.23
01/11/2024	129156	MCKENNA ASSOCIATES INC	NOV23-PROF SERVICES PARKS AND REC-CLERK PROF SVCS/CANNABIS/ZOING NOV23 AG1/3/24-	1,395.00 6,977.72 <hr/> 8,372.72
01/11/2024	129157	MERS	ANNUAL SERV FEE-RETIREE HEALTH CARE 2023	208.00
01/11/2024	129158	MGFOA	FINANCE OFFICERS MEMBERSHIP DUES-FIN FINANCE OFFICERS MEMBERSHIP DUES 2024-TR	130.00 260.00 <hr/> 390.00
01/11/2024	129159	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES AG12/18/23-CM	7,304.00
01/11/2024	129160	MICHIGAN MUNICIPAL LEAGUE	4TH QTR. 2023 UNEMPLOYMENT CONTRIBUTION	20.92
01/11/2024	129161	MICHIGAN MUNICIPAL LEAGUE	MML CONF 3/12-13 REGIS. CITY COUNCIL MML CONF 3/12-13 REGIS. CITY COUNCIL	415.00 350.00 <hr/> 765.00
01/11/2024	129162	MML LIBILITY AND PROPERTY POOL	2024 POOL RENEWAL PREMIUM AG12-18-23	252,452.00
01/11/2024	129163	MR. C'S CAR WASH	POLICE VEHICLE WASHES-CLEANING DEC 2023	278.50
01/11/2024	129164	MUNICIPAL EMERGENCY SERVICES	THERMAL IMAGE CAMERA PK-HWFD	3,103.29
01/11/2024	129165	ON DUTY GEAR, LLC	ACADEMY UNIFORM SET-HWPD	538.94
01/11/2024	129166	PATRICIA J KNOLL	JAN24-457 DISTRIB/IT WITHELD	253.63
01/11/2024	129167	PENN CARE, INC.	AMBULANCE SUPPLIES-HWPD	74.11
01/11/2024	129168	PLANTE & MORAN, PLLC	PROF SVCS ACCOUNTING MATTERS 4/18/23-FIN	4,372.50
01/11/2024	129169	PRINTING SYSTEMS	(1425) BALLOT POSTCARD W/MAILING-CLERK TRIPLE AV APP MAILING (FEB,AUG,NOV) -CLER	765.70 827.86 <hr/> 1,593.56
01/11/2024	129170	QUILL CORPORATION	OFFICE SUPPLIES-COURT OFFICE SUPPLIES-COURT OFFICE SUPPLIES-COURT OFFICE SUPPLIES-COURT	69.99 93.98 57.99 102.35 <hr/> 324.31

Check Date	Check	Vendor Name	Description	Amount
01/11/2024	129171	ROBERT ZARANEX	MDC-ATTORNEY 23-91946 MDC-ATTORNEY 23-91955A	700.00 450.00 <u>1,150.00</u>
01/11/2024	129172	SIR SPEEDY #6310	(50) PUBLIC EDUCATION LEAD LEVEL NOTICES	62.78
01/11/2024	129173	ASCENSION MICHIGAN AT WORK	DOT PHYSICAL EXAM-CLERK	658.00
01/11/2024	129174	SOUTHEAST MACOMB SANITARY DISTRICT	FIXED SEWAGE CHARGES JANUARY 2024-TR	109,006.80
01/11/2024	129175	STATE OF MICHIGAN	ROAD PROG 207453CON AG6/11/23-DPW HAWK SIGNAL PROG-207453CON AG6/11/2020	807.05 4,906.81 <u>5,713.86</u>
01/11/2024	129176	STATE OF MICHIGAN	EMS APP FEE/VEHICLE LIC FEE-HWFD	150.00
01/11/2024	129177	STRENSMA	MVP CONTROLLER FOR SNOW PLOW-REC	546.46
01/11/2024	129178	SUNSET LAW ENFORCEMENT, INC	EQUIPMENT/SUPPLIES AMMO-HWFD	1,863.00
01/11/2024	129179	TANEESHA BRANTLEY	KELLY RD/NEDC CLEANING-MAINT 12/30-DPW KELLY RD/NEDC CLEANING-MAINT -DPW	150.00 150.00 <u>300.00</u>
01/11/2024	129180	THE CRACKED EGG OF HARPER WOODS	PRISONER FOOD-HWFD	115.25
01/11/2024	129181	THOMAS W. JAKUC	MDC HOUSE COUNSEL/ON CALL(12/22/23 MDC HOUSE COUNSEL/ON CALL(12/29/23)	500.00 560.00 <u>1,060.00</u>
01/11/2024	129182	TIMOTHY MATOOK	QTLY STIPEND (OCT/NOV/DEC23) RETIREE INS	730.62
01/11/2024	129183	TOSHIBA FINANCIAL SERVICES	COPIER/PRINTER CONTRACT-DEC2023-CM	1,299.65
01/11/2024	129184	TURF AND TIMBER TREE EXPERTS	TREE TRIM ELEVATE AG1/3/24-DPW TREE TRIM HEAVY AG1/3/24-DPW TREE TRIM-REMOVED AG-1/3/24-DPW TREE TRIM/REMOVED AG1/3/24-DPW TREE REMOVAL AG1/324-DPW TREE TRIM AG1/3/24-DPW TREE REMOVAL AG1/3/24-DPW TRIM-SALVAGE TREE AG1/3/24-DPW REMOVED 3 LIMBS AG1/3/24DPW TRIM-ELEVATE/CLEAN UP-DPW TREE REMOE BROKEN LIMBS-DPW TREE ELEVATE/CLEAN UP-DPW TREE-ELEVATE/CLEANUP-DPW TRIM-ELEVATE/CLEAN UP-DPW TRIM-ELEVATE/REMOVAL-DPW	300.00 1,400.00 700.00 2,700.00 2,400.00 900.00 2,200.00 1,400.00 700.00 700.00 700.00 500.00 200.00 700.00 <u>16,200.00</u>
01/11/2024	129185	TURF AND TIMBER TREE EXPERTS	(2) TRIM-ELEVATE/CLEAN UP-DPW TRIM-ELEVATE/CLEAN UP-DPW	400.00 300.00 <u>700.00</u>
01/11/2024	129186	ULLIANCE, INC.	EMPLOYEE ASSISTANCE PRG JAN-APRIL 2024-C	2,166.67
01/11/2024	129187	UNIQUE	LIBRARY PLACEMENTS DEC 2023	11.65
01/11/2024	129188	VERIZON WIRELESS	DEC2023 FD TELEMETRY-CM	7.02
01/11/2024	129189	WALKER CONSULTING	ADULT DRUG COURT/CTC SCVS-12/15-12/31	747.00
01/11/2024	129190	WAYNE COUNTY	TRAFFIC SIGNAL MAINTENANCE 10/2023-DPW	39.94
01/11/2024	129191	WAYNE COUNTY LAND BANK CORPORATION	TAXES DUE TO WAYNE COUNTY LAND BANK-TR	9,697.62

Check Date	Check	Vendor Name	Description	Amount
01/11/2024	129192	WM CORPORATE SERVICES, INC	RENTAL/ROLL OFF TRANSPORT DEC23-DPW ROLL OFF TRANS/OVERWEIGHT DEC23-DPW ROLL OFF TRANSPORT DEC23-DPW	1,186.52 1,139.79 2,015.80 <u>4,342.11</u>
01/11/2024	129193	WOLVERINE CONTRACTORS, INC.	CLASS II SAND DELIVERED-DPW CLASS II SAND/21AA SAND/ DIRT OUT-DPW	845.00 3,300.00 <u>4,145.00</u>
01/11/2024	129194	WT COX	ANNUAL SUBSCRIPTION LIBRARY Total Paper Check:	1,577.82 <u>747,353.66</u> <u> </u> <u> </u>
GEN TOTALS:				
Total of 88 Checks:				747,353.66
Less 0 Void Checks:				0.00
Total of 88 Disbursements:				<u>747,353.66</u>


MARIA A. NAWROCKI, ACTING FINANCE DIRECTOR


JOHN M. SZYMANSKI, ACTING CITY MANAGER

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

LESJIE 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 12/30/2023-1/12/2024
CHECK NUMBERS 129107 thru 129110

Check Date	Check#	Vendor Name	Description	Amount
01/05/2024	129107	TAMMY L. TERRY	P/R DEDUCTIONS W/H 1/5/2024	\$170.28
01/05/2024	129108	MISSION SQUARE	P/R DEDUCTIONS W/H 12/07/2023	\$8,594.00
01/05/2024	129109	MISDU	P/R DEDUCTIONS W/H 12/07/2023	\$1,486.21
01/05/2024	129110	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 12/07/2023	\$1,950.00

GRAND TOTAL \$12,200.49


MARIA A. NAWROCKI, ACTING FINANCE DIRECTOR

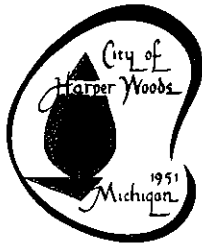

JOHN M. SZYMANSKI, ACTING CITY MANAGER

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

LESLIE M. FRANK, CITY CLERK

VALERIE J. KINOLE, MAYOR

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



DEPARTMENT OF PUBLIC WORKS
19600 E. EIGHT MILE RD. • HARPER WOODS, MICHIGAN 48225-1139
Telephone : 313.343.2570 Fax : 313.343.2572 hwdpw@harperwoods.net

January 9, 2024

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

Dear Mr. Szymanski,

Please submit to Council to pay Guardian Sewers \$55,950.00

Guardian assisted with emergency main break repairs (1) repairs.
This included sections of main repair as well as concrete removal as well and a sewer line repair.

Guardian also replaced 10 lead service lines. This is a State mandated, unfunded yearly requirement.

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

Detailed invoices attached.

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

Sincerely,

Heather Toutant
Department of Public Works

HT

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9035
FOR: 20640 Washtenaw

Bill To:
CITY OF HARPER WOODS

Service Date: 11/28

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and bored approximately 70' of 3/4" copper, installed one coupler, stop valve, new stop box. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 5,300.00
TOTAL	\$ 5,300.00

THANK YOU FOR YOUR BUSINESS!

INVOICE

DATE: January 3, 2024
INVOICE # 9030
FOR: 20022 Woodcrest

Service Date: 11/28

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and bored approximately 95' of 3/4" copper, installed one coupler, stop valve new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 5,300.00
TOTAL	\$ 5,300.00

INVOICE

DATE: January 3, 2024
INVOICE # 9031
FOR: 19629 Elkhart

Service Date: 11/27

PO # 36264

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9032
FOR: 19331 Elkhart

Bill To:
CITY OF HARPER WOODS

Service Date: 11/28

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and bored approximately 90' of 3/4" copper, installed one coupler, stop valve, new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 5,300.00
TOTAL	\$ 5,300.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9033
FOR: 19412 Elkhart

Bill To:
CITY OF HARPER WOODS

Service Date: 11/27

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and bored approximately 65' of 3/4" copper, installed one coupler, stop valve, new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 5,300.00
TOTAL	\$ 5,300.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9034
FOR: 19413 Elkhart

Bill To:
CITY OF HARPER WOODS

Service Date: 11/27

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and bored approximately 85' of 3/4" copper, installed one coupler, stop valve, new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 5,300.00
TOTAL	\$ 5,300.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9036
FOR: 18988 Elkhart

Bill To:
CITY OF HARPER WOODS

Service Date: 12/11

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and installed approximately 60' of 3/4" copper, installed one coupler, stop valve, new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 4,700.00
TOTAL	\$ 4,700.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9037
FOR: 18956 Elkhart

Bill To:

CITY OF HARPER WOODS

Service Date: 12/1

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and installed approximately 55' of 3/4" copper, installed one coupler, stop valve, new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 4,700.00
TOTAL	\$ 4,700.00

THANK YOU FOR YOUR BUSINESS!

INVOICE

DATE: January 3, 2024
INVOICE # 9039
FOR: 18948 Washtenaw

Service Date: 12/7

PO # 36264

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: January 3, 2024
INVOICE # 9038
FOR: 19178 Elkhart

Bill To:
CITY OF HARPER WOODS

Service Date: 12/12

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

PO # 36264

DESCRIPTION	AMOUNT
*****LEAD SERVICE REPLACEMENT*****	
Dug up and installed approximately 55' of 3/4" copper, installed one coupler, stop valve, new stop box, one 90 and a ball valve. Had to break out basement floor and replace the lead that came in the house, re-cemented floor.	\$ 4,700.00
TOTAL	\$ 4,700.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: December 28, 2023
INVOICE # 9027
FOR: 19135 Eastwood

Bill To:
CITY OF HARPER WOODS

Service Date: 12/19

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

PO # 36264

DESCRIPTION	AMOUNT
*****EMERGENCY REPAIR*****	
Dug up and made repair on 8" water main, due to linear crack. Had to remove sidewalk, installed two 8X15" repair clamps, two 6" fernco's and 4' of 6" PVC. Repaired sewer lateral that was damaged during main repair. Bacfilled wit 28 yards of 21A stone and cleaned up work site.	\$ 5,350.00
TOTAL	\$ 5,350.00

THANK YOU FOR YOUR BUSINESS!

Invoice

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

Invoice Number: 177925
Invoice Date: 12/31/2023
Terms: Net 30 Days
Due Date: 1/30/2024
Customer #: 08-HRPRWOO
Customer PO #:

Item Code	Description	Quantity	Price	Amount
Code Enforce	Code Enforce	30.00	\$58.66	\$1,759.80
	BDS Code Enforcement	30.00	\$58.66	\$1,759.80
Permit Tech	Permit Tech	112.00	\$26.51	\$2,969.12
	BDS Permit Tech/Admin/Front Counter	112.00	\$26.51	\$2,969.12
Permits	Permits	11.00	\$4,205.93	\$46,265.20
	Building Permit Services	1.00	\$46215.20	\$46,215.20
	Building Permit Services	10.00	\$5.00	\$50.00

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

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

Net Invoice:	\$50,994.12
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$50,994.12

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

Building Department Services Invoice
December 1 - 31, 2023

	<u>Total Collected</u>	<u>Percent</u>	
December 1 - 31, 2023	\$ 57,769.00	80%	\$ 46,215.20

	<u>Total Hours</u>	<u>Hourly</u>	
Code Enforcement	30.00	58.66	\$1,759.80
Permit Technician	112.00	26.51	\$2,969.12

	<u>Total</u>	<u>Rate</u>	
Existing Permit Inspections	0.00	\$35.00	\$0.00
Administrative Closure of Records	10.00	\$5.00	\$50.00

Total Due To SAFEbuilt:	\$50,994.12
--------------------------------	--------------------

City of Harper Woods

December 2023

Accounts Receivable Report

From: December 1 - 31, 2023

Date	Receivable	Revenue	
12/1/2023		215	
12/4/2023		790.00	
12/5/2023		2,725.00	
12/6/2023		465.00	
12/7/2023		1,259.00	
12/11/2023		41,643.00	
12/12/2023		1,067.00	
12/13/2023		836.00	
12/14/2023		420.00	
12/18/2023		1,117.00	
12/19/2023		992.00	
12/20/2023		1,893.00	
12/21/2023		425.00	
12/22/2023		578.00	
12/27/2023		1,803.00	
12/28/2023		1,541.00	
Total		\$ 57,769.00	57,769.00
	Safebuilt Billable Items:	\$ 57,769.00	
	Amount Due To Safebuilt:	\$ 46,215.20	



CITY OF HARPER WOODS

DEPARTMENT OF PUBLIC SAFETY

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



Director

Jason M. Hammerle

Deputy Chief

Ted R. Stager

Captain-Fire-EMS:

David C. Mehl

Nathan P. Butler

Kevan P. Kochan

January 9, 2024

To: John Szymanski, Acting City Manager

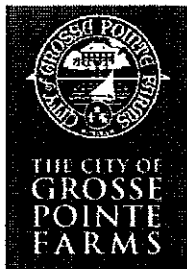
From: Jason Hammerle, Director of Public Safety

Re: Invoice #4158

I have received invoice #4158 from The City of Grosse Pointe Farms in the amount of \$7,963.08. The invoice is for our share of general expenses for the Conference of Eastern Wayne radio system which is maintained by Grosse Pointe Farms. I have reviewed the invoice and recommend payment.

Jason M. Hammerle

Jason Hammerle, Director of Public Safety

**City of Grosse Pointe Farms**

90 Kerby Rd
Grosse Pointe Farms, MI 48236

INVOICE

Customer #: HARPE
Invoice Number: 0000004158
Service Date: 12/31/2023
Invoice Date: 12/31/2023
Terms: NET 30
Due Date: 01/30/2024

Balance Due: \$7,963.08
PREPAID PAYMENTS/CRED \$0.00

CITY OF HARPER WOODS
19617 HARPER AVE
HARPER WOODS, MI 48225

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	RADIO DUE FROM HARPER WOO	7,963.080	\$7,963.08

CITY OF HARPER WOODS
RECEIVED

JAN 07 2023

PO# _____
ACCT# _____
AUTHORIZED BY _____

NOTES: SIX MONTHS ENDED DECEMBER 31, 2023

PLEASE MAKE CHECKS PAYABLE TO: CITY OF GROSSE POINTE FARMS

Total Invoice: \$7,963.08
Credits Applied: \$0.00
Payments Applied: \$0.00
Invoice Balance: \$7,963.08

Please keep top portion for your records
Please detach bottom portion and return with payment

REMIT PAYMENT TO:
CITY OF GROSSE POINTE FARMS
90 KERBY RD
GROSSE POINTE FARMS, MI 48236

Customer ID: HARPE
Invoice Number: 0000004158
Service Date: 12/31/2023
Invoice Date: 12/31/2023
Terms: NET 30
Due Date: 01/30/2024
Balance Due: \$7,963.08

CUSTOMER:
CITY OF HARPER WOODS
INVOICE DESCRIPTION:
RADIO DUE FROM HARPER WOO



\$ _____
AMOUNT PAID

Allocation of Radio System Expenses
July 1, 2023 through December 31, 2023

Harper Woods		Summary				
Year	County Eq Value - R	% of Total	Share of Gen. Exp.	Direct Labor & Parts	Direct Material	Total Billing
2023	378,675,470	8.09%	\$ 6,110.75	\$ -	\$ 1,852.28	\$ 7,963.03
Credit	GPF 660-000-000-081-005				\$	\$ 7,963.03
2023	4,683,025,591		Total Valuation			
July 1, 2023 through December 31, 2023			General Expenses		\$	\$ 75,570.77

Allocation of Radio System Expenses

July 1, 2023 through December 31, 2023

Summary

Year	County Eq Value - R	% of Total	Share of Gen. Exp.	Direct Labor & Parts	Direct Material	Total Billing
2023	4,683,025,591	100	\$ 75,570.77	\$ -	\$ 8,434.13	\$ 84,004.90
						84,004.90
July 1, 2023 through December 31, 2023				General Expenses		\$ 75,570.77

Operating Expenses for 7/1/23 - 12/31/23, per trial balance

\$ 84,004.90

Expenses to be billed at 12/31/2023

\$ 84,004.90

Less: Direct Labor & Parts billed 12/31/23

Less: Direct Material billed 12/31/23

\$ (8,434.13)

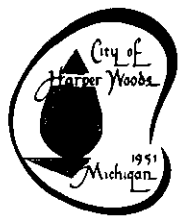
Net General Expenses to be billed 12/31/2023

\$ 75,570.77

01/04/2024

ACCOUNT BALANCE REPORT FOR GROSSE POINTE FARMS
PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	END BALANCE 12/31/2023
Fund 660 - RADIO COMMUNICATIONS			
660-325.000-702.000	SALARIES & WAGES	17,500.00	7,340.10
660-325.000-709.000	FICA EXPENSE	1,340.00	561.55
660-325.000-726.000	ADMINISTRATIVE EXPENSE	5,450.00	2,725.00
660-325.000-755.002	DIRECT MATERIAL CHGS. - GPW	5,500.00	1,852.33
660-325.000-755.003	DIRECT MATERIAL CHGS. - GPP	5,500.00	1,852.28
660-325.000-755.004	DIRECT MATERIAL CHGS. - GPS	1,500.00	594.00
660-325.000-755.005	DIRECT MATERIAL CHGS. - HW	6,500.00	1,852.28
660-325.000-755.006	DIRECT MATERIAL CHGS. - GPF	6,500.00	2,283.24
660-325.000-757.000	SUPPLIES	2,000.00	206.66
660-325.000-759.000	GAS & OIL	100.00	42.82
660-325.000-808.000	AUDITING SERVICES	3,090.00	3,000.00
660-325.000-837.001	INSURANCE GENERAL	4,200.00	4,200.00
660-325.000-850.001	TELEPHONE	300.00	150.00
660-325.000-920.000	ELECTRIC POWER	5,620.00	2,626.54
660-325.000-931.000	EQUIPMENT REPAIR & SERVICE	55,120.00	50,718.10
660-325.000-940.000	LEASE OF FACILITIES	8,000.00	4,000.00
660-325.000-977.000	NEW EQUIPMENT	1,000.00	0.00
		129,220.00	84,004.90



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

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Vivian M. Sawicki

City Council:
Cheryl Costantino
Regina L. Williams
Ivery Toussant, Jr.
Tom Jenny
Gerianne LaPratt

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

January 9, 2024

Memorandum to: John Szymanski – Acting City Manager
Honorable Mayor & City Council

From: Maria Nawrocki, Acting Finance Director 

Re: MML – Increased Cyber Liability Premium Invoices #954207 & #955207

We requested the additional coverage for the city's Cyber Liability/Data Breach coverage that increased the current \$100,000 base policy limit to \$250,000 due to the escalation in frequency and severity of cybercrimes over the last year in smaller municipalities. The net premium from 12/22/2023 through 12/31/2024 is \$9,993 after the first \$100,000 of free coverage is applied to the annual premium of \$11,350.

I recommend paying Michigan Municipal League and Property Pool the net premium through 12/31/2024 in the amount of \$9,993.



MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

1675 Green Road, Ann Arbor, MI 48105

INVOICE

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

Invoice #: 955207
Policy Effective: 01/01/2023
Invoice Date: 01/02/2024
Payment Due 01/02/2024

TRANSACTION EFFECTIVE DATE	Policy #	DESCRIPTION	AMOUNT
12/22/2023	CYB001289338	Cyber Liability and Data Breach Coverage 01/01/2023 - 01/01/2024	\$267
		Total Due:	\$267

MAKE CHECK PAYABLE TO: MML Liability and Property Pool

PAYMENT MAILING ADDRESS

MML Liability and Property Pool
PO BOX 712088
CINCINNATI, OH 45271-2088

OR:

ACH PAYMENT OPTION

Bank: Key Bank, N.A.
Routing #: 041001039
Account #: 6000694493

For questions about remittance details, call Insurance Accounting at (734) 669-6373.
For policy or invoice questions, call Customer Svc: Joan Opett (248) 204-8579 or (800) 482-2726.

NO RECEIPT WILL BE SENT UNLESS REQUESTED
There will be a 3% Late Charge on any invoices 30 days past due.

FOR PROPER CREDIT, PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT



MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

michigan municipal league

Member Name:
City of Harper Woods

Mail to:

MML Liability and Property Pool
PO BOX 712088
CINCINNATI, OH 45271-2088

Invoice #: 955207
Policy Term: 01/01/2023 - 01/01/2024
Invoice Date: 1/2/2024
Payment Due 1/2/2024

Payment Enclosed: \$ _____



michigan municipal league

Liability & Property Pool**CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE DECLARATIONS**

SCHEDULE	Policy #: CYB001289338
Member: City Of Harper Woods	
Member Address: 19617 Harper, Harper Woods, MI 48225	
Coverage Period: 12/22/2023 to 01/01/2024	
Aggregate Limit of Liability Aggregate for all Loss, including Claims Expenses subject to the following:	\$250,000
Information Security and Privacy Liability Limit:	\$250,000
Regulatory Defense and Penalties Aggregate Sublimit:	\$50,000
Website Media and Content Liability Limit:	\$250,000
PCI Fines, Expenses and Costs Aggregate Sublimit:	\$25,000
Cyber Extortion Aggregate Sublimit:	\$50,000
First Party Data Protection Aggregate Sublimit:	\$25,000
First Party Network Business Interruption Aggregate Sublimit:	\$25,000
Liability Retention Per Claim or Incident	
Information Security and Privacy Liability:	\$2,500
Regulatory Defense and Penalties:	\$2,500
Website Media and Content Liability:	\$2,500
PCI Fines, Expenses and Costs:	\$2,500
Cyber Extortion:	\$5,000
First Party Data Protection:	\$5,000
First Party Network Business Interruption:	The greater of \$5,000 or income loss during 12 hour waiting period.
Privacy Breach Response Services Limit of Coverage	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses Limit:	\$75,000
Notified Individuals - Notification Services, Call Center Services and Breach Resolution and Mitigation Services Limit	50,000
Privacy Breach Response Services Retention	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses:	\$2,500
Notified Individuals Threshold:	100
Retroactive Date	09/01/2017



michigan municipal league

Liability & Property Pool

Endorsement Schedule for the City of Harper Woods as of 12/22/2023

City of Harper Woods
19617 Harper Ave.
Harper Woods, MI 48225-2095

Michigan Municipal League
Liability and Property Pool
PO Box 2054
Southfield, MI 48037-2054

Policy #: CYB001289338
Effective From: 1/1/2023 to 1/1/2024

Cyber Liability and Data Breach Response Coverage

In consideration of the \$267 Additional Premium, it is understood and agreed that the Cyber Liability and Data Breach Response Coverage Declarations Page is amended as per attached.

Aggregate Limit of Liability \$250,000 Limit in lieu of \$100,000

All other Terms and Conditions remain the same.



MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

1675 Green Road, Ann Arbor, MI 48105

INVOICE

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

Invoice #: 954207
Policy Effective: 01/01/2024
Invoice Date: 01/02/2024
Payment Due 01/02/2024

TRANSACTION EFFECTIVE DATE	Policy #	DESCRIPTION	AMOUNT
01/01/2024	CYB001289339	Cyber Liability and Data Breach Coverage 01/01/2024 - 01/01/2025	\$9,726
		Total Due:	\$9,726

MAKE CHECK PAYABLE TO: MML Liability and Property Pool

PAYMENT MAILING ADDRESS

MML Liability and Property Pool
PO BOX 712088
CINCINNATI, OH 45271-2088

OR:

ACH PAYMENT OPTION

Bank: Key Bank, N.A.
Routing #: 041001039
Account #: 6000694493

For questions about remittance details, call Insurance Accounting at (734) 669-6373.
For policy or invoice questions, call Customer Svc: Joan Opett (248) 204-8579 or (800) 482-2726.

NO RECEIPT WILL BE SENT UNLESS REQUESTED
There will be a 3% Late Charge on any invoices 30 days past due.

FOR PROPER CREDIT, PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT



MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

Member Name:
City of Harper Woods

Mail to:

MML Liability and Property Pool
PO BOX 712088
CINCINNATI, OH 45271-2088

Invoice #: 954207
Policy Term: 01/01/2024 - 01/01/2025
Invoice Date: 1/2/2024
Payment Due 1/2/2024

Payment Enclosed: \$ _____



Liability & Property Pool

CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE DECLARATIONS

SCHEDULE	Policy #: CYB001289339
Member: City Of Harper Woods	
Member Address: 19617 Harper, Harper Woods, MI 48225	
Coverage Period: 01/01/2024 to 01/01/2025	
Aggregate Limit of Liability Aggregate for all Loss , including Claims Expenses subject to the following:	\$250,000
Information Security and Privacy Liability Limit:	\$250,000
Regulatory Defense and Penalties Aggregate Sublimit:	\$50,000
Website Media and Content Liability Limit:	\$250,000
PCI Fines, Expenses and Costs Aggregate Sublimit:	\$25,000
Cyber Extortion Aggregate Sublimit:	\$50,000
First Party Data Protection Aggregate Sublimit:	\$25,000
First Party Network Business Interruption Aggregate Sublimit:	\$25,000
Liability Retention Per Claim or Incident	
Information Security and Privacy Liability:	\$2,500
Regulatory Defense and Penalties:	\$2,500
Website Media and Content Liability:	\$2,500
PCI Fines, Expenses and Costs:	\$2,500
Cyber Extortion:	\$5,000
First Party Data Protection:	\$5,000
First Party Network Business Interruption:	The greater of \$5,000 or income loss during 12 hour waiting period.
Privacy Breach Response Services Limit of Coverage	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses Limit:	\$75,000
Notified Individuals - Notification Services, Call Center Services and Breach Resolution and Mitigation Services Limit	50,000
Privacy Breach Response Services Retention	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses:	\$2,500
Notified Individuals Threshold:	100
Retroactive Date	09/01/2017



michigan municipal league

Liability & Property Pool

Endorsement Schedule for the City of Harper Woods as of 1/1/2024

City of Harper Woods
19617 Harper Ave.
Harper Woods, MI 48225-2095

Michigan Municipal League
Liability and Property Pool
PO Box 2054
Southfield, MI 48037-2054

Policy #: CYB001289339
Effective From: 1/1/2024 to 1/1/2025

Cyber Liability and Data Breach Response Coverage

In consideration of the \$9,726 Additional Premium, it is understood and agreed that the Cyber Liability and Data Breach Response Coverage Declarations Page is amended as per attached.

Aggregate Limit of Liability \$250,000 Limit in lieu of \$100,000

All other Terms and Conditions remain the same.



YOUR TECHNOLOGY SIMPLIFIED

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

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

Date	Invoice
12/15/2023	5599
Account	
SBS4-20	

Terms	Due Date	PO Number	Reference	
Net 30 days	01/14/2024	36002	Monthly Billing for January	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-Professional			\$340.00
RMM Auto-Created Managed Network Computer	81.00	\$3.25	\$263.25
Anti-virus, Malware Protection, and Reporting	81.00	\$2.25	\$182.25
DNS gateway filtering software (additional web site/browser protection)	81.00	\$2.25	\$182.25
Hwoods City Server Backup	1.00	\$275.00	\$275.00
M365 Business Essentials	49.00	\$7.00	\$343.00
M365 Business Standard - Email & Desktop Software (34 – HarperWoods / 11- 32aDC) New KParker	46.00	\$15.00	\$690.00
Microsoft 365 Azure Protection Premium	1.00	\$4.00	\$4.00
Hwoods PD Server backup service	6.00	\$37.50	\$225.00
Harperwoods Court Backup	2.00	\$37.50	\$75.00
Monthly Website Maintenance	1.00	\$89.99	\$89.99
City YouTube Channel through Google Workspace	1.00	\$49.99	\$49.99
Security Awareness Training	61.00	\$4.00	\$244.00
Fortify Advanced Security Protection	6.00	\$29.99	\$179.94
Adobe Pro Enterprise	6.00	\$22.99	\$137.94
Total Managed Services Details:			\$3,281.61
Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:		\$3,281.61
	Sales Tax:		\$0.00
	Invoice Total:		\$3,281.61
	Payments:		\$0.00
	Balance Due:		\$3,281.61



YOUR TECHNOLOGY SIMPLIFIED

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

Bill To:		Date	Invoice
City of Harper Woods Attn: Leslie Frank 19617 Harper Harper Woods, MI 48225 United States		12/15/2023	5592
		Account	
		SBS4-20	

Terms	Due Date	PO Number	
Net 30 days	01/14/2024		38-6005461

Services	Work Type	Hours	Rate
Agreement Billable Time: SMS-Professional			
Technician I	Regular	4.00/54.50	0.00/85.00
Total Services:			\$4,972.50

Products & Other Charges	Quantity	Price	Amount
Agreement: SMS-Professional			
Wired Keyboard Replacements	2.00	\$24.99	\$49.98
Video Adapter - DP-VGA or DP-DVI: Video Adapter - DP-VGA (DisplayPort to VGA) Used for Carrie's Docking Station setup	1.00	\$12.99	\$12.99
Video Adapter - DP-VGA or DP-DVI: Video Adapter - DP-VGA (Tami's deployment)	1.00	\$12.99	\$12.99
Total Products & Other Charges:			\$75.96

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

Pricing above reflects approximate 20% savings Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:	\$4,708.46
	Sales Tax:	\$0.00
	Invoice Total:	\$4,708.46
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$4,708.46



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

INVOICE

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

January 4, 2024
Project No: 0180-0281-0
Invoice No: 147948

Project 0180-0281-0 DANBURY LANE IMPROVEMENTS
FOR: PROJECT CLOSEOUT
Professional Services from November 20, 2023 to December 17, 2023
Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER			
VARICALLI, FRANK	1.00	102.66	102.66
review quantities for pay estimate			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	.50	85.23	42.62
Generate Final Estimate and send to the contractor for closeout Documents.			
ANKAWI, MICHELLE	1.00	85.23	85.23
Generate Final Mod and send through DocuSign			
ANKAWI, MICHELLE	.50	85.23	42.62
Put closeout package together and send through DocuSign			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.50	69.07	34.54
File audit for project closeout			
Totals	3.50		307.67
Total Labor			307.67
		Total this Invoice	\$307.67

Outstanding Invoices

Number	Date	Balance
147529	12/5/2023	175.79
Total		175.79



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

January 4, 2024

Project No: 0180-0253-0

Invoice No: 147936

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

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

Professional Services from November 20, 2023 to December 17, 2023

Phase 03 CONSTRUCTION

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
SWITZER, BRIDGET	.10	85.23	8.52
2124 Processing			
SWITZER, BRIDGET	.10	85.23	8.52
Break Report Inquiry			
SWITZER, BRIDGET	.10	85.23	8.52
Estimate Processing Note			
SWITZER, BRIDGET	.10	85.23	8.52
Pay Estimate Review			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.20	69.07	13.81
Print & file stamped WRI's with originals			
HARRINGTON, MICHELLE	.20	69.07	13.81
Review and accept new payroll, update 1954's.			
HARRINGTON, MICHELLE	.20	69.07	13.81
Stamp, print & file IDR revisions			
HARRINGTON, MICHELLE	1.00	69.07	69.07
Follow up on payroll issues, finish completing WRI's & email to RRK, phone call to contractor, update 1954's.			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	130.77	26.15
2124s			
KERN, RICHARD	1.50	130.77	196.16
Change Order Review, Quantity and Budget Review, Estimate Review and Approval			
KERN, RICHARD	.50	130.77	65.39
Meet with Florence to discuss closeout of project			
KERN, RICHARD	.20	130.77	26.15
Site Visit to Review Complaint			
KERN, RICHARD	.20	130.77	26.15
Wage Rate Interview Approvals			
MEETINGS			
LICENSED ENG/SUR/ARC			
LECH, JOSEPH	1.50	125.67	188.51
Wayne County FAC winter meeting at the Livonia City Hall.			

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

Project	0180-0253-0	BEACONSFIELD RESURF.-WOODLAND TO VERNIER	Invoice	147936
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SITE PLAN REVIEW

SENIOR PROJECT ENGINEER

KERN, RICHARD

.20 130.77 26.15

Coordinate preconstruction meeting with City

Totals 6.30 699.24

Total Labor

699.24

Billing Limits

Current

Prior

To-Date

Total Billings

699.24 146,399.43 147,098.67

Limit

227,759.97

Remaining

80,661.30

Total this Phase

\$699.24

Total this Invoice

\$699.24

Outstanding Invoices

Number

Date

Balance

147527

12/5/2023

3,300.03

Total

3,300.03



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

INVOICE

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

January 5, 2024
Project No: 0180-0253-0
Invoice No: 148036

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

Professional Services from December 18, 2023 to December 31, 2023

Phase 03 CONSTRUCTION

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.50	69.07	34.54
IDR audit to ensure all IDR's and revisions are saved in ProjectWise			
HARRINGTON, MICHELLE	.30	69.07	20.72
Save G2 testing reports on mdrive and in ProjectWise			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	2.00	130.77	261.54
Project Closeout Meeting with Florence, Change Order and Quantity Review, Prepare Draft Contract Mod			
KERN, RICHARD	.40	130.77	52.31
E-mail Filing			
KERN, RICHARD	.20	130.77	26.15
Invoice Information for HAWK Signal Project			
Totals	3.40		395.26
Total Labor			395.26

Billing Limits	Current	Prior	To-Date
Total Billings	395.26	147,098.67	147,493.93
Limit			227,759.97
Remaining			80,266.04

Total this Phase \$395.26

Total this Invoice \$395.26

Outstanding Invoices

Number	Date	Balance
147527	12/5/2023	3,300.03
147936	1/4/2024	699.24
Total		3,999.27



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

January 4, 2024

Project No: 0180-0266-0

Invoice No: 147946

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

Project 0180-0266-0 BEACONSFIELD WM CROSSING REPLACEMENTS
FOR: PROJECT CLOSEOUT

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
ENG. AIDE III / GIS ANALYST III				
ANKAWI, MICHELLE	.50	85.23	42.62	
Put Closeout package together and send through DocuSign				
ENG. AIDE I / GIS ANALYST I				
HARRINGTON, MICHELLE	.50	69.07	34.54	
File audit for project closeout				
Totals	1.00		77.16	
Total Labor				77.16
		Total this Invoice		\$77.16

Outstanding Invoices

Number	Date	Balance
147528	12/5/2023	1,251.42
Total		1,251.42



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

January 4, 2024

Project No: 0180-0244-0

Invoice No: 147934

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 November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	130.77	26.15
Catch Basin Revision Response			
MEETINGS			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.30	130.77	39.23
Meeting with Engineer to review potential changes			
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	3.50	130.77	457.70
Prep, travel and observe Underground Fire Suppression Water Main Flushing Operation (NFPA 24) for Eastland Bldg Three (10" Lead-In and 8" main) and return to office.			
GUINNANE, PAUL	4.50	130.77	588.47
Prep, travel and observe Underground Fire Suppression Water Main Flushing Operation (NFPA 24) for Eastland Bldg One. (10" Lead-In and 8" main)			
GUINNANE, PAUL	1.50	130.77	196.16
Roumann call (NFPA 24 flushing reqts) no HWFD witness. Check DPW, AEW. Check NFPA 13 for Bldgs One and Three			
GUINNANE, PAUL	1.50	130.77	196.16
Roumann calls, VM (2" meter - Bldg 1), Call HWDPW (Badger meter order status), calls MDH and Ecorse Water (2" Sensus loaner)			
GUINNANE, PAUL	.50	130.77	65.39
2" meter shipping status, MDH calls (Sensus meter)			
GUINNANE, PAUL	.50	130.77	65.39
Calls Eastland Bldg 1 meter installation status, Badger meter delivery status			
GUINNANE, PAUL	.50	130.77	65.39
Calls Roumann, DPW (No heat, Feb install)			
FIELD SERVICES			
SENIOR PROJECT ENGINEER			
HARRINGTON, MICHAEL	2.00	130.77	261.54
Delivered 2-inch water meter			
Totals	15.00		1,961.58
Total Labor			1,961.58
Total this Invoice			\$1,961.58



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

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

January 5, 2024
Project No: 0180-0244-0
Invoice No: 148035

Project 0180-0244-0 EASTLAND CENTER REDEVELOPMENT
FOR: CONSTRUCTION ADMINISTRATION
Professional Services from December 18, 2023 to December 31, 2023
Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.20	130.77	26.15
E-mail Filing			
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	.50	130.77	65.39
Northpointe and Roumann calls (Vernier approach and WM break - 20 LF E. of GVIB's). Coordinate G2 (MJB) and Guardian.			
GUINNANE, PAUL	1.00	130.77	130.77
Roumann calls (AT&T work in Vernier ROW), drive approach schedule and WM repair location			
GUINNANE, PAUL	.50	130.77	65.39
Roumann calls (Vernier WM break), DPW and Guardian calls			
GUINNANE, PAUL	.50	130.77	65.39
Concrete drive approach schedule w/ Northpoint and MDOT requirements			
Totals	2.70		353.09
Total Labor			353.09
Total this Invoice			\$353.09

Outstanding Invoices

Number	Date	Balance
147526	12/5/2023	457.71
147934	1/4/2024	1,961.58
Total		2,419.29



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

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

January 5, 2024
Project No: 0180-0283-0
Invoice No: 148038

Project 0180-0283-0 2022 MISCELLANEOUS CONCRETE REPAIRS
FOR: CONSTRUCTION ADMINISTRATION AND PROJECT CLOSEOUT
Professional Services from December 18, 2023 to December 31, 2023

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	.50	85.23	42.62
Follow up with Contractor again for the closeout Documents			
Totals	.50		42.62
Total Labor			42.62
Total this Invoice			\$42.62

Outstanding Invoices

Number	Date	Balance
147530	12/5/2023	345.18
Total		345.18



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

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

January 4, 2024

Project No:

0180-0315-0

Invoice No:

147966

Project 0180-0315-0 2023 MISCELLANEOUS CONCRETE REPAIRS
FOR: CONSTRUCTION ADMINISTRATION AND PROJECT CLOSEOUT
Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
ENG. AIDE III / GIS ANALYST III				
ANKAWI, MICHELLE	.50	85.23	42.62	
Follow up with Contractor again for the closeout Documents				
ANKAWI, MICHELLE	.50	85.23	42.62	
Put closeout package together and send through DocuSign				
Totals	1.00		85.24	
Total Labor				85.24
		Total this Invoice		\$85.24

Outstanding Invoices

Number	Date	Balance
147538	12/5/2023	2,033.58
Total		2,033.58



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

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

January 4, 2024
Project No: 0180-0313-0
Invoice No: 147958

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

FOR: SITE PLAN REVIEW

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
MEETINGS				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	1.00	130.77	130.77	
TEAMS meeting w/ RRK, DPW and CDD to discuss water and sewer service connections and detention options.				
SITE PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	130.77	26.15	
Respond to e-mails from developer				
KERN, RICHARD	.20	130.77	26.15	
Review e-mails from City, Meeting coordination				
KERN, RICHARD	1.00	130.77	130.77	
Review potential site plan changes, Meet with City to discuss water and sewer services and changes to storm water detention				
Totals	2.40		313.84	
Total Labor				313.84
		Total this Invoice		\$313.84

Outstanding Invoices

Number	Date	Balance
147536	12/5/2023	130.77
Total		130.77



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

January 5, 2024

Project No: 0180-0313-0

Invoice No: 148040

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

Project 0180-0313-0 HARPER & VAN ANTWERP RES. DEVELOPMENT
FOR: SITE PLAN REVIEW

Professional Services from December 18, 2023 to December 31, 2023

Professional Personnel

	Hours	Rate	Amount	
SITE PLAN REVIEW				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	130.77	65.39	
Meeting follow up (ordinance sections and question emails)				
KERN, RICHARD	.10	130.77	13.08	
E-mail Filing				
KERN, RICHARD	.20	130.77	26.15	
Respond to e-mails regarding water and sewer service leads				
Totals	.80		104.62	
Total Labor				104.62
Total this Invoice				\$104.62

Outstanding Invoices

Number	Date	Balance
147536	12/5/2023	130.77
147958	1/4/2024	313.84
Total		444.61



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

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

January 4, 2024
Project No: 0180-0322-0
Invoice No: 147971

Project 0180-0322-0 KELLY ROAD CORRIDOR PLANNING GRANT

FOR: FEASIBILITY STUDY

Professional Services from November 20, 2023 to December 17, 2023

Fee

Total Fee	9,750.00		
Percent Complete	60.00	Total Earned	5,850.00
		Previous Fee Billing	3,900.00
		Current Fee Billing	1,950.00
		Total Fee	1,950.00
		Total this Invoice	\$1,950.00

Outstanding Invoices

Number	Date	Balance
147541	12/5/2023	1,462.50
Total		1,462.50



ANDERSON, ECKSTEIN & WESTRICK, INC.
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INVOICE

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

January 4, 2024
Project No: 0180-0316-0
Invoice No: 147968

Project 0180-0316-0 2023 SANITARY SEWER FCIPP PROGRAM

FOR: CONTRACT ADMINISTRATION AND PROJECT CLOSEOUT

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount
GIS UPDATES			
ENG. AIDE III / GIS ANALYST III			
KOWALCHICK, ANTHONY	1.30	85.23	110.80
link videos and reports, update leads and pipe material			
Totals	1.30		110.80
Total Labor			110.80
Total this Invoice			\$110.80

Outstanding Invoices

Number	Date	Balance
147539	12/5/2023	548.12
Total		548.12



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

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

January 5, 2024
Project No: 0180-0316-0
Invoice No: 148042

Project 0180-0316-0 2023 SANITARY SEWER FCIPP PROGRAM
FOR: CONTRACT ADMINISTRATION AND PROJECT CLOSEOUT
Professional Services from December 18, 2023 to December 31, 2023
Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	1.00	102.66	102.66	
review FCIPP deliverables				
CCTV REVIEW				
ENG. AIDE II / GIS ANALYST II				
ANDERSON, KEVIN	2.00	77.14	154.28	
CCTV review/Deliverable changes				
Totals	3.00		256.94	
Total Labor				256.94
		Total this Invoice		\$256.94

Outstanding Invoices

Number	Date	Balance
147539	12/5/2023	548.12
147968	1/4/2024	110.80
Total		658.92



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

January 4, 2024

Project No: 0180-0314-0

Invoice No: 147960

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

Project 0180-0314-0 2023 STORM SEWER REPAIRS

FOR: CONTRACT ADMINISTRATION AND PROJECT CLOSEOUT

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
contract administration & co-ordination				
VARICALLI, FRANK	.50	102.66	51.33	
Project co-ord.,discussion w/contractor				
ENG. AIDE III / GIS ANALYST III				
ANKAWI, MICHELLE	1.00	85.23	85.23	
Create, Draft Estimate, generate IDR, Generate estimate, create Cover letter and send through DocuSign				
MILLER, THOMAS	.40	85.23	34.09	
Upload data/print IDRs				
ENG. AIDE I / GIS ANALYST I				
HARRINGTON, MICHELLE	.50	69.07	34.54	
IDR Review				
CONSTRUCTION OBSERVATION				
GRADUATE ENG/SUR/ARC				
KRZESICKI, MICHAEL	1.00	102.66	102.66	
IDR				
KRZESICKI, MICHAEL	4.50	102.66	461.97	
Construction Observation				
KRZESICKI, MICHAEL	1.00	102.66	102.66	
turn in idr's				
Totals	9.40		923.81	
Total Labor				923.81
		Total this Invoice		\$923.81

Outstanding Invoices

Number	Date	Balance
147537	12/5/2023	1,129.26
Total		1,129.26



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

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

January 5, 2024

Project No:

0180-0314-0

Invoice No:

148041

Project 0180-0314-0 2023 STORM SEWER REPAIRS

FOR: CONTRACT ADMINISTRATION AND PROJECT CLOSEOUT

Professional Services from December 18, 2023 to December 31, 2023

Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
contract administration & co-ordination				
Totals	.50		51.33	
Total Labor				51.33
		Total this Invoice		\$51.33

Outstanding Invoices

Number	Date	Balance
147537	12/5/2023	1,129.26
147960	1/4/2024	923.81
Total		2,053.07



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

INVOICE

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

January 4, 2024
Project No: 0180-0291-0
Invoice No: 147951

Project 0180-0291-0 CITY HALL GENERATOR
FOR: CONTRACT ADMINISTRATION
Professional Services from November 20, 2023 to December 17, 2023

Fee

Construction Cost	188,813.00
Fee Percentage	7.50
Total Fee	14,160.98

Percent Complete	100.00	Total Earned	14,160.98
		Previous Fee Billing	14,160.98
		Current Fee Billing	0.00
		Total Fee	0.00

Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
SECRETARIAL	1.00	41.69	41.69	
CONSTRUCTION PLAN DESIGN				
SENIOR PROJECT ENGINEER	3.40	130.77	444.62	
CONTRACT ADMINISTRATION				
SECRETARIAL	1.00	41.69	41.69	
SENIOR PROJECT ENGINEER	2.90	130.77	379.23	
Totals	8.30		907.23	
Total Labor				907.23
		Total this Invoice		\$907.23

Outstanding Invoices

Number	Date	Balance
147532	12/5/2023	2,485.58
Total		2,485.58



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

January 4, 2024

Project No:

0180-0317-0

Invoice No:

147969

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

Project 0180-0317-0 2023 SANITARY SEWER CLEANING & TV INSP.

FOR: CONTRACT ADMINISTRATION AND PROJECT CLOSEOUT

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
Project co-ord.,discussion w/contractor				
VARICALLI, FRANK	.50	102.66	51.33	
contract administration & co-ordination				
VARICALLI, FRANK	.50	102.66	51.33	
Project co-ord.,discussion w/contractor				
GIS UPDATES				
ENG. AIDE III / GIS ANALYST III				
KOWALCHICK, ANTHONY	1.50	85.23	127.85	
go though Holly's marked up notes on CCTV data, make changes to GIS where needed				
KOWALCHICK, ANTHONY	2.90	85.23	247.17	
update priority of repair				
KOWALCHICK, ANTHONY	4.00	85.23	340.92	
update sewer rehab priority from Hollys review				
CCTV REVIEW				
GRADUATE ENG/SUR/ARC				
WILSON, HOLLY	15.50	102.66	1,591.23	
CCTV Review				
WILSON, HOLLY	1.00	102.66	102.66	
Punch List				
Totals	26.40		2,563.82	
Total Labor				2,563.82
Total this Invoice				\$2,563.82

Outstanding Invoices

Number	Date	Balance
147540	12/5/2023	2,566.50
Total		2,566.50



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

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

January 5, 2024
Project No: 0180-0317-0
Invoice No: 148043

Project 0180-0317-0 2023 SANITARY SEWER CLEANING & TV INSP.

FOR: CONTRACT ADMINISTRATION AND PROJECT CLOSEOUT

Professional Services from December 18, 2023 to December 31, 2023

Professional Personnel

	Hours	Rate	Amount	
PRINTS				
ENG. AIDE II / GIS ANALYST II				
KAERLE, KATHLEEN	.30	77.14	23.14	
Scanning				
CONTRACT ADMINISTRATION				
GRADUATE ENG/SUR/ARC				
MARCUS, PATRICK	1.00	102.66	102.66	
Check invoice from contractor				
TEAM LEADER				
VARICALLI, FRANK	1.50	102.66	153.99	
review quantities for pay estimate				
Totals	2.80		279.79	
Total Labor				279.79
		Total this Invoice		\$279.79

Outstanding Invoices

Number	Date	Balance
147540	12/5/2023	2,566.50
147969	1/4/2024	2,563.82
Total		5,130.32



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

INVOICE

January 5, 2024

Project No:

0180-0303-0

Invoice No:

148039

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 December 18, 2023 to December 31, 2023

Professional Personnel

	Hours	Rate	Amount	
ADDITIONAL SERVICES				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	8.00	130.77	1,046.16	
Perform CWS oversight at HWDPW: Checked MDOT permit work along frontage of Eastland Center (AT&T), soliciting proposals for installation of 12 WM at Eastland approach.				
GUINNANE, PAUL	1.00	130.77	130.77	
LCR ALE PE docs w/ DPW, EGLE response. WM Repair contractor options w/ DPW				
GUINNANE, PAUL	8.00	130.77	1,046.16	
Perform CWS oversight at HWDPW:				
Totals	17.00		2,223.09	
Total Labor				2,223.09
		Total this Invoice		\$2,223.09

Outstanding Invoices

Number	Date	Balance
147535	12/5/2023	5,557.75
147957	1/4/2024	4,761.69
Total		10,319.44



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

January 4, 2024

Project No: 0180-0303-0

Invoice No: 147957

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 November 20, 2023 to December 17, 2023
Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.50	130.77	65.39
GLWA Simplified Rate Methodology Vote Information			
ADDITIONAL SERVICES			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	.50	130.77	65.39
GV&W locations w/ DPW (Vernier and Harper, Harper and Hollywood)			
GUINNANE, PAUL	8.00	130.77	1,046.16
Perform CWS oversight at HWDPW: Answering phones and address resident questions re: LCR filters and availability)			
GUINNANE, PAUL	8.00	130.77	1,046.16
Perform CWS oversight at HWDPW: Eastland Bldg 1 temp water meter delivered, GIS GV&W updates, update UCMR5 parameters in SDWARS), Attend Torrey PS Pre-Bid w/ DPW director.			
GUINNANE, PAUL	1.00	130.77	130.77
Review PE comments email and review Rules 710d and 410, LCR ALE.			
GUINNANE, PAUL	.50	130.77	65.39
GIS updates w/ AEK			
GUINNANE, PAUL	.50	130.77	65.39
Missing GV&W's in GIS w/ AEK			
GUINNANE, PAUL	8.00	130.77	1,046.16
Perform CWS oversight at HWDPW: Complete LCR ALE PE summary (EQP5839),			
GUINNANE, PAUL	7.00	130.77	915.39
Perform CWS Oversight at HWDPW: GLWA Waterworks Park WTP TOC PN,			
GUINNANE, PAUL	.50	130.77	65.39
UCMR reminder w/ HWDPW			
GUINNANE, PAUL	1.00	130.77	130.77
WQP Monitoring emails, DPW S-Exam results			
GIS UPDATES			
ENG. AIDE III / GIS ANALYST III			
KOWALCHICK, ANTHONY	.20	85.23	17.05
add missing GV to GIS per Paul, fix watermain in area			
KOWALCHICK, ANTHONY	.20	85.23	17.05
add missing GV to HW GIS			
KOWALCHICK, ANTHONY	.70	85.23	59.66
get photos of valves from paul/talk to him, link pictures to GV's			

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

Project	0180-0303-0	TEMPORARY WATER SYSTEM OPERATOR	Invoice	147957
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KOWALCHICK, ANTHONY	.30	85.23	25.57	
update missing valves from Paul				
Totals	36.90		4,761.69	
Total Labor				4,761.69
		Total this Invoice		\$4,761.69

Outstanding Invoices

Number	Date	Balance
147535	12/5/2023	5,557.75
Total		5,557.75



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

January 4, 2024

Project No: 0180-0300-0

Invoice No: 147953

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

Project 0180-0300-0 STANDARD DETAIL UPDATES

FOR: STANDARD DETAIL UPDATES

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount
SURVEY			
ENG. AIDE III / GIS ANALYST III			
RICKARD, EMILY	3.50	85.23	298.31
Standard Details			
RECORD PLANS			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	1.00	130.77	130.77
Field locate and photos V125 and V505 for GIS and email photos. Follow up w/ AEK			
GUINNANE, PAUL	2.00	130.77	261.54
Perform CWS Oversight at HWDPW: Discuss Eastland Flushing, LCR ALE PE checklist deadline and return to office			
GUINNANE, PAUL	.50	130.77	65.39
Transfer photos (9) to AEK			
GUINNANE, PAUL	.50	130.77	65.39
Update GVIB locations on Vernier w/ AEK			
PRINTS			
ENG. AIDE I / GIS ANALYST I			
MUSTER, BRENDAN	.50	69.07	34.54
Delivered Maps to Harper Woods			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	.50	130.77	65.39
Revised WM Basemaps (3) for HWDPW			
CONSTRUCTION PLAN DRAFT			
ENG. AIDE III / GIS ANALYST III			
RICKARD, EMILY	6.00	85.23	511.38
Standard Details			
CONSTRUCTION PLAN DESIGN			
GRADUATE ENG/SUR/ARC			
MARTINDALE, DEAN	1.80	102.66	184.79
Standard Detail Revisions			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	.50	130.77	65.39
Markup WM Standard Details sheets "A1" and "A2"			
GUINNANE, PAUL	.50	130.77	65.39
Base Map updates w/ AEK (Family Dollar hydrant and Eastland Center updated public and private water mains)			

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

Project	0180-0300-0	STANDARD DETAIL UPDATES	Invoice	147953
SPECIFICATIONS				
GRADUATE ENG/SUR/ARC				
MARTINDALE, DEAN	9.00	102.66	923.94	
Standard Detail Revisions				
BASE MAPS				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	130.77	65.39	
JGS: GIS base map locations for SSP				
GIS UPDATES				
ENG. AIDE III / GIS ANALYST III				
SVOBODA, JOSEPH	2.00	85.23	170.46	
added basemap number information to the list of sampling locations				
Totals	28.80		2,908.07	
Total Labor				2,908.07
		Total this Invoice		\$2,908.07



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

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

January 5, 2024
Project No: 0180-0255-0
Invoice No: 148037

Project 0180-0255-0 MISS DIG REQUESTS
FOR: GENERAL MISS DIG ADMINISTRATION
Professional Services from December 18, 2023 to December 31, 2023
Professional Personnel

	Hours	Rate	Amount	
RECORD PLANS				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	130.77	65.39	
Vernier GVIB locations w/ AEK				
GIS UPDATES				
ENG. AIDE III / GIS ANALYST III				
KOWALCHICK, ANTHONY	.20	85.23	17.05	
make changes to a few valves per Paul				
SVOBODA, JOSEPH	1.00	85.23	85.23	
created a map for Miss Dig utility location request				
Totals	1.70		167.67	
Total Labor				167.67

Reimbursable Expenses

REIMBURSABLE OTHER EXPENSE				
12/21/2023 ESRI, INC.	Invoice# 94609180		408.10	
Total Reimbursables			408.10	408.10

Total this Invoice \$575.77

Outstanding Invoices

Number	Date	Balance
147945	1/4/2024	42.62
Total		42.62



esri®

380 New York Street
Redlands, CA-92373
Phone: (909) 793-2853

Invoice : 94609180
Order : 4541262
Customer : 22719
Customer PO : Quote Mastracco
P.O. Date :
End User : 22719
Project :

Document date : 11/22/2023
Delivery :
Contract :

Anderson Eckstein & Westrick I

'Invoice'

Page : 1

Bill to:
Stefania Mastracco
Anderson Eckstein & Westrick I
51301 Schoenherr Rd
Shelby Township MI 48315-2733

DEC 7 2023

Ship to:
Anderson Eckstein & Westrick I
51301 Schoenherr Rd
Shelby Township MI 48315-2733

For questions regarding this document, please contact Customer Service at 888-377-4575

Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal/software-license.

GIS Software Renewals, 1yr Exp. 2/19/2025

Item	Qty	Material Number	Price
10	1	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	3,300.00
1010	3	52385 ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	3,960.00
2010	1	86497 ArcGIS Desktop Standard Concurrent Use Primary Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	1,650.00
3010	1	86500 ArcGIS Desktop Standard Concurrent Use Secondary Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	1,320.00
4010	1	87232 ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	550.00

**esri**

380 New York Street
Redlands, CA-92373
Phone: (909) 793-2853

Invoice : 94609180
Order : 4541262
Customer : 22719
Customer PO : Quote Mastracco
P.O. Date :
End User : 22719
Project :

Document date : 11/22/2023
Delivery :
Contract :

Anderson Eckstein & Westrick I

'Invoice'

Page : 2

Item	Qty	Material Number	Price
5010	1	100571 ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	550.00
6010	5	153148 ArcGIS Online Creator Annual Subscription Start Date: 02/20/2024 End Date: 02/19/2025	2,750.00
7010	1	161328 ArcGIS Enterprise Standard Up to Four Cores Maintenance Start Date: 02/20/2024 End Date: 02/19/2025	5,500.00
8010	5	165533 ArcGIS Online Mobile Worker Annual Subscription Start Date: 02/20/2024 End Date: 02/19/2025	1,925.00
9010	49	166894 ArcGIS Enterprise Mobile Worker Annual Subscription Start Date: 02/20/2024 End Date: 02/19/2025	18,865.00

29 for AEW
See attached page
for additional 20
licenses to charge
to clients

Item Subtotal 40,370.00
Sales Tax 2,141.70

Total: USD 42,511.70

APPROVED &

DEC 18 2023

SUBMITTED



380 New York Street
Redlands, CA-92373
Phone: (909) 793-2853

Invoice : 94609180
Order : 4541262
Customer : 22719
Customer PO : Quote Mastracco
P.O. Date :
End User : 22719
Project :

Document date : 11/22/2023
Delivery :
Contract :

Anderson Eckstein & Westrick I

'Invoice'

Page : 3

FEIN: 95-2775732

DUNS/CEC: 06-313-4175 CAGE: OAMS3

Please detach lower portion and return with remittance



Stefania Mastracco
Anderson Eckstein & Westrick I
51301 Schoenherr Rd
Shelby Township MI 48315-2733

Remit Payment to:
Environmental Systems Research Institute, Inc.

By Check :
P.O. Box 741076
Los Angeles
CA 90074-1076

Electronic Instructions:
Bank: Bank of America
Wire ABA: 026009593
ACH ABA : 121000358

Acct#: 1496150335

Invoice 94609180
Order: 4541262
Payer: 22719

Document Date: 11/22/2023
Total: USD 42,511.70



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

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

January 4, 2024
Project No: 0180-0255-0
Invoice No: 147945

Project 0180-0255-0 MISS DIG REQUESTS
FOR: GENERAL MISS DIG ADMINISTRATION
Professional Services from November 20, 2023 to December 17, 2023
Professional Personnel

	Hours	Rate	Amount	
GIS UPDATES				
ENG. AIDE III / GIS ANALYST III				
KOWALCHICK, ANTHONY	.50	85.23	42.62	
create miss dig map for eastland industrial area				
Totals	.50		42.62	
Total Labor				42.62
		Total this Invoice		\$42.62



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

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

January 4, 2024

Project No: 0180-0332-0

Invoice No: 147975

Project 0180-0332-0 2024 FDCVT GRANT APPLICATIONS

FOR: GRANT APPLICATION ASSISTANCE

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.70	130.77	91.54	
Final Grant Application Development				
KERN, RICHARD	1.50	130.77	196.16	
Finalize grant applications, Submit to Treasury, Provide copies to City				
KERN, RICHARD	2.80	130.77	366.16	
Grant Application Development				
KERN, RICHARD	.50	130.77	65.39	
Grant Applications				
KERN, RICHARD	2.00	130.77	261.54	
Meet with City to review draft applications				
Totals	7.50		980.79	
Total Labor				980.79
		Total this Invoice		\$980.79

Outstanding Invoices

Number	Date	Balance
147542	12/5/2023	444.62
Total		444.62



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

January 4, 2024

Project No: 0180-0334-0

Invoice No: 147976

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

Project 0180-0334-0 19616 KELLY - PROP. MARIHUANA FACILITY

FOR: SITE PLAN REVIEW

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
LICENSED ENG/SUR/ARC				
ATABI, MAZEN	3.00	125.67	377.01	
Plans Review				
STUDIES				
GRADUATE ENG/SUR/ARC				
DELAPAZ, CARLIE	1.00	102.66	102.66	
creating and filling out traffic study scoping forms				
SENIOR PROJECT ENGINEER				
LUTFI, MOHAMMED	3.00	130.77	392.31	
Plan review				
LUTFI, MOHAMMED	2.00	130.77	261.54	
Site plan review				
LUTFI, MOHAMMED	1.00	130.77	130.77	
TIS scope review				
SITE PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.10	130.77	13.08	
Download plans and coordinate reviews				
KERN, RICHARD	.20	130.77	26.15	
Review plans with MA				
KERN, RICHARD	.20	130.77	26.15	
Site Plan Review				
KERN, RICHARD	1.00	130.77	130.77	
Site Plan Review and Correspondence				
Totals	11.50		1,460.44	
Total Labor				1,460.44
		Total this Invoice		\$1,460.44



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

January 4, 2024

Project No:

0180-0335-0

Invoice No:

147978

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

Project 0180-0335-0 19558 KELLY - PROP. MARIHUANA FACILITY

FOR: SITE PLAN REVIEW

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
LICENSED ENG/SUR/ARC				
ATABI, MAZEN	2.00	125.67	251.34	
Drawing review				
STUDIES				
GRADUATE ENG/SUR/ARC				
DELAPAZ, CARLIE	1.00	102.66	102.66	
creating and filling out traffic study scoping forms				
SENIOR PROJECT ENGINEER				
LUTFI, MOHAMMED	3.00	130.77	392.31	
Plan review				
SITE PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.10	130.77	13.08	
Download plans and coordinate reviews				
KERN, RICHARD	.20	130.77	26.15	
Review plans with MA				
KERN, RICHARD	.20	130.77	26.15	
Site Plan Review				
KERN, RICHARD	1.00	130.77	130.77	
Site Plan Review and Correspondence				
Totals	7.50		942.46	
Total Labor				942.46
		Total this Invoice		\$942.46



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

January 4, 2024

Project No: 0180-0336-0

Invoice No: 147981

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

Project 0180-0336-0 20330 HARPER - PROP. MARIHUANA FACILITY

FOR: SITE PLAN REVIEW

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
LICENSED ENG/SUR/ARC				
ATABI, MAZEN	2.00	125.67	251.34	
Drawing review				
STUDIES				
SENIOR PROJECT ENGINEER				
LUTFI, MOHAMMED	3.00	130.77	392.31	
Plan review				
LUTFI, MOHAMMED	1.00	130.77	130.77	
TIS scope review				
SITE PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.10	130.77	13.08	
Download plans and coordinate reviews				
KERN, RICHARD	.10	130.77	13.08	
Review plans with MA				
KERN, RICHARD	.10	130.77	13.08	
Site Plan Review				
KERN, RICHARD	1.00	130.77	130.77	
Site Plan Review and Correspondence				
Totals	7.30		944.43	
Total Labor				944.43
		Total this Invoice		\$944.43



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

INVOICE

January 4, 2024

Project No: 0180-0330-0

Invoice No: 147973

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

Project 0180-0330-0 20760 HARPER - PROP MARIHUANA FACILITY

FOR: SITE PLAN REVIEW

Professional Services from November 20, 2023 to December 17, 2023

Professional Personnel

	Hours	Rate	Amount	
STUDIES				
GRADUATE ENG/SUR/ARC				
DELAPAZ, CARLIE	1.00	102.66	102.66	
creating and filling out traffic study scoping forms				
SENIOR PROJECT ENGINEER				
LUTFI, MOHAMMED	1.00	130.77	130.77	
Site plan review traffic				
LUTFI, MOHAMMED	2.00	130.77	261.54	
Site plan review				
LUTFI, MOHAMMED	2.00	130.77	261.54	
TIS scope review				
SITE PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	1.00	130.77	130.77	
Site Plan Review and Correspondence				
Totals	7.00		887.28	
Total Labor				887.28
		Total this Invoice		\$887.28



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

INVOICE

January 5, 2024

Project No: 0180-0333-0

Invoice No: 148044

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

Project 0180-0333-0 19550/19554 PARCEL SPLIT REQUEST

FOR: ENGINEERING PLAN REVIEW

Professional Services from December 18, 2023 to December 31, 2023

Professional Personnel

	Hours	Rate	Amount	
ENGINEERING PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.50	130.77	65.39	
Parcel Split Review				
Totals	.50		65.39	
Total Labor				65.39
		Total this Invoice		\$65.39

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 1) Progress Payment No. 1 - 2023 Sanitary Sewer Cleaning
and CCTV Investigation, #180-317.

Explanation/Remarks:

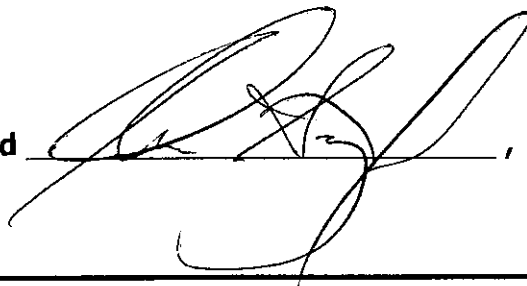
Attached is a letter from our City Engineers transmitting Progress Payment No. 1 on the 2023 Sanitary Sewer Cleaning & CCTV Investigation, #180-317.

It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to Doetsch Environmental Services in the amount of \$78,088.00 for Progress Payment No. 1 on the 2023 Sanitary Sewer Cleaning & CCTV Investigation, #180-317.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

☐ Approved ☐ Disapproved

☐ Vote

☐ Tabled



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

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

January 5, 2024

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

Reference: 2023 Sanitary Sewer Cleaning and CCTV Investigation Program
City of Harper Woods
AEW Project No. 0180-0317

Dear Mr. Szymanski:

Enclosed please find Construction Pay Estimate No. 1 for the above referenced project. For work performed through November 30, 2023 we recommend issuing payment for the **Net Earnings This Period (see Page 2)** in the amount of **\$78,088.00** to Doetsch Environmental Services, 21221 Mullin Avenue, Warren, MI 48089.

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

Sincerely,

DocuSigned by:
Frank D. Varicalli
C4D17CC8031F4D4...

Frank D. Varicalli
Infrastructure Rehab Group Lead

cc: Heather Toutant, Deputy DPW Director
Leslie Frank, City Clerk
R. Ryan Kern, AEW, Inc.
Sean Schotthoefer, Doetsch Environmental Services



Construction Pay Estimate Report

Michigan Department of Transportation

1/3/2024 11:39 AM

FieldManager 5.3c

Contract: .0180-0317, 2023 Sanitary Sewer Cleaning and CCTV Investigation

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
1	11/30/2023	Michelle Ankawi	Semi-Monthly	Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date 11/30/2023	Prime Contractor Doetsch Environmental Services 21221 Mullin Ave Warren MI 48089	
Comments Current Contract Amount: \$79,360.00 % Completed: 109%				

Item Usage Summary

Project: 0180-0317, 2023 Sanitary Sewer Cleaning and CCTV Investigation
Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Cleaning 06-12 inch Sanitary Sewers	Ft	4027001	0015	0015	00	000	16,317.000	2.00	\$32,634.00
_ Cleaning 15-21 inch Sanitary Sewers	Ft	4027001	0025	0025	00	000	611.000	3.00	\$1,833.00
_ Cleaning 24-36 inch Sanitary Sewers	Ft	4027001	0030	0030	00	000	1,887.000	3.00	\$5,661.00
_ Deliverables	LS	8267051	0090	0090	00	000	1.000	500.00	\$500.00
_ Extra Heavy Cleaning	Hr	8167040	0085	0085	00	000	53.500	250.00	\$13,375.00
_ Final TV Investigation and Log, 06-12 in ch Sanitary Sewers	Ft	4027001	0035	0035	00	000	16,317.000	1.00	\$16,317.00
_ Final TV Investigation and Log, 15-21 in ch Sanitary Sewers	Ft	4027001	0045	0045	00	000	611.000	1.00	\$611.00
_ Heavy Cleaning, 06-12 inch Sanitary Sewers	Ft	4027001	0060	0060	00	000	11,083.000	1.00	\$11,083.00
_ Mobilization	LS	1027051	0005	0005	00	000	1.000	2,250.00	\$2,250.00
_ Traffic Control & Maintenance	LS	1027051	0010	0010	00	000	1.000	2,500.00	\$2,500.00
Subtotal for Category 0000:									\$86,764.00
Subtotal for Project 0180-0317:									\$86,764.00
Total Estimated Item Payment:									\$86,764.00

Time Charges

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



Construction Pay Estimate Report

Michigan Department of Transportation

1/3/2024 11:39 AM

FieldManager 5.3c

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0180-0317, 2023 Sanitary Sewer Cleaning and CCTV Investigation	0001	\$86,764.00	\$0.00	\$86,764.00
Voucher Total:				\$86,764.00

Summary

Current Voucher Total:	\$86,764.00	Earnings to date:	\$86,764.00
-Current Retainage:	\$8,676.00	- Retainage to date:	\$8,676.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$78,088.00	Net Earnings to date:	\$78,088.00
		- Payments to date:	\$0.00
		Net Earnings this period:	\$78,088.00

Estimate Certification

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

DocuSigned by:

01/05/2024

Frank D. Varicalli

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 1

1/3/2024 11:39 AM
FieldManager 5.3c

Michigan Department of Transportation

Contract: 0180-0317, 2023 Sanitary Sewer Cleaning and CCTV Investigation
Project: 0180-0317, 2023 Sanitary Sewer Cleaning and CCTV Investigation

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	- Mobilization	1027051		1,000 LS	1,000	1,000	1,000	100%	2,250.00000	\$2,250.00
0010	- Traffic Control & Maintenance	1027051		1,000 LS	1,000	1,000	1,000	100%	2,500.00000	\$2,500.00
0015	- Cleaning 06-12 inch Sanitary Sewers	4027001	19,900,000	Ft	16,317,000	16,317,000	16,317,000	82%	2.00000	\$32,634.00
0020	- Cleaning 06-12 inch Storm Sewers	4027001	1,000,000	Ft		0.000			2.00000	
0025	- Cleaning 15-21 inch Sanitary Sewers	4027001	550,000	Ft	611,000	611,000	611,000	111%	3.00000	\$1,833.00
0030	- Cleaning 24-36 inch Sanitary Sewers	4027001	50,000	Ft	1,887,000	1,887,000	1,887,000	3774%	3.00000	\$5,661.00
0035	- Final TV Investigation and Log, 06-12 in ch Sanitary Sewers	4027001	19,900,000	Ft	16,317,000	16,317,000	16,317,000	82%	1.00000	\$16,317.00
0040	- Final TV Investigation and Log, 06-12 in ch Storm Sewers	4027001	1,000,000	Ft		0.000			1.00000	
0045	- Final TV Investigation and Log, 15-21 in ch Sanitary Sewers	4027001	550,000	Ft	611,000	611,000	611,000	111%	1.00000	\$611.00
0050	- Final TV Investigation and Log, 24-36 in ch Sanitary Sewers	4027001	50,000	Ft		0.000			1.00000	
0055	- Heavy Cleaning 06-12 inch Storm Sewers	4027001	250,000	Ft		0.000			1.00000	
0060	- Heavy Cleaning, 06-12 inch Sanitary Sewers	4027001	5,000,000	Ft	11,083,000	11,083,000	11,083,000	222%	1.00000	\$11,083.00
0065	- Heavy Cleaning, 15-21 inch Sanitary Sewers	4027001	150,000	Ft		0.000			1.00000	
0070	- Heavy Cleaning, 24-36 inch Sanitary Sewers	4027001	50,000	Ft		0.000			2.00000	
0075	- Cutting Service Lead Protrusions	4027050	1,000	Ea		0.000			10.00000	
0080	- Removal of Mineral Deposits	4027050	10,000	Ea		0.000			100.00000	
0085	- Extra Heavy Cleaning	8167040	10,000	Hr	53,500	53,500	53,500	535%	250.00000	\$13,375.00
0090	- Deliverables	8267051	1,000	LS	1,000	1,000	1,000	100%	500.00000	\$500.00
Subtotal for Category 0000:										86764.00

Subtotal for Project 0180-0317: 86764.00

Percentage of Contract Completed(curr): 109%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$86,764.00
Total Amount Earned To Date: \$86,764.00

Contract: 0180-0317

Estimate: 1

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 2) Grosse Pointe Animal Adoption Society Agreement

Explanation/Remarks:

Attached is a service agreement between the City of Harper Woods and the Grosse Pointe Animal Society (GPAAS). This agreement will provide procedures for medical, stray hold requirements and rates per day for services and animal type boarding.

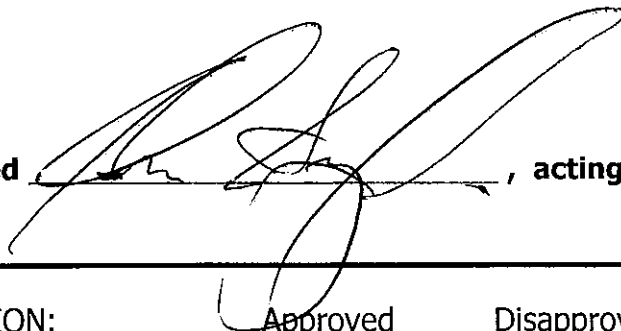
This contract does not establish GPAAS as a "department" of the City, nor gives GPAAS the right to speak on behalf of the City. This agreement supplies a service to our community to supply shelter for lost pets, stray animals and ensures veterinary care until unclaimed pets can be rehomed or adopted.

This has been reviewed by the Director of Public Safety, the City Attorney and myself. It is recommended that this agreement be approved.

Recommended Action:

By RESOLUTION, approve the service agreement between the City of Harper Woods and the Grosse Pointe Animal Adoption Society and further authorize the Director of Public Safety and the acting City Manager to sign the agreement.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

☒ Approved ☐ Disapproved

☐ Vote ☐ Tabled

SERVICE AGREEMENT

This agreement is made and entered into on ____ day of _____ 2024 between the Grosse Pointe Animal Adoption Society (GPAAS), a non-profit corporation in the state of Michigan, whose mailing address is 296 Chalfonte Ave, Grosse Pointe Farms, MI 48236, and the City of Harper Woods Public Safety Department, located at 19617 Harper, Harper Woods, MI 48225.

Whereas the City of Harper Woods Department of Public Safety and the GPAAS desire to enter into an agreement to provide service for the community, where lost pets, stray and injured animals, can be sheltered and receive veterinary care until they are re-claimed or evaluated and re-homed. GPAAS will seek foster homes and permanent placement for unclaimed pets through our adoption program, and humanely euthanize those that are critically injured, un-treatable or aggressive/un-adoptable.

A. IMPOUNDING ANIMALS

Our Intake Facility is located at 20048 Harper Ave, Harper Woods MI 48225, will receive stray or found animals, with or without identification, that are transported by the Harper Woods Department of Public Safety personnel, or an authorized person. Strays are housed at the Intake Facility only. During GPAAS Open Hours, contact Corinne Martin at 313-505-3725 to confirm access and location.

GPAAS Adoption Facility hours of operation are as follows:

Monday through Sunday, 8:00am until 5:00pm

After hours, Harper Woods Department of Public Safety will have access to the Intake Facility with key held at Dispatch. **Refer to Intake Procedure Instructions.**

B. MEDICAL TREATMENT AND STRAY HOLD REQUIREMENTS

Sick or injured animals will be provided with immediate veterinary care weekdays. Critically injured animals that are suffering will be humanely euthanized and the treating veterinarian will document such cases.

Dog bite cases will be identified, quarantined and observed for the required 10 days.

GPAAS will hold unclaimed strays according to the State of Michigan Shelter Regulations, (4 business days, not including the day the animal arrives, weekends or holidays). After stray hold, GPAAS will assess and determine if animal will move to adoption program. If an animal is deemed to be aggressive and a danger to staff, people or other animals, it will be humanely euthanized at Harper Woods Veterinary.

GPAAS may not be able to provide shelter for “hoarding” cases, those with numerous animals.

C. INTAKE REQUIREMENTS AND RE-CLAIMING PROCEDURE

GPAAS will **only accept found and stray animals** from the Public Safety of Harper Woods or authorized persons. GPAAS can consider “owner relinquishments” on a case by case basis as shelter space permits. Those owners should be referred directly to GPAAS. Any animal that has been in the possession of a person for a reasonable period of time (10-14 days), is considered “owned” and not a “stray” animal.

The following information will be recorded for each animal during the intake process:

Location, date and time the animal was found.
Finder’s name, address and phone number if available.
Name of Officer transporting the animal.
Description of the animal and any identification for the animal.

Callers who have lost a pet should be referred to GPAAS (313) 884-1551.

Persons claiming ownership of pet must provide proof of ownership to include vaccination certificate, veterinary invoice, or photograph, etc.

Proof of current rabies vaccination is required by Michigan Law in order to release a dog. If the owner cannot provide proof, arrangements for the vaccination will be made by GPAAS at the Harper Woods Veterinary Hospital. The owner will be required to pay GPAAS directly prior to release.

Any fines or boarding fees that are assessed to the owner by Harper Woods should be paid directly to Harper Woods and will not be collected by GPAAS. Proof of payment will be required prior to release of animal.

Fees for animals that are sheltered more than 5 days, or when medical care is received, must be paid to GPAAS directly prior to the pet’s release.

GPAAS shall submit a monthly invoice to the City of Harper Woods for the aforementioned services as follows:

Boarding- Cat, kitten or group of kittens:	\$15 per day for up to 5 days
Boarding- Dog or puppy:	\$20 per day for up to 5 days

Boarding- Bite case:	\$20 per day for 10 days
Tranquilizer Services:	\$75 per use
Euthanasia:	\$57.50
Cremation:	\$49.50
Wildlife Cremation:	Courtesy by Crematorium

* Fees subject to change based on veterinary fees

Corinne Martin, Executive Director
Grosse Pointe Animal Adoption

Date

J. Hammerle, Director
Harper Woods Public Safety

Date

J. Szymanski
Harper Woods City Manager

Date

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 3) Medstar Agreement - OWI/OUID Blood Collection

Explanation/Remarks:

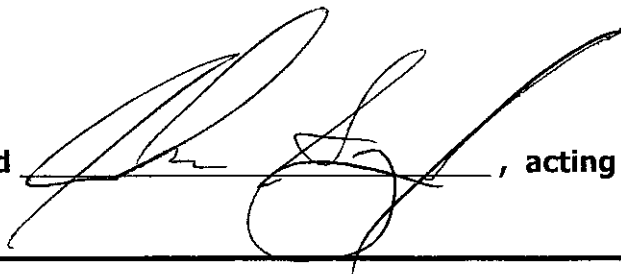
Attached is a memorandum from the Director of Public Safety requesting approval of the attached Mobile Health Services agreement between the City of Harper Woods and Medstar Ambulance. This agreement will be to have Medstar personnel to provide blood collection services for law enforcement purposes. As his memo states, the current practice of obtaining blood collection for alcohol and narcotic related traffic offenses is very time consuming and keeps our officers tied up waiting for medical personnel to provide this service. This agreement will allow Medstar personnel to conduct this service at the rear of the police station.

I have reviewed this with him and concur that this agreement be approved.

Recommended Action:

By RESOLUTION, to approve the agreement between the City of Harper Woods and Medstar Ambulance for Mobile Health Services pertaining to the collection of blood for law enforcement purposes, and further to authorize the acting City Manager to sign the agreement.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

☐ Approved ☐ Disapproved

☐ Vote

☐ Tabled



CITY OF HARPER WOODS

DEPARTMENT OF PUBLIC SAFETY

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



Director

Jason M. Hammerle

Deputy Chief

Ted R. Stager

Captain-Fire-EMS:

David C. Mehl

Nathan P. Butler

Kevan P. Kochan

January 11, 2024

To: John Szymanski, Acting City Manager

From: Jason Hammerle, Director of Public Safety

Re: Agreement with Medstar Ambulance to conduct OWI/OUID blood draws

Sir,

I am respectfully requesting that the city/public safety department enter into an agreement with Medstar Ambulance to conduct blood draws at our station for all alcohol and narcotic related traffic offenses. Our current practice of transporting OWI/OUID suspects to area hospitals for a blood draw has become time consuming and unsustainable. On busy weekend nights, it is not uncommon for our officers to wait more than two hours for medical personnel to perform the draw. An agreement with Medstar would allow for blood draws to be conducted in an ambulance, at the rear of the police station, and would ensure our officers are back on the street in a timely manner.

Medstar will charge the city \$150 per draw. For reference, the police department averages less than 30 blood draws per year. I have attached a draft of the agreement for your review.

Jason Hammerle, Director of Public Safety

MOBILE HEALTH SERVICES AGREEMENT
EVIDENTIAL BLOOD COLLECTION

This agreement is between Medstar Ambulance, Inc., a Michigan not for profit corporation with a business address of 380 North Gratiot, Clinton Township, Michigan 48036 (“Medstar”), and the City of Harper Woods, c/o its Police Department, 19617 Harper Ave, Harper Woods, MI 48225 (“City”) and pertains to the collection of blood for law enforcement purposes.

RECITALS

Medstar provides mobile health services and is a licensed provider of ambulances under MCL 333.20920 that operates with the direction of the Macomb County Medical Control Authority pursuant to the provisions of MCL 333.16215.

City’s Police Department requires blood draw services from time to time to collect evidence for law enforcement purposes such as investigating and prosecuting motor vehicle crimes involving drugs or alcohol. The evidence must be gathered in conformance with MCL 257.625(a)(6). The City also has an interest in gathering the evidence efficiently and in a manner that minimizes the risks inherent in transporting criminal suspects to a public health care facility.

Medstar can provide blood collection services in a medical environment in a manner consistent with Macomb County Medical Control Authority System Protocols for Evidentiary Blood Draws and the requirements of MCL 257.625(a)(6). The City wishes to engage Medstar for these services, and Medstar is willing to perform them. Accordingly, the parties make the following agreement:

AGREEMENT

1. Recitals Incorporated: The recitals above are incorporated and are a material part of this agreement.

2. Provision of Services: At the request of a law enforcement officer and the presentation of either a search warrant signed by a magistrate or Judge, or written consent signed by the subject of the blood draw, Medstar will draw blood for evidentiary purposes pursuant to the Macomb County Systems Protocol for Evidentiary Blood Draws as a delegate of the Macomb County Emergency Medical Services Medical Control Authority Medical Director.

3. Procedure: Medstar will bring its ambulance to the Harper Woods Police Department so that Medstar can provide a medical environment. Medstar will obtain the sealed blood draw kit from the law enforcement officer, distribute the necessary forms, and obtain the sample in the presence of the law enforcement officer in the patient compartment of the ambulance. Medstar will not use alcohol or alcohol solutions to sterilize the skin surface, needle, or syringe. It will draw two tubes of venous blood from the subject in the presence of the law enforcement officer, inform the subject in the presence of the law enforcement officer that no alcohol was used in sterilizing the skin, needle, or collection tubes, and then slowly invert the blood collection tubes several times to distribute the preserving chemicals. Medstar will complete the labeling and documentation and distribute the form as required.

4. Compliance: In addition to drawing the blood as required by the Macomb County System Protocols for Evidentiary Blood Draws, Medstar will complete a Macomb County EMS Run Form.

5. Response to Request: Medstar will answer requests for blood draws as soon as practical, taking into consideration the then existing demands on its system for emergency or acute care services. A Medstar paramedic can refuse to draw the subject's blood if the subject is disorderly or violent or otherwise physically resists the drawing of blood.

6. Compensation: Medstar will be paid \$150.00 for each blood draw event performed by Medstar at the request of the City's Police Department. Unless otherwise agreed, payment is due within 30 days of the date the services were rendered.

7. Defense and Indemnification: Medstar will defend and indemnify the City for any claims against the City that allege that the blood draw procedure was improperly performed. Under MCL 257.625(a)(6), Medstar is immune from claims regarding the lawfulness of the procedure. To the extent that a claim is made against Medstar regarding the lawfulness of the procedure, the City agrees to defend and indemnify Medstar.

8. Records: Medstar will retain appropriate records regarding the blood draw services for the time periods required under all applicable laws and until the City Police Department informs Medstar that the records are no longer needed.

9. Duration and Termination: This agreement will commence on _____ and remain in force for one year unless either party gives 30 days written notice of termination to the other party or, in the case of a material breach of the agreement such as the loss of licensure, immediate notice of termination. Any notice or communication regarding this agreement should be sent to the respective party at the address listed at the top of this agreement.

10. Miscellaneous: This agreement is with a public entity and is, therefore, disclosable to the extent consistent with the Michigan Freedom of Information Act. If the services required under this agreement generate protected health care information, both parties will observe and respect the privacy of the health care information consistent with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

This agreement does not create an employment relationship, and Medstar is not acting in any capacity as a law enforcement agency. Medstar is an independent contractor licensed by law and authorized to perform the services required under this agreement. Neither

party can assign its obligations under this agreement to a third party unless it is with the written consent of the non-assigning party.

This agreement constitutes the complete agreement of the parties with respect to the subject matter and supersedes all prior oral or written agreements. It may only be amended by a document signed by both parties, and it may be executed in several counterparts, each of which constitutes an original.

This agreement will be interpreted and enforced in accordance with the laws of the State of Michigan, and the venue for the resolution of any disputes will be in an appropriate District or Circuit Court in Wayne County, Michigan. Both parties understand that the right to a jury trial is a fundamental right, but both parties agree that any dispute between them will be heard by a Judge only.

Signed on the date first written above.

MEDSTAR AMBULANCE, INC.

CITY OF HARPER WOODS

By: _____
Kevin Wilkinson
Its: Vice President of Clinical Services

By: _____

Its: _____

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 4) City Insight - Annual Fee and Development Fee

Explanation/Remarks:

At your July 2023 meeting a one time development fee was approved for new services to be provided within the City Insight water bill app. That fee was divided into two parts, half up front for the initial engagement and the remainder due at the completion of the additional services.

The additional services we will now be able to offer are cash payments for water and taxes to be made at stores such as CVS, Kroger, liquor stores, Walgreen's, etc. We will also be able to accept payments for our building department, including permit fees, enforcement fees, certificate of occupancy fees, etc. Lastly, residents will receive overdue bill status reminders to keep their accounts current.

Along with the remainder of the development fee, we are required to pay the annual licensing fee for the City Insight app. This covers the period of January 1 through December 31, 2024.

It is recommended that these payments be approved.

Recommended Action:

By RESOLUTION, to approve the second and final payment to City Insight in the amount of \$22,500.00 for the additional services that are featured on our water app and further to approve the annual licensing fee in the amount of \$15,600 for the water app, for a total of \$38,100.00.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

☐ Approved ☐ Disapproved

☐ Vote

☐ Tabled

CITY INSIGHT LLC
607 SHELBY ST STE 700 PMB 243
DETROIT, MI 48226 US
+1 8007175750
billing@cityinsight.com

Invoice



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

Invoice #	Invoice Date	Invoice Amount	Due Date	Payment Terms	Balance Forward
1091	01/03/2024	\$38,100.00	02/02/2024	Net 30	
<hr/>					
City Insight Self-Service and Payment Portal			1	15,600.00	15,600.00
Annual Licensing Fee					
City Insight Self-Service and Payment Portal			1	22,500.00	22,500.00
Statement of Work No. 1 (Delivery of solution)					
Technical Support Services, Hosting Services, and Maintenance					
			SUBTOTAL		38,100.00
			TAX		0.00
			TOTAL		38,100.00
			BALANCE DUE		\$38,100.00

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 5) Cancellation of February 21, 2024 Meeting

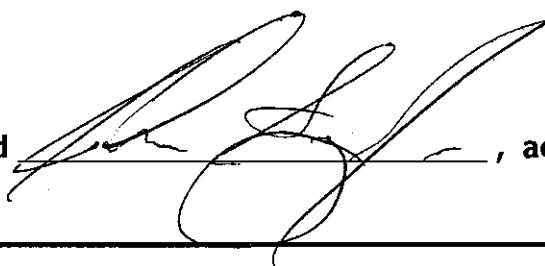
Explanation/Remarks:

I am unavailable to attend the second meeting in February scheduled for Wednesday, February 21, 2024, therefore, it is recommended that the meeting be cancelled.

Recommended Action:

By MOTION, that the Regular City Council meeting scheduled for Wednesday, February 21, 2024 be cancelled.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

☐ Approved ☐ Disapproved

☐ Vote

☐ Tabled

CITY OF HARPER WOODS

CITY COUNCIL TRANSMITTAL

CITY COUNCIL MEETING OF JANUARY 17, 2024

AGENDA EXPLANATION

J. OTHER BUSINESS:

ITEM NUMBER: 1) Closed Session - Legal Opinion - Marijuana Establishment Licensing
"Process" as Directed by City Council

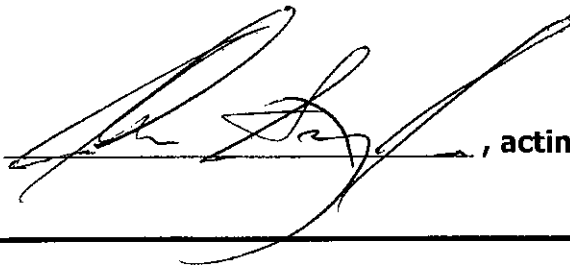
Explanation/Remarks:

I would request a closed session to discuss a legal opinion.

Recommended Action:

By MOTION, adjourn to closed session for the purpose of discussing a legal opinion.

Respectfully Submitted



, acting City Manager

CITY COUNCIL ACTION:

☐ Approved ☐ Disapproved

☐ Vote ☐ Tabled