



**CITY OF HARPER WOODS
REGULAR COUNCIL MEETING
MAY 6, 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 April 15, 2024
- 2) Planning Commission meeting held on April 24, 2024

D. PUBLIC COMMENTS ON AGENDA ITEMS:

E. CONSENT AGENDA:

- 1) Approval of Accounts Payable Listing. (\$1,209,395.78).
- 2) Payment to Anderson, Eckstein & Westrick, Inc. (\$32,358.66).
- 3) Payment to Wolverine Contractors. (\$7,732.50).
- 4) Payment to K&S Ventures, Inc. (\$8,458.85).
- 5) Payment to WCA Assessing. (\$6,080.16).
- 6) Payment to Simplified Business Solutions. (\$7,644.60).
- 7) Payment to Plante Moran. (\$38,577.50).
- 8) Payment to SAFEbuilt LLC. (\$36,000.98).

F. OLD BUSINESS:

G. NEW BUSINESS - CITY MANAGER'S REPORTS:

- 1) Public Hearing - Continuation of a Special Assessment District for Police and Fire Services
- 2) Adopt Resolutions - Continuation of a Special Assessment District
- 3) Employment Agreement - Economic and Community Development Deputy Director.
- 4) Special Land Use - Sozo Health, Inc.; 20760 Harper Avenue
- 5) Special Land Use - 759 E. Pinconning LLC; 19616 Kelly Road
- 6) Special Land Use - Main Management Group LLC; 20330 Harper Avenue
- 7) Safe Streets for All Grant
- 8) Agreement - Eastern Wayne SRT
- 9) Water Main Repair - Vernier Road
- 10) Progress Payment - Beaconsfield Resurfacing Project.

CONTINUED . . .

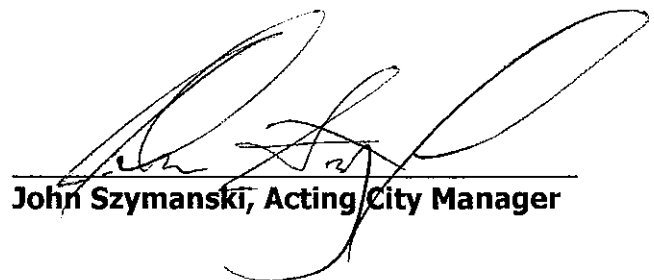
- 11) Award of Bid - Pavement Striping, #180-342
- 12) Milk River - Operation and Maintenance
- 13) Amendment to the Fee Schedule

H. CALL TO AUDIENCE:

I. CALL TO COUNCIL:

J. OTHER BUSINESS:

K. ADJOURNMENT:



John Szymanski, Acting City Manager

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

**CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024**

AGENDA EXPLANATION

E. CONSENT AGENDA:

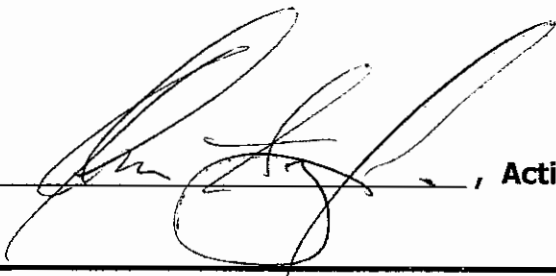
Items 1 through 8.

Explanation/Remarks:

See attached listing.

Recommended Action:

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

Respectfully Submitted  , Acting City Manager

CITY COUNCIL ACTION:	___ Approved	___ Disapproved	
	___ Vote	___ Tabled	

CITY OF HARPER WOODS

CITY COUNCIL MEETING

MAY 6, 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 129823 through 130007 in the amount of \$1,209,395.78 as submitted by the City Manager and Finance Director, and further, authorize the Mayor and City Clerk to sign the listing.

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

Attached are invoices from Anderson, Eckstein & Westrick, Inc. for professional services during the month of April 2024 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 \$32,358.66 for professional services during the month of April 2024 for the following projects: Beaconsfield Resurfacing, Pavement Striping, Concrete Repairs, Joint Crack Sealing, Eastland Center Redevelopment, Salter Park Community Center, Vernier Water Main, Sanitary Sewer FCIPP, Storm Sewer Repair, Sanitary Sewer Cleaning, DWRF Lead Service Replacement, Temporary Water Operator and MDOT Stormwater Pump Improvements.

3. PAYMENT TO WOLVERINE CONTRACTORS, INC.

Attached are invoices from Wolverine Contractors, Inc. for the removal of main break spoils and ground fill supplies. I have reviewed these and recommend that these payments be approved.

Recommended Action: By Resolution, approve payment to Wolverine Contractors, Inc. in the amount of \$7,732.50 for the removal of main break spoils and ground fill supplies.

4. PAYMENT TO K&S VENTURES, INC.

Attached is a memorandum from the DPW Superintendent transmitting invoices for the repairs made to the heating system at City Hall. I have reviewed these and recommend that these payments be approved.

Recommended Action: By Resolution, approve payment to K&S Ventures, Inc. in the amount of \$8,458.85 for the repairs made to the heating system at City Hall.

5. PAYMENT TO WCA ASSESSING

Attached is an invoice for contractual assessing services to be performed by WCA Assessing for the month of May 2024. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment to WCA Assessing in the amount of \$6,080.16 for the contractual assessing services to be performed during the month of May 2024.

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 April 2024. Also included are the IT support services provided to all of our departments and the purchase of a video adapter. 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 \$7,644.60 for the email hosting, security and backups of our computer system for the month of April 2024 and for IT support services for all departments and the purchase of a video adapter.

7. PAYMENT TO PLANTE MORAN

Attached is a memorandum from the acting Finance Director transmitting invoices from Plante and Moran for their professional services in conjunction with the 2023 audit. I have reviewed these and concur with her recommendation that these payments be approved.

Recommended Action: By Resolution, approve payment to Plante & Moran in the amount of \$38,577.50 for the professional services performed in conjunction with the 2023 audit.

8. PAYMENT TO SAFE BUILT LLC

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

Recommended Action: By Resolution, approve payment to SAFEbuilt, LLC in the amount of \$36,000.98 for the contractual building department services performed during the month of 2024.



John Szymanski, Acting City Manager

05/03/2024 09:53 AM
 User: MARGO
 DB: Harper Woods

CHECK REGISTER FOR CITY OF HARPER WOODS
 CHECK DATE FROM 04/13/2024 - 05/03/2024
 CHECKS:129823-130007

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
Check Type: Paper Check				
04/18/2024	129823	AIRGAS USA; LLC	MARCH24 ARGON/OXYGEN CYLINDER RENTAL-DPW	264.73
04/18/2024	129824	ANDERSON, ECKSTEIN & WESTRICK	180-316 2023 SAN SEWER FCIPP PGM AG-0415 180-0339 2024 SAN SEWER FCIPP PGM AG0415 180-0314 2023 STORM SEWER REP AG041524 180-0337 2024 STORM SEWER REP AG041524 180-0317 2023 SAN SEWER CLEANING AG04152 180-0340 2023 SAN. SEWER CLEANING AG0415 180-285 2022 SAN SEWER CLEAN AG041524 180-0347 DWSD SEWAGE DISCHARGE DIST AG04 180-0303 TEMP WATER OPERATOR AG041524-CM 180-0345 2024 EGLE AFFORDABILITY PLAN AG 180-0253 BEACONSFIELD REFACING AG041524 180-0283 22 MISC CONCRETE REP AG041524 180-0338 2024 MISC CONCRETE REP AG041524 180-244 EASTLAND CENTER AG041524 180-318 2023 JOINT CRACK/SEAL AG041523	414.18 705.62 264.60 654.58 68.18 1,124.99 274.99 392.31 4,315.42 313.84 1,417.19 317.42 606.39 1,677.86 144.89
				12,692.46
04/18/2024	129825	ANDERSON, ECKSTEIN & WESTRICK	180-0341 2024 JOINT CRACK SEAL AG041524 HWHS FOOTBALL FIELD CLUBHOUSE AG041524 180-0291 CITY HALL GENERATOR AG041524 180-0313 HARPER-VAN ANTWERP DEV AG041524 180-0342 2024 PAVEMENT STRIPING AG041524 180-0255 MISS DIGS AG041524 180-0336 HARPER PROP. CANNABIS FACILITY	862.31 65.39 330.78 6,339.02 774.84 76.90 130.78
				8,580.02
04/18/2024	129826	ARROW OFFICE SUPPLY	OFFICE SUPPLIES-HWPD	154.86
04/18/2024	129827	NASPPG INSURANCE SERVICES	PROFESSIONAL LIABILITY INSURANCE-JUDGE	2,536.30
04/18/2024	129828	BAKER & TAYLOR	3 LIBRARY CDS/DVDS-AM	62.79
04/18/2024	129829	BEAN BROS TROPHY & AWARD	NAME TAGS/PLATE SUPPLIES-HWPD	27.50
04/18/2024	129830	BEST STOP AUTOMOTIVE, LLC.	SCT #619 O CAR/KEY FOB BATTERY REPLACED- SCT #62 OIL CHANGE/02 SENSOR REPLACED-HW SCT #671 OIL CHANGE/TIRE ROTATION-HWPD	366.33 334.36 56.00
				756.69
04/18/2024	129831	BRODART CO.	4 LIBRARY BOOKS-PRESCHOOL 2 LIBRARY BOOKS-AM	38.71 34.56
				73.27
04/18/2024	129832	BRODIE MITCHELL HALL	JURY DUTY-DC	15.52
04/18/2024	129833	BUDGET ELECTRIC & GENERATORS	GENERATOR MAINTENANCE ON SITE-DPW	320.00
04/18/2024	129834	CAITLIN THULL	DANCE INSTRUCTOR JAN-MAY 24-REC	0.00

Void Reason: WRONG AMOUNT

Check Date	Check	Vendor Name	Description	Amount
04/18/2024	129835	CENTARIS	PROF SVCS-APRIL 24 HRPD-CM	64.50
04/18/2024	129836	CINTAS CORPORATION #721	040824 UNIFORM RENT/CLEAN-DPW 012924 UNIFORM RENT/CLEAN-DPW	137.16 137.16 <u>274.32</u>
04/18/2024	129837	COLLABORATIVE SUMMER LIBRARY PROG	ADULT SUMMER READING PRO-LIB CHILDRENS SUMMER READING PRO-LIB	53.97 184.03 <u>238.00</u>
04/18/2024	129838	COMCAST BUSINESS	APRIL24 MONTHLY RECURRING CHARGE-CM	369.36
04/18/2024	129839	COOL THREADS EMBROIDERY	500-WRIST BANDS/NATIONAL NIGHT OUT	240.00
04/18/2024	129840	CORE & MAIN	WATER SYSTEM EQUIP-PARTS/MAINT-DPW WATER SYSTEM EQUIP-PARTS/MAINT-DPW	2,180.00 1,459.38 <u>3,639.38</u>
04/18/2024	129841	CRANDALL-WORTHINGTON, INC.	JANITORIAL SUPPLIES-DPW	560.70
04/18/2024	129842	CYNTHIA CZECH	MIDC HOUSE COUNSEL/ON CALL-04/03/2024 MIDC HOUSE COUNSEL/ON CALL-04/04/2024	380.00 410.00 <u>790.00</u>
04/18/2024	129843	DAVONNE DARBY	MIDC ATTORNEY-24-92432 MIDC ON CALL-04/09/2024	292.00 280.00 <u>572.00</u>
04/18/2024	129844	DEPATIE FLUID POWER	MAINTENANCE/REPAIR-DPW	726.20
04/18/2024	129845	DETROIT FIRE COMPANY	FIRE RADIO ALARM-LIBRARY	207.00
04/18/2024	129846	DORIS NEAL	MIDC ATTORNEY-24-92448A MIDC ARRAIGNMENT/ON CALL-04/10/2024 MIDC ATTORNEY-23-92425A	522.00 500.00 190.00 <u>1,212.00</u>
04/18/2024	129847	DRIVE CREATIVE SERVICES, LLC	JAN/APRIL24 SHIP/POSTAGE/DLV FOR INSIDER PRINTING APRIL/JUNE24 NEWSLETTER 41524-C	2,196.47 5,609.00 <u>7,805.47</u>
04/18/2024	129848	DTE ENERGY	MARCH24 STREET LIGHTS/TRAFFIC SIGNALS-DP	36,973.19
04/18/2024	129849	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW WATER SYSTEM REPAIR PARTS-DPW	606.74 257.87 <u>864.61</u>
04/18/2024	129850	FOR THE RECORD	SUPPORT FOR FTR RECORDING EQUIPMENT-DC	795.00
04/18/2024	129851	G2 CONSULTING GROUP, LLC	PROFESSIONAL SERVICES-DANBURY LANE-CM	2,777.00
04/18/2024	129852	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW	30.28
04/18/2024	129853	GILBERT'S PRO HARDWARE, INC.	HARDWARE-MAINT-PARKS & REC	70.94

05/03/2024 09:53 AM
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 CHECK DATE FROM 04/13/2024 - 05/03/2024
 CHECKS:129823-130007

Check Date	Check	Vendor Name	Description	Amount
04/18/2024	129835	CENTARIS	PROF SVCS-APRIL 24 HRPD-CM	64.50
04/18/2024	129836	CINTAS CORPORATION #721	040824 UNIFORM RENT/CLEAN-DPW 012924 UNIFORM RENT/CLEAN-DPW	137.16 137.16 274.32
04/18/2024	129837	COLLABORATIVE SUMMER LIBRARY PROG	ADULT SUMMER READING PRO-LIB CHILDRENS SUMMER READING PRO-LIB	53.97 184.03 238.00
04/18/2024	129838	COMCAST BUSINESS	APRIL24 MONTHLY RECURRING CHARGE-CM	369.36
04/18/2024	129839	COOL THREADS EMBROIDERY	500-WRIST BANDS/NATIONAL NIGHT OUT	240.00
04/18/2024	129840	CORE & MAIN	WATER SYSTEM EQUIP-PARTS/MAINT-DPW WATER SYSTEM EQUIP-PARTS/MAINT-DPW	2,180.00 1,459.38 3,639.38
04/18/2024	129841	CRANDALL-WORTHINGTON, INC.	JANITORIAL SUPPLIES-DPW	560.70
04/18/2024	129842	CYNTHIA CZECH	MIDC HOUSE COUNSEL/ON CALL-04/03/2024 MIDC HOUSE COUNSEL/ON CALL-04/04/2024	380.00 410.00 790.00
04/18/2024	129843	DAVONNE DARBY	MIDC ATTORNEY-24-92432 MIDC ON CALL-04/09/2024	292.00 280.00 572.00
04/18/2024	129844	DEPATIE FLUID POWER	MAINTENANCE/REPAIR-DPW	726.20
04/18/2024	129845	DETROIT FIRE COMPANY	FIRE RADIO ALARM-LIBRARY	207.00
04/18/2024	129846	DORIS NEAL	MIDC ATTORNEY-24-92448A MIDC ARRAIGNMENT/ON CALL-04/10/2024 MIDC ATTORNEY-23-92425A	522.00 500.00 190.00 1,212.00
04/18/2024	129847	DRIVE CREATIVE SERVICES, LLC	JAN/APRIL24 SHIP/POSTAGE/DLV FOR INSIDER PRINTING APRIL/JUNE24 NEWSLETTER 41524-C	2,196.47 5,609.00 7,805.47
04/18/2024	129848	DTE ENERGY	MARCH24 STREET LIGHTS/TRAFFIC SIGNALS-DP	36,973.19
04/18/2024	129849	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW WATER SYSTEM REPAIR PARTS-DPW	606.74 257.87 864.61
04/18/2024	129850	FOR THE RECORD	SUPPORT FOR FTR RECORDING EQUIPMENT-DC	795.00
04/18/2024	129851	G2 CONSULTING GROUP, LLC	PROFESSIONAL SERVICES-DANBURY LANE-CM	2,777.00
04/18/2024	129852	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW	30.28
04/18/2024	129853	GILBERT'S PRO HARDWARE, INC.	HARDWARE-MAINT-PARKS & REC	70.94

Check Date	Check	Vendor Name	Description	Amount
			HARDWARE-MAINT-PARKS & REC	24.17
			HARDWARE-MAINT-DPW	37.99
			HARDWARE-MAINT-PARKS & REC	6.98
			HARDWARE-MAINT-PARKS & REC	4.99
			J. PARK HARDWARE-MAINT-PARKS & REC	15.165
				<u>160.72</u>
04/18/2024	129854	GREAT LAKES PEST CONTROL	MARCH24 MONTHLY PEST CONTROL SVCS-CH/DPW	90.00
04/18/2024	129855	GROSSE POINTE ANIMAL ADOPTION	FEB24 ANIMAL CONTROL SERVICES-HWPD	570.00
04/18/2024	129856	GROSSE POINTE NEWS	#1 HW 4/11 SYN REG MTG-CLERK	305.25
04/18/2024	129857	GUARDIAN SEWERS	STOP BOX REPAIR AG041524-DPW	675.00
			EMERGENCY MAIN BREAK REPAIR AG41524	5,200.00
				<u>5,875.00</u>
04/18/2024	129858	HOUSE ARREST SERVICES, INC.	MARCH24 PROF SERVICES-CTC	102.00
			MARCH24 PROFESSIONAL SERVICES-ADC	84.00
			MARCH24 PROF SERVICES-CTC	34.00
			MARCH24 PROF SERVICES-ADC	125.00
				<u>345.00</u>
04/18/2024	129859	IIMC	MEMBERSHIP RENEWAL 63024-63025-CLERK	210.00
04/18/2024	129860	IRMA HAYES PRODUCTIONS, L3C	JUNETENTH EVENT/RENTAL-CM	4,995.00
04/18/2024	129861	JEAN LIMBACK	JURY DUTY-DC	15.28
04/18/2024	129862	JILL MICHELE FARRAR	JURY DUTY-DC	15.28
04/18/2024	129863	JOHN CAHALAN	MIDC ARRAIGNMENT/ON CALL-04/11/2024	470.00
			MIDC ATTORNEY-22-91374-OM	300.00
			MIDC ATTORNEY-23-92302B-OM	508.00
			MIDC ATTORNEY-24-92403-OM	390.00
				<u>1,668.00</u>
04/18/2024	129864	JOHN GERLACH	MIDC ATTORNEY-24-92333	420.00
			MIDC ATTORNEY-24-92386	420.00
				<u>840.00</u>
04/18/2024	129865	JOHN SAMUEL MELHADO JR	JURY DUTY-DC	15.24
04/18/2024	129866	JOSEPH N. BALTIMORE	VISITING JUDGE 040524	400.00
04/18/2024	129867	K & S VENTURES, INC.	CITY HALL HVAC PUMP REPLACEMENT-DPW	4,745.00
			PERIMETER HEAT EXCHANGER AG112023-DPW	5,765.00
				<u>10,510.00</u>
04/18/2024	129868	KANSAS CITY LIFE	MAY 2024 LIFE INSURANCE PREMIUM-CLERK	5,025.19
04/18/2024	129869	LEONARD MAURICE DAVIS	JURY DUTY-DC	15.08
04/18/2024	129870	LINGO	APRIL TELEPHONE SERVICE-CH	882.64
04/18/2024	129871	MACALLISTER RENTALS	RENTAL OF EXCAVATION MACHINE AG010324-DP	11,269.00
04/18/2024	129872	MIA WILSON	REFUND FIRE ESCROW-TREASURER	15,009.00
04/18/2024	129873	MIK'AL CRAWFORD	MIDC HOUSE COUNSEL/ON CALL-04/04/2024	530.00
			MIDC ATTORNEY 21-90903A/24-92391	360.00
			MIDC ATTORNEY-23-92285	210.00

Check Date	Check	Vendor Name	Description	Amount
04/18/2024	129874	MIRAYLA SCHILLER	DANCE INSTRUCTOR JAN- MAY 24-REC	0.00
			VOID Reason: WRONG AMOUNT	
04/18/2024	129875	MODERNISTIC CLEANING SERVICES	CLEANING/SANITIZE LIBRARY'S DUCT SYSTEM	4,975.00
04/18/2024	129876	MR. C'S CAR WASH	MARCH24 POLICE VEHICLE WASHES-CLEANING	228.00
04/18/2024	129877	MTS SAFETY PRODUCTS; INC	12 SAFETY VESTS-HWPD	422.86
04/18/2024	129878	NEDRA SPERRY	DANCE INSTRUCTOR JAN-APRIL 2024-REC	3,434.50
04/18/2024	129879	O'REILLY, RANCILIO, P.C.	APRIL24 PROFESSIONAL SERVICES-CM	24,984.20
04/18/2024	129880	OAKLAND COUNTY	CLEMIS LEADS ONLINE 01/24-09/24-HWPD	5,830.00
04/18/2024	129881	ON DUTY GEAR, LLC	UNIFORM SET-HWPD	311.47
04/18/2024	129882	PAMELA BETH NEMECKAY	JURY DUTY-DC	15.64
04/18/2024	129883	PARK RESIDENTIAL & COMMERCIAL SERV	WINDOW REPLACEMENT CITY HALL AG071123-DP REFUND ON PERMIT-TREASURER	39,873.00 454.00
04/18/2024	129884	PATRICIA J KNOLL	APRIL24-457 DISTRIB/IT WITHELD	253.63
04/18/2024	129885	PERKINS LAW GROUP PLLC	LEGAL SERVICES 03/23/24-04/04/24-CM	4,720.00
04/18/2024	129886	PITNEY BOWES PURCHASE POWER	MAILING MACHINE SUPPLIES-CITY HALL	82.99
04/18/2024	129887	POSTMASTER	PERMIT #15419000 FIRST CLASS/USPS-TR	320.00
04/18/2024	129888	QUILL CORPORATION	OFFICE SUPPLIES-COURT	840.10
04/18/2024	129889	SAFEBUILD; INC.	MARCH24 PROFESSIONAL SVCS AG41524-CM	37,229.09
04/18/2024	129890	STANLEY STEAMER INTERNATIONAL	CARPET/RUG CLEANING FOR NEDC-DPW	516.00
04/18/2024	129891	STATE OF MICHIGAN	MARCH 2024 SEX OFFENDER REGISTRATIONS-HW	60.00
04/18/2024	129892	SUBURBAN LIBRARY PROPRIETARY FUND	ENVISSIONWARE ANNUAL MAINTENANCE-LIB	414.19
04/18/2024	129893	TAMIE RICE	REPLENISH DISTRICT COURT PETTY CASH	13.60
04/18/2024	129894	TANEESHA BRANTLEY	KELLY RD/NEDC CLEANING-MAINT 040624-DPW KELLY RD/NEDC CLEANING-MAINT 041324-DPW	150.00 150.00
04/18/2024	129895	THOMAS REUTERS -WEST	SUBSCRIPTION MI RULES 2023 COURT SUBSCRIPTION MI RULES 2024 COURT	442.00 486.00
04/18/2024	129896	THOMAS W. JAKUC	MIDC ATTORNEY-24-923555-1-OM MIDC HOUSE COUNSEL/ON CALL-0415/24	570.00 620.00
04/18/2024	129897	TRACIE MAY PARKER	JURY DUTY-DC	15.52
04/18/2024	129898	TRACTION HEAVY DUTY	MAINT/PARTS/SUPPLIES-DPW	227.16
04/18/2024	129899	TURF AND TIMBER TREE EXPERTS	TREE REMOVAL-DPW TRIM DEAD LEADS-DPW TREE REMOVAL-DPW TRIM DEAD LEADS-DPW TREE REMOVAL-DPW	1,600.00 800.00 1,600.00 300.00 1,800.00

Check Date	Check	Vendor Name	Description	Amount
			TREE TRIM-DPW	700.00
			TRIM/ELEVATE-DPW	300.00
				<u>7,100.00</u>
04/18/2024	129900	UNIQUE	MARCH 2024 LIBRARY PLACEMENTS-LIBRARY	11.65
04/18/2024	129901	VERIZON WIRELESS	FD TELEMETRY-CM	21.08
			APRIL24 MOBILE/TABLETS/CISCO SERV-VARS D	668.87
				<u>689.95</u>
04/18/2024	129902	VINCENT VANTIEM	MDC ATTORNEY-23-92440A	360.00
04/18/2024	129903	VISUAL EDGE IT	TOSHIBA COPIER MAINT/USAGE/METER READ-DC	164.22
04/18/2024	129904	WALKER CONSULTING	4/1/24-4/15/24-PROFESSIONAL SERVICES-ADC	528.64
			4/1/24-4/15/24-PROFESSIONAL SERVICES-ADC	53.92
			4/1/24-4/15/24-PROFESSIONAL SERVICES-CTC	288.00
			4/1/24-4/15/24-PROFESSIONAL SERVICES-CTC	171.00
				<u>1,041.56</u>
04/18/2024	129905	WAYNE COUNTY	JAN24 BOARDING OF PRISONERS-HWPD	770.00
04/18/2024	129906	WHOOSTER, INC.	LE SMS BASIC ANNUAL RENEWAL-HWPD	119.00
04/18/2024	129907	WM CORPORATE SERVICES, INC	ROLL OFF TRANSPORT MARCH24-DPW	1,655.69
04/18/2024	129908	WOLVERINE CONTRACTORS, INC.	2 TRAINS 21 AA DELIVERED-DPW	1,890.00
			2-DIRT/SPOILS HAULED OUT SPOILS AG031824	1,130.00
			2 DIRY/SPOILS HAULED OUT SPOILS-DPW	1,130.00
			21A ROCK/STONE DELIVERED AG41524-DPW	945.00
			ECC VERNIER MAIN PROJECT-FILL AG41524-DP	2,820.00
			ECC VERNIER MAIN PROJECT-FILL AG41524-DP	7,160.00
			ECC SPOILS HAULED OUT-MUD/DIRT AG41524-D	622.50
			ECC SPOILS HAULED OUT-MUD/DIRT AG41524-D	1,987.50
			ECC SPOILS HAULED OUT-MUD/DIRT AG41524-D	1,276.55
				<u>18,961.55</u>
04/23/2024	129909	WAYNE COUNTY	MILK RIVER DRAINAGE 4/1 THRU 6/30/24 AGO	356,130.75
04/26/2024	129926	GROSSE POINTES CLINTON REFUSE	JULY 2023 SMDA RUBBISH DISPOSAL/ADMIN-DP	24,358.58
			JAN24 SMDA RUBBISH DISPOSAL/ADMIN-DPW	23,152.82
			FEB24 SMDA RUBBISH DISPOSAL/ADMIN-DPW	18,616.58
				<u>66,127.98</u>
05/02/2024	129927	ABEL ELECTRONICS INC.	ELECTRONIC SUPPLIES-HWFD	8.99
05/02/2024	129928	AIRGAS USA, LLC	ARGON/OXYGEN CYLINDER RENTAL-DPW	119.13
05/02/2024	129929	INDUSTRIAL SAFETY	80 GALS SEWER CLEANING CHEMICALS-DPW	2,400.00
05/02/2024	129930	BAKER & TAYLOR	3 LIBRARY CDS/DVDS-AM	31.43
			1 LIBRARY CD/DVD-AM	14.99
			1 LIBRARY CD/DVD-AM	10.44
			3 LIBRARY CDS/DVDS-AM	57.91
				<u>114.77</u>
05/02/2024	129931	BELLE TIRE DISTRIBUTORS	#650 REPAIR/MAINTENANCE-DPW	188.99
05/02/2024	129932	BEST STOP AUTOMOTIVE, LLC.	#68 PERFORMED OIL CHANGE-HWPD	46.00
05/02/2024	129933	BLUE CROSS & BLUE SHIELD OF MI	MEDICAL PREM/MEDICARE MAY24-CLERK	70,955.65

Check Date	Check	Vendor Name	Description	Amount
05/02/2024	129934	BLUE WATER INDUSTRIAL PRODUCTS	OXYGEN CYLINDER RENTAL-HWFD	49.50
05/02/2024	129935	BS & A SOFTWARE	ANNUAL SVCS/SUPPORT DDP AND TAX FEES	2,242.00
05/02/2024	129936	CAITLIN THULL	DANCE INSTRUCTOR JAN-MAY24-REC	654.00
05/02/2024	129937	CARL BRAGA	SALTER PARK RESTROOM MAINT	750.00
05/02/2024	129938	CENTARIS	MAINT/REPAIR FAX/ ELEVATOR PHONE-LIBRARY	206.98
05/02/2024	129939	CINTAS CORPORATION #721	042424 UNIFORM RENT/CLEAN-DPW	112.13
			042224 UNIFORM RENT/CLEAN-DPW	137.16
			040824 UNIFORM RENT/CLEAN-DPW	112.13
				<u>361.42</u>
05/02/2024	129940	CITY OF HARPER WOODS REFUSE	REFUSE VARIOUS CITY PROPERTIES	324.00
05/02/2024	129941	COMCAST	MAY24 MONTHLY INTERNET/PHONE SERVS-CM	845.58
05/02/2024	129942	COMCAST	MAY 24 MONTHLY INTERNET/PHONE SERVS-CM	184.90
05/02/2024	129943	COMCAST BUSINESS	APRIL24 MONTHLY RECURRING CHARGE-CM	1,040.00
05/02/2024	129944	CONTRACTORS CONNECTION	EQUIPMENT MAINT-SUPPLIES-DPW	796.90
			EQUIPMENT MAINT-SUPPLIES-DPW	195.00
			EQUIPMENT MAINT-SUPPLIES-DPW	195.00
				<u>1,186.90</u>
05/02/2024	129945	CYNERGY PRODUCTS	#611 REAR SEATBEALT/ LIGHTS REPAIRED-HWP	127.50
05/02/2024	129946	CYNTHIA CZECH	MIDC HOUSE COUNSEL/ON CALL 4/23/2024	340.00
05/02/2024	129947	DAVONNE DARBY	MIDC ATTORNEY-24-92425A	270.00
			MIDC ATTORNEY-24HA00463-4/29/2024	160.00
			MIDC ATTORNEY-24-92522B	240.00
			MIDC HOUSE COUNSEL/ON CALL-05/01/2024	280.00
				<u>950.00</u>
05/02/2024	129948	DELTA DENTAL PLAN OF MI	MAY24 EMPLOYEE PREMIUMS-CLERK	7,696.00
05/02/2024	129949	DEMCO	PROGRAM SUPPLIES-LIBRARY	109.16
05/02/2024	129950	DORIS NEAL	MIDC ARRAIGNMENT/ON CALL-4/18/2024	530.00
			MIDC ATTORNEY-23-92465-04/29/2024	690.00
				<u>1,220.00</u>
05/02/2024	129951	DTE ENERGY	3/15-4/15/24 GAS/ELECTRIC-CITY PROPERTIE	10,208.54
05/02/2024	129952	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW	303.37
			WATER SYSTEM REPAIR PARTS-DPW	646.56
			WATER SYSTEM REPAIR PARTS-DPW	2,557.32
			WATER SYSTEM PARTS CREDIT-DPW	(2,019.88)
				<u>1,487.37</u>
05/02/2024	129953	FEDEX	SHIPPING-POSTAGE-CM	36.60
05/02/2024	129954	FIRST CHOICE COFFEE	WATER UNIT FILTER EXCHANGE NEDC-CH	56.66
05/02/2024	129955	FIRST-CITIZENS BANK & TRUST CO	RETURNED LEASED COPIERS LIBRARY	389.10
05/02/2024	129956	GALLAGHER FIRE EQUIPMENT CO.	FIRE EXTINGUISHER MAINT/SUPPLIES-HWPD	314.00
			FIRE EXTINGUISHER SERVICE-HWFD	245.00
				<u>559.00</u>

Check Date	Check	Vendor Name	Description	Amount
05/02/2024	129957	GEORGE'S DISCOUNT AUTO PARTS	#617 VEHICLE PARTS-MAINT-DPW #604 VEHICLE PARTS-MAINT-DPW	24.45 185.30 <u>209.75</u>
05/02/2024	129958	GERALD CHARPELL	WATER REFUND-TREASURER	2,120.95
05/02/2024	129959	GFL ENVIRONMENTAL USA	MAY24-RESIDENTIAL TRASH COLLECTION-DPW	46,517.00
05/02/2024	129960	GILBERT'S PRO HARDWARE, INC.	JOHNSTON PK SIGN/PICNIC TABLES JOHNSTON PARK HARDWARE-MAINT HARDWARE-MAINT-DPW HARDWARE-MAINT-DPW HARDWARE-MAINT-DPW HARDWARE-MAINT-DPW HARDWARE-MAINT-DPW JOHNSTON PARK HARDWARE	129.35 32.95 11.96 55.96 54.29 9.98 4.99 6.27 34.15 <u>339.90</u>
05/02/2024	129961	GRAYBAR FINANCIAL SERVICES	APRIL24 TELEPHONE SYSTEM LEASE-CH	1,154.34
05/02/2024	129962	GREAT LAKES PEST CONTROL	APRIL24 MONTHLY PEST CONTROL SVCS-CH/DPW	90.00
05/02/2024	129963	GREAT LAKES WATER AUTHORITY	MARCH24 IWC CHARGES-TR APRIL24 SEWAGE DISPOSAL-TR	1,838.20 18,700.00 <u>20,538.20</u>
05/02/2024	129964	GREAT LAKES WATER AUTHORITY	MARCH24 WATER PURCHASES 4269 MCF-TR	81,674.77
05/02/2024	129965	GROSSE POINTE NEWS	#5 HW 04/18 PUBLIC HEARING NOTICE-CLERK	166.50
05/02/2024	129966	GROSSE POINTE CLINTON REFUSE	MARCH24 SMDA RUBBISH DISPOSAL/ADMIN-DPW	17,582.35
05/02/2024	129967	HARMON GLASS DOCTOR	DEPOSIT FOR WINDOW REPAIR-LIBRARY	410.00
05/02/2024	129968	HARPER WOODS WATER DEPARTMENT	WATER SERVICES VAR CITY PROPERTIES	543.50
05/02/2024	129969	HONIGMAN LLP	LEGAL SVCS POUARD SITE DEVELOPMENT-CM	476.25
05/02/2024	129970	IMAGEFIRST	APRIL24 PRISONER BLKTS/MATS CLEANED-HWPD	321.96
05/02/2024	129971	INDUSTRIAL BROOM & BRUSH	#622 GUTTER BROOMS-DPW #622 MAIN BROOM-DPW	996.00 409.00 <u>1,405.00</u>
05/02/2024	129972	JOHN CAHALAN	MIDC ATTORNEY-24-92489-OM MIDC ARRAIGNMENT/ON CALL-04/19/24 MIDC ATTORNEY-17-86972D-OM	360.00 350.00 420.00 <u>1,130.00</u>
05/02/2024	129973	JOHN GERLACH	MIDC HOUSE COUNSEL/ON CALL 4/24/2024	380.00
05/02/2024	129974	LABEL OUTFITTERS	OFFICE SUPPLIES-COURT	93.25
05/02/2024	129975	LITHO PRINTING SERVICE, INC.	(200) DANCE PROGRAMS-REC	170.00
05/02/2024	129976	LOWE'S	SIGN AT SALTER PARK-REC HARDWARE SUPPLIES-MAINT HWPD HARDWARE SUPPLIES-MAINT HWPD HARDWARE SUPPLIES-MAINT HWPD HARDWARE/SUPPLIES-REC HARDWARE/SUPPLIES-REC	43.24 177.34 356.74 19.72 160.55 47.50

Check Date	Check	Vendor Name	Description	Amount
			HARDWARE/SUPPLIES-BLD	521.55
			HARDWARE/SUPPLIES-DPW	74.34
			HARDWARE/SUPPLIES-DPW	94.92
			HARDWARE/SUPPLIES-DPW	56.76
			HARDWARE/SUPPLIES-DPW	55.79
			HARDWARE/SUPPLIES RETURN-DPW	(71.19)
			<u>1,537.26</u>	
05/02/2024	129977	MCW PARTNERS	MARCH24 WATER PURIFIER SYSTEM-HWFD	330.00
05/02/2024	129978	NETCOM	2000/ COURT FORMS	408.90
05/02/2024	129979	MICHIGAN MUNICIPAL LEAGUE	ELECTED OFFICIAL ACADEMY-COUNCIL	260.00
05/02/2024	129980	MIKAYLA SCHILLER	DANCE INSTRUCTOR JAN-APRIL24-REC	338.00
05/02/2024	129981	MODERNISTIC CLEANING SERVICES	CLEANING/SANITIZE LIBRARY'S LOWER LEVEL	1,306.28
05/02/2024	129982	O'REILLY, RANCILLO, P.C.	MAY24 PROFESSIONAL SERVICES-CM	21,675.00
05/02/2024	129983	OAKLAND COUNTY TACTICAL CONSORTIUM	ACTIVE ASSAILANT CONF-HWFD	700.00
05/02/2024	129984	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES-LIBRARY	3.69
			OFFICE SUPPLIES-LIBRARY	46.63
			<u>50.32</u>	
05/02/2024	129985	ON DUTY GEAR, LLC	ARMOR VEST-COURT	760.00
05/02/2024	129986	OSCAR W LARSON COMPANY	CATHODIC PROTECTION TESTING-DPW	700.00
			CLEANING/UST TESTING - DPW	426.25
			<u>1,126.25</u>	
05/02/2024	129987	PARAGON LABORATORIES, INC	STATE MANDATED WATER TESTING-DPW	76.00
05/02/2024	129988	PENN CARE, INC.	AMBULANCE SUPPLIES-HWFD	379.94
05/02/2024	129989	PERKINS LAW GROUP PLLC	LEGAL SERVICES 4-6-24 THROUGH 4-24-24 CM	4,875.00
05/02/2024	129990	QUILL CORPORATION	OFFICE SUPPLIES-CLERK	115.99
			OFFICE SUPPLIES-CLERK	275.33
			<u>391.32</u>	
05/02/2024	129991	SAFELITE FULFILLMENT, INC.	REPAIR CHIP IN WINDSHIELD SCT #611-HWPD	92.00
05/02/2024	129992	SIR SPEEDY #6310	(6592) PUBLIC NOTICES EDUCATION-DPW	2,144.33
05/02/2024	129993	ASCENSION MICHIGAN EMPLOYER	DOT PHYSICAL EXAM-CLERK	80.00
05/02/2024	129994	ASCENSION MICHIGAN EMPLOYER	DOT PHYSICAL EXAM-CLERK	80.00
05/02/2024	129995	SOULLIERE GARDEN CENTER	GARAGE SUPPLIES-DPW	80.90
05/02/2024	129996	SOUTHEAST MACOMB SANITARY DISTRICT	MAY24 FIXED SEWAGE CHARGES-TR	109,006.80
05/02/2024	129997	STEFANTIE GRAYSON	REFUND-SALTER PARK-REC	100.00
05/02/2024	129998	SUBURBAN LIBRARY COOPERATIVE-GEN	INDIRECT STATE AID, 1ST PAYMENT-LIBRARY	3,899.90
05/02/2024	129999	TANEESHA BRANTLEY	KELLY RD/NEDC CLEANING-MAINT 042724-DPW	150.00
			KELLY RD/NEDC CLEANING-MAINT 041324-DPW	150.00
			<u>300.00</u>	
05/02/2024	130000	TARGET SOLUTIONS LEARNING LLC	VECTOR LMS MAINT/PREM MBESHIP-HWFD	4,167.00
05/02/2024	130001	THOMAS W. JAKUC	MIDC HOUSE COUNSEL/ON CALL 4/25/2024	560.00
05/02/2024	130002	TOSHIBA FINANCIAL SERVICES	APRIL/MAY24 COPIER/PRINTER CONTRACT-COUR	84.00
			APRIL24 COPIER/PRINTER CONTRACT-COURT	1,762.93
			<u>1,846.93</u>	

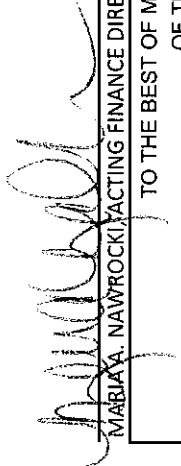
Check Date	Check	Vendor Name	Description	Amount
05/02/2024	130003	TURF AND TIMBER TREE EXPERTS	TREE TRIM/ REMOVALS-DPW TREE TRIM/LIMB REMOVAL-DPW TREE REMOVAL-DPW	1,500.00 1,400.00 900.00 <u>3,800.00</u>
05/02/2024	130004	ULLIANCE, INC.	EMPLOYEE ASSISTANCE PRG MAY-DEC24-CM	4,333.33
05/02/2024	130005	VINCENT VANTIEM	MIDC ARRAIGNMENT/ON CALL-04/16/24 MIDC ARRAIGNMENT/ON CALL-04/26/24	520.00 280.00 <u>800.00</u>
05/02/2024	130006	WAYNE COUNTY	MARCH 24 TRAFFIC SIGNAL MAINTENANCE-DPW	126.59
05/02/2024	130007	WM CORPORATE SERVICES, INC	ROLL OFF TRANSPORT JANUARY24-DPW	2,415.84
Total Paper Check:				<u>1,173,960.48</u>

GEN TOTALS:

(2 Checks Voided)

Total of 167 Disbursements:

1,173,960.48



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

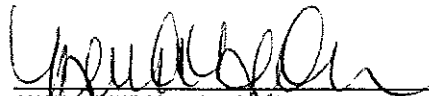
LESLIE M. FRANK, CITY CLERK

VALERIE J. KINDLE, MAYOR

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

PAYROLL DEDUCTION CHECK REGISTER FOR CITY OF HARPER WOODS
 FOR CHECK DATES 4/13/2024 thru 5/3/2024
 CHECK NUMBERS 129910 thru 129925

Check Date	Check#	Vendor Name	Description	Amount
04/25/2024	129910	AFLAC	P/R DEDUCTIONS W/H 4/25/2024	940.36
04/25/2024	129911	AMERICAN FIDELITY ASSURANCE	P/R DEDUCTIONS W/H 4/25/2024	2,091.48
04/25/2024	129912	COLONIAL LIFE INSURANCE	P/R DEDUCTIONS W/H 4/25/2024	52.66
04/25/2024	129913	FRATERNAL ORDER OF POLICE #102	P/R DEDUCTIONS W/H 4/25/2024	80.00
04/25/2024	129914	FRATERNAL ORDER OF POLICE LABOR COUNCIL	P/R DEDUCTIONS W/H 4/25/2024	778.00
04/25/2024	129915	HWPOA	P/R DEDUCTIONS W/H 4/25/2024	240.00
04/25/2024	129916	IAFF LOCAL #1188	P/R DEDUCTIONS W/H 4/25/2024	720.00
04/25/2024	129917	MISSION SQUARE	P/R DEDUCTIONS W/H 4/25/2024	8,354.00
04/25/2024	129918	MISDU	P/R DEDUCTIONS W/H 4/25/2024	1,486.21
04/25/2024	129919	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 4/25/2024	2,380.00
04/25/2024	129920	POLICE OFFICERS ASSOCIATION OF MI	P/R DEDUCTIONS W/H 4/25/2024	479.36
04/25/2024	129921	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 4/25/2024	17,267.49
04/25/2024	129922	THIN BLUE LINE OF MICHIGAN	P/R DEDUCTIONS W/H 4/25/2024	10.00
04/25/2024	129923	TEXASLIFE, INSURANCE CO	P/R DEDUCTIONS W/H 4/25/2024	239.24
04/25/2024	129924	TPOAM	P/R DEDUCTIONS W/H 4/25/2024	315.00
04/25/2024	129925	UNITED WAY	P/R DEDUCTIONS W/H 4/25/2024	1.50
GRAND TOTAL				<u>\$35,435.30</u>



 MARIA A. NAWROCKI, ACTING FINANCE DIRECTOR

 JOHN M. SZYMANSKI, ACTING CITY MANAGER

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

 LESLIE M. FRANK, CITY CLERK

 VALERIE J. KINDLE, MAYOR

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



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

INVOICE

April 26, 2024
 Project No: 0180-0322-0
 Invoice No: 150281

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

Project 0180-0322-0 KELLY ROAD CORRIDOR PLANNING GRANT
 FOR: FEASIBILITY STUDY

Professional Services from March 11, 2024 to April 07, 2024

Fee

Total Fee	9,750.00		
Percent Complete	100.00	Total Earned	9,750.00
		Previous Fee Billing	7,312.50
		Current Fee Billing	2,437.50
		Total Fee	2,437.50
		Total this Invoice	\$2,437.50



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

INVOICE

April 26, 2024
 Project No: 0180-0253-0
 Invoice No: 150278

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 March 11, 2024 to April 07, 2024

Phase 03 CONSTRUCTION
Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
SWITZER, BRIDGET Project Admin & Planning	.10	85.23	8.52
SWITZER, BRIDGET Project Admin & Planning / CPE Processing	1.10	85.23	93.75
SWITZER, BRIDGET Project Planning & Admin	.10	85.23	8.52
SWITZER, BRIDGET Project Planning & Admin / 2124 Processing / 1302 Processing	.40	85.23	34.09
SWITZER, BRIDGET Project Planning & Admin / CM 002 Processing / Material Review / Draft Pay Estimate/ CM 003 Processing	2.00	85.23	170.46
SWITZER, BRIDGET Project Planning & Admin / CM 002 Processing / Notice Processing / CM 002 Processing / LTF Processing	1.00	85.23	85.23
SWITZER, BRIDGET Project Planning & Admin / Draft Final CPEs / Letter to File Processing	1.50	85.23	127.85
SWITZER, BRIDGET Project Planning & Admin / FFR Form Draft	.40	85.23	34.09
SWITZER, BRIDGET Project Planning & Admin / FFR Request / CM 002 & 003 Follow-up / 4109 Processing / Draft Letter to File / Prep for Draft Final CPEs	1.50	85.23	127.85
SWITZER, BRIDGET Project Planning & Admin / Pay Estimate Processing / FN Voucher Processing	.30	85.23	25.57
SWITZER, BRIDGET Project Planning & Admin / TSC Comment Processing / Draft 7 CM 003 / Document processing	.70	85.23	59.66
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE File estimate voucher	.10	69.07	6.91
HARRINGTON, MICHELLE File mod voucher	.10	69.07	6.91
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.30	130.77	39.23

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

Project	0180-0253-0	BEACONSFIELD RESURF.-WOODLAND TO VERNIER	Invoice	150278
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2124s				
KERN, RICHARD	.10	130.77	13.08	
CPE Signatures				
KERN, RICHARD	.40	130.77	52.31	
Estimate Review and Approval, Project Closeout				
KERN, RICHARD	.50	130.77	65.39	
Meeting with Florence				
KERN, RICHARD	.50	130.77	65.39	
Project Closeout				
KERN, RICHARD	.50	130.77	65.39	
Project Closeout, Contractor Performance Evaluations				
Totals	11.60		1,090.20	
Total Labor				1,090.20

Billing Limits	Current	Prior	To-Date	
Total Billings	1,090.20	150,143.00	151,233.20	
Limit			227,759.97	
Remaining			76,526.77	
		Total this Phase		\$1,090.20
		Total this Invoice		\$1,090.20

Outstanding Invoices		
Number	Date	Balance
149767	4/8/2024	1,417.19
Total		1,417.19



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

INVOICE

April 26, 2024
 Project No: 0180-0342-0
 Invoice No: 150291

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

Project 0180-0342-0 2024 PAVEMENT STRIPING PROGRAM
 FOR: CONTRACT DOCUMENT PREPARATION
Professional Services from March 11, 2024 to April 07, 2024
Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
SECRETARIAL				
BICKHAM, BRENDA	1.00	41.69	41.69	
Spec				
PRELIMINARY ENGINEERING				
TEAM LEADER				
VARICALLI, FRANK	1.50	102.66	153.99	
review proposal and send to city				
CONSTRUCTION PLAN DESIGN				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	1.00	130.77	130.77	
QA/QC Review of Plans and Specs				
KERN, RICHARD	.30	130.77	39.23	
QA/QC Review of Specs				
Totals	3.80		365.68	
Total Labor				365.68
				Total this Invoice \$365.68

Outstanding Invoices

Number	Date	Balance
149786	4/8/2024	774.84
Total		774.84



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

INVOICE

April 26, 2024
 Project No: 0180-0338-0
 Invoice No: 150287

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

Project 0180-0338-0 2024 MISCELLANEOUS CONCRETE REPAIRS
 FOR: CONTRACT ADMINISTRATION
Professional Services from March 11, 2024 to April 07, 2024
 Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
SECRETARIAL				
BICKHAM, BRENDA	1.00	41.69	41.69	
Contract				
PRELIMINARY ENGINEERING				
TEAM LEADER				
VARICALLI, FRANK	2.00	102.66	205.32	
review proposed cpr locations from dpw				
VARICALLI, FRANK	1.00	102.66	102.66	
review proposed cpr loc. & map				
SPECIFICATIONS				
GRADUATE ENG/SUR/ARC				
WILSON, HOLLY	1.00	102.66	102.66	
Contract Book Update and Print Request				
WILSON, HOLLY	.50	102.66	51.33	
MERL File				
WILSON, HOLLY	1.00	102.66	102.66	
Notice of award and LOT				
WILSON, HOLLY	1.00	102.66	102.66	
Set up Pre-Con Meeting and Sign in				
WILSON, HOLLY	5.00	102.66	513.30	
Went to Harper Woods to Check Concrete Patch Locations				
CONTRACT ADMINISTRATION				
ENG. AIDE III / GIS ANALYST III				
ANKAWI, MICHELLE	.50	85.23	42.62	
Update contractor info in MERL				
GIS UPDATES				
ENG. AIDE III / GIS ANALYST III				
DOURJALIAN, ANDREW	2.00	85.23	170.46	
Created Conc Repair Map/List				
DOURJALIAN, ANDREW	.50	85.23	42.62	
Updated Dot Map				
Totals	15.50		1,477.98	
Total Labor				1,477.98
		Total this Invoice		\$1,477.98

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



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

INVOICE

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

April 26, 2024
 Project No: 0180-0341-0
 Invoice No: 150290

Project 0180-0341-0 2024 PAVEMENT JOINT AND CRACK SEALING
 FOR: CONTRACT ADMINISTRATION
Professional Services from March 11, 2024 to April 07, 2024

Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
SECRETARIAL				
BICKHAM, BRENDA	1.00	41.69	41.69	
Contract				
PRINTS				
ENG. AIDE I / GIS ANALYST I				
MUSTER, BRENDAN	1.00	69.07	69.07	
Books				
PRELIMINARY ENGINEERING				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
review status of contract extention				
SPECIFICATIONS				
GRADUATE ENG/SUR/ARC				
WILSON, HOLLY	1.00	102.66	102.66	
Contract Book Update and Print Request				
WILSON, HOLLY	.50	102.66	51.33	
MERL File				
WILSON, HOLLY	1.00	102.66	102.66	
Notice of award and LOT				
WILSON, HOLLY	1.00	102.66	102.66	
Set up Pre-Con Meeting and Sign In				
Totals	6.00		521.40	
Total Labor				521.40
				Total this Invoice \$521.40

Outstanding Invoices

Number	Date	Balance
149785	4/8/2024	862.31
Total		862.31

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



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

INVOICE

April 26, 2024
 Project No: 0180-0244-0
 Invoice No: 150277

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 March 11, 2024 to April 07, 2024
Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION DOCUMENTS			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	1.00	130.77	130.77
Review EGLE 02-08-2024 comments on Vernier WM replacement at Eastland Center new drive approach and Eastland storm alignment.			
GUINNANE, PAUL	.50	130.77	65.39
Check separation between Eastland storm and ex. 12" WM.			
GUINNANE, PAUL	1.50	130.77	196.16
Compile plans and specs for WM replacement (using Eastland plans C6.0, C6.3, C7.13) markups. Submit in MIEHDWIS			
GUINNANE, PAUL	3.00	130.77	392.31
Revise WM permit application in MIEHDWIS and markup plans to address EGLE comments, Call EGLE to discuss Part 201 site comments.			
GUINNANE, PAUL	.50	130.77	65.39
Vernier WM permit review and EGLE acknowledgement. Follow up call to EGLE.			
GUINNANE, PAUL	.50	130.77	65.39
Vernier WM replacement sched w/ Northpoint (new Vernier approach)			
GUINNANE, PAUL	1.50	130.77	196.16
Vernier WM replacement schedule DPW, contractor emails. Complete Lane closure form and fwd to MDOT insp			
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	1.00	130.77	130.77
Confirm water meter locations ready for install w/ SE Mech and Northpointe. Check Bldg 1 and Schedule w/ DPW			
GUINNANE, PAUL	.50	130.77	65.39
Eastland approach paving schedule w/ Northpoint (WM replacement work and BACTI sampling sched)			
GUINNANE, PAUL	1.50	130.77	196.16
Locating MH 3 Eastland Storm at Vernier			
GUINNANE, PAUL	1.00	130.77	130.77
MDOT inspector call, emails (Eastland storm MH locations and rim adjustments) at Vernier ROW.			
GUINNANE, PAUL	.50	130.77	65.39
Northpoint calls (MH2A and MH3 Storm location and adjustment)			
GUINNANE, PAUL	.50	130.77	65.39
Northpointe calls, emails (Vernier Storm and rim adjustments)			
GUINNANE, PAUL	.50	130.77	65.39
Schedule and testing requirements w/ Northpoint and Guardian			

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

Project	0180-0244-0	EASTLAND CENTER REDEVELOPMENT		Invoice	150277
GUINNANE, PAUL		.50	130.77	65.39	
Vernier approach paving schedule (WM installation coordination) w/ Northpoint)					
GUINNANE, PAUL		2.50	130.77	326.93	
Water meter installation schedule (3) w/ Northpointe and DPW and SE Kalchik Mech. MIEHDWIS EGLE follow up. (Site contaminaton w/ PM Env.)					
	Totals		17.00	2,223.15	
	Total Labor				2,223.15
				Total this Invoice	\$2,223.15

Outstanding Invoices

Number	Date	Balance
149766	4/8/2024	1,677.86
Total		1,677.86



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

INVOICE

April 26, 2024
 Project No: 0180-0348-0
 Invoice No: 150292

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

Project 0180-0348-0 SALTER PARK COMMUNITY CENTER
 FOR: ARCHITECTURAL DESIGN

Professional Services from March 11, 2024 to April 07, 2024

Fee

Construction Cost	1,500,000.00		
Fee Percentage	5.00		
Total Fee	75,000.00		
Percent Complete	10.00	Total Earned	7,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	7,500.00
		Total Fee	7,500.00
		Total this Invoice	\$7,500.00



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

INVOICE

April 26, 2024
 Project No: 0180-0308-0
 Invoice No: 150280

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

Project 0180-0308-0 VERNIER WATER MAIN-KELLY TO BEACONSFIELD
 FOR: CONSTRUCTION ADMINISTRATION
Professional Services from March 11, 2024 to April 07, 2024
Professional Personnel

	Hours	Rate	Amount	
CONSTRUCTION ADMINISTRATION				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	1.50	130.77	196.16	
Check restraining glands for PVC to DI fittings. Email to Guardian. WM excavated spoils (Northpointe contact) w/ DPW				
GUINNANE, PAUL	2.50	130.77	326.93	
Guardian calls and follow up (WM replacement limits and approach location), enroute to site, MDOT permit plans				
GUINNANE, PAUL	.50	130.77	65.39	
MIEHDWIS update (permit active) and messaging fwd to DPW				
GUINNANE, PAUL	.50	130.77	65.39	
Testing schedule w/ G2 and Guardian				
GUINNANE, PAUL	.50	130.77	65.39	
WM replacement progress and flushing discussion w/ DPW				
GUINNANE, PAUL	.50	130.77	65.39	
WM replacement schedule and BACTI testing, call Guardian, check flushing times.				
GUINNANE, PAUL	1.00	130.77	130.77	
WM replacement schedule and density testing w/ Guardian, CO and G2.				
Totals	7.00		915.42	
Total Labor				915.42
		Total this invoice		\$915.42

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



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

INVOICE

April 26, 2024
 Project No: 0180-0339-0
 Invoice No: 150288

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

Project 0180-0339-0 2024 SANITARY SEWER FCIPP PROGRAM
 FOR: CONTRACT ADMINISTRATION
Professional Services from March 11, 2024 to April 07, 2024
Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL			
BICKHAM, BRENDA	.50	41.69	20.85
Correspondence			
BICKHAM, BRENDA	1.00	41.69	41.69
Spec			
BICKHAM, BRENDA	.50	41.69	20.85
Spec			
PRINTS			
ENG. AIDE II / GIS ANALYST II			
KAFERLE, KATHLEEN	.70	77.14	54.00
Contract Books			
PRELIMINARY ENGINEERING			
TEAM LEADER			
VARICALLI, FRANK	1.50	102.66	153.99
review proposal and send to city			
SPECIFICATIONS			
GRADUATE ENG/SUR/ARC			
WILSON, HOLLY	.50	102.66	51.33
MERL File			
WILSON, HOLLY	1.00	102.66	102.66
Set up Pre-Con Meeting and Sign in			
WILSON, HOLLY	1.50	102.66	153.99
Spec Updates			
CONTRACT ADMINISTRATION			
TEAM LEADER			
VARICALLI, FRANK	.50	102.66	51.33
review contract docs			
MEETINGS			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.50	130.77	65.39
Attend Council Meeting			
KERN, RICHARD	.10	130.77	13.08
Note project approvals with FDV and PFM			

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

ENGINEERING PLAN REVIEW
 GRADUATE ENG/SUR/ARC
 MILLER, JEFFREY
 Map set QA/QC

2.00 102.66 205.32

GIS UPDATES
 ENG. AIDE III / GIS ANALYST III
 SVOBODA, JOSEPH
 created FCIPP maps

4.00 85.23 340.92

Totals 14.30 1,275.40

Total Labor **1,275.40**

Total this Invoice **\$1,275.40**

Outstanding Invoices

Number	Date	Balance
149783	4/8/2024	705.62
Total		705.62



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

INVOICE

April 26, 2024
 Project No: 0180-0337-0
 Invoice No: 150286

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

Project 0180-0337-0 2024 STORM SEWER REPAIRS

FOR: CONTRACT ADMINISTRATION

Professional Services from March 11, 2024 to April 07, 2024

Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
SECRETARIAL				
BICKHAM, BRENDA	1.00	41.69	41.69	
Contract				
PRINTS				
ENG. AIDE II / GIS ANALYST II				
KAFERLE, KATHLEEN	.80	77.14	61.71	
Contract Books				
LEIDEKER, RONDA	.20	77.14	15.43	
Fix documents in books				
SPECIFICATIONS				
GRADUATE ENG/SUR/ARC				
WILSON, HOLLY	1.00	102.66	102.66	
Contract Book Update and Print Request				
WILSON, HOLLY	.50	102.66	51.33	
MERL File				
WILSON, HOLLY	1.00	102.66	102.66	
Notice of award and LOT				
WILSON, HOLLY	1.00	102.66	102.66	
Set up Pre-Con Meeting and Sign in				
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
contract administration & co-ordination				
VARICALLI, FRANK	.50	102.66	51.33	
review status of contract extension				
GIS UPDATES				
ENG. AIDE III / GIS ANALYST III				
SVOBODA, JOSEPH	1.50	85.23	127.85	
updated maps with miss-dig info				
Totals	8.00		708.65	
Total Labor				708.65
		Total this Invoice		\$708.65

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



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

INVOICE

April 26, 2024
 Project No: 0180-0340-0
 Invoice No: 150289

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

Project 0180-0340-0 2024 SANITARY SEWER CLEANING AND TV INSP
 FOR: CONTRACT ADMINISTRATION
Professional Services from March 11, 2024 to April 07, 2024

Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL			
BICKHAM, BRENDA	.50	41.69	20.85
Contract			
BICKHAM, BRENDA	.50	41.69	20.85
Letter			
PRINTS			
ENG. AIDE II / GIS ANALYST II			
KAFERLE, KATHLEEN	.70	77.14	54.00
Contract Books			
KAFERLE, KATHLEEN	.40	77.14	30.86
Scan Bids			
PRELIMINARY ENGINEERING			
TEAM LEADER			
VARICALLI, FRANK	3.00	102.66	307.98
review & prepare add-on locations from dpw			
VARICALLI, FRANK	1.00	102.66	102.66
review contract docs			
SPECIFICATIONS			
GRADUATE ENG/SUR/ARC			
WILSON, HOLLY	2.00	102.66	205.32
Contract Mod Estimate and W.S.			
WILSON, HOLLY	.50	102.66	51.33
Map Set Review/Revisions			
WILSON, HOLLY	1.00	102.66	102.66
Set up Pre-Con Meeting and Sign In			
CONTRACT ADMINISTRATION			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	.50	85.23	42.62
Review BidTab			
ENG. AIDE I / GIS ANALYST I			
HARRINGTON, MICHELLE	.20	69.07	13.81
Create project file			
SECRETARIAL			
DUBAY, GAIL	1.00	41.69	41.69
Create/Enter/Generate Bid Tab			

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

MEETINGS

SENIOR PROJECT ENGINEER

KERN, RICHARD	.60	130.77	78.46
Attend Council Meeting			
KERN, RICHARD	.10	130.77	13.08
Note project approvals with FDV and PFM			

BIDDING

TEAM LEADER

VARICALLI, FRANK	.50	102.66	51.33
answer pre bid questions			
VARICALLI, FRANK	2.00	102.66	205.32
bid opening			
VARICALLI, FRANK	.50	102.66	51.33
review bids			

GIS UPDATES

ENG. AIDE III / GIS ANALYST III

SVOBODA, JOSEPH	3.50	85.23	298.31
revised CCTV maps			

FIELD SERVICES

SENIOR PROJECT ENGINEER

GUINNANE, PAUL	4.50	130.77	588.47
Assist DPW (pump down at MH8-14-14. Check basement at 20512 Havens at GP.			

Totals 23.00 2,280.93

Total Labor

2,280.93

Total this Invoice

\$2,280.93

Outstanding Invoices

Number	Date	Balance
149784	4/8/2024	1,124.99
Total		1,124.99



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

INVOICE

April 26, 2024
 Project No: 0180-0331-0
 Invoice No: 150283

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

Project 0180-0331-0 2024 DWRF LEAD WATER SERVICE REPLACEMENT
 FOR: ENGINEERING DESIGN
Professional Services from March 11, 2024 to April 07, 2024

Fee

Total Fee	45,000.00			
Percent Complete	95.00	Total Earned	42,750.00	
		Previous Fee Billing	36,000.00	
		Current Fee Billing	6,750.00	
		Total Fee		6,750.00

Billing Limits

	Current	Prior	To-Date	
Labor	0.00	0.00	0.00	
Limit			45,000.00	
Remaining			45,000.00	
		Total this Invoice		\$6,750.00



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

INVOICE

April 26, 2024
 Project No: 0180-0303-0
 Invoice No: 150279

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 March 11, 2024 to April 07, 2024
Professional Personnel

	Hours	Rate	Amount
MEETINGS			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	1.50	130.77	196.16
GLWA TOC VN meeting, CCR requirements and public notice and follow up.			
ADDITIONAL SERVICES			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	1.00	130.77	130.77
CWS reporting w/ HWDPW (LSLR annual report, Pumpage report and cross connection program) in MIEHDWIS (check LSLR status)			
GUINNANE, PAUL	1.50	130.77	196.16
DPW calls fr HWFD (Vernier hydrants, Eastland hydrants active) and Hydrant 456 disconnected. Check in field. Check file (WM break in front of Bldg 1)			
GUINNANE, PAUL	1.50	130.77	196.16
HWHS low pressure calls, follow up w/ Rouman (fire alarm tests only. EGLE email (pending TOC PN). GLWA emails and follow up (Kingsville metering/ finance dept)			
GUINNANE, PAUL	1.00	130.77	130.77
LSLR report and check MIEHDWIS, advise DPW. GLWA CCR info, email and follow up.			
GUINNANE, PAUL	8.00	130.77	1,046.16
Perform CWS oversight at HWDPW: finalize pumpage report, coordinate testing Vernier WM			
GUINNANE, PAUL	8.00	130.77	1,046.16
Perform CWS oversight at HWDPW: Scheduling Eastland water meter installation (Bldgs 1,2, and 3), coordinating Vernier WM construction site issues.			
GUINNANE, PAUL	13.00	130.77	1,700.01
Perform CWS oversight at HWDPW:			
GUINNANE, PAUL	1.00	130.77	130.77
UCMR5 info and schedule w/ DPW. Follow up w/ GLWA (Kingsville flow metering location)			
Totals	36.50		4,773.12
Total Labor			4,773.12
		Total this Invoice	\$4,773.12

Outstanding Invoices

Number	Date	Balance
149772	4/8/2024	4,315.42
Total		4,315.42

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



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

INVOICE

April 26, 2024
 Project No: 0180-0326-0
 Invoice No: 150282

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

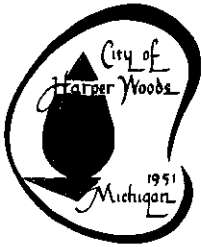
Project 0180-0326-0 MDOT STORMWATER PUMP STATION IMPROVEMENT

FOR: ENGINEERING REVIEW

Professional Services from March 11, 2024 to April 07, 2024

Professional Personnel

	Hours	Rate	Amount	
ENGINEERING PLAN REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.30	130.77	39.23	
Review documents and lane closure information				
Totals	.30		39.23	
Total Labor				39.23
				Total this Invoice
				\$39.23



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

April 30, 2024

To: John Szymanski , Acting City Manager
From: Heather Toutant, Director
Re: Wolverine Contractors Inc. (s) over \$5000.00

Dear Mr. Szymanski,

Please submit to Council to pay "Wolverine Contractors Inc." \$ 7,732.50 for the following:

Removal and disposal of main replacement spoils (mud, dirt)
Purchase and delivery of main replacement- ground fill supplies (sand, gravel-21a stone)

Detailed invoices are attached.

Most of these fill products are for the Vernier water main replacement project in front of the Eastland Commerce Center (ECC). This replacement was approved by City Council on 1/3/2024. There are also "spoils removal" invoices. This is the removal and proper disposal of the dirt from the project.

All fill / disposals meet the requirements from EGLE / MDOT for the repair.

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

Respectfully,

Heather Toutant
Department of Public Works

Wolverine Contractors Inc.

PO BOX 760026

Lathrup Village, MI 48076

Invoice

Date	Invoice #
4/9/2024	6315

Bill To
City of Harper Woods 19617 Harper Ave. Harper Woods, MI 48225

Ship To
c/o Eastland Mall Beaconsfield & 8 Mile Ordered by Marjorie

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
36676	NET		4/9/2024			

Quantity	Item Code	Description	Price Each	Amount
1	Train	load dirt hauled out with dump charge - ticket # 5104	565.00	565.00
0.25	hour	train loading time	195.00	48.75

CITY OF HARPER WOODS
RECEIVED

APR 22 2024

PO# _____
 ACCT# _____
 AUTHORIZED BY _____

Total			\$613.75
--------------	--	--	----------

Wolverine Contractors Inc.

PO BOX 760026
Lathrup Village, MI 48076

CITY OF HARPER WOODS
RECEIVED

APR 15 2024

Invoice

PO# _____
ACCT# _____
AUTHORIZED BY _____

Date	Invoice #
4/4/2024	6311

Bill To
City of Harper Woods 19617 Harper Ave. Harper Woods, MI 48225

Ship To
c/o Eastland Mall Beaconsfield & 8 Mile Ordered by Marjorie

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
36676	NET					

Quantity	Item Code	Description	Price Each	Amount
1	Train	load dirt hauled out with dump charge - ticket # 1966	565.00	565.00

Total			\$565.00
--------------	--	--	----------

Wolverine Contractors Inc.

PO BOX 760026
Lathrup Village, MI 48076

CITY OF HARPER WOODS
RECEIVED

APR 15 2024

Invoice

PO# _____
ACCT# _____
AUTHORIZED BY _____

Date	Invoice #
4/1/2024	6310

Bill To
City of Harper Woods 19617 Harper Ave. Harper Woods, MI 48225

Ship To
c/o Eastland Mall Beaconsfield & 8 Mile Ordered by Marjorie

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
36676	NET		4/4/2024			

Quantity	Item Code	Description	Price Each	Amount
1	Train	21AA Crushed Concrete delivered - ticket # 1985	945.00	945.00
3	Train	Loads dirt hauled out with dump charge - ticket # 2001,1977,1964	565.00	1,695.00

			Total	\$2,640.00
--	--	--	--------------	------------

Wolverine Contractors Inc.

PO BOX 760026
Lathrup Village, MI 48076

CITY OF HARPER WOODS
RECEIVED

APR 15 2024

Invoice

PO# _____
ACCT# _____
AUTHORIZED BY _____

Date	Invoice #
4/5/2024	6314

Bill To
City of Harper Woods 19617 Harper Ave. Harper Woods, MI 48225

Ship To
c/o Eastland Mall Beaconsfield & 8 Mile Ordered by Marjorie

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
36676	NET		4/5/2024			

Quantity	Item Code	Description	Price Each	Amount
1	Train	load dirt hauled out with dump charge - ticket # 1984	565.00	565.00

			Total	\$565.00
--	--	--	--------------	----------

Wolverine Contractors Inc.

PO BOX 760026

Lathrup Village, MI 48076

Invoice

Date	Invoice #
4/23/2024	6334

Bill To
City of Harper Woods 19617 Harper Ave. Harper Woods, MI 48225

Ship To
c/o yard 19600 E 8 Mile Ordered by Marjorie

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
36676	NET		4/23/2024			

Quantity	Item Code	Description	Price Each	Amount
1	Train	Class II Sand delivered - ticket # 1924	845.00	845.00
1	Train	Dirt hauled out with dump charge - ticket # 8149	565.00	565.00

CITY OF HARPER WOODS
RECEIVED

APR 29 2024

PO# _____
ACCT# _____
AUTHORIZED BY _____

Total			\$1,410.00
--------------	--	--	------------

Wolverine Contractors Inc.

PO BOX 760026
Lathrup Village, MI 48076

Invoice

Date	Invoice #
3/18/2024	6296

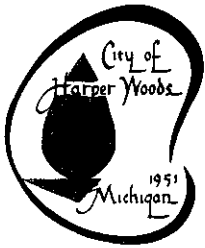
Bill To
City of Harper Woods 19617 Harper Ave. Harper Woods, MI 48225

Ship To
c/o Eastland Mall Ordered by Marjorie

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
36676	NET		3/18/2024			

Quantity	Item Code	Description	Price Each	Amount
3	Train	loads dirt hauled out with dump charge - ticket # 5093,5094,5095	565.00	1,695.00
0.25	hour	train loading time - ticket # 5093	195.00	48.75
0.5	hour	train loading time - ticket # 5094	195.00	97.50
0.5	hour	train loading time - ticket # 5095	195.00	97.50

			Total	\$1,938.75
--	--	--	--------------	------------



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

April 30, 2024

To: John Szymanski, Acting City Manager

From: Heather Toutant, Director of Public Works

Subject: City Hall heating / pipe repairs

As you are aware, we have been making repairs to our aging system that heats City Hall.

We had K & S Ventures, our boiler / chiller contractor out for an assessment. They have discovered a variety of repairs / replacements required to keep the system running.

Please submit to City Council for their approval the following repairs performed by from K & S Ventures totaling \$8,458.85

31798- diagnose surge/off issue – replaced parts, added chemicals -\$1328.85

31870- water feed lines for boiler - \$2650.00

31871-water feed lines perimeter heating loop - \$2955.00

31872-perimeter pump starter – south - \$1525.00

Respectfully,

Heather Toutant
Director of Public Works

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

Invoice

Date	Invoice #
4/4/2024	31798

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

Job Site
City of Harper Woods Public Safety Department 19617 Harper Avenue Harper Woods, MI 48225

P.O. No.	Terms	Due Date	Job Date
	Net 30	5/4/2024	2/12/2024

Description	Quantity	Rate	Amount
Equipment Inspection 1/31 Boiler is off on low water. Boiler surge is taking place. Blow down boiler and add 2 gallons of 8 way cleaner to the boiler. This definitely eased the surge issue but not entirely. Water was like chocolate milk. Need to return with more 8 way cleaner and new gauge glass. Turn both perimeter pumps back on. Boiler cycling off on its operator. Will return 2/6 Today we changed the gauge glass and washers, added (2) more gallons of 8-way boiler cleaner to the system. Also checked the fill system on the perimeter loop. PRV is rotted out along with all the fittings connecting to the loop feed. Also check the receiver controller for the steam valve supplying the heat exchanger. Need a new receiver controller. I increased the water level on the boiler for more of a low water gap. Boiler appears to be running much better. STILL many repairs are needed 2/12 Boiler went down over the weekend. Boiler surged off. Boiler feed tank at mid level. Make and adjust to increase boiler pressure to stay positive off at 2# on at 5# this stabilized the water surge. Boiler feed tank now is completely full. Suspect that the float valve control is malfunctioning and should be taken apart for inspection .South perimeter pump starter is bad. Heaters and coil are bad. Need a new starter and components. Need to quote a new starter and repipe water feed lines.	1	0.00 0.00	0.00 0.00
Labor-HVAC	8	95.00	760.00
Truck Charge	1	55.00	55.00

RECEIVED

APR 4 2024

HARPER WOODS MI

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

Total

Payments/Credits

Balance Due

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

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

Invoice

Date	Invoice #
4/4/2024	31798

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

Job Site
City of Harper Woods Public Safety Department 19617 Harper Avenue Harper Woods, MI 48225

P.O. No.	Terms	Due Date	Job Date
	Net 30	5/4/2024	2/12/2024

Description	Quantity	Rate	Amount
STEW 8-WAY BOILER TREATMENT 1 GAL	4	88.46154	353.85
HVAC Materials	1	160.00	160.00
Sales Tax		0.00%	0.00

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

Total \$1,328.85

Payments/Credits \$0.00

Balance Due \$1,328.85

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

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

Invoice

Date	Invoice #
4/4/2024	31870

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

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

P.O. No.	Terms	Due Date	Job Date
CHBPFBL	Net 30	5/4/2024	2/20/2024

Description	Quantity	Rate	Amount
K & S Ventures Inc. is pleased to re-pipe water feed lines to the boiler feed tank for the City of Harper Woods.	1	0.00	0.00
SCOPE OF WORK: Shut off water supply to these devices Cut out and remove all the bad fittings leaking Repipe in a new line to the boiler feed tank Pressurize loop and leak check			
Work Not Included in Total Cost Any additional repairs Any work outside of normal business hours (7am-5pm)			
Labor-HVAC	1	1,110.00	1,110.00
HVAC Materials	1	1,540.00	1,540.00
Sales Tax		0.00%	0.00

As of September 1, 2014, K & S Ventures, Inc. will be accepting American Express, Visa and MasterCard. The service fee per charge will be 6%, with a minimum fee of \$2.00. (K & S Ventures, Inc. receives no portion of this fee.)	Total	\$2,650.00
	Payments/Credits	\$0.00
	Balance Due	\$2,650.00

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

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

Invoice

Date	Invoice #
4/4/2024	31871

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

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

P.O. No.	Terms	Due Date	Job Date
CHBPPFL	Net 30	5/4/2024	2/23/2024

Description	Quantity	Rate	Amount
K & S Ventures Inc. is pleased to re-pipe water feed lines to the perimeter heat loop for the City of Harper Woods.		0.00	0.00
SCOPE OF WORK: Shut off water supply to these devices Cut out and remove all the bad fittings leaking Repipe in a new line to the perimeter loop Pressurize loop and leak check			
Work Not Included in Total Cost any additional repairs any work outside of normal business hours (7am-5pm)			
Labor-HVAC	1	1,415.00	1,415.00
HVAC Materials	1	1,540.00	1,540.00
Sales Tax		0.00%	0.00

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

Total	\$2,955.00
Payments/Credits	\$0.00
Balance Due	\$2,955.00

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

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

Invoice

Date	Invoice #
4/4/2024	31872

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

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

P.O. No.	Terms	Due Date	Job Date
CHBSPPS	Net 30	5/4/2024	2/27/2024

Description	Quantity	Rate	Amount
K & S Ventures Inc. is pleased to provide for replacing the South Perimeter Pump Starter for the City of Harper Woods.	1	0.00	0.00
SCOPE OF WORK: Shut down power to the starter Disconnect all the controls and starter Install new starter, overload and transformer Start and test operation Adjust the overload relay			
Work Not Included in Total Cost Any additional repairs Any work outside of normal business hours (7am-5pm)			
HVAC Materials	1	520.00	520.00
Labor-HVAC	1	1,005.00	1,005.00
Sales Tax		0.00%	0.00

RECEIVED
 APR - 2024
 HARPER WOODS DPW

As of September 1, 2014, K & S Ventures, Inc. will be accepting American Express, Visa and MasterCard. The service fee per charge will be 6%, with a minimum fee of \$2.00. (K & S Ventures, Inc. receives no portion of this fee.)	Total	\$1,525.00
	Payments/Credits	\$0.00
	Balance Due	\$1,525.00

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



April 16, 2024

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

RE: Assessment Services – May 2024

For contract assessment services rendered:

Contract Fee (Annually \$72,962 ÷ 12)..... \$6,080.16

TOTAL AMOUNT DUE \$6,080.16

Respectfully submitted,

Lynette Hobyak
Business Manager

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



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
04/01/2024	5901
Account	
SBS4-20	

Terms	Due Date	PO Number	Reference	
Net 30 days	05/01/2024	36002	Monthly Billing for April	38-6005461
SMS Professional includes – 4 Hours Monthly – Technical assistance (onsite or remote) *Additional hours billed at \$85/hr*				

Managed Services Details	Quantity	Price	Amount
Agreement SMS-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	\$59.99	\$59.99
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
ScreenConnect Annual Subscription (Billed Monthly) - 6 licenses Remote access for (Assessing/John/Micki/Finance Laptop/Court)	6.00	\$15.00	\$90.00
Total Managed Services Details:			\$3,381.61

Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:	\$3,381.61
	Sales Tax:	\$0.00
	Invoice Total:	\$3,381.61
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$3,381.61



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
04/01/2024	5920
Account	
SBS4-20	

Terms	Due Date	PO Number	
Net 30 days	05/01/2024		38-6005461

Services	Work Type	Hours	Rate
<u>Agreement Billable Time: SMS-Professional</u>			
Technician I	Regular	4.00/50.00	0.00/85.00
Total Services:			\$4,590.00

Products & Other Charges	Quantity	Price	Amount
<u>Agreement: SMS-Professional</u>			
Video Adapter - DP-VGA or DP-DVI: Video Adapter - DP-VGA Used for Tamie's Laptop deployment (docking station to LCD)	1.00	\$12.99	\$12.99
Total Products & Other Charges:			\$12.99

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

Pricing above reflects approximate 20% savings Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:	\$4,262.99
	Sales Tax:	\$0.00
	Invoice Total:	\$4,262.99
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$4,262.99



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

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams


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

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

May 2, 2024

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

From: Maria Nawrocki, Acting Finance Director 

Re: Invoice #10221923– Plante & Moran
Invoice #10221907– Plante & Moran
Invoice #10221955– Plante & Moran

The attached invoices #10221907 in the amount of \$4,805.00, #10221923 in the amount of \$4,972.50, and #10221955 in the amount of \$28,800.00 are for professional services assistance related to the City's annual audit of financial statements. Allocation is separated by funds.

I have reviewed these invoice's from Plante & Moran and recommend payment for the total amount of \$38,577.50



Plante & Moran, PLLC
19176 Hall Road
Suite 300
Clinton Township, MI 48038
Tel:+1 (248) 352-2500

INVOICE

City of Harper Woods
ATTN Finance Dept
19617 Harper Avenue
Harper Woods, MI 48225
United States of America

Date: 04/29/2024
Client No: 15646
Invoice No: 10221907
Page: 1

For Professional Services Rendered

For professional services rendered through March 31, 2024 related to the engagement letter dated January 24, 2022. 4,805.00

Work performed includes various accounting consulting.

Senior accounting consultant: 27.75 hours

Partner: 0.25 hours

Plante Moran's fiscal year is soon ending. We would greatly appreciate receiving your payment within 30 days to assist us in meeting our cash collections requirement. Thank you in advance for your assistance!

Balance Due \$4,805.00 USD

Remittance Information:

Check:

Plante & Moran PLLC
16060 Collections Center
Drive
Chicago, IL 60693

Bank
Routing/ABA#
Bank Address

Account Number
Account Name

Wire Transfer:

Bank of America
026009593
222 Broadway
New York, NY 10038

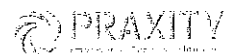
9890996003
Plante & Moran, PLLC

ACH:

Bank of America
071000039
100 North Tryon Street
Charlotte, NC 28202

9890996003
Plante & Moran, PLLC

Client Payment Portal: <https://www.plantemoran.com/client-payment-portal>





Plante & Moran, PLLC
19176 Hall Road
Suite 300
Clinton Township, MI 48038
Tel: +1 (248) 352-2500

INVOICE

City of Harper Woods
ATTN Finance Dept
19617 Harper Avenue
Harper Woods, MI 48225
United States of America

Date: 04/29/2024
Client No: 15646
Invoice No: 10221923
Page: 1

For Professional Services Rendered

For professional services rendered through April 15, 2024 related to the engagement letter dated January 24, 2022. 4,972.50

Work performed includes various accounting consulting.

Senior accounting consultant: 29.25 hours

Plante Moran's fiscal year is soon ending. We would greatly appreciate receiving your payment within 30 days to assist us in meeting our cash collections requirement. Thank you in advance for your assistance!

Balance Due \$4,972.50 USD

Remittance Information:

Check:

Plante & Moran PLLC
16060 Collections Center
Drive
Chicago, IL 60693

Wire Transfer:

Bank of America
026009593
222 Broadway
New York, NY 10038
9890996003
Plante & Moran, PLLC

ACH:

Bank of America
071000039
100 North Tryon Street
Charlotte, NC 28202
9890996003
Plante & Moran, PLLC

Client Payment Portal: <https://www.plantemoran.com/client-payment-portal>





Plante & Moran, PLLC
 19176 Hall Road
 Suite 300
 Clinton Township, MI 48038
 Tel:+1 (248) 352-2500

INVOICE

City of Harper Woods
 ATTN Finance Dept
 19617 Harper Avenue
 Harper Woods, MI 48225
 United States of America

Date: 04/29/2024
 Client No: 15646
 Invoice No: 10221955
 Page: 1

For Professional Services Rendered

Progress billing related to audit of the City of Harper Woods financial statements for the year-ended December 31, 2023, allocated to the following funds:

- General Fund	11,300.00
- Water and Sewer Fund	5,650.00
- Storm Drain Fund	2,250.00
- Refuse Fund	1,150.00
- Aggregate Remaining Funds	2,250.00

Billing for out-of-scope hours related to the following audit-related matters:

- Expanded risk assessment procedures associated with the implementation of new Statement on Auditing Standards 145, including populating new procedure and control evaluation (PACE) forms (40.00 hours at \$155/hour)	6,200.00
---	----------

Balance Due \$28,800.00 USD

Remittance Information:

Check:

Plante & Moran PLLC
 16060 Collections Center
 Drive
 Chicago, IL 60693

Bank
 Routing/ABA#
 Bank Address

Account Number
 Account Name

Wire Transfer:

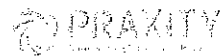
Bank of America
 026009593
 222 Broadway
 New York, NY 10038

9890996003
 Plante & Moran, PLLC

ACH:

Bank of America
 071000039
 100 North Tryon Street
 Charlotte, NC 28202

9890996003
 Plante & Moran, PLLC



Client Payment Portal: <https://www.plantemoran.com/client-payment-portal>



Invoice

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

Invoice Number: 363411
Invoice Date: 4/30/2024
Terms: Net 30 Days
Due Date: 5/30/2024
Customer #: 08-HRPRWOO
Customer PO #:

Item Code	Description	Quantity	Price	Amount
Building Insp %Fee	Building Insp %Fee	27082.40	\$1.00	\$27,082.40
	Building Permit Services % of Fee	27082.40	\$1.00	\$27,082.40
Building Insp Fixed	Building Insp Fixed	15.00	\$5.00	\$75.00
	Building Permit Services Fixed Fee	15.00	\$5.00	\$75.00
Building Inspection	Building Inspection	144.00	\$27.36	\$3,939.84
	BDS Permit Tech/Admin/Front Counter	144.00	\$27.36	\$3,939.84
Code Enforcement	Code Enforcement	81.00	\$60.54	\$4,903.74
	BDS Code Enforcement	81.00	\$60.54	\$4,903.74

**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:	\$36,000.98
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$36,000.98

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

Building Department Services Invoice
 APRIL 1-30, 2024

	<u>Total Collected</u>	<u>Percent</u>	
APRIL 1-30, 2024	\$ 33,853.00	80%	\$ 27,082.40
	<u>Total Hours</u>	<u>Hourly</u>	
Code Enforcement	81.00	60.54	\$4,903.74
Permit Technician	144.00	27.36	\$3,939.84
	<u>Total</u>	<u>Rate</u>	
Existing Permit Inspections	0.00	\$35.00	\$0.00
Administrative Closure of Records	15.00	\$5.00	\$75.00
Total Due To SAFEbuilt:			\$36,000.98

City of Harper Woods

APRIL 2024

Accounts Receivable Report

From: APRIL 1-30, 2024

Date	Receivable	Revenue
4/1/2024		300.00
4/2/2024		1,783.00
4/3/2024		1,524.00
4/4/2024		899.00
4/8/2024		2,654.00
4/9/2024		1,498.00
4/10/2024		1,839.00
4/11/2024		592.00
4/15/2024		3,592.00
4/16/2024		1,709.00
4/17/2024		2,377.00
4/18/2024		1,897.00
4/22/2024		3,489.00
4/23/2024		4,222.00
4/24/2024		760.00
4/25/2024		1,285.00
4/29/2024		2,583.00
4/30/2024		850.00
Total	\$	33,853.00
	Safebuilt Billable Items: \$	33,853.00
	Amount Due To Safebuilt: \$	27,082.40

33,853.00

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 1) Public Hearing - Continuation of Special Assessment District
for Police and Fire Services

Explanation/Remarks:

We will be having a public hearing on Monday to hear public comment and input on the continuation of a special assessment district. I have attached here an information packet for your review outlining the necessity of continuing this special assessment district in order to move forward with levying the 19.5 mills (9.75 mills for Police and 9.75 mills for Fire) to defray the costs to continue the maintenance of police and fire protection.

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

Recommended Action:

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

Respectfully Submitted  , acting City Manager

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

City of Harper Woods

Public Hearing Information

On

Public Act 228 (Amends PA33 of 1951)

April 15, 2024

**Special Assessment District to Defray the Costs for Maintenance and
Operation of the Police and Fire Departments**

Information and Background

Prepared by:

John Szymanski

Acting City Manager

Harper Woods, Michigan

Table of Contents

What is a Special Assessment.....Pg. 3

Public Act 228/PA33..... Pg. 3

Need for Special Assessment.....Pg. 4

Estimated Cost of Police and Fire Services..... Pg. 7

Effects of Failing to Pass a Public Act 228/PA33 Assessment...Pg.8

Request for Resolution.....Pg. 10

Resolution to Establish a Special Assessment District.....Pg. 11
And to Levy an Assessment to Defray the Costs to
Maintain Police Protection

Resolution to Establish a Special Assessment District.....Pg. 12
And to Levy an Assessment to Defray the Costs to
Maintain Fire Protection

What is a Special Assessment?

Municipalities often raise funds for special purposes by imposing special assessments as an alternative to imposing a tax. A special assessment bears some of the characteristics of a tax but differs in that a special assessment may be levied only on land and may be imposed only to pay the cost of an improvement or service by which the assessed land is specially benefited. To impose a special assessment, a municipality must first have the statutory authority to make the improvement or provide the service for which the assessment will be imposed. Second, the municipality must have statutory authority to assess for that type of improvement or service. The lands specifically assessed will comprise a special assessment district and the assessments are apportioned among the landowners in the district.

Public Act 228 – (Amends PA33 of 1951)

The City of Harper Woods has statutory authority to provide police and fire services to the community. The statutory authority to impose a special assessment for providing this service is obtained from Public Act 228 which provides:

“AN ACT to provide police and fire protection for townships and for certain areas in townships, certain incorporated villages, and certain cities; to authorize contracting for fire and police protection; to authorize the purchase of fire and police equipment, and the maintenance and operations of the equipment; to provide for defraying the cost of the equipment; to authorize the creation of special assessment districts and the levying and collecting of special assessments; to authorize the issuance of special assessment bonds in anticipation of the collection of special assessments and the advancement of the amount necessary to pay such bonds, and to provide for reimbursement for such advances by reassessment if necessary; to authorize the collection of fees for certain emergency services in townships and other municipalities; to authorize the creation of administrative boards and to prescribe their powers and duties; to provide for the appointment of traffic officers and to prescribe their powers and duties; and to repeal acts and parts of acts.”

Under the act a qualified city is one with a population of less than 15,500 thousand people. The City of Harper Woods with a population of 15,492 according to the United State Census Bureau is a qualified city under MCL 41.810. Under the provisions of the Act if a special assessment district is proposed to be created the City Council shall;

1. Present the question of creating the special assessment, including the tentative boundaries of a special assessment district.
2. Present the final boundaries of the special assessment district and the estimated cost.
3. Hear objections and confirm the assessment roll.

In addition, five separate resolutions are required to be adopted by the City Council as part of the legislative process to create a special assessment district.

- 1) The first resolution declares the intent of the municipality to proceed with the creation of the "special assessment district" and establish the boundaries of the "special assessment district."
- 2) The second resolution confirms the boundaries of the "special assessment district" and directs the preparation of a cost estimate.
- 3) The third resolution schedules a public hearing on the cost estimate.
- 4) The fourth resolution approves the cost estimate and directs the preparation of the assessment roll.
- 5) The fifth and final resolution confirms the assessment roll.

Need for Special Assessment

While the economy in the State of Michigan has been showing improvement, the lingering effects of the COVID-19 and the devastating effects of the great recession have led to a lingering decline in value of the housing market that plagues inner-ring suburbs like Harper Woods. The City of Harper Woods was one of three hardest hit cities for decline of property values with declines falling more than 52% from their 2006 levels. After suffering a cumulative loss of millions of dollars of state revenue sharing, recent minor increases in State revenue sharing did little to alleviate our overall fiscal stress. Taxable value for Harper Woods in 2006 was \$428,982,618 and declined to \$208,500,00 by 2021 which resulted in a cumulative loss of revenue amounting in the multi millions. Total taxable value for the City of Harper Woods for 2024 is projected at \$269,194,921 for real property. This amount still represents an over 37% decline in taxable value.

The administration of the city has worked with planners, developers and investors and brought a major developer (Northpointe) to the former Eastland Mall properties. But as of today, we still must plan for the worst-case scenario.

In the face of financial stressors, the city has made excellent progress in reducing employee benefit costs and continuing to maintain a high level of service. We have gone from a high of 109

employees to a current level of approximately 61 full time pension eligible employees. In 2017, we began to increase police staffing with the award of grants. Cooperation of our employees during union negotiations has provided us the ability to overcome some significant fiscal problems, but not all. In prior years, our auditors believed that it would not be possible to continue to operate our government without taking loans or turning to Emergency Management. We proved them wrong and in fact were able to end most years with a positive fund balance. We are now seeing a continued increase in home values and a decrease in vacant homes. Reasonable ordinance enforcement combined with the cooperation of our residents is helping to keep the City of Harper Woods an attractive and inviting place to live.

The administration of the city has made significant progress with the help of our unions in negotiating benefit changes for our current and future employees. We have also made significant changes to employee and retiree health care and to date all of our unions have agreed to eliminate retiree health care plans for new employees hired after January 1, 2015. This change alone will ultimately have a positive fiscal impact for the city in lowering our unfunded Other Post Employment Benefit (OPEB) liability.

Public employee pensions are constitutionally protected in Michigan and the city has an obligation to reserve funds appropriately to fund its pensions. In December of 2015 the City of Harper Woods completed the change from a self-administered pension system and joined the Municipal Employees Retirement System. This move offered greater stability and reduced costs to manage the pension system. Because of this change, our past practice of not paying the full ARC was discontinued and now we are paying the full amount due. This action will continue to stabilize the pension system and as the funding ratios improve additional modifications can be made to further reduce this major liability.

In preparation of the 2024 budget, it is again necessary to include an assumption for a special assessment as allowed under Public Act 288/Public Act 33. Today our current Public Safety expenditures are anticipated to be \$3,988,912.00 not to include pension contribution and OPEB costs. With the pension contribution and public safety retiree health care those total costs are \$5,750,893 which represents 42% of the total General Fund Budget. Public Act 33 permits a levy of up to 10 mills for police and 10 mills for fire. It was determined that we would need to levy at least 9.75 mills for police and an additional 9.75 mills for fire service. Having already reduced fire and police staffing, additional cuts in personnel are not possible without significantly impacting public safety as well as general government services. With the anticipated increases in pension and health care costs, the need for a special assessment continues to be required to support public safety services.

EFFECTS OF FAILING TO PASS P.A.33 ASSESSMENT

The city would not cease to operate should a P.A. 228/P.A.33 Assessment not be passed by Council and contingency plans have been made to account for that possibility. We would be able to continue with the rudimentary functions of government. Assessing, Building Department, Treasurer, Clerk and Administration would still be functioning. The DPW would be able to continue most services but special functions such as leaf pickup would have to be discontinued. Trash would continue to be picked up. Counter help at City Hall and Court would still occur but hours of availability would need to be cut, which would result in service delays. There would still be basic fire and police service but their ability to serve the public would be drastically reduced and response times would begin to increase dramatically.

City of Harper Woods
Estimated Costs of Police and Fire Services pursuant to Public act 228/Public Act 33 of 1951 Requirements
For year 2024

Police Expenses (Projected)
 2024

Vehicles/Equip	Supplies	Wages	OT	FICA Taxes	Health Care	Dental	Life Insurance	Housing	Professional Contractual/Dues/Fees	Total Projected Expenses
\$73,038.66	\$63,532.54	\$2,906,554.32	\$0.00	\$222,351.00	\$552,385.00	\$52,191.00	\$37,080.00	\$149,503.00	\$77,053.00	\$4,134,088.52

Fire Expenses
 2024

Vehicles/Equip	Supplies	Wages	OT	FICA Taxes	Health Care	Dental	Life Insurance	Housing	Professional Contractual/Dues/Fees	Total Projected Expenses
\$11,766.62	\$25,527.16	\$813,527.07	\$0.00	\$61,618.00	\$129,012.00	\$9,210.00	\$6,292.00	\$149,903.00	\$8,747.00	\$1,213,602.85

Add:

** OPEB - Legacy costs amortized over (30) year period	Yearly Legacy Costs	Medical - Police **	\$	148,488.00
* Pension Legacy costs amortized over (20) year period		Pension - Police *	\$	176,939.00
		Medical - Fire **	\$	46,550.00
		Pension - Police *	\$	31,225.00
			\$	<u>403,202.00</u>

Total Combined Expense \$ 5,750,893.37

Public Act 33 Assessment Study

The need for a P.A. assessment is critical to continue to provide police and fire services to the City of Harper Woods. The budgetary revenues without an assessment is \$8.9 million from all revenue sources and of these revenues only \$4.7 million are supported by property tax. These additional revenues include state revenue sharing, grants and fees for service.

In its most simplified terms, from the current \$13.6 million in expenditures from the General fund, 4.7 million is absorbed by pension and health care for active and retired members; 5.5 million is expended for wages; 2.9 million is spent on streetlights, building maintenance, utilities, supplies and all other functions of city government.

We have a total of 61 full time employees and are down from 109 full time employees. The single largest employee group is in the police department. The following is a breakdown of total full-time employees.

Police	28	Fire	6
Dispatch	3	DPW	8
Park	2	Court	7
Finance	3	Clerk	2
Administration	5	Total	64

Absent the Public Act 33 assessment the city would have to make 3.9 million dollars of additional cuts. In 2023, I prepared a budget eliminating the P.A. 33 assessment. Since wages have not increased significantly (4%) the results of that study would still be relevant and is displayed below:

Since payroll represents the largest overall percentage of our discretionary costs further reductions in staffing are the only way to achieve the largest portion of cuts. All of our existing collective bargaining agreements require the city to eliminate part-time employees first.

Police	14	\$2,131,600
Fire	3	\$442,672
DPW	3	\$270,173
Court	2	\$87,545
Finance	2	\$145,600
Part – Time & Parks	24	\$403,274
	Total	\$3,480,864

While these cuts achieve the initial savings, they all also represent further lost revenue. Reducing police to 14 employees would mean that at any given time there would be no more than 2 police officers working and often only one. As was stated above, police also generate revenue in fines and grants and most of this income would be lost. It is estimated that total revenue would not exceed \$200,000 with a 14-officer department. This would represent an additional loss of revenue of \$330,000 that would not even cover the costs of operating the court and create a need to reduce staffing even further.

Cuts from our already short staffed DPW would mean that street maintenance, water service, trash removal and maintenance programs would be cut. We would no longer be capable of snow removal on all streets or removal of curbside leaf pickup. There would be significant delays in water service calls and costs would increase due to use of private vendors to supplement these services. With no employees, the parks would have to be closed and almost all recreation programs would have to come to an end.

We had also examined replacing our current police department with the Wayne County Sheriff's office. In review of this alternative, it became apparent that we would have to increase staffing in the fire department which would eliminate any potential savings. With this option, we also had to take into account that our current police department functions at a much higher degree of activity than most comparable departments and having the Sheriff police our city would result in a reduction of the additional revenues that were stated above. The plan that the prior Sheriff had in place also placed no supervisors in our area and supervision would have to be supplied from other sites such as Inkster or Highland Park. With the current financial situation in Wayne County, it is still not certain that they would be able to provide this service.

The City of Harper Woods provides outstanding service to our residents. Our current police and fire departments excel in their professionalism and their dedication to our residents. Our DPW workers have stepped up in the face of the existing dramatic cuts and have been continuing to provide outstanding service. Our part-time employees have become invaluable to the operation of city government and represent an affordable and positive return on our investment. While Council and the administration regret having to impose additional costs, based on actual costs the dollar amounts paid in property taxes have not increased and in many instances, have decreased.

The Public Act 228/PA33 assessment would have an average of effect adding between \$540 - \$891 per household annually. This averages to \$13.76 per week or \$1.97 a day per residential unit. For less than the cost of a cup of coffee per day, the assessment will continue to provide police and fire service at levels that are currently provided.

REQUEST FOR RESOLUTIONS

As stated earlier in this report, the 2023 budget had been prepared with the understanding that we would pass Public Act 33 assessments of 9.75 mills for police and 9.75 mills for fire. It is vitally important that the city maintain a fund balance of at least 10% over expenditures to avoid significant cash flow shortages at the end of the year and to continue to be able to pay our bills. The good news is that our downward trend is reversing itself. Our residential equalization rate has stopped the downward trend and most Tax Tribunal cases have slowed down and many of our commercial properties are beginning an upward trend. We have engaged a strong economic development strategy to encourage families and businesses to move into the community.

We are constantly seeking measures to reduce or eliminate the need for Public Act 33 assessments, but for 2024 it is still an unfortunate necessity. In addition, to compensate for losses in revenue that will be attributed to the 2024 budget year, I must once again ask Council to use this measure to fund our police and fire services. As such, I am asking Council to pass the attached resolutions.

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 2) Adopt Resolutions - Continuation of a Special Assessment District

Explanation/Remarks:

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

Recommended Action:

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

Respectfully Submitted  _____, acting City Manager

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

RESOLUTION

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

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

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

WHEREAS, the City of Harper Woods is authorized to levy and collect a special assessment not to exceed 9.75 mills of taxable value of the area for which police protection is to be furnished; and

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

WHEREAS, the cost of current operations of police service is \$4,134,088; and

WHEREAS, the cost of police pension and retiree health care obligations is \$325,427 per year;

NOW THEREFORE BE IT RESOLVED, that the City of Harper Woods establishes a special assessment district consisting of all the lands and premises within the municipal boundaries of the City and levies an assessment of 9.75 mills of the taxable value of the area for which police protection is to be furnished.

RESOLUTION

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

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

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

WHEREAS, the City of Harper Woods is authorized to levy and collect a special assessment not to exceed 9.75 mills of taxable value of the area for which fire protection is to be furnished; and

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

WHEREAS, the cost of current operations of fire service is \$1,213,602; and

WHEREAS, the cost of current fire pension and retiree healthcare obligations are \$77,775 per year;

NOW THEREFORE BE IT RESOLVED, that the City of Harper Woods establishes a special assessment district consisting of all the lands and premises within the municipal boundaries of the City and levies an assessment of 9.75 mills of the taxable value of the area for which fire protection is to be furnished.

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 3) Employment Agreement - Economic and Community
Development Deputy Director

Explanation/Remarks:

Presented before you is the employment agreement between the City of Harper Woods and Irma Hayes. I am requesting approval to employ Irma Hayes as the Economic and Community Development Deputy Director.

I have attached her resume and past accomplishments for your review. All her benefits will be defined within her employment agreement, except those that are covered pursuant to the terms of the collective bargaining agreement between the City of Harper Woods and Technical, Professional and Office Workers Association of Michigan (TPOAM), effective January 1, 2022 through December 31, 2024.

Irma Hayes has done a stellar job on past city festivals and events these last two years. She is accustomed to operating under pressure and will assume the duties of former Economic and Community Development Deputy Director Stephen Lindley. She will report directly to Ty Hinton, Economic and Community Development Director.

It is my recommendation that her employment contract be approved.

Recommended Action:

By RESOLUTION, to confirm the appointment of Irma Hayes as the Economic and Community Development Deputy Director for the City of Harper Woods and further to approve the employment agreement between the City of Harper Woods and Irma Hayes, and further to authorize the acting City Manager and the Mayor to sign the agreement.

Respectfully Submitted _____, **acting City Manager**

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

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, by and between the City of Harper Woods, Michigan, a municipal corporation, hereinafter called the "CITY" and IRMA HAYES, hereinafter called "EMPLOYEE", collectively the "PARTIES", who agree as follows:

WITNESSETH:

WHEREAS, the CITY desires to employ the services of IRMA HAYES as Deputy Director of Economic Development;

WHEREAS, EMPLOYEE desires to accept employment as Deputy Director of Economic Development for CITY;

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

SECTION 1. DUTIES

CITY hereby agrees to employ IRMA HAYES as Deputy Director of Economic Development and to perform such duties as proper and permissible as the City Manager, the Director of Economic Development or, in their absence, the Mayor and City Council, shall from time to time, assign. The EMPLOYEE shall not obtain secondary employment without the authorization of the City Manager while serving in this capacity.

SECTION 2. TERM

- A. This agreement is for an indefinite term.
- B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the City Manager to terminate the services of the EMPLOYEE as Deputy Director of Economic Development with or without cause, and the PARTIES acknowledge that the EMPLOYEE is employed at the will of the CITY.

SECTION 3. SALARY

CITY agrees to pay EMPLOYEE for her services an annual salary of sixty five thousand dollars (\$65,000) as a full-time employee subject to all state and federal taxes, payable in equal installments at the same time as other employees of the CITY are paid.

EMPLOYEE, after completing one (1) year of full time service, shall annually, receive,

by the second payroll in January of each year, a Longevity Bonus of Five Hundred (\$500) Dollars.

EMPLOYEE , after completing nine (9) years of full time service, shall annually receive, by the second payroll in January of each year, a Longevity Bonus of One Thousand (\$1,000) Dollars.

EMPLOYEE , after completing fourteen (14) years of full time service, shall annually receive, by the second payroll in January of each year, a Longevity Bonus of Two Thousand (\$2,000) Dollars.

EMPLOYEE , after completing twenty-five (25) years of full time service, shall annually, receive by the second payroll in January of each year, a Longevity Bonus of Three Thousand (\$3,000) Dollars.

SECTION 4. BENEFITS

EMPLOYEE shall be entitled to the Blue Cross SB3000 with an after deductible \$5 Generic/\$25 Preferred Brand /\$50 non preferred brand. The City shall make annual contributions to a Health Care Savings Account pursuant to the terms of its collective bargaining agreement with the Technical Professional, and Office Workers Association of Michigan, effective January 1,2022 through December 31,2024 (TPOAM CBA).

EMPLOYEE shall be entitled to Dental Insurance as provided in the TPOAM CBA.

EMPLOYEE shall be entitled to Optical Insurance as provided in the TPOAM CBA.

EMPLOYEE may, if she has hospitalization insurance from another source conditionally opt out of the hospitalization coverage provided by CITY and receive Three Thousand Dollars (\$3,000) annually which will be paid after completion of the previous benefit year and will not be considered for retirement purposes in calculating final average compensation. Should EMPLOYEE wish to resume medical coverage with CITY she shall wait until the start of the next benefit year unless the EMPLOYEE can show proof that their previous health insurance had been terminated, in which case the City shall resume coverage as soon as possible , but in no case longer than sixty (60) days after notification by EMPLOYEE. EMPLOYEE may only opt out providing all conditions contained in CITY's policy for administering the opt out of hospitalization coverage shall have been met.

EMPLOYEE shall receive a monthly contribution to a Retirement Health Care Savings Account (HCSP) made by the CITY in the amount of one hundred and twenty-five (\$125) dollars a month (or \$1500 a year) to this account. The account balance attributed to the CITY contributions shall vest upon five (5) years full-time service. EMPLOYEE contributions shall be immediately vested.

EMPLOYEE shall accrue pension benefits and credits earned while she is employed as Deputy Director of Economic Development at a 1.5% multiplier and pursuant to the provisions in the Patrol CBA applying to Tier 2 Officers (those hired after January 1,2013) except as otherwise indicated herein.

Final Average Compensation (FAC) shall be calculated using base pay only .

EMPLOYEE shall receive fifteen (15) paid holidays as these are recognized and scheduled by EMPLOYER.

EMPLOYEE shall have credited to her personal vacation account twelve (12) vacation days effective upon City Council's ratification of this agreement. Vacation leave shall be increased as follows:

After the completion of one year's service , fifteen (15) days.

After completion of fifteen (15) years service , twenty (20) days.

Vacation time shall not be cumulative and must be used each year and cannot be carried over.

EMPLOYEE shall be entitled to twelve (12) days sick leave with pay annually and shall receive payment for unused sick leave upon separation, retirement or death before retirement pursuant to the terms accorded the general employees of the CITY.

EMPLOYEE shall be entitled to three (3) personal business days, or twenty four (24) hours annually . Personal business time shall be used in increments of not less than four (4) hours. By prior arrangement with EMPLOYEE's supervisor, EMPLOYEE may be scheduled off for personal business reasons. Such days off are in addition to all other benefits provided herein and are with pay. Personal business leave shall not be cumulative year to year; any such credit remaining on January 1 for the prior year shall be canceled.

EMPLOYEE shall be entitled to participate in the CITY's voluntary deferred compensation program and shall be provided with all information necessary to enroll pursuant to its terms and conditions.

SECTION 5. LIFE INSURANCE

CITY shall provide EMPLOYEE with life insurance in the amount of Forty thousand (\$40,000) dollars.

SECTION 6. INDEMNIFICATION

CITY shall indemnify, hold harmless, and warrant to defend EMPLOYEE against any and all claims, legal actions, or any other causes of action that may arise out of any act EMPLOYEE

may perform or may have performed in her capacity of Deputy Director of Economic Development provided EMPLOYEE was not acting beyond the scope of authority of his position.

SECTION 8. TERMINATION AND SEVERANCE PAY

If EMPLOYEE is involuntarily removed from the position of Deputy Director of Economic Development , in that event , EMPLOYEE will receive severance pay equivalent to THREE months' salary (exclusive of fringe benefits) at the rate EMPLOYEE was paid at the time of termination or involuntary separation from the position of Deputy Director of Economic Development. Severance payment may be received in a lump sum upon termination, at the EMPLOYEE'S discretion. Such payment shall not be included in Final Average Compensation (FAC) for determining the EMPLOYEE'S pension benefits.

If EMPLOYEE voluntarily resigns the position of Deputy Director of Economic Development she shall not be entitled to severance pay.

No severance shall be due if EMPLOYEE is terminated for cause from the position of Deputy Director of Economic Development. Nor may EMPLOYEE be employed by the City in any other capacity.

In the event EMPLOYEE voluntarily resigns or terminates her position as Deputy Director of Economic Development, then EMPLOYEE shall give the CITY thirty (30) days notice. Advance notice is a condition precedent for any payment of unused vacation time.

SECTION 8. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. The City Council shall implement any other such terms and conditions of employment as it may determine from time to time relating to the performance of EMPLOYEE, provided such terms and conditions are not inconsistent with or in conflict with the provisions of his agreement, the City Charter, or any other law.
- B. All provisions of the City Charter Code, regulations and rules of the CITY, for Administrative Personnel relating to holidays and working conditions not specifically enumerated herein and as they may be amended apply to EMPLOYEE as they would to other administrative employees of the City except as provided herein.

SECTION 9. GENERAL PROVISIONS

- A. This agreement constitutes the entire agreement of the PARTIES relative to the subject matter of the agreement and supersedes all prior or contemporaneous oral or written understandings, statements, representations or promises. This agreement may not be modified except in writing signed by the EMPLOYEE and a duly authorized representative of the CITY, pursuant to authority granted by the City Council. No promise, inducement or agreement not expressed in this contract has been made or exists between the PARTIES.

- B. This agreement shall become effective after both approval by the City Council and execution by the PARTIES.
- C. If any provision, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable and shall remain in full force and effect.

IN WITNESS WHEREOF, this agreement is signed on behalf of the CITY by its Mayor, attested to by its City Manager, and signed by the EMPLOYEE, all in triplicate on the day and year first written.

Attest: Harper Woods Interim City Manager

Mayor of Harper Woods

As to form: Harper Woods City Attorney

Employee: Irma Hayes

Irma Hayes

248-238-3232 | IrmaHayes@gmail.com

Professional Experience

Disaster Case Manager @ SVDP Disaster Services | 02/2016-Present*

- Guided disaster survivors effectively.

Consultant @ Irma Hayes Productions, L3C | 6/2016-Present

- Provided PR, Entertainment, Political Consulting, and Crisis Management.
- Led the Arts Commission and managed logistics for events.

Engagement Specialist @ FCA Performance Institute, Auburn Hills, MI | 2/2012-4/2015

- Conducted training for Chrysler employees worldwide.
- Bilingual support for NAFTA and Mopar CAP activities.

Public Relations Consultant (Freelance) City of Pontiac, MI | 3/2008-12/2011

- Trained City of Pontiac Housing Commission.
- Managed health workshops and marketing initiatives.

Project Manager @ Entertainment Plus, Detroit, MI | 1/1992-8/2009

- Orchestrated Detroit's premier festival.
- Managed logistics, vendor negotiations, and on-site operations.
- Trained volunteer staff.

Business Owner/Consultant @ Out of the Box PR, Pontiac, MI | 1/1992-3/2003

- Founded a top event management/PR firm.
- Provided training, event management, and PR for city agencies and nonprofits.

Education

- Bachelor of Arts in Communication from Oakland University, MI | *2008*

Key Highlights

- Diverse experience in PR, Marketing, Crisis Management, Event Planning, and Logistics.
- Proven success in leadership roles.
- Bilingual proficiency.
- Strong budgeting, project management, and negotiation skills.

Irma Hayes excels in community engagement, public relations, event management, and logistics. Connect at 248-238-3232 or IrmaHayes@gmail.com for impactful contributions as your Community Engagement and Partnership Manager.

Irma Hayes Productions

Completed Projects

2024

City of Harper Woods in Conjunction with Harper Woods School Board

“Champions of Equality” Parade

January 12, 2024

The City of Harper Woods approached me with the task of organizing a celebration for the High School Football Team's State Championship victory. Within a tight 6-week timeframe, I successfully conceptualized a theme, coordinated floats, planned the parade route, secured funding, engaged the services of a Parade Company, recruited volunteers, and gained the political support of both a Senator and a State Representative.

2023

The Dirt Road Gallery

“Changing the Dialogue” A Celebration

October 21, 2023

We hosted an art show featuring the works of talented artists such as Reggie Hayes, Larry Green, Sheefy McFly, Cindy Hemming, Amanda Koss, Walter Bailey, Jami Young, Lulu Fall, and many others. The event was made even more vibrant with Stacey "Hotwaxx" Hale serving as both DJ and host, creating a dynamic celebration of emerging artists.

Southfield City Hall

“The Kimmie Horne Jazz Festival”

August 11 & 12, 2023

My responsibilities included managing the event's logistics, ensuring that artists checked in promptly, adhered to their scheduled stage times, and exited the stage when their performance time concluded. Additionally, I assisted with various miscellaneous tasks as required to meet the needs of the event's stars and ensure its smooth execution.

City of Harper Woods

“Lost in the Woods”

August 4, 2023

I was responsible for a wide range of tasks, including orchestrating the entire event, and providing mentorship to young community artists interested in following a similar path. I also managed the coordination of visual artist vendors and food vendors, overseeing the sale of food at the event. To enhance the experience, I arranged for the inclusion of a Petting Zoo, a Bounce House, and a Rock Climbing Wall. Additionally, hiring performers, securing a sound system and stage for the event's success.

The Dirt Road Gallery

"Baby Sprinkle"

July 16, 2023

I collaborated with Reflections Events and Britney Sibilis Events to transform The Dirt Road Gallery into a stunning event space, ideal for hosting a memorable baby shower.

City of Harper Woods

"Juneteenth" Celebration

June 19, 2023

I played a vital role in assisting the Mayor of Harper Woods in crafting an educational celebration that highlighted the significance of Juneteenth. The event featured horse rides for seniors and featured guest speakers who shared their insights on the experiences of Black Soldiers. To enhance the experience, I brought in Gwen and Charles Scales to provide Jazz Entertainment and organized a Visual Arts Show. This event was a collaborative effort with Wayne County Community College.

2022

City Institute

Pontiac Walking Tour

August 22, 2022

Led engaging walking tours for community members and visitors in downtown Pontiac, showcasing the area's architectural gems and cultural landmarks. Demonstrated expertise in local history and architecture, enhancing participants' understanding and appreciation of the community's cultural heritage.

Pontiac Arts Commission

"Hispanic Heritage Celebration"

August 20, 2022

Organized a culturally enriching event featuring Cleveland's renowned Salsero, Sammy Deleon y su Orquesta, in celebration of Hispanic Heritage Month. This event was a vibrant celebration of Hispanic culture, bringing together a diverse mix of individuals to enjoy authentic Spanish music and performances. The initiative not only highlighted the rich musical heritage of the Hispanic community but also fostered a sense of unity and cultural appreciation among attendees.

Southfield City Hall

"The Kimmie Horne Jazz Festival"

August 12 & 13, 2022

My responsibilities included managing the event's logistics, ensuring that artists checked in promptly, adhered to their scheduled stage times, and exited the stage when their performance time concluded. Additionally, I assisted with various miscellaneous tasks as required to meet the needs of the event's stars and ensure its smooth execution.

Gallery 46

Bonded

July 2023

"Bonded," the second annual art show curated by Jonathan Harris, marked a significant cultural event, showcasing the works of 64 area artists with a total of 144 art pieces. Creatively utilizing an empty, renovated building transformed into a sleek 'white box' space, the event was aptly named Gallery 46, a reference to its location at 46 N. Saginaw in Downtown Pontiac. This innovative use of space not only provided a platform for local artists to display their work but also contributed to the revitalization and artistic vibrancy of the downtown area.

Pontiac Arts Commission

Lawn Chair Concert Series

Summer 2022

The Lawn Chair Concert Series, a sequence of seven concerts held in various City Parks throughout Pontiac, played a pivotal role in enriching community bonds and showcasing local talent. This initiative not only provided a platform for aspiring local artists but also fostered a sense of unity and safety within the community. By inviting audiences into different neighborhoods, the series highlighted the city's hospitable and secure environment, thereby enhancing the cultural fabric and perception of Pontiac.

Coming Projects in 2024

City of Detroit

Sheometry

<https://www.sheometry.com>

Womens Musical Arts festival featuring art and music

Oakland County

Roots & Rhythm Festival

Summer 2024

City of Southfield

The Kimmie Horne Festival

August 2024

The Dirt Road Gallery

Various Art Shows

Spring 2024

Awards

Ascend Foundation

Pioneer Award

5th Pontiac Honors, May 2023

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 4) Special Land Use - Sozo Health, Inc.; 20790 Harper Avenue

Explanation/Remarks:

Attached is a memorandum from the City Clerk submitting a Special Land Use application from Sozo Health LLC for the development of a marijuana retail business at 20760 Harper Avenue. The Planning Commission has reviewed this and the site plan and has recommended that you approve their request. Final approval of the Special Land Use must be made by the City Council as outlined in Section 10-770 of the City's Zoning Ordinance.

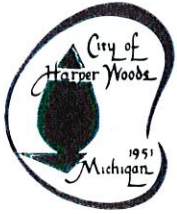
I have reviewed the information and I concur with the recommendation of the Planning Commission that this application be approved.

Recommended Action:

By RESOLUTION, approve the Special Land Use request submitted by Kristi Kelly on behalf of Sozo Health LLC to develop a marijuana retail business at 20760 Harper Avenue.

Respectfully Submitted , acting City Manager

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



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

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams

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

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

May 1, 2024

MEMORANDUM TO: Acting City Manager John Szymanski

SUBJECT: Special Land Use - Sozo Health LLC; 20760 Harper Avenue

At their regular meeting held on April 24, 2024 the Planning Commission members recommended that the request from Kristi Kelly of Sozo Health LLC, for the development of a marijuana retail business at 20760 Harper Avenue be approved.

The Site Plan review and the Special Land Use request was approved by the Planning Commission based on the criteria outlined in Section 10-770.F of the Zoning Ordinance.

All of the information is attached for your review. Please place this before City Council so that they can act on this request as required by the Zoning Ordinance. If you have any questions regarding this matter, please let me know.

Leslie M. Frank
City Clerk

SPECIAL LAND USE: STANDARDS OF APPROVAL

Required Items:

- Detailed written statement fully explaining request
- Legal description of property
- Appropriate signatures & authorizations
- Fees (as earlier provided)
- Initial Submission: (1) Complete Hard Copy Drawing Set, (1) Complete Electronic Drawing Set; Final Submission: Printed Copies (12) full size, (1) ledger-sized drawing of property boundaries, existing and proposed buildings, unusual features of the site or building, abutting streets, existing zoning of adjacent properties, location of buildings on adjacent properties
- Special Land Use Application

Sozo Health Inc. respectfully submits this amended Special Land Use application package for review and consideration to demonstrate compliance with Special Land Use requirements outlined in Harper Woods' *Zoning Ordinance*. Please refer to the provided drawings for reference.

In order for City Council to grant a Special Land Use, the applicant must satisfy all the following standards:

- A. Standard: The proposed Special Land Use will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use activity; for those landowners and residents who are adjacent; and for the City as a whole.***

Pursuant to Ordinance No. 2023-01, marijuana retail establishments are now legal in the City of Harper Woods to promote safe, regulated sale by state-licensed establishments to adults 21+, ensure safe access, discourage the sale of unlicensed marijuana products, and preserve and protect the health, safety, and welfare of the residents of the City and the general public by minimizing unsafe/unregulated marijuana.

In recognition of the City's stated purpose and goals, 20760 Harper Avenue will be a safe, welcoming experience for cannabis consumers shopping in Harper Woods, and its conforming use will benefit local businesses through cross-shopping.

The design aesthetic will transform a sterile, industrial-looking corner lot on a visible artery into an attractive retail store that creates visual continuity with independent merchants and businesses. It will be warm, well-lit, and accessible.

The most critical aspect of the design is the activation of the southern and western elevations to break up the monochromatic expanse of concrete block – aided by the inclusion of planter boxes directly on the building and surrounding the parking lot that bring the site closer to compliance with local landscape requirements. These elements will beautify the space, making it more attractive to surrounding residents and merchants.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the site can comply, provided the subject site is in compliance with zoning standards. As requested, additional information has been provided in the amended site plan application.

B. Standard: The proposed Special Land Use is necessary for the public convenience at the location.

There are no retail (adult use) marijuana stores presently in Harper Woods, Eastpointe, St. Clair Shores, Grosse Pointe Woods, Grosse Pointe Shores, Grosse Pointe Farms, or Grosse Pointe. Outside of Detroit, Roseville is nearest municipality to legalize adult use, but they have not awarded licenses or initiated construction. As a centrally-located corridor in the Detroit-metro region, it is important and necessary to provide an outlet for adult use marijuana. The site has the opportunity to be convenient for nearby residential uses.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the site complies.

C. Standard: The proposed Special Land Use is compatible with adjacent uses of land.

The site is zoned C-2. Section 10-650 of the Harper Woods zoning code defines a C-2 zone as *an area designed to promote retail, service and other compatible uses...that benefit from proximity to other similar uses and that are likely to be patronized by customers who also patronize other businesses in the district during the same visit.* This district encourages continuous, pedestrian-oriented storefront facades on major thoroughfares.

The site is intended to be a marijuana sales location (retail store) if approved. Surrounding businesses include a Taco Bell, a holistic health day spa, a liquor store, a gas station and a car wash. All uses are complimentary to the proposed use and cross-shopping opportunities.

Amendment: Additional Information: *The traffic impact analysis performed by a licensed Professional Engineer determined that “the proposed development indicates that the site plan and proposed use are consistent with the adjacent land uses in the surrounding neighborhoods. Additionally, review of the development operations indicates that the project site will have a minimal impact to the neighborhood residents’ quality of life and ease of access in the area. The time-of-day distribution results show that projected trip generation for the site as compared to adjoined land uses is consistent with other retail uses in the area and are not anticipated to impact the operations of either the adjacent Taco Bell or Mr. C’s Car Wash.”*

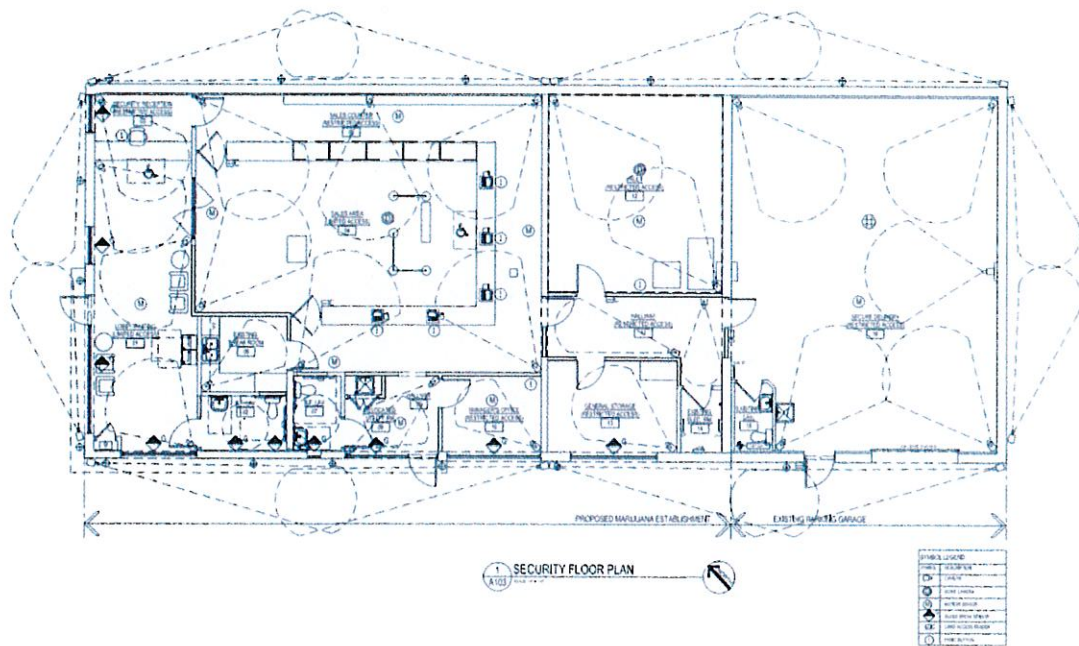
Per the McKenna Site Plan Review Memo dated August 17, 2023, the site can comply, provided the subject site is in compliance with zoning standards. As requested, additional information has been provided in the amended site plan application to address concerns identified in the review process.

D. Standard: The proposed Special Land Use is so designed, located and proposed to operate that the public health, safety and welfare will be protected.

All adult use marijuana retail stores are required to adhere to state law requiring compliance with measures to protect public health, safety and welfare to be licensed, and must demonstrate continued compliance in order to receive annual license renewals. Design, location and operational requirements include:

- Operations only after state and local licensing registration (approvals)

- *Amended additional information: Permitted hours of operation between 9AM and 10PM daily. Subject business will start with 10 hours of operations per day, between 10AM and 8PM daily, and adjust hours within the legal permissible range as market demands.*
- Mandatory background checks for owners and decision-makers
- Requirements for security and surveillance (interior and exterior) to ensure marijuana, personnel and customers are protected including human security guards and technology with video surveillance, controlled access doors, alarm systems, panic alarms, motion detection, fire alarms and monitored security systems handled by Pointe Alarm in Harper Woods, and 5' obscuring walls where required
- Testing requirements so only clean, pathogen-free, pesticide-free products are sold
- Packaging and labeling requirements to advance consumer education and safety
- Product packaging and advertising that does not appeal to minors
- Prohibition of the sale of marijuana to persons under the age of 21
- Sales only permissible indoors in limited access areas (no drive-throughs)
- Purchase limits on each transaction to deter illicit activity
- Prohibition of any person under the age of 21 in the sales area or under the employ of a licensee
- Establishment of limited access and restricted access areas on the licensed premises that are controlled by security personnel/employees where public areas are separated from restricted areas with permanent walls and controlled access.



Per the McKenna Site Plan Review Memo dated August 17, 2023, the site can comply, provided the subject site is in compliance with zoning standards, including exterior lighting and hours of operation. As requested, additional information has been provided in the amended site plan application to demonstrate compliance with established lighting standards, and hours of operation are 10AM-8PM daily, which is within the permissible 9AM-10PM hours of operation.

- E. Standard: The proposed Special Land Use can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.**

As defined in the Harper Woods Zoning Code, public service facilities shall include such uses and services as voting booths, pumping stations, fire halls, police stations, temporary quarters for welfare agencies, public health activities and similar uses including essential public services. There are no obstructions or elements of the site that would diminish or adversely affect public services.

Public facilities include underground utility lines, public streets, or other public facilities. In Harper Woods' zoning code, there is specific reference to species of trees whose roots are known to cause damage to public street rights-of-way, sewers or other utilities, and a specific prohibition against planting trees closer than 15 feet from any such roadways, sewers, or utilities. 20760 Harper Avenue is a concrete parcel with no areas for in-ground landscaping or trees. There are no obstructions or elements of the site that would diminish or adversely affect public facilities.

Amended Additional Information: Applicant has a private service agreement with Waste Management for weekly waste pickup of a 2-yard rolling dumpster that is stored in a secured loading bay (attached garage) and rolled out to Anita Avenue for mechanical service. Applicant has also discussed the site with Harper Woods Fire Department and has amended the proposal to be responsive to preferences and safety considerations identified by HWFD.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the statements are found to be reasonable and the site can comply.

- F. Standard: The proposed Special Land Use will not cause injury to the value of other property in the neighborhood in which it is to be located.**

It is the applicant's belief that investing in the redevelopment of a property has the effect of increasing property value, and by extension, that of surrounding areas in which it is located. This is particularly true when the project is thoughtfully designed to complement existing structures in the community.

Amended Additional Information: As requested, additional information has been provided in the amended site plan application to demonstrate compliance with established zoning standards, and in areas where the site appreciates legal nonconforming status, the applicant has made efforts to creatively bring the site into greater compliance with current standards, including particularly as it relates to landscaping requirements.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the site can comply, provided the subject site is in compliance with zoning standards.

- G. Standard: The proposed Special Land Use will protect the natural environment and help conserve natural resources and energy.**

Undeveloped natural areas are scarce in communities like Harper Woods, with the exception of parks that are generally protected from development. The features of the surrounding area are reflective of that reality, with Harper, Kelly, and Vernier serving as commercial corridors and post-war single family houses populating most available land. The greatest opportunities for conservation and protection of the natural environment exist within the parcels themselves – and include decisions such as whether to redevelop or tear down the existing structures, and choices made to support sustainability and resource conservation.

20760 Harper Avenue offers an opportunity to transform an underutilized site.

From the perspective of conservation, the most responsible choice is to redevelop and rehabilitate a site, rather than demolish and completely rebuild. Unlike new development or a complete tear-down, redevelopment is less resource-intensive, and repurposes salvageable building materials rather than discarding them in landfills.

Additionally, construction choices that affect day-to-day behaviors can encourage conservation behaviors, such as low-flow toilets, motion-sensor lighting in rooms that are not always occupied, LED light bulbs, dishwashers and water dispensers to discourage single use items/plastic, areas dedicated to recycling and returnables, and a design preference for refurbishing rather than replacing will be prioritized for the site.

Amended Additional Information: The inclusion of manual self-watering planters and drip lines minimize the risk of wastewater runoff for plantings, and the addition of a bicycle rack encourages carbon-neutral access to the site.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the site can comply. The reviewers concur with the advantages of building re-use with regard to conservation.

- H. *Standard: The proposed Special Land Use is within the provisions of users requiring special approval as set forth in the various zoning districts herein, is in harmony with the proposed, and conforms to the applicable regulations of the zoning district in which it is to be located, and meets applicable site design standards for each use specified in Sec. 10-240-10-262.***

Pursuant to *Ordinance No. 2023-01*, any business aspiring to operate must first receive site plan and Special Land Use (SLU) approval.

This application package demonstrates compliance with desired zoning requirements, satisfies buffers, improves, beautifies and activates a prominent corner on Harper Avenue. The intended use is not explicitly specified in §10-240-10-262, but does exceed applicable aesthetic and design standards for buildings zoned C-2.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the statements are found to be true, and the site can comply pending the applicant addressing concerns expressed in the review packet, views listed by Planning Commission, and site compliance.

- I. *Standard: The proposed Special Land Use is related to the valid exercise of the City's police power and purposes, which are affected by the proposed use of activity.***

All legal marijuana entities share an obligation to conform with to local, state, and to the extent relevant, federal, authority. The applicant's intended use as a marijuana retail store is in accordance with *Ordinance No. 2023-01*, and the *Michigan Regulation and Taxation of Marijuana Act (MRTMA)* that legalizes adult use marijuana. A reading of both laws together demands an applicant receive licensure from the state and the City of Harper Woods. §333.27956 MRTMA further provides for municipalities to establish ordinances that are not unreasonably impractical, including the regulation of time, place, manner, designate penalties for non-compliance, and assess fees for administration and enforcement.

Per the McKenna Site Plan Review Memo dated August 17, 2023, the site complies.

City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225
313-343-2526 - Building Department
313-642-6825 - fax
www.harperwoodscity.org

SITE PLAN REVIEW APPLICATION INSTRUCTIONS

Pre Application Conference: Developers are encouraged to meet with the City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for pre-application conference can be scheduled by calling the Building Department at 313-343-2526. While a pre-application conference is not required, it is highly recommended. When a pre-application conference does not occur, the developer is encouraged to be familiar with all requirements and to submit a complete and fully documented application.

Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the request:

- 1. Twelve (12) full-sized, folded copies and one (1) ledger-sized copy of a scaled, legible illustration with required details.**
2. A separate detailed written statement fully explaining your request.
3. Legal description of the property.
4. All appropriate signatures and authorizations.
5. The fees as listed on the City's Fee Schedule.

The Planning Commission meets the fourth (4th) Wednesday of each month, applications are due fifteen (15) days prior to the meeting. Please note that meeting dates may be altered for November and December due to holidays.

It is the applicant's responsibility to provide revised drawings if required. Please note that applications may be submitted on the last filing day or if significant issues have not been resolved in a timely manner.



D'Anna Associates
 Architects & Engineers
 10000 E. 1st Avenue, Suite 100
 Denver, CO 80231
 Phone: (303) 751-1100
 Fax: (303) 751-1101
 Website: www.danna.com

ONOS

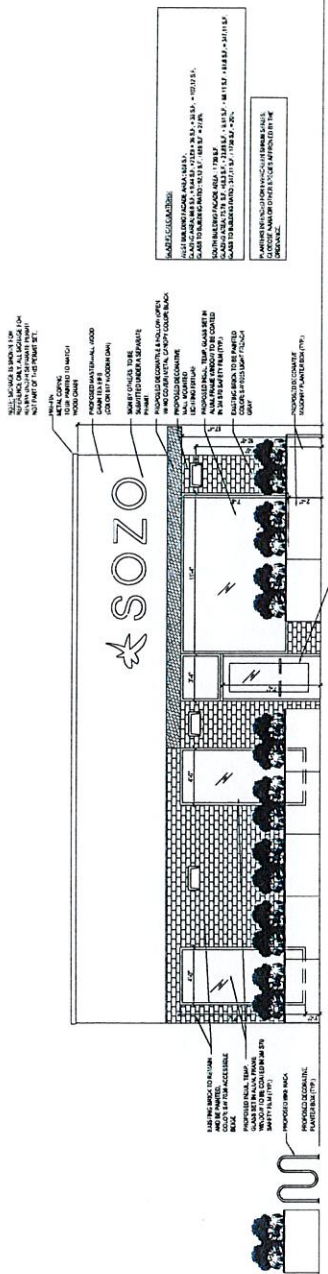
SOZO HARPER WOODS

ARCHITECTURAL FIRM

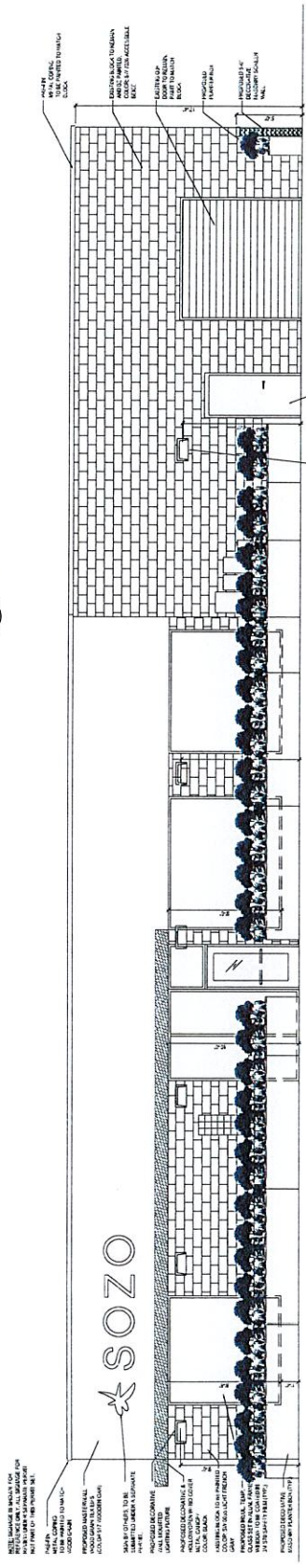


DATE: 11/15/17
PROJECT NO.: 17-004
PROJECT NAME: SOZO HARPER WOODS
PROJECT ADDRESS: 10000 E. 1st Avenue, Suite 100, Denver, CO 80231
PROJECT TYPE: COMMERCIAL
PROJECT STATUS: SCHEMATIC DESIGN
PROJECT OWNER: ONOS
PROJECT ARCHITECT: D'ANNA ASSOCIATES
PROJECT ENGINEER: [Name]

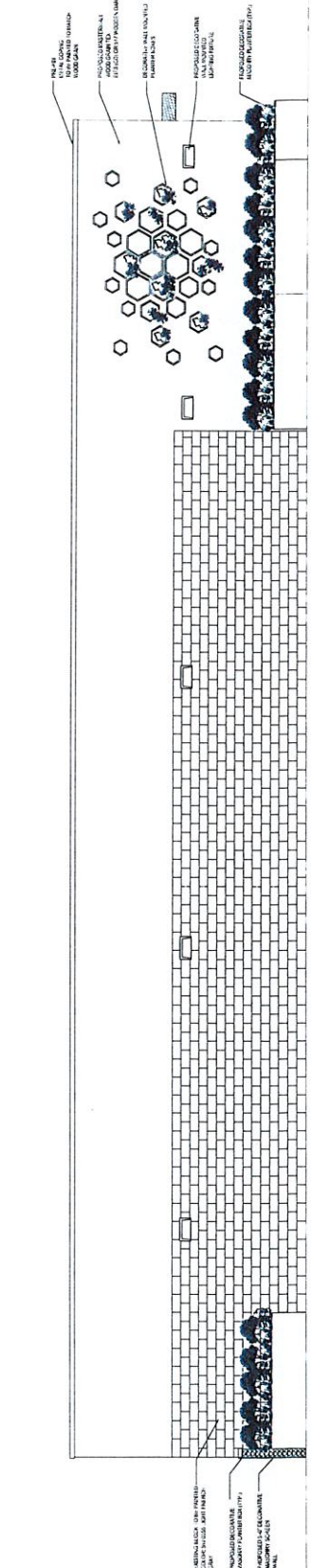
DATE	11/15/17
PROJECT NO.	17-004
PROJECT NAME	SOZO HARPER WOODS
PROJECT ADDRESS	10000 E. 1st Avenue, Suite 100, Denver, CO 80231
PROJECT TYPE	COMMERCIAL
PROJECT STATUS	SCHEMATIC DESIGN
PROJECT OWNER	ONOS
PROJECT ARCHITECT	D'ANNA ASSOCIATES
PROJECT ENGINEER	[Name]



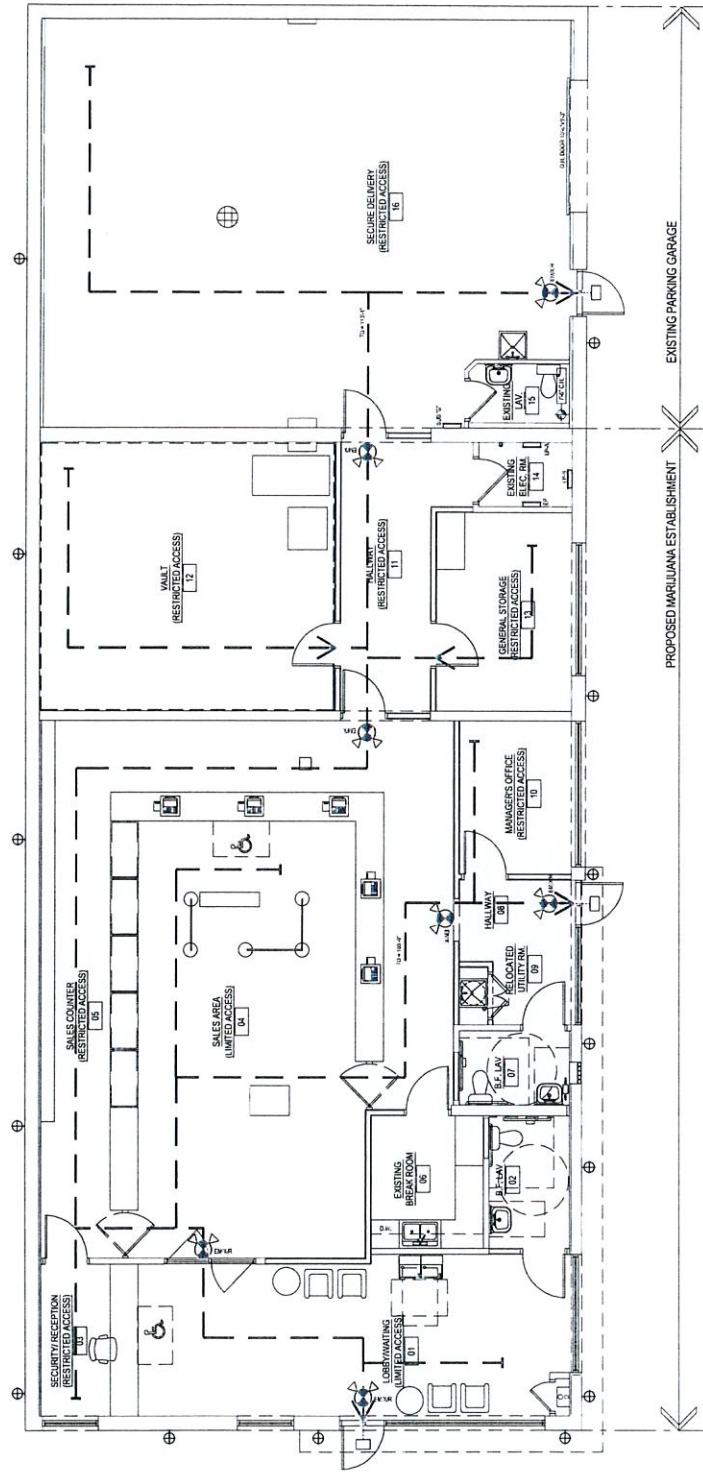
1 PROPOSED WEST ELEVATION
 SCALE: 1/4" = 1'-0"



2 PROPOSED SOUTH ELEVATION
 SCALE: 1/4" = 1'-0"



3 PROPOSED NORTH ELEVATION
 SCALE: 1/4" = 1'-0"



OZOS HARPER WOODS
 10000 WEST 10TH AVENUE, SUITE 100
 DENVER, COLORADO 80202
 PHONE: (303) 750-1000
 FAX: (303) 750-1001
 WWW.OZOSHW.COM

EXISTING PARKING GARAGE

PROPOSED MARIJUANA ESTABLISHMENT



1 EGRESS PLAN
SCALE: 1/4" = 1'-0"

MEMO

VIA EMAIL: kkelly@sozocompanies.com

To: **Kristi Kelly**
Sozo Companies

From: **Julie M. Kroll, PE, PTOE**
Paul Bonner, EIT
Fleis & VandenBrink Engineering

Date: **October 27, 2023**

Re: **Proposed Adult Use Marijuana Retail Facility**
Harper Woods, Michigan
Traffic Impact Assessment

1 INTRODUCTION

This memorandum presents the results of the Traffic Impact Assessment (TIA) for the proposed adult-use marijuana retail facility located at 20760 Harper Avenue, Harper Woods, Michigan. The project site is located generally in the northeast quadrant of the intersection of Harper Avenue and Anita Avenue, as shown on the attached **Figure 1**.

The project site includes a parcel with two units; 20760 Harper is vacant and was previous occupied by painting company, and 20768 Harper Avenue is currently occupied by a day spa, which will be razed with the construction of the proposed development. Site access is proposed via two (2) existing driveways on Harper Avenue and one (1) existing driveway on Anita Avenue. No changes to the existing site access are proposed with the development plan. However, site access along Anita Avenue will restrict left-turn egress movements out of the site driveway; prohibiting vehicle access to the east onto Anita Avenue.

The scope of work for this study was developed based on Fleis & VandenBrink's (F&V) knowledge of the study area, understanding of the development program, accepted traffic engineering practices, and information published by the Institute of Transportation Engineers (ITE).

2 BACKGROUND DATA

2.1 SURROUNDING AREA

The project site location is currently zoned as *Special Business*. Adjacent to the project site, there are several commercial developments including: several fast-food restaurants, grocery store, and car wash that are within close proximity, as shown in **Exhibit 1**. The proposed retail store is consistent with adjacent commercial uses adjacent to the project site and on both Harper Avenue and Anita Avenue.

EXHIBIT 1: SURROUNDING LAND USES



2.2 SITE ACCESS

Site access will be provided via two (2) existing driveways on Harper Avenue and one (1) existing driveway on Anita Avenue. There are two parking lots for this development. The parking lot adjacent to the north side of the building will accommodate employees, bicycles, and overflow parking from the primary lot located adjacent to the south side of the building. The southern parking lot will accommodate customers and deliveries.

Harper Avenue adjacent to the project site is essentially a continuation of the I-94 EB Service Drive north of Vernier Road, therefore; access on Harper Avenue is limited to right-turn ingress only. The driveway along Anita Avenue is limited to right-turn egress only, with a proposed no left-turn sign as shown on the site plan, directing traffic back onto Harper Avenue to minimize the interruption of traffic to residents of Anita Avenue. Additional roadway information is summarized in Table 1. Existing lane use and traffic control is shown on the attached Figure 2.

Sozo dispensaries receives deliveries through a 3rd party transport service which utilize fleets of sprinter vans. The deliveries are proposed to enter the southern parking lot via Harper Avenue to access the secured drive-in loading bay to make their deliveries, located on the east side of the site. These delivery vehicles will then exit the site via the access on Anita Avenue, returning to Harper Avenue. Additionally, Waste Management will provide weekly service to the project site for one, two-yard rolling bin that can be rolled out to Anita Avenue on trash pickup day.

TABLE 1: ADJACENT ROADWAY SUMMARY

Roadway Segment	Anita Avenue	Harper Avenue
Number of Lanes	2	3 (One-way)
Functional Classification	Local	Other Principal Arterial
Speed Limit	25 mph	35 mph
Average Annual Daily Traffic (AADT)	N/A	10,283 (MDOT 2022)

3 PROJECTED FUTURE TRAFFIC VOLUMES

The number of Weekday peak hour (AM and PM) and daily vehicle trips were generated for the proposed adult-use marijuana retail facility. The trips generated were calculated using the equations and rates

published by the *ITE Trip Generation Manual, 11th Edition*. The trip generation summary is shown in **Table 2** and the detailed ITE data is attached. The attached **Figure 3** shows the site generated trips at the site driveways.

The trip generation calculations were compared to the City of Harper Woods thresholds for a traffic impact study which state that for applications *Traffic impact study and analysis, and trip generation survey results, obtained from a licensed traffic engineer for all developments with over 100 directional vehicle trips per peak hour.* (Section 10-483)

The results of the trip generation analysis indicate that due to the low trip generation associated with the proposed development, a Traffic Impact Study (TIS) is not required for this project site.

TABLE 2: TRIP GENERATION SUMMARY

Land Use	ITE Code	Amount	Units	Average Daily Traffic (vpd)	AM Peak Hour (vph)			PM Peak Hour (vph)		
					In	Out	Total	In	Out	Total
Marijuana Dispensary	882	2,930	SF	619	16	15	31	28	27	55
Harper Woods TIS Threshold					100			100		
TIS Required?					No			No		

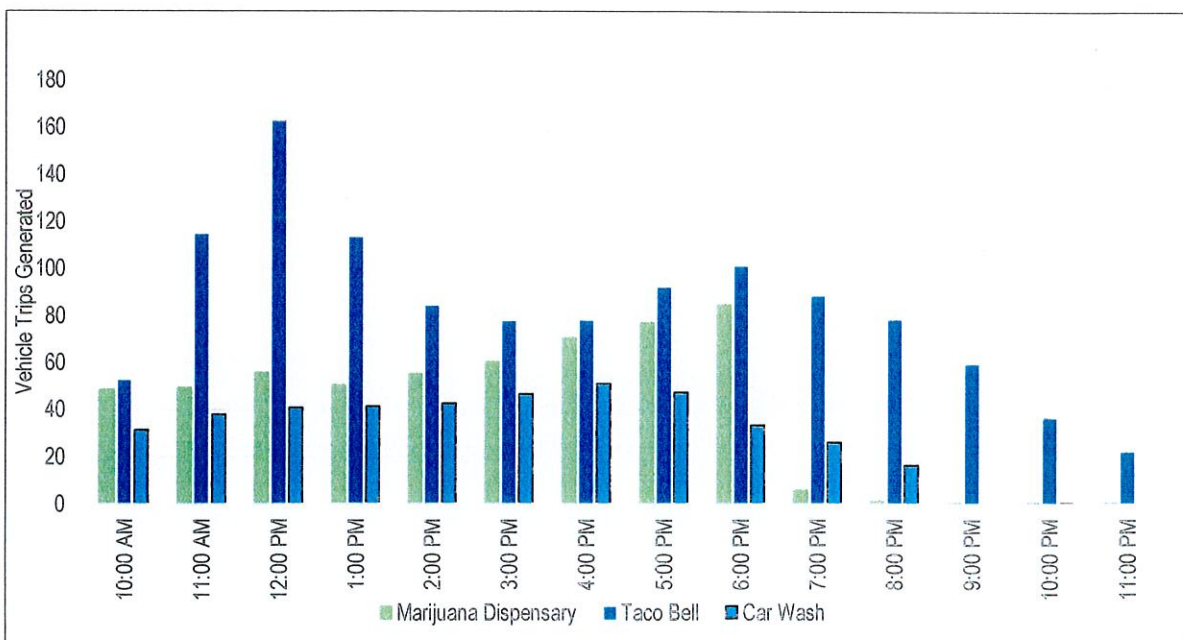
4 ADJACENT USE COMPARISON

A comparison of the proposed development plan was compared to the trip generation peak characteristics of two of the land use immediately adjacent to the site: Taco Bell and Mr. C's Car Wash.

- **Taco Bell:** This land use, typically has the highest peaks during the mid-day and evening periods, typical of a fast-food restaurant.
- **Car Wash:** Car washes on a daily basis have very consistent, but low traffic volumes. The highest operating days at the car wash are typically in the winter months, on sunny days, which occurs only a few days per year.
- **Dispensary Operations:** The proposed dispensary anticipates their traffic volumes to be pretty steady throughout the day, with higher peaks toward the end of the day. Peak volumes are typically higher on Friday afternoons.

The daily distributions for the various land uses are illustrated below in **Figure 3**.

FIGURE 3: DAILY TRIPS GENERATED



5 CONCLUSIONS

The conclusions of this TIA are as follows:

- The projected trip generation associated with the proposed development is below the City of Harper Woods TIS requirements threshold of *100 directional vehicle trips per peak hour*. (Section 10-483). The overall impact of the proposed development on the adjacent roadway network is negligible.
- The proposed site plan has restricted access onto Anita Ave. to the east of the development, therefore all traffic generated by the proposed development will utilize Harper Ave. and will not impact the adjacent neighborhood.
- The site access and circulation were reviewed and will accommodate the projected operations of the proposed development plan.
- Review of the proposed development indicates that the site plan and proposed use are consistent with the with the adjacent land uses in the surrounding neighborhoods. Additionally, review of the development operations indicates that the project site will have a minimal impact to the neighborhood residents' quality of life and ease of access in the area.
- The results of the time-of-day distribution show that projected trip generation for the site as compared to the adjacent land uses is consistent with other retail uses in the area and are not anticipated to impact the operations of either the adjacent Taco Bell or Mr. C's Car Wash.

Any questions related to this memorandum, study, analysis, and results should be addressed to Fleis & VandenBrink.



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Michigan.

Digitally signed by Julie M.
Kroll
Date: 2023.10.27 15:48:10
-04'00'

Attached: Figure 1-3
Proposed Site Plan
ITE Trip Generation Summary



December 15, 2023

Planning Commission
City of Harper Woods
19617 Harper Avenue
Harper Woods, Michigan 48225

Subject: Sozo Health Inc. – Site Plan Review
Location: 20760 Harper Road
Applicant: Kristi Kelly, Project Manager on behalf of Renew Investments LLC

Dear Planning Commissioners,

The City received the above application for special land use and site plan approval (plans dated November 1, 2023), and supplemental information (revised elevations dated 11/30/23, supplemental memo dated 12/4/23). The applicant, Kristi Kelly, proposes to construct a marijuana retail establishment (“Project”) at the subject address (Parcel No.42-001-06-0068-000). The petitioner is proposing to modify an existing building and demolish an adjacent existing vacant buildings to accommodate a marijuana retail establishment.

PROJECT SUMMARY

The subject site is zoned in the C-2, Special Business District, where the requested use, the operation of a marijuana retail establishment, is considered a special land use. Marijuana establishments may only be allowed after receiving site plan and special land use approval as indicated in Section 10-770 Special Land Uses.





SITE PLAN REVIEW

This project is reviewed against the City's Zoning Ordinance, Master Plan, existing site conditions, and sound planning and design principles to provide constructive and helpful feedback for the development of this site. A summary of our findings and compliance is detailed in the table below. We offer the following comments for your consideration.

1. Zoning and Use

The C-2, Special Business District *"is designed to permit retail, service, and other compatible uses that are not primarily automobile-oriented, that benefit from proximity to other similar uses, and that are likely to be patronized by customers who also patronize other businesses in the district during the same visit. This district encourages continuous, pedestrian-oriented storefront facades on major thoroughfares and collector streets."*

The marijuana establishment proposes a use that is not primarily automobile oriented, in that it is a retail business (and not, for example, a drive-through restaurant or automobile service center). Additionally, the proposed establishment has the potential to benefit the nearby small businesses, restaurants, and shops through cross-shopping.

A. Locational Requirements:

Subject to 10-264(C)(c) of the Harper Woods Zoning Ordinance, the following locational requirements shall be met:

- a. *"All lots containing a marijuana establishment must be located at least 1,000 feet from the nearest lot line of any child care center or licensed daycare facility licensed by the State of Michigan Department of Licensing and Regulatory Affairs and 1,000 feet from the nearest preschool program center, primary, intermediate or secondary school, or like facility, established pursuant to and in accordance with the Revised School Code, P.A. 451 of 1976, being M.C.L.A. §§ 380.1 through 380.1853, as amended, and/or the State School Aid Act of 1979, P.A. 94 of 1979, being M.C.L.A. §§ 388.1601 through 388.1772, as amended."*

To our knowledge, the subject property is not within 1,000 feet from a protected use.

- b. *"All lots containing a marijuana establishment must be located at least 1,500 feet from any other lot containing a marijuana establishment, measured from the nearest lot line of the marijuana establishment to the nearest lot line of any other marijuana establishment."*

No other marijuana establishments are located nearby. By the City's licensing and application process for marijuana facilities, this application is currently eligible to establish a 1,500 foot buffer from other facilities.

- c. *"A marijuana establishment shall be permitted as a special land use on parcels whose front lot line is the Kelly Road or Harper Avenue right-of-way line and are located in the C-1 General Business or C-2 Special Business Zoning Districts".*



The proposed establishment complies with these requirements, as the property is located on Harper Avenue and is within the C-2 Special Business District.

B. Schedule of Regulations: The C-2 District dimensional requirements and those of the site are as follows, per Section 10-601.

Dimension	C-2 Requirements	Proposed	Compliance
Min. Lot Width	-	N/A	Complies
Min. Lot Area	-	N/A	Complies
Max. Lot Coverage	-	Reduced	Complies
Max. Height	2 stories/30 feet	<30 feet	Complies
Min. Setbacks	-	N/A	Complies

Per the table above, the proposed marijuana retail establishment complies with the area and bulk regulations.

- 2. Parking and Loading.** The applicant proposes a total of 15 off-street parking spaces, which includes one accessible parking spot.

Section 10-421(C)12 of the Harper Woods Zoning Ordinance requires 1 parking space for every 200 square feet of gross floor area for retail stores. The Zoning Ordinance definition of gross floor area includes the following: *"Any space devoted to off-street parking or loading shall not be included in "floor area"*.

The applicant asserts that the rear 1,052 sf of loading / attached garage bay is devoted to off-street parking and loading and therefore, the proposed building has a gross floor area of 2,930, which requires 15 spaces. This standard is met. The applicant has provided operational details, which has concluded there is an expected parking demand that ranges between 2-4 spaces per hour.

The proposed parking aisles and parking space dimensions comply with Zoning Ordinance Standards.

- 3. Access Management.** The proposal reuses existing curb cuts on Harper and Anita. Each of the curb cuts is proposed to be 20' wide. This is sufficient, as the drives are intended to be one-way. There are no apparent zoning concerns with the proposed circulation pattern. The applicant has provided turning diagrams and predicted site circulation patterns in the Site Plan written response packet under separate cover.

Subject to Section 10-264 and Section 10-484 a Traffic Impact Study (TIS) may be required by the Planning Commission, if deemed necessary. The applicant has submitted a Traffic Impact assessment by Fleis&Vandenbrink for review, which concludes that the proposal's impact on existing traffic patterns is negligible.



Waste is to be located and collected from a rolling receptacle that will be rolled to Anita Avenue for collection, and therefore does not impact the circulation of the site.

4. **Landscaping and Screening.** The existing site is devoid of any landscaping, and it does not meet current Zoning Ordinance standards. The applicant proposes to add landscape planter boxes to screen the parking lot from the public right-of-way and provide ornamental grasses and shrubs on the public way to bring the site closer to compliance with current standards. We believe this approach is reasonable given the existing site configuration.

Landscaping requirements are detailed below.

- A. General Site Requirements. The Zoning Ordinance requires that all unpaved portions of the site be planted with grass, ground cover, shrubbery, or other suitable live material. At this time, the site does not have any unpaved portions. Section 10-282.2 of the Zoning Ordinance states that at least 6% of the site must be maintained as landscaped open area. The applicant has noted that the site, which is a total of 12,727 square feet, will have 764.27 square feet of planter area. This amounts to approximately 6% of the landscape area. Additionally, all landscaped areas must be irrigated. The plans indicate that landscaped areas will be fully irrigated with underground systems.
- B. Landscaping Adjacent to Streets and Street Rights-of-Way. Landscaping adjacent to a street or street right-of-way shall consist of a landscaped area with a minimum depth of 10 feet, which shall be located on private property contiguous to the road right-of-way, excluding openings for driveways and sidewalks. The existing site is legally nonconforming to this provision.
- C. Parking Lot Landscaping. Parking lot landscaping is required for commercial developments that have more than 15 parking spaces. The site has 15 parking spaces and therefore does not require parking landscaping.
- D. Screening. Section 10-264 of the Zoning Ordinance requires that a 5' wall be built along the northern and easternmost property lines. The proposed site plan includes a 5' screening wall as required.

If there are any existing or proposed mechanical equipment locations, they must be screened on at least three sides, including any side visible from the public right-of-way. This screening must consist of evergreen screening and insofar as practical, exceed the height of the mechanical equipment. The applicant indicated that there is no existing or proposed mechanical equipment.

The applicant intends to screen the parking lots from the Anita right-of-way with planter boxes.

- E. Modification of Landscape Requirements:
The Zoning Ordinance grants the Planning Commission discretion regarding landscaping requirements: *In consideration of the overall design and impact of a specific landscape plan, and*



in consideration of the amount of existing plant material to be retained on the site, the Planning Commission may modify the specific requirements outlined herein, provided that any such adjustment is in keeping with the intent of this Article and Ordinance in general. In determining whether a modification is appropriate, the Planning Commission shall consider whether the following conditions exist:

- A. *The public benefit intended by the landscape regulations could be better-achieved with a plan that varies from the strict requirements of the Ordinance, and*
- B. *1. Topographic features or other unique features of the site create conditions such that strict application of the landscape regulations would result in a less effective screen than an alternative landscape design, or
2. Parking, vehicular circulation, or land use are such that required landscaping would not enhance the site or result in the desired screening effect.*

5. Building Design. Elevations of the proposed building renovation were provided. When an existing site is undergoing improvement, change in use, expansion, or reoccupation, the site must be brought into compliance with the minimum standards of the Zoning Ordinance as much as reasonably possible. The following standards are from Section 10-291 (A) of the Harper Woods Zoning Ordinance.

- A. **Building Materials.** The existing facades are painted brick and other masonry materials. The proposal maintains this character, in addition to adding masonry planters to the south and west facades. The materials appear appropriate.
- B. **Building Entrance.** All commercial buildings shall have a public entrance facing the street. Secondary public entrances at the rear or the side of the building must be clearly defined with architectural features such as canopies, a decorative sign, or other design features. The proposal meets this standard through the inclusion of planter boxes and canopies.
- C. **Windows.** Building facades facing the public rights-of-way must consist of at least 20% window area. The bottom sill of the windows on the front facade shall be located no higher than four (4) feet above grade. No more than 25 percent of the window area shall be covered with signage or other obscuring elements. When a building is located on a corner, this standard applies to both facades facing the rights-of-way, unless one of the rights-of-way is for a residential street. The applicant has provided glazing calculations, which indicate the west building façade (Harper Avenue) is composed of 27.8% glass, while the southern façade (Anita Avenue) is composed of 20% glass. The applicant complies with the glazing standard. We note that security film is proposed on all glass. To comply with this standard, this film must not result in the glass being tinted or opaque. If it results in the appearance of clear glass, it complies with the standard. The revised elevations include notes indicating that the glass will be clear.
- D. **Colors.** The applicant proposes to paint the building. The proposed colors include the colors "wooden oar" (brown), beige, and gray. The colors are all natural earth tones and appear to be appropriate. The specified paint colors include:



Primary Building Color (painted brick): Sherwin Williams SW7036 "Accessible Beige"

Primary Detail Color (EIFS wood finish): Master Wall Inc. 517 "Wooden Oar"

Wrought Iron Metalwork: American Wrought Iron standard black

- E. Awnings and Canopies. A black metal canopy is proposed on the southern and western facades of the building. The awning cannot be internally lit or backlit.
- F. Signs. Refer to **item #7**.
- G. Roof-Mounted Equipment. No new equipment was proposed with this application. Revised elevations provided details on proposed screening.

6. Dumpster Area

The following standards are from Section 10-291(D)(2) of the Harper Woods Zoning Ordinance:

- A. Location. As per the Site Plan written response packet (under separate cover), the applicant has proposed a dumpster location within the attached garage as opposed to an exterior location. The bin is to be manually rolled to the waste pickup location on Anita Avenue during trash collection times.

7. Signs.

Conceptual signage was indicated on the facades but is not reviewed at this time. We defer to the building official for approval or denial of any potential signs.

- 8. Lighting. Section 10-291(B) details the exterior lighting requirements of the zoning ordinance. A photometric plan has been submitted that indicates proposed lighting levels, lighting fixtures, and mounting heights. Fixtures are to be mounted at 9', which is less than the maximum of 13' and lighting levels demonstrate no trespass onto nearby properties.

Section 10-291(B) of the Zoning Ordinance requires exterior lighting to be placed and shielded so as to direct the light away from adjoining properties.

9. Other Agency Reviews

This project is subject to review by any city department or other agency to ensure the public health, safety and welfare. The City Engineer provided comments in parallel to our review. We acknowledge that these comments were not received by the applicant in time for any potential revision prior to Planning Commission packets.



SPECIAL LAND USE REVIEW

Section 10-770.F. contains the nine (9) standards the City Council must review to grant the Special Land Use, after a recommendation from the Planning Commission.

The applicant completed the Special Land Use application related to these approval standards, with their responses to each standard pasted below and bordered in blue.

We have responded to each standard and their corresponding responses below.

No special approval shall be granted by the City Council unless the special use:

- 1. Will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use or activity; for those land- owners and residents who are adjacent; and for the City as a whole.**

Pursuant to Ordinance No. 2023-01, marijuana retail establishments are now legal in the City of Harper Woods to promote safe, regulated sale by state-licensed establishments to adults 21+, ensure safe access, discourage the sale of unlicensed marijuana products, and preserve and protect the health, safety, and welfare of the residents of the City and the general public by minimizing unsafe/unregulated marijuana.

In recognition of the City's stated purpose and goals, 20760 Harper Avenue will be a safe, welcoming experience for cannabis consumers shopping in Harper Woods, and its conforming use will benefit local businesses through cross-shopping.

The design aesthetic will transform a sterile, industrial-looking corner lot on a visible artery into an attractive retail store that creates visual continuity with independent merchants and businesses. It will be warm, well-lit, and accessible.

The most critical aspect of the design is the activation of the southern and western elevations to break up the monochromatic expanse of concrete block – aided by the inclusion of planter boxes directly on the building and surrounding the parking lot that bring the site closer to compliance with local landscape requirements. These elements will beautify the space, making it more attractive to surrounding residents and merchants.

Review Comment: The subject site has the potential to benefit local businesses through cross-shopping.



2. **Is necessary for the public convenience at the location.**

There are no retail (adult use) marijuana stores presently in Harper Woods, Eastpointe, St. Clair Shores, Grosse Pointe Woods, Grosse Pointe Shores, Grosse Pointe Farms, or Grosse Pointe. Outside of Detroit, Roseville is nearest municipality to legalize adult use, but they have not awarded licenses or initiated construction. As a centrally-located corridor in the Detroit-metro region, it is important and necessary to provide an outlet for adult use marijuana. The site has the opportunity to be convenient for nearby residential uses.

Review Comment: We are not aware of any evidence that the proposed use is not necessary for the public convenience at the proposed location..

3. **Is compatible with adjacent uses of land.**

The site is zoned C-2. *Section 10-650* of the Harper Woods zoning code defines a C-2 zone as *an area designed to promote retail, service and other compatible uses...that benefit from proximity to other similar uses and that are likely to be patronized by customers who also patronize other businesses in the district during the same visit.* This district encourages continuous, pedestrian-oriented storefront facades on major thoroughfares.

The site is intended to be a marijuana sales location (retail store) if approved. Surrounding businesses include a Taco Bell, a holistic health day spa, a liquor store, a gas station and a car wash. All uses are complimentary to the proposed use and cross-shopping opportunities.

Amendment: Additional Information: *The traffic impact analysis performed by a licensed Professional Engineer determined that "the proposed development indicates that the site plan and proposed use are consistent with the adjacent land uses in the surrounding neighborhoods. Additionally, review of the development operations indicates that the project site will have a minimal impact to the neighborhood residents' quality of life and ease of access in the area. The time-of-day distribution results show that projected trip generation for the site as compared to adjoined land uses is consistent with other retail uses in the area and are not anticipated to impact the operations of either the adjacent Taco Bell or Mr. C's Car Wash."*



Review Comment: The applicant's traffic study submission asserts that the proposed use is compatible with adjacent land uses.

4. **Is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected.**

All adult use marijuana retail stores are required to adhere to state law requiring compliance with measures to protect public health, safety and welfare to be licensed, and must demonstrate continued compliance in order to receive annual license renewals. Design, location and operational requirements include:

- Operations only after state and local licensing registration (approvals)



- *Amended additional information: Permitted hours of operation between 9AM and 10PM daily. Subject business will start with 10 hours of operations per day, between 10AM and 8PM daily, and adjust hours within the legal permissible range as market demands.*
- Mandatory background checks for owners and decision-makers
- Requirements for security and surveillance (interior and exterior) to ensure marijuana, personnel and customers are protected including human security guards and technology with video surveillance, controlled access doors, alarm systems, panic alarms, motion detection, fire alarms and monitored security systems handled by Pointe Alarm in Harper Woods, and 5' obscuring walls where required
- Testing requirements so only clean, pathogen-free, pesticide-free products are sold
- Packaging and labeling requirements to advance consumer education and safety
- Product packaging and advertising that does not appeal to minors
- Prohibition of the sale of marijuana to persons under the age of 21
- Sales only permissible indoors in limited access areas (no drive-throughs)
- Purchase limits on each transaction to deter illicit activity
- Prohibition of any person under the age of 21 in the sales area or under the employ of a licensee
- Establishment of limited access and restricted access areas on the licensed premises that are controlled by security personnel/employees where public areas are separated from restricted areas with permanent walls and controlled access.

Review Comment: The site has the opportunity to exist without affecting the public safety, health, and welfare of Harper Woods. The applicant has indicated within the plans that lighting will be constructed and security will be deployed. The proposed plans depict interior security plans, including camera locations and areas of restricted access. The applicant has also submitted a lighting plan and hours of operation.

5. **Can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.**



As defined in the Harper Woods Zoning Code, public service facilities shall include such uses and services as voting booths, pumping stations, fire halls, police stations, temporary quarters for welfare agencies, public health activities and similar uses including essential public services. There are no obstructions or elements of the site that would diminish or adversely affect public services.

Public facilities include underground utility lines, public streets, or other public facilities. In Harper Woods' zoning code, there is specific reference to species of trees whose roots are known to cause damage to public street rights-of-way, sewers or other utilities, and a specific prohibition against planting trees closer than 15 feet from any such roadways, sewers, or utilities. 20760 Harper Avenue is a concrete parcel with no areas for in-ground landscaping or trees. There are no obstructions or elements of the site that would diminish or adversely affect public facilities.

Amended Additional Information: Applicant has a private service agreement with Waste Management for weekly waste pickup of a 2-yard rolling dumpster that is stored in a secured loading bay (attached garage) and rolled out to Anita Avenue for mechanical service. Applicant has also discussed the site with Harper Woods Fire Department and has amended the proposal to be responsive to preferences and safety considerations identified by HWFD.

Review Comment: We find the applicant's statement to be reasonable.

6. Will not cause injury to the value of other property in the neighborhood in which it is to be located.

It is the applicant's belief that investing in the redevelopment of a property has the effect of increasing property value, and by extension, that of surrounding areas in which it is located. This is particularly true when the project is thoughtfully designed to complement existing structures in the community.

Amended Additional Information: As requested, additional information has been provided in the amended site plan application to demonstrate compliance with established zoning standards, and in areas where the site appreciates legal nonconforming status, the applicant has made efforts to creatively bring the site into greater compliance with current standards, including particularly as it relates to landscaping requirements.

Review Comment: Research suggests that well-regulated and well-managed cannabis retailers may have a neutral or positive effect on property values, as they can attract foot traffic and businesses to the



area. However, factors like proximity to schools, crime rates, and community perception can also play a role.

7. Will protect the natural environment and help conserve natural resources and energy.

Undeveloped natural areas are scarce in communities like Harper Woods, with the exception of parks that are generally protected from development. The features of the surrounding area are reflective of that reality, with Harper, Kelly, and Vernier serving as commercial corridors and post-war single family houses populating most available land. The greatest opportunities for conservation and protection of the natural environment exist within the parcels themselves – and include decisions such as whether to redevelop or tear down the existing structures, and choices made to support sustainability and resource conservation.

20760 Harper Avenue offers an opportunity to transform an underutilized site.

From the perspective of conservation, the most responsible choice is to redevelop and rehabilitate a site, rather than demolish and completely rebuild. Unlike new development or a complete tear-down, redevelopment is less resource-intensive, and repurposes salvageable building materials rather than discarding them in landfills.

Additionally, construction choices that affect day-to-day behaviors can encourage conservation behaviors, such as low-flow toilets, motion-sensor lighting in rooms that are not always occupied, LED light bulbs, dishwashers and water dispensers to discourage single use items/plastic, areas dedicated to recycling and returnables, and a design preference for refurbishing rather than replacing will be prioritized for the site.

Amended Additional Information: The inclusion of manual self-watering planters and drip lines minimize the risk of wastewater runoff for plantings, and the addition of a bicycle rack encourages carbon-neutral access to the site.

Review Comment: We concur with the advantages of building re-use with regard to conservation.

8. Is within the provisions of uses requiring special approval as set forth in the various zoning districts herein, is in harmony with the purposes and conforms to the applicable regulations of the zoning district in which it is to be located and meets applicable site design standards for each use specified in Sections 10-241 through 10-259.



Pursuant to *Ordinance No. 2023-01*, any business aspiring to operate must first receive site plan, and Special Land Use (SLU) approval.

This application package demonstrates compliance with desired zoning requirements, satisfies buffers, improves, beautifies and activates a prominent corner on Harper Avenue. The intended use is not explicitly specified in §10-240-10-262, but does exceed applicable aesthetic and design standards for buildings zoned C-2.

Review Comment: We find the applicant's statement to be true. The applicant is enhancing the existing site through building and landscaping improvements.

9. **Is related to the valid exercise of the City's police power and purposes which are affected by the proposed use or activity.**

All legal marijuana entities share an obligation to conform with to local, state, and to the extent relevant, federal, authority. The applicant's intended use as a marijuana retail store is in accordance with *Ordinance No. 2023-01*, and the *Michigan Regulation and Taxation of Marijuana Act (MRTMA)* that legalizes adult use marijuana. A reading of both laws together demands an applicant receive licensure from the state and the City of Harper Woods. §333.27956 MRTMA further provides for municipalities to establish ordinances that are not unreasonably impractical, including the regulation of time, place, manner, designate penalties for non-compliance, and assess fees for administration and enforcement.

Complies.

Review Comment: We believe this proposal can comply with this standard. The Planning Commission may request additional information about these or any of the standards to aid their review and determination.



RECOMMENDATION

Two zoning approvals are required for this project to proceed:

- approval of a site plan,
- and approval of a special land use permit.

Site Plan: Pursuant to the Harper Woods Zoning Ordinance, the Planning Commission has the authority to approve, disapprove, approve with conditions that are reasonably related to Ordinance standards, or return the site plan to the applicant with a written statement of the modifications necessary to obtain approval.

Special Land Use: The Planning Commission must make a recommendation to City Council as to whether or not the application meets the Zoning Ordinance standards for Special Land Use approval. At the initiative of the City Council, or upon the request of the applicant for special approval of a land use, or a property owner or the occupant of a structure located within 300 feet of the boundary of the property being considered for a special land use, a duly noticed public hearing shall be held before a decision on the special approval request.

Based on the above findings, we believe enough information has been provided and the Planning Commission may consider approving this site plan. We recommend that the Planning Commission conduct the required public hearing. Pending information received at that hearing, the Planning Commission may make a decision on the site plan application and consider whether it is satisfied that the standards for the Special Land Use approval have been met.

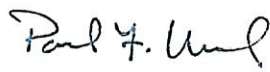
We recommend any potential approval for this project is conditioned on the following:

1. *The applicant satisfactorily addresses with the Administration all outstanding recommended and required conditions as identified in the Engineering report and any other department comments.*
2. *The applicant receives all other required agency and jurisdiction approvals.*

Please let us know if you have questions. Thank you.

Respectfully submitted,

McKENNA


Paul Urbiel, AICP
Senior Principal Planner


Ashley E. Amey
Assistant Planner


Brigitte Smith Wolf, AICP
Assistant Planner

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 5) Special Land Use - 759 E. Pinconning LLC; 19616 Kelly Road

Explanation/Remarks:

Attached is a memorandum from the City Clerk submitting a Special Land Use application from 759 E. Pinconning LLC for the development of a marijuana retail business at 19616 Kelly Road. The Planning Commission has reviewed this and the site plan and has recommended that you approve their request. Final approval of the Special Land Use must be made by the City Council as outlined in Section 10-770 of the City's Zoning Ordinance.

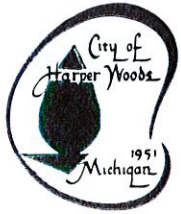
I have reviewed the information and I concur with the recommendation of the Planning Commission that this application be approved.

Recommended Action:

By RESOLUTION, approve the Special Land Use request submitted by Kirk Lytwyn on behalf of 759 E. Pinconning LLC, dba Essence Collective to develop a marijuana retail business at 19616 Kelly Road.

Respectfully Submitted  , acting City Manager

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



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

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams

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

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

May 2, 2024

MEMORANDUM TO: Acting City Manager John Szymanski

SUBJECT: Special Land Use - 759 E. Pinconning LLC; 19616 Kelly Road

At their regular meeting held on April 24, 2024 the Planning Commission members recommended that the request from Kirk Lytwyn of 759 E. Pinconning LLC, dba Essence Collective for the development of a marijuana retail business at 19616 Kelly Road be approved.

The Site Plan review and the Special Land Use request was approved by the Planning Commission based on the criteria outlined in Section 10-770.F of the Zoning Ordinance.

All of the information is attached for your review. Please place this before City Council so that they can act on this request as required by the Zoning Ordinance. If you have any questions regarding this matter, please let me know.

Leslie M. Frank
City Clerk

SPECIAL LAND USE APPLICATION

1. **Applicant:** 759 East Pinconning LLC dba Essence Collective

Mailing Address: 17228 Summit Drive Northville, MI 48168
Street City Zip
Telephone Number: **Mobile Number:** 313-779-4492

2. **Property Owner:** Wehasit LLC (Single member entity-owned by Kirk Lytwyn)

Mailing Address: 17228 Summit Drive Northville, MI 48168
Street City Zip
Telephone Number: **Mobile Number:** 313-779-4492

3. **Project Manager (Required) :** Kirk Lytwyn

Mailing Address: 17228 Summit Drive Northville, MI 48168
Street City Zip
Telephone Number: **Mobile Number:** 313-779-4492

4. **Architect/Engineer:** James Davis

Mailing Address: 123 Main St, East Lansing, MI 48824
Street City Zip
Telephone Number: 7178420507 **Mobile Number:**

5. **Address of Property:**

19616 Kelly Rd Harper Woods, MI 48225
Street City Zip

6. **Legal Description of Property (or attach a legal boundary description):**

618K74 TO 618K80 LOT 74 TO 80 INCL CHATHAM GARDENS PC 618 L70 P95 WCR

7. **Permanent Parcel Number:** 42 001 06 0074 000

8. **Present Use and Zoning of Property:** Currently the property is vacant. It is zoned C-2

9. **Briefly Describe Request:** I pray that the City will approve my request to use this property (which is perfectly built for high volume use, unlike any other currently available in the City) as a cannabis retail store.

10. **Attach an accurate drawing of the site showing:**

- Property Boundaries
- Existing and Proposed Buildings
- Unusual Physical Features of the Site or Building
- Abutting Streets
- Existing Zoning on Adjacent Properties
- Location of Buildings on Adjacent Properties

11. In order for the City Council to grant a Special Land Use, the applicant must satisfy all the following standards:

STANDARDS OF APPROVAL

a) The proposed Special Land Use will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use activity; for those landowners and residents who are adjacent; and for the City as a whole.

The business will create jobs for the community. The property will be upgraded on both the interior and exterior, creating a more beautiful City. The business will generate ancillary revenue for other local businesses.

b) The proposed Special Land Use is necessary for the public convenience at the location.

Cannabis now being legal in the State of Michigan, anybody over the age of 21 now has access, most importantly it affords a convenience to the residents of Harper Woods. This cannabis facility will also generate a revenue through taxation and profit sharing through the State for the City of Harper Woods.

c) The proposed Special Land Use is compatible with adjacent uses of land.

This use will support the City's goal of creating a Kelly Road Corridor, which will bring more people into the City. We will take all precautions to add complimentary screening, odor control measures, traffic/parking flow options, light management, etc, to insure that we comply with all ordinances and desires of the City.

d) The proposed Special Land Use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected.

This property is blessed with easy traffic flow and parking, unlike the all other applicants. Our product will all be tested and approved by the State PRIOR to taking delivery, insuring that our clients will receive on high quality products. Our interior and exterior lighting is designed to optimize visibility to assure the safety of our employees, clients, and neighbors. Our camera systems will run 24/7 both inside and outside the facility in order to assure a greater level of safety for our employees, clients, and neighbors. Additionally,, we will have a full time security guard present during the normal hours of operation from 9am to 10pm daily.

e) The proposed Special Land Use can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.

One of the prior uses of this location was that of a bank. It was built to the highest of standards, of which, things like public services were considered. The property has easy access to everything from electrical to water to trash collection, etc.

f) The proposed Special Land Use will not cause injury to the value of other property in the neighborhood in which it is to be located.

It is a known fact that cannabis facilities increase the value of properties in the immediate vicinity. The facility's exterior will be kept beautiful at all times, giving it great curb appeal. The security of the facility will also help protect its adjoining neighbors, both residential and commercial. These features along with many more will promote greater property values in the immediate area.

g) The proposed Special Land Use will protect the natural environment and help conserve natural resources and energy.

As a retail store, there are no encumbrances on natural resources or energy.

h) The proposed Special Land Use is within the provisions of users requiring special approval as set forth in the various zoning districts herein, is in harmony with the proposed and conforms to the applicable regulations of the zoning district in which it is to be located, and meets applicable site design standards for each use specified in Sections 10-240 through 10-262.

This property will conform to all zoning requirements, regulations, and all design standards as required by the City of Harper Woods and the State of Michigan. *A VERY IMPORTANT item to mention has been the recent discussion as to whether or not Diploma Success is a school. We will be submitting to you, irrefutable evidence that shows that Diploma Success is NOT a school as per the City of Harper Woods ordinance as well as the State of Michigan's rules for the definition of a school.* If you believe that Diploma Success is a school, we only ask that you take a moment to review this information before you make any decisions as to the validity of our perspective.

i) The proposed Special Land Use is related to the valid exercise of the City's police power and purposes, which are affected by the proposed use of activity.

As a fully licensed facility, our goal is zero crime, zero safety concerns, and zero risk to that of our customers and community. As such, we are in full support of the local police in any way they deem fit to conduct their business in a safe and effective manner.

12. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the property: (Applicant must provide lease, purchase agreement or written authorization from owner)


Owner: 759 East Pinconning LLC-A single member entity owned by Kirk Lytwyn

17228 Summit Drive, Northville, MI 48168. A copy of my deed has been provided in my SLU application packet.

DECLARATION:

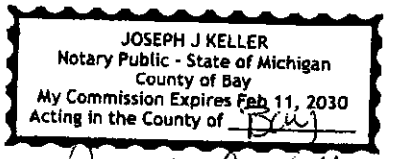
I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs for engineering, planning and administrative fees.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my applications are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature: 

Date: OCT 31, 2027

Filing Fee: See City Fee Schedule



Joseph J Keller

10. Attach an accurate drawing of the site showing:
- a) Property Boundaries
 - b) Existing and Proposed Buildings
 - c) Unusual Physical Features of the Site or Building
 - d) Abutting Streets
 - e) Existing Zoning or Adjacent Properties
 - f) Location of Buildings on Adjacent Properties

11. Names and Addresses of all other persons, firms or corporations having a legal or equitable interest in the property:

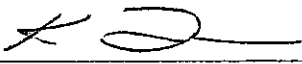
Owner: 759 East Pinconning LLC-A single member entity owned by Kirk Lytwyn
17228 Summit Drive, Northville, MI 48168. A copy of my deed has been provided in my SLU application packet.

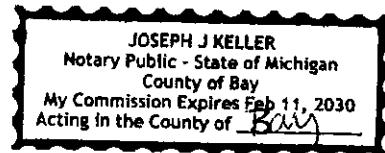
Applicant must provide lease, purchase agreement or written authorization from owner.
A copy of my deed has been provided in my SLU application packet.

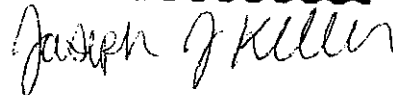
DECLARATION

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs of engineering, planning and administrative fees.

By virtue of my applications, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature:  Date: Oct 31, 2023







MCKENNA

December 15, 2023

Planning Commission
City of Harper Woods
19617 Harper Avenue
Harper Woods, Michigan 48225

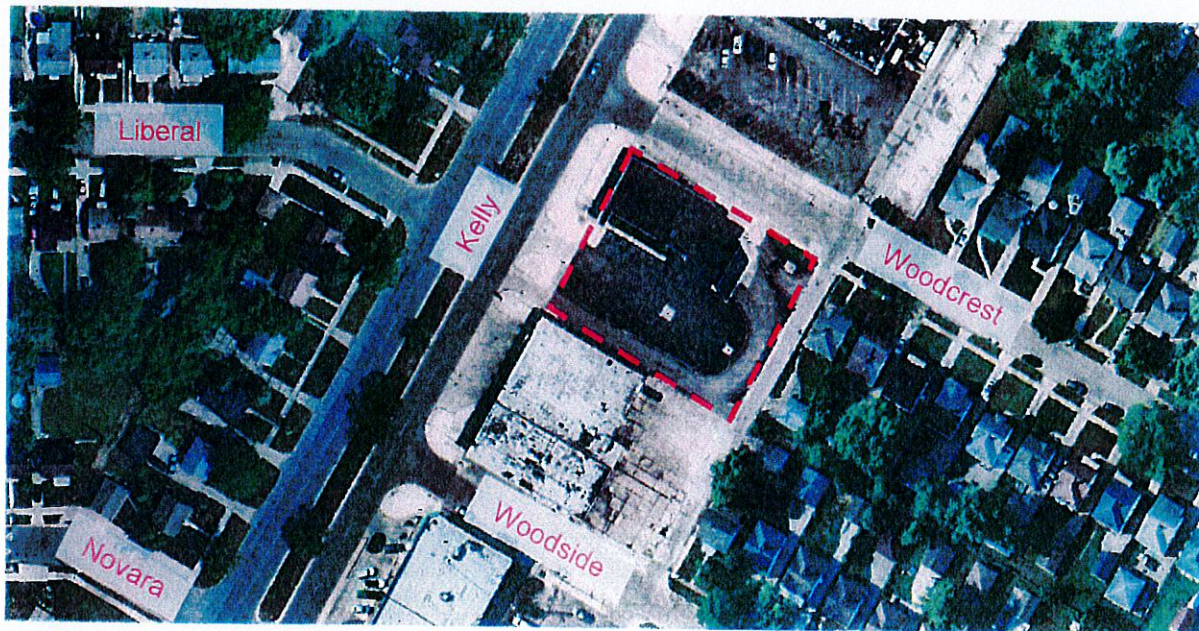
Subject: Review of Site Plan and Special Land Use Applications:
759 East Pinconning LLC dba Essence Collective (Drawings Dated 12/12/23)
Location: 19616 Kelly Road, Harper Woods, MI
Applicant: Kirk Lytwyn, 759 East Pinconning LLC

Dear Planning Commissioners,

The City received the above application for special land use and site plan approval, and the revised site plan on December 7, 2023 (plans dated October 25, 2023, most recently revised on December 12, 2023). The applicant, Kirk Lytwyn, proposes to modify an existing vacant building to accommodate a marijuana retail establishment ("Project") at the subject address (Parcel No. 42001060074000). The subject property is located on the east side of Kelly Road between Woodcrest Street and Woodside Street. In the past, the property housed a non-profit organization, and prior to that, a bank.

PROJECT SUMMARY

The subject site is zoned in the C-2, Special Business District, where the requested use, the operation of a marijuana retail establishment, is considered a special land use. Marijuana establishments may only be allowed after receiving site plan and special land use approval as indicated in Section 10-770 Special Land Uses.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
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SITE PLAN REVIEW

This project is reviewed against the City's Zoning Ordinance, Master Plan, existing site conditions, and sound planning and design principles to provide constructive and helpful feedback for the development of this site. We offer the following comments for your consideration.

1. **Zoning and Use.** The C-2, Special Business District *"is designed to permit retail, service, and other compatible uses that are not primarily automobile-oriented, that benefit from proximity to other similar uses, and that are likely to be patronized by customers who also patronize other businesses in the district during the same visit. This district encourages continuous, pedestrian-oriented storefront facades on major thoroughfares and collector streets."*

The marijuana establishment proposes a use that is not primarily automobile oriented, in that it is a retail business (and not, for example, a drive-through restaurant or automobile service center). Additionally, the proposed establishment has the potential to benefit the nearby small businesses, restaurants, and shops through cross-shopping.

A. Use requirements: Subject to 10-264(C)(c) of the Harper Woods Zoning Ordinance, the following locational requirements shall be met:

- a. *"All lots containing a marijuana establishment must be located at least 1,000 feet from the nearest lot line of any child care center or licensed daycare facility licensed by the State of Michigan Department of Licensing and Regulatory Affairs and 1,000 feet from the nearest preschool program center, primary, intermediate or secondary school, or like facility, established pursuant to and in accordance with the Revised School Code, P.A. 451 of 1976, being M.C.L.A. §§ 380.1 through 380.1853, as amended, and/or the State School Aid Act of 1979, P.A. 94 of 1979, being M.C.L.A. §§ 388.1601 through 388.1772, as amended."*

To our knowledge, this property is not within 1,000 feet of a protected use.

- b. *"All lots containing a marijuana establishment must be located at least 1,500 feet from any other lot containing a marijuana establishment, measured from the nearest lot line of the marijuana establishment to the nearest lot line of any other marijuana establishment."*

No other marijuana establishments are located nearby. By the City's licensing and application process for marijuana facilities, this application is currently eligible to establish a 1,500 foot buffer from other facilities.

- c. *"A marijuana establishment shall be permitted as a special land use on parcels whose front lot line is the Kelly Road or Harper Avenue right-of-way line and are located in the C-1 General Business or C-2 Special Business Zoning Districts".*

The proposed establishment complies with these requirements, as the property is located off Kelly Road and is within the C-2 Special Business District.



B. Schedule of Regulations: The C-2 District dimensional requirements and those of the site are as follows, per Section 10-601.

Dimension	C-2 Requirements	Existing	Proposed	Compliant?
Min. Lot Width	-	N/A	N/A	Complies.
Min. Lot Area	-	N/A	N/A	Complies.
Max. Lot Coverage	-	N/A	N/A	Complies.
Max. Height	2 stories/30 feet	<30 feet	14'-6"	Complies.
Min. Setbacks	-	N/A	N/A	Complies.

- 2. Parking and Loading.** The existing building has 26 parking spaces, two of which are barrier-free spaces. Section 10-421(C)12 of the Harper Woods Zoning Ordinance requires 1 parking space for every 200 square feet of gross floor area for retail stores. The proposed project is to have a gross floor area of 5,000 square feet, which would require 25 parking spaces.

The applicant proposes to adjust the number of parking spaces from 26 to 35, which includes 2 accessible parking spots. 9 of the 35 proposed parking spots are to be parallel, all of which are proposed to be 9' by 23' to comply with Ordinance standards.

Subject to Section 10-264, the applicant must provide proposed operational details to demonstrate to the Planning Commission that the proposed provision of off-street parking will accommodate the off-street parking demand, including but not limited to demand from all staff (including on-site security) and anticipated peak customer traffic. Referencing page 9 of the SLU Application Supplementary packet, the site will have 9 employees and a maximum of 16 customers. The site proposes a total of 35 parking spaces. We find that the site will be able to accommodate the parking demand.

Subject to Section 10-460 of the Harper Woods Zoning Ordinance, the site shall provide and maintain adequate space for standing, loading, and unloading. Since the gross floor area is 5,000 square feet, the site is required to have one loading zone and shall be an area of 12 feet. Additionally, the loading area may not be closer than 50 feet from the southern residentially zoned area unless the proposed masonry wall is increased to 6 feet tall and is approved by the Zoning Board of Appeals (ZBA). As such, the applicant has provided a proposed loading zone equal to an area of 144 square feet (12' by 12') on the east side of the building. The proposed loading zone is not within 50 feet from the residentially zoned area and therefore does not require a 6-foot wall.

- 3. Access Management**

The applicant intends to maintain the site's two access drives along Kelly Road, one of which is a one-way, and the other is a two-way. Earlier reviews of this property recommended eliminating one of the access drives to improve the pedestrian environment on Kelly. The applicant is proposing to maintain the access drive to allow for parallel employee parking spaces. The existing one-way is 25'-3" wide while the two-way is 29'-2" wide. Along Woodcrest Street, there is a two-way driveway with a width of 38'-5". The



existing drive aisle for the perpendicular customer parking spaces is legally nonconforming to Zoning Ordinance requirements (22'-2" existing where 25' is required).

The southernmost curb cut is proposed to be one-way in only to accommodate parallel parking spaces. This ingress has been modified, narrowing the width of the curb cut to 15'10" and allowing space for another planter box to provide adequate landscape screening of the parallel parking spaces.

The applicant has proposed a dumpster on the northeastern portion of the site, to be accessed from Woodcrest St.

Subject to Section 10-264 and Section 10-484 a Traffic Impact Study may be required by the Planning Commission, if deemed necessary.

4. Landscaping and Screening

Section 10-282(B) requires that all site plans meet the landscaping requirements of the Zoning Ordinance, regardless of whether the development is existing or new. The ordinance's landscaping requirements are described below.

- A. General Site Requirements. Per Section 10-282.2 of the Zoning Ordinance, at least 6% of the site must be maintained as landscaped open area, and further the Ordinance requires that all unpaved portions of the site be planted with grass, ground cover, shrubbery, or other suitable live material. The total landscaped areas is indicated as 9.58% of the site, meeting Ordinance requirements for area. Additionally, Section 10-282.1(A)(2) requires that one (1) deciduous tree be planted for every 2,000 square feet of unpaved open area, although 8 shrubs may be substituted for each required. Three deciduous trees and 28 shrubs have been provided.

All landscaped areas must be irrigated. The applicant has noted there will be irrigation via sprinklers.

- B. Landscaping Adjacent to Streets and Street Rights-of-Way. Landscaping adjacent to a street or street right-of-way shall consist of a landscaped area with a minimum depth of 10 feet, which shall be located on private property contiguous to the road right-of-way, excluding openings for driveways and sidewalks. Section 10-282.1(B)(2) requires 1 deciduous tree and 6 shrubs per 40 linear feet of street frontage excluding driveway openings. The applicant proposes one tree and shrubs on both the Kelly (86' and Woodcrest (180') frontages.

Public rights-of-way located adjacent to required landscaped areas and greenbelts shall be planted with grass or other suitable live ground cover and shall be maintained by the owner or occupant of the adjacent property as if the landscaped rights-of-way were part of the required landscaped area or greenbelts. Trees and shrubs shall not be planted in the street right-of-way without first obtaining approval from the agency which has jurisdiction over the road.



We recommend the applicant provide foundation planting along the sides of the building that abut Kelly Road and Woodcrest Street. This could include narrow landscaping beds or planters.

- C. Screening. Section 10-264 of the Zoning Ordinance requires that a 5' wall be built along the rear property line, due to the fact that it abuts residential property. The applicant has proposed a 5' high CMU wall compatible with building materials.

Additionally, the ordinance requires that marijuana establishments be screened from the view of any properties zoned commercial, residential, or office. The applicant has proposed a 'decorative screening wall along the southern property line.

If there are any existing or proposed mechanical equipment locations, they must be screened on at least three sides, including any side visible from the public right-of-way. As such, the applicant is proposing aluminum louvered screening for the rooftop equipment.

Because the rear parking is located on the side and visible from the side of the building, it must be screened as insofar practical from the road via a 2 ½ to 3 foot brown or red brick wall, evergreen landscaping, landscaped berm, or an alternative approved by the Planning Commission. The applicant proposes to supply three boxwood hedges on the southwest corner of the parking lot and two planter boxes screening the parallel parking. The northern row of perpendicular parking spaces is not screened by landscaping nor planter boxes.

- D. Parking Lot Landscaping. Because the site has more than 15 parking spots, it is required to have parking lot islands. For uses requiring greater than 15 parking spaces, there shall be a minimum of 20 square feet of landscaping for each space in excess of 15 spaces required, and a minimum of 100 square feet of landscaping must be provided. The site is 20 parking spaces over 15 spaces, thus an additional 400 square feet of landscaping must be provided.

For every 100 square feet of required parking lot landscaping area or a fraction thereof, one (1) deciduous tree shall be provided. Eight (8) shrubs may be substituted for one (1) required tree. The revised plans fulfil this requirement.

- E. Modification of Landscape Requirements:

The Zoning Ordinance grants the Planning Commission discretion regarding landscaping requirements: *In consideration of the overall design and impact of a specific landscape plan, and in consideration of the amount of existing plant material to be retained on the site, the Planning Commission may modify the specific requirements outlined herein, provided that any such adjustment is in keeping with the intent of this Article and Ordinance in general. In determining whether a modification is appropriate, the Planning Commission shall consider whether the following conditions exist:*

- A. *The public benefit intended by the landscape regulations could be better-achieved with a plan that varies from the strict requirements of the Ordinance, and*



- B.
 - 1. *Topographic features or other unique features of the site create conditions such that strict application of the landscape regulations would result in a less effective screen than an alternative landscape design, or*
 - 2. *Parking, vehicular circulation, or land use are such that required landscaping would not enhance the site or result in the desired screening effect.*

5. **Building Design.** The applicant has provided elevations and renderings for review. The following standards are from Section 10-291 (A) of the Harper Woods Zoning Ordinance.

- A. **Building Materials.** Any material changes must be noted in the proposed elevations and comply with Section 10-291 (A)(1) of the Zoning Ordinance. The applicant has noted that the existing CMU is to remain. In addition, the applicant is proposing to replace the windows and install stone veneer. The applicant also proposes to repaint the existing building to black and white.
- B. **Building Entrance.** All commercial buildings shall have a public entrance facing the street. Secondary public entrances at the rear or the side of the building must be clearly defined with architectural features such as canopies, a decorative sign, or other design features. The applicant has maintained their front entrance and made their rear entrance apparent through the utilization of existing architectural variance and signage. The proposal complies with this standard.
- C. **Windows.** Building facades facing the public rights-of-way must consist of at least 20% window area. The bottom sill of the windows on the front facade shall be located no higher than four (4) feet above grade. No more than 25 percent of the window area shall be covered with signage or other obscuring elements. When a building is located on a corner, this standard applies to both facades facing the rights-of-way, unless one of the rights-of-way is for a residential street. Calculations have been provided. The north (Woodcrest)-facing façade has been revised to ten clear-glass windows panes that total 22.4% of the façade to comply with the Ordinance. The west (Kelly)-facing façade complies as well.
- D. **Colors.** There are no zoning concerns with the proposed colors.
- E. **Awnings and Canopies.** No proposed awnings and canopies are apparent at this time. If the applicant chooses to propose any, they must be made of canvas or other natural fabric. Internally lit or backlit awnings and canopies are prohibited.
- F. **Signs.** Refer to ~~item~~ #7.
- G. **Roof-Mounted Equipment.** All rooftop equipment must be screened with either a parapet equal to the tallest portion of the equipment or a building-compatible screen that surrounds the equipment. Google Streetview indicates that rooftop mechanical equipment is visible on the building, meaning the site must be brought into compliance. The applicant is proposing aluminum louvering to screen rooftop equipment, which complies with this standard.



6. Dumpster Area

The site presently has a dumpster located on the east side of the parking lot. The applicant proposes to move the dumpster site to the northeast of the site. The following standards are from Section 10-291(D)(2) of the Harper Woods Zoning Ordinance:

- A. Location. The applicant has proposed a dumpster location on the northeast corner of the site at the rear of the building. The dumpster is located more than 15 feet from the building, more than 10 feet from the right-of-way line, and 5 feet 6 inches from the property line.
- B. Concrete Pad. At this time, the site's dumpster does not have a concrete pad. The dumpster enclosure plan shows a concrete pad extending 10 feet in from of the dumpster.
- C. Screening. Dumpsters must be screened from the view of adjoining property and public roads. The applicant has proposed dumpster screening, to be made of 8" masonry blocks. The applicant proposes 1" by 6" composite planking on galvanized steel for the gate. The height of the dumpster enclosure is dimensioned at 8 inches. Correspondence from the applicant indicates the intent is to build an 8'-high enclosure. The enclosure must be a minimum of 6 feet tall or at least 1 foot above the height of the dumpster, whichever is taller.
- D. Bollards. Bollards must be installed between the dumpster and the rear wall of the enclosure to prevent damage to the screening wall. The applicant has proposed two bollards at the rear wall.

7. Signs

The proposed rendering depicts exterior signage. We defer to the building official for approval or denial of any signs.

8. Lighting

Section 10-291(B) of the Zoning Ordinance requires exterior lighting to be placed and shielded so as to direct the light away from adjoining properties. Exterior lighting shall also be shielded so that it does not cause glare or interfere with motorists. The applicant has submitted the proposed lighting, which includes 11 wall packs. The revised site plan includes a new type of wall pack exterior lighting, which is better designed to shine the light downward away from adjoining properties and comply with the intent of the Ordinance.

9. Other Agency Reviews

This project is subject to review by any city department or other agency to ensure the public health, safety and welfare. The City Engineer provided comments in parallel to our review. We acknowledge that these comments were not received by the applicant in time for any potential revision prior to Planning Commission packets.



SPECIAL LAND USE REVIEW

Section 10-770.F. contains the nine (9) standards the City Council must review to grant the Special Land Use, after a recommendation from the Planning Commission. The applicant completed the Special Land Use application related to these approval standards, with their responses to each standard *in italics*. We have responded to each standard and their corresponding responses below in bold.

No special approval shall be granted by the City Council unless the special use:

1. **Will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use or activity; for those land- owners and residents who are adjacent; and for the City as a whole.**

Applicant: *"The business will create jobs for the community. The property will be upgraded on both the interior and exterior, creating a more beautiful city. The business will generate ancillary revenue for other local businesses."*

Review Comment: We find the applicant's statement is true.

2. **Is necessary for the public convenience at the location.**

Applicant: *Cannabis is now legal in the State of Michigan, anybody over the age of 21 now has access, most importantly it affords a convenience to the residents of Harper Woods. The cannabis facility will also generate a revenue through taxation and profit sharing through the State for the City of Harper Woods.*

Review Comment: We are not aware of any evidence that the proposed use is not necessary for the public convenience at the proposed location.

3. **Is compatible with adjacent uses of land.**

Applicant: *This use will Support the City's goal of creating a Kelly Road Corridor, which will bring more people into the City. We will take all precautions to add complimentary screening, odor control measures, traffic/parking flow options, light management, etc, to ensure that we comply with all ordinances and desires of the City.*

Review Comment: We find the applicant's statement is true. The applicant has proposed a variety of screening types across the property, though maintaining multiple vehicular access points does not support the Master Plan intent for a pedestrian-friendly corridor.

4. **Is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected.**

Applicant: *This property is blessed with easy traffic flow and parking, unlike all the other applicants. Our product will all be tested and approved by the State PRIOR to taking delivery, ensuring that our clients will receive high quality products. Our interior and exterior lighting is designed to optimize visibility to assure the safety of our employees, clients, and neighbors. Our camera systems will run 24/7 both inside and*



outside the facility in order to assure a greater level of safety for our employees, clients, and neighbors. Additionally, we will have a full time security guard present during normal hours of operation from 9am to 10pm daily.

Review Comment: Information regarding security camera location must be included in the plans to ensure the site will be covered and approved by the Chief of Police.

- 5. Can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.**

Applicant: *One of the prior uses of this location was that of a bank. It was built to the highest of standards, of which, things like public services were considered. The property has easy access to everything from electrical to water to trash collection, etc.*

Review Comment: We believe the applicant's statement is true. However, we defer to the City Engineer. The planning commission may determine if a Traffic Impact Study is necessary if it feels as though the use could adversely affect the area.

- 6. Will not cause injury to the value of other property in the neighborhood in which it is to be located.**

Applicant: *It is a known fact that cannabis facilities increase the value of properties in the immediate vicinity. The facility's exterior will be kept beautiful at all times, giving it great curb appeal. The security of the facility will also help protect its adjoining neighbors, both residential and commercial. These features along with many more will promote greater property values in the immediate area.*

Review Comment: Due to the recent legalization of marijuana in the State of Michigan, we are unable to verify the accuracy of the applicant's statement. Research suggests that well-regulated and well-managed cannabis retailers may have a neutral or positive effect on property values, as they can attract foot traffic and businesses to the area. However, factors like proximity to schools, crime rates, and community perception can also play a role.

- 7. Will protect the natural environment and help conserve natural resources and energy.**

Applicant: *As a retail store, there are no encumbrances on natural resources or energy.*

Review Comment: We believe the applicant's statement is true. The proposed establishment would be located on a parcel that has already been developed. We believe with additional landscaping the proposed establishment would enhance the site.

- 8. Is within the provisions of uses requiring special approval as outlined in the various zoning districts herein, is in harmony with the purposes and conforms to the applicable regulations of the zoning district in which it is to be located, and meets applicable site design standards for each use specified in Sections 10-241 through 10-259.**



Applicant: *This property will conform to all zoning requirements, regulations, and all design standards as required by the City of Harper Woods and the State of Michigan. A VERY IMPORTANT item to mention has been the recent discussion as to whether or not Diploma Success is a school. We will be submitting to you, irrefutable evidence that shows that Diploma Success is NOT a school as per the City of Harper Woods ordinance as well as the State of Michigan rules for the definition of a school. If you believe that Diploma Success is a school, we only ask that you take a moment to review this information before you make any decisions as to the validity of our perspective.*

Review Comment: Please see the remainder of this review regarding compliance with Ordinance standards.

9. **Is related to the valid exercise of the City's police power and purposes which are affected by the proposed use or activity.**

Applicant: *As a fully licensed facility, our goal is zero crime, zero safety concerns, and zero risk to that of our customers and community. As such, we are in full support of the local police in any way they deem fit to conduct their business in a safe and effective manner.*

Review Comment: We believe this proposal can comply with this standard. The Planning Commission may request additional information about these or any of the standards to aid their review and determination.

RECOMMENDATION

Two zoning approvals are required for this project to proceed:

- approval of a site plan,
- and approval of a special land use permit.

Site Plan: Pursuant to the Harper Woods Zoning Ordinance, the Planning Commission has the authority to approve, disapprove, approve with conditions that are reasonably related to Ordinance standards, or return the site plan to the applicant with a written statement of the modifications necessary to obtain approval.

Special Land Use: The Planning Commission must make a recommendation to City Council as to whether or not the application meets the Zoning Ordinance standards for Special Land Use approval. At the initiative of the City Council, or upon the request of the applicant for special approval of a land use, or a property owner or the occupant of a structure located within 300 feet of the boundary of the property being considered for a special land use, a duly noticed public hearing shall be held before a decision on the special approval request.

Based on the above findings, we believe enough information has been provided and the Planning Commission may consider approving this site plan. We recommend that the Planning Commission conduct the required public hearing. Pending information received at that hearing, the Planning Commission may make a decision on the site plan application and consider whether it is satisfied that the standards for the Special Land Use approval have been met.



We recommend any potential approval for this project is conditioned on the following:

1. *The applicant satisfactorily addresses with the Administration all outstanding recommended and required conditions as identified in the Engineering report and any other department comments.*
2. *The applicant receives all other required agency and jurisdiction approvals.*

Please let us know if you have questions. Thank you.

Respectfully submitted,

McKENNA

Handwritten signature of Paul Urbiel in black ink.

Paul Urbiel, AICP
Senior Principal Planner

Handwritten signature of Ashley E. Arney in black ink.

Ashley E. Arney
Assistant Planner

Handwritten signature of Brigitte Smith Wolf in black ink.

Brigitte Smith Wolf, AICP
Assistant Planner

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 6) Special Land Use - Main Management Group LLC; 20330 Harper Avenue

Explanation/Remarks:

Attached is a memorandum from the City Clerk submitting a Special Land Use application from Main Management Group LLC for the development of a marijuana retail business at 20330 Harper Avenue. The Planning Commission has reviewed this and the site plan and has recommended that you approve their request. Final approval of the Special Land Use must be made by the City Council as outlined in Section 10-770 of the City's Zoning Ordinance.

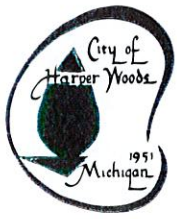
I have reviewed the information and I concur with the recommendation of the Planning Commission that this application be approved.

Recommended Action:

By RESOLUTION, approve the Special Land Use request submitted by Nick Issak on behalf of Main Management Group LLC to develop a marijuana retail business at 20330 Harper Avenue.

Respectfully Submitted  , acting City Manager

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



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

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams

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

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

May 2, 2024

MEMORANDUM TO: Acting City Manager John Szymanski

SUBJECT: Special Land Use - Main Management Group LLC; 20330
Harper Avenue

At their regular meeting held on April 24, 2024 the Planning Commission members recommended that the request from of Main Management Group LLC for the development of a marijuana retail business at 20330 Harper Avenue be approved.

The Site Plan review and the Special Land Use request was approved by the Planning Commission based on the criteria outlined in Section 10-770.F of the Zoning Ordinance.

All of the information is attached for your review. Please place this before City Council so that they can act on this request as required by the Zoning Ordinance. If you have any questions regarding this matter, please let me know.

Leslie M. Frank
City Clerk

- Existing Zoning on Adjacent Properties
- Location of Buildings on Adjacent Properties

11. In order for the City Council to grant a Special Land Use, the applicant must satisfy all the following standards:

STANDARDS OF APPROVAL

a) The proposed Special Land Use will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use activity; for those landowners and residents who are adjacent; and for the City as a whole.

See Attached

b) The proposed Special Land Use is necessary for the public convenience at the location.

See Attached

c) The proposed Special Land Use is compatible with adjacent uses of land. _____

See Attached

d) The proposed Special Land Use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected. _____

See Attached

e) The proposed Special Land Use can be adequately served by public services and facilities without diminishing or adversely effecting public services and facilities to existing land uses in the area. _____

See Attached

f) The proposed Special Land Use will not cause injury to the value of other property in the neighborhood in which it is to be located. _____

See Attached

g) The proposed Special Land Use will protect the natural environment and help conserve natural resources and energy. _____

See Attached

h) The proposed Special Land Use is within the provisions of users requiring special approval as set forth in the various zoning districts herein, is in harmony with the proposed and conforms to the applicable regulations of the zoning district in which it is to be located, and meets applicable site design standards for each use specified in Sections 10-240 through 10-262. _____

See Attached

i) The proposed Special Land Use is related to the valid exercise of the City's police power and purposes, which are affected by the proposed use of activity. _____

See Attached

12. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the property: (Applicant must provide lease, purchase agreement or written authorization from owner) _____

Dr. Ashraf Soheim & Dr. Amira Soheim - 20340 Harper Ave., Harper Woods MI. 48225

Nasem Issak - 640 N. Old Woodward Ave., Suite 301, Birmingham

MI. 48009 (Holds Valid Purchase Agreement). Purchase Option Agreement is Attached.

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs for engineering, planning and administrative fees.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my applications are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature:  Date: October 30, 2023
Main Management Group LLC
Nasem Issak, Authorized Member

Filing Fee: See City Fee Schedule

**City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225
313-343-2526 - Building Department
313-642-6825 - fax
www.harperwoodscity.org**

SITE PLAN REVIEW APPLICATION INSTRUCTIONS

Pre Application Conference: Developers are encouraged to meet with the City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for pre-application conference can be scheduled by calling the Building Department at 313-343-2526. While a pre-application conference is not required, it is highly recommended. When a pre-application conference does not occur, the developer is encouraged to be familiar with all requirements and to submit a complete and fully documented application.

Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the request:

- 1. Twelve (12) full-sized, folded copies and one (1) ledger-sized copy of a scaled, legible illustration with required details.**
2. A separate detailed written statement fully explaining your request.
3. Legal description of the property.
4. All appropriate signatures and authorizations.
5. The fees as listed on the City's Fee Schedule.

The Planning Commission meets the fourth (4th) Wednesday of each month, applications are due fifteen (15) days prior to the meeting. Please note that meeting dates may be altered for November and December due to holidays.

It is the applicant's responsibility to provide revised drawings if required. Please note that applications may be submitted on the last filing day or if significant issues have not been resolved in a timely manner.

10. Attach an accurate drawing of the site showing:
- a) Property Boundaries
 - b) Existing and Proposed Buildings
 - c) Unusual Physical Features of the Site or Building
 - d) Abutting Streets
 - e) Existing Zoning or Adjacent Properties
 - f) Location of Buildings on Adjacent Properties

11. Names and Addresses of all other persons, firms or corporations having a legal or equitable interest in the property: _____

Dr. Ashraf Soheim & Dr. Amira Soheim - 20340 Harper Ave., Harper Woods MI. 48225 (Owners)

Entity to be Formed - Main Management Group LLC - 640 N. Old Woodward Ave., Birmingham MI. 48009 (Holds Valid Purchase Agreement)

Applicant must provide lease, purchase agreement or written authorization from owner.

Purchase Agreement Attached

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs of engineering, planning and administrative fees.

By virtue of my applications, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature: _____ Date: **August 7, 2023**

**Main Management Group LLC
Nasem Issak, Authorized Member**

SVA
 STREET VITAL ARCHITECTS
 27177 WOODWARD AVENUE
 KAYLE, OH, MI 48867-8925
 P. 734.546.4780
 F. 734.546.4654
 WWW.STREETVITAL.COM

STREET VITAL ARCHITECTS, INC. IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEXUAL ORIENTATION, OR DISABILITY. WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE ARE AN AFFIRMATIVE ACTION EMPLOYER. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.



Project:
 PURECONIC
 MARIHUANA RETAIL
 20340 HARPER AVE
 HARPER WOODS, MI
 48225

Issued for:
 SPWSLU 11.01.23

Drawn by:
 Checked by:
 JAV, MJB
Sheet Title:
 EXTERIOR
 ELEVATIONS

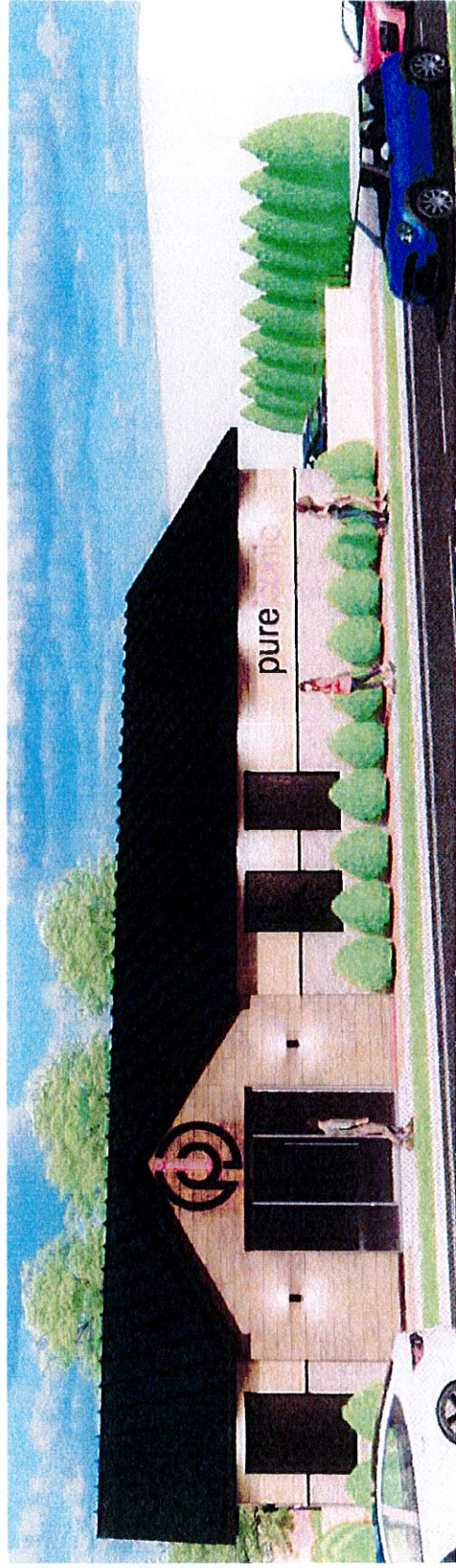
Project No.:
 2023.119

Sheet No.:
 A310

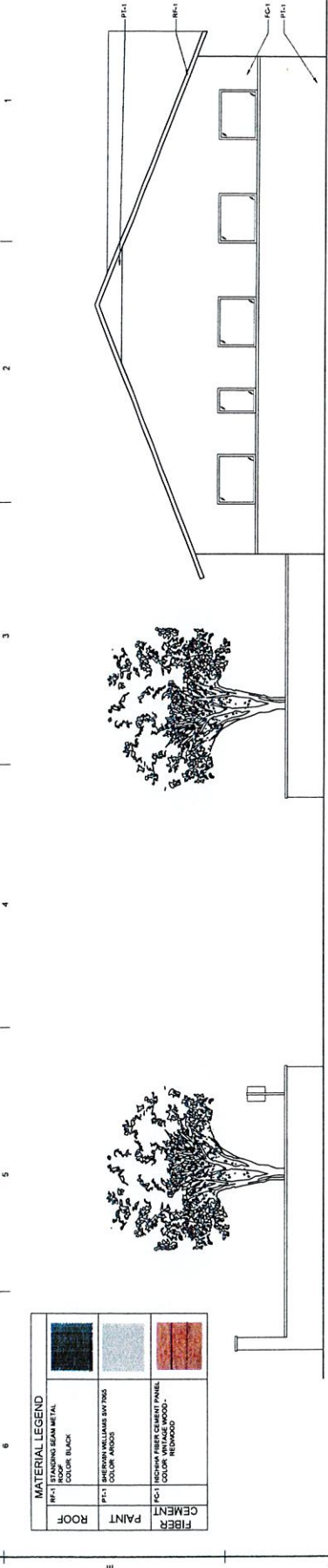
DO NOT SCALE DRAWINGS
 1/8" = 1'-0" (VERTICAL)
 1/8" = 1'-0" (HORIZONTAL)



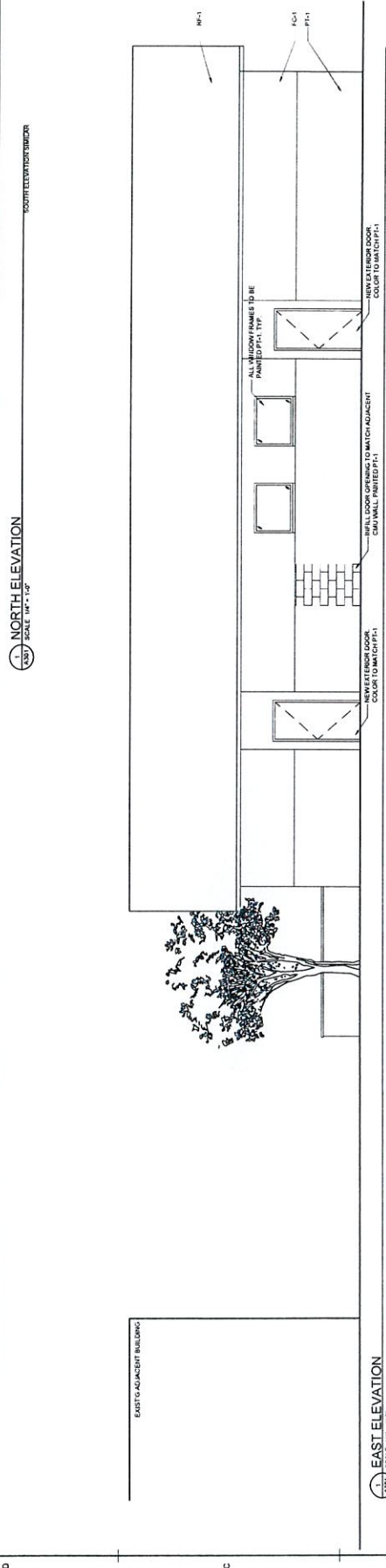
CONCEPTUAL RENDER
 1/8" = 1'-0"



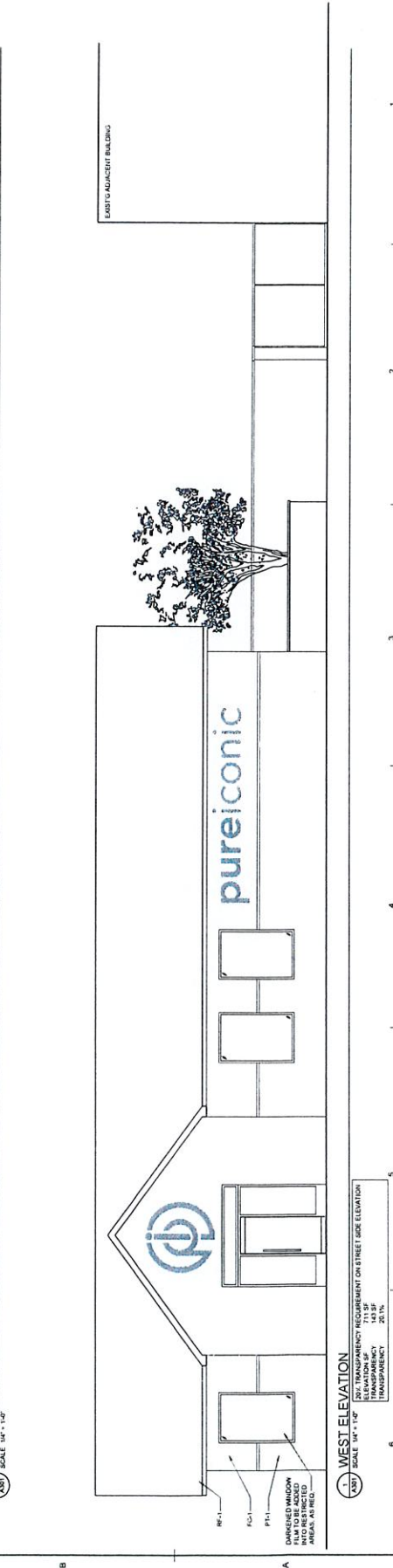
CONCEPTUAL RENDER
 1/8" = 1'-0"



1 NORTH ELEVATION
 SCALE 1/4" = 1'-0"



1 EAST ELEVATION
 SCALE 1/4" = 1'-0"



1 WEST ELEVATION
 SCALE 1/4" = 1'-0"

MATERIAL LEGEND	
RF-1	STANDING SEAM METAL COLOR: BLACK
PF-1	SHERWIN WILLIAMS SW7305 COLOR: PAGES
FC-1	WOOD W/ WOOD GRAIN PANEL COLOR: WHITE WOOD / REWOOD
ROOF	CEMENT
PAIN	FIBER

20% TRANSPARENT REQUIREMENT ON STREET SIDE ELEVATION
 13.3 SF
 TRANSPARENT
 20.1%

20% TRANSPARENT REQUIREMENT ON STREET SIDE ELEVATION
 13.3 SF
 TRANSPARENT
 20.1%



OWNER: PURECONIC
145 EAST GERRITTS AVENUE AND SUITE 200
ANN ARBOR, MI 48106
PURPOSE: RETAIL STORE RENOVATION. THE NEW STORE WILL BE USED TO SELL AND SERVICE PURECONIC PRODUCTS. THE STORE WILL BE USED TO SELL AND SERVICE PURECONIC PRODUCTS. THE STORE WILL BE USED TO SELL AND SERVICE PURECONIC PRODUCTS.

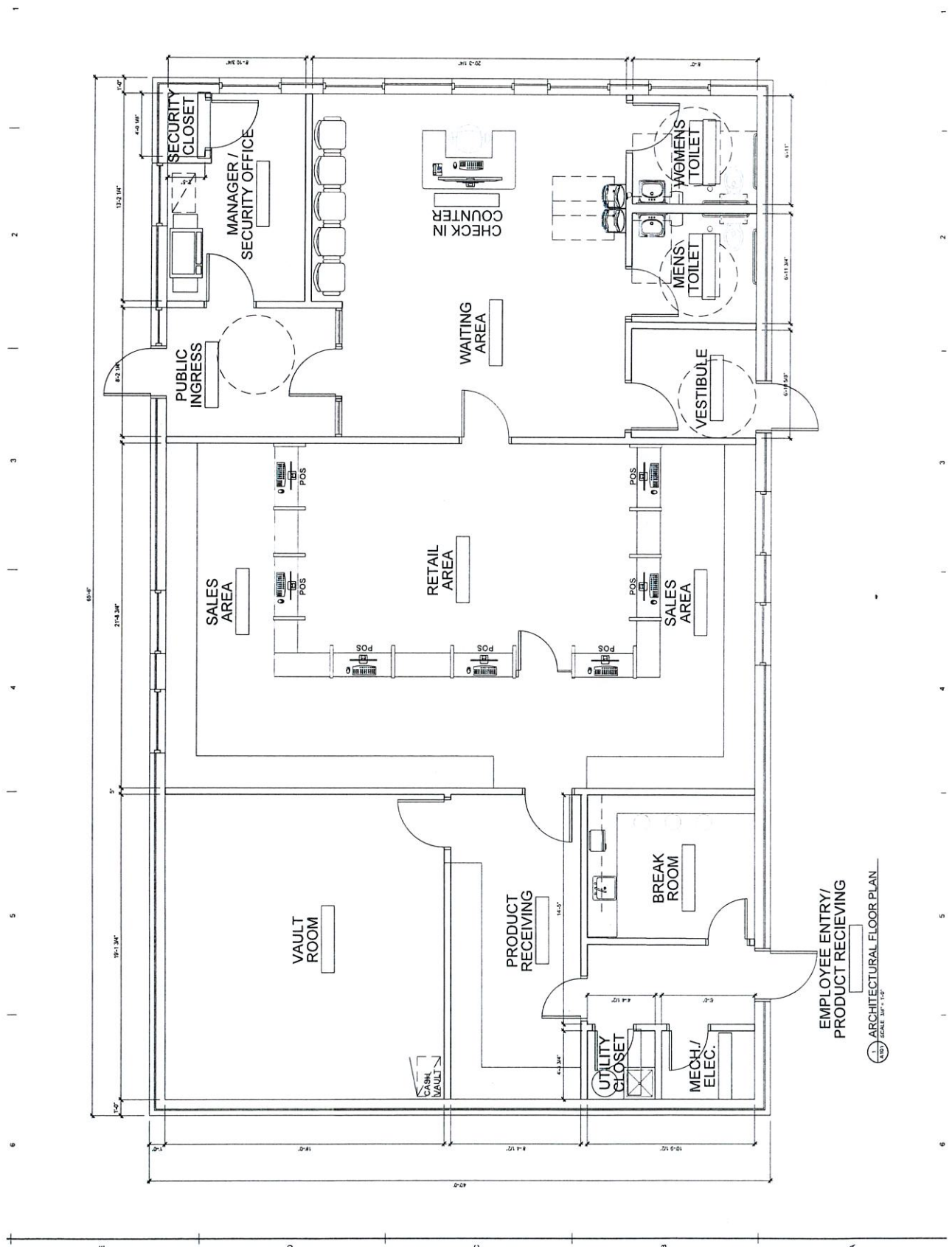


Project:
PURECONIC
MARIHUANA RETAIL
20340 HARPER AVE
HARPER WOODS, MI
48225

Issued for:
SPASLU
SPASLU
09.31.23
11.01.25

Drawn by:
JML
Checked by:
MJB
Sheet Title:
FLOOR PLAN

Project No.:
2023.119
Sheet No.:
A101



EMPLOYEE ENTRY/
PRODUCT RECEIVING
ARCHITECTURAL FLOOR PLAN
SCALE: 3/8"=1'-0"

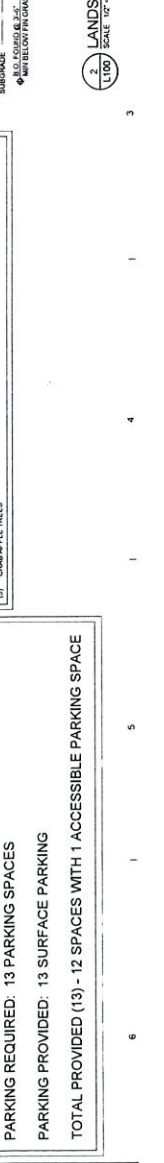
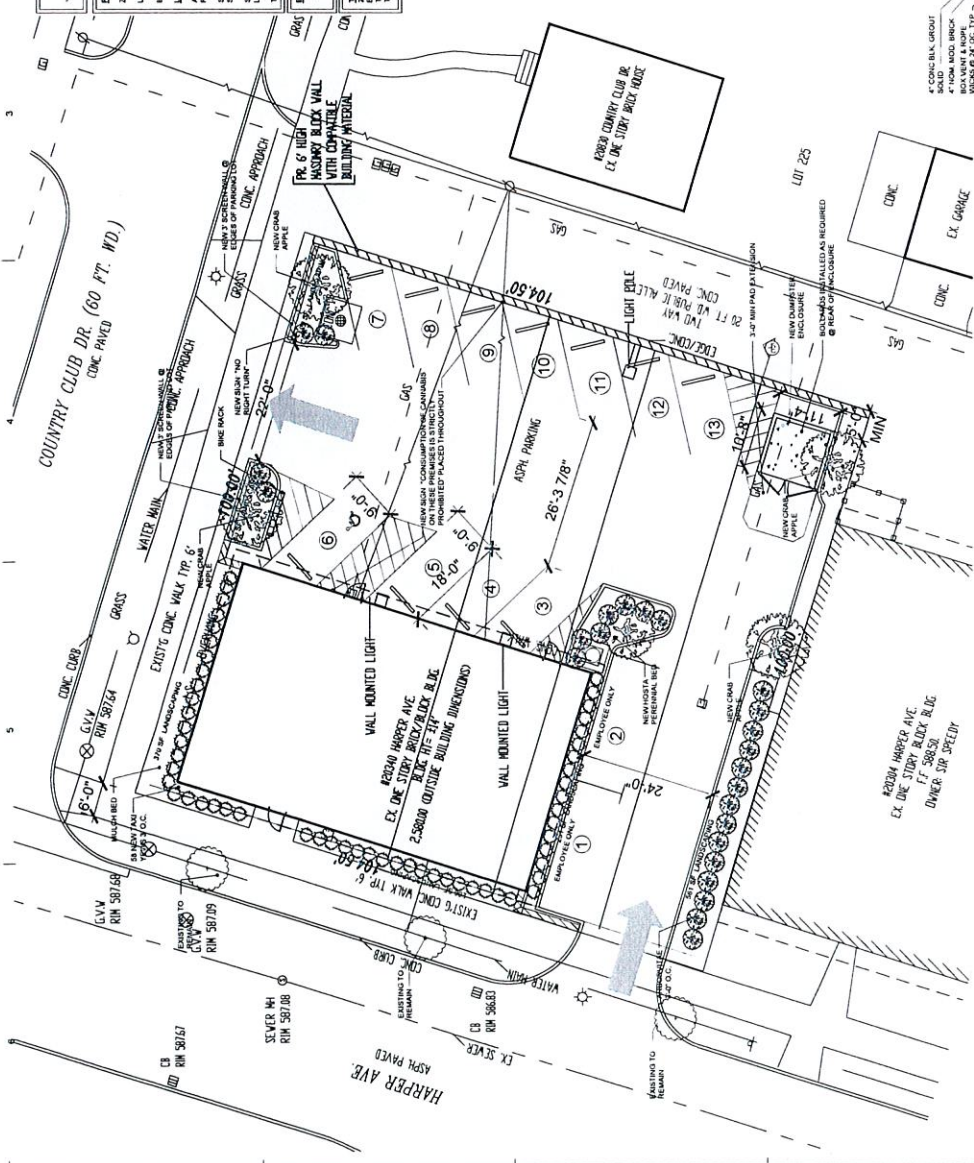


GENERAL LANDSCAPE PLAN NOTES:

1. ALL LANDSCAPING TO BE SCHEDULED TO BE SCHEDULED SHALL RECEIVE AN APPROVED CONCEPT TOPSOIL REPORT FROM THE LOCAL CLIMATE.
2. SCHEDULING SHALL BE SCHEDULED TO BE SCHEDULED SHALL RECEIVE AN APPROVED CONCEPT TOPSOIL REPORT FROM THE LOCAL CLIMATE.
3. SCHEDULING SHALL BE SCHEDULED TO BE SCHEDULED SHALL RECEIVE AN APPROVED CONCEPT TOPSOIL REPORT FROM THE LOCAL CLIMATE.
4. ALL LANDSCAPING SHALL BE SCHEDULED TO BE SCHEDULED SHALL RECEIVE AN APPROVED CONCEPT TOPSOIL REPORT FROM THE LOCAL CLIMATE.
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13. SCHEDULING SHALL BE SCHEDULED TO BE SCHEDULED SHALL RECEIVE AN APPROVED CONCEPT TOPSOIL REPORT FROM THE LOCAL CLIMATE.
14. SCHEDULING SHALL BE SCHEDULED TO BE SCHEDULED SHALL RECEIVE AN APPROVED CONCEPT TOPSOIL REPORT FROM THE LOCAL CLIMATE.

PROJECT INFORMATION	
ZONING:	C2 SPECIAL BUSINESS
USE:	MARIHUANA RETAIL
BLDG. FT.:	2,300 SF
ADDITIONAL:	
ALL LANDSCAPING IS TO BE IRRIGATED AS REQUIRED.	
THE IRRIGATION SYSTEM SHALL BE DESIGNED BY THE LANDSCAPE ARCHITECT.	
LANDSCAPING:	10,000 SF
TOTAL %:	17% - 6% MIN

EXTERIOR FINISHES	
CONCRETE:	4" CONC. W/ 4% GROUT
ASPHALT:	2" ASPHALT
PAVING:	4" CONC. W/ 4% GROUT
GRASS:	GRASS
WOOD:	4" x 4" TYP.
STEEL:	1/2" GALV. STEEL
GLASS:	1/2" GLASS
BRICK:	8" BRICK
STONE:	2" STONE
ROCK:	4" ROCK
PLASTER:	1/2" PLASTER
PAINT:	1" PAINT
FINISH:	FINISH



ARCHITECTURAL LANDSCAPE PLAN
 SCALE: 1" = 10'-0"

PARKING CALCULATIONS:
 PARKING REQ'D: 1,200 SF
 2,500 SF / 200 = 12.5 PARKING SPACES
 TOTAL REQUIRED: 13 SPACES
 PARKING PROVIDED: 13 PARKING SPACES
 TOTAL PROVIDED (13) - 12 SPACES WITH 1 ACCESSIBLE PARKING SPACE

LANDSCAPING MATERIALS:
 ALL LANDSCAPING TO BE INSTALLED AND MAINTAINED BY A MICHIGAN CERTIFIED LANDSCAPE CONTRACTOR. CONSIDER AN ADVANCED PLAN SET FOR METHOD OF INSTALLATION.
 1. ANNUALTESA
 2. TAN TENDR
 3. CHINA APPLE TREES

TIA TECHNICAL MEMORANDUM

Date: October 30, 2023

Prepared for: Nick Issak
Main Management Group, LLC

Prepared by: Tammi Czewski, P.E., PTOE
Traffic Analysis & Design, Inc.

Subject: Traffic Impact Analysis
20340 Harper Avenue, Harper Woods, MI

INTRODUCTION

This traffic impact assessment (TIA) report was prepared to determine the traffic impacts along northbound Harper Avenue related to redevelopment of 20430 Harper Avenue in Harper Woods, Michigan. The Harper Clinic currently operates at this address, which is proposed to be redeveloped into a Marijuana retail store.

STUDY AREA

Per discussions with the City of Harper Woods, the following intersections are evaluated in this TIA. A project overview map illustrating the location of the study intersections and development site at 20340 Harper Avenue is shown on [Exhibit 1](#).

- Northbound Harper Avenue & Lancaster Street
- Northbound Harper Avenue & Country Club Drive
- Northbound Harper Avenue & the I-94 Crossover Bridge
- Northbound Harper Avenue & Lochmoor Street
- Site Driveway to Country Club Drive

All study intersections operate with stop sign control on the side street or crossover approaches to Harper Avenue. The existing lane geometrics, traffic control, and posted speed limits for the study intersections are shown on [Exhibit 2](#). A description of the roadways within the study area follows:

Harper Avenue is a north/south roadway that serves as a service drive for the I-94 freeway. Harper Avenue is classified as a Major Collector and has two northbound and two southbound travel lanes with 35-mph speed limits on either side of I-94. Periodic

crossover bridges over I-94 provide connectivity between northbound and southbound Harper Avenue in areas where the east/west side streets do not continue across the freeway. According to the Michigan Department of Transportation (MDOT) online Transportation Data Management System (TDMS), the 2022 annual average daily traffic (AADT) on northbound Harper Avenue is 6,625 vehicles per day.

Lancaster Street, Country Club Drive, & Lochmoor Street are two-lane east/west undivided local roadways that provide access to the residential neighborhoods in Harper Woods. Residential neighborhoods streets have a prima facie speed limit of 25 mph. The MDOT TDMS does not report AADT data for these local streets.

Sidewalks are located along the east side of northbound Harper Avenue and along both sides of Lancaster Street, Country Club Drive, and Lochmoor Street.

DATA COLLECTION/PEAK HOUR TRAFFIC VOLUMES

Traffic Counts

Turning movement traffic volumes were collected at the study intersections on Thursday, September 14, 2023. Turning movement volumes were also collected at the Harper Clinic driveway to Country Club Drive so this traffic could be removed from the system and replaced with traffic from the proposed marijuana retail business.

Counts were collected from 7:00-9:00 a.m. and from 4:00-6:00 p.m. to capture AM and PM peak commuter traffic flows. Based on the combined traffic count data for all study intersections, the study area peak hour occurs from 7:30-8:30 a.m. (AM peak hour) and from 4:45-5:45 p.m. (PM peak hour). The traffic count data collected for this study is found in the [Appendix A](#). The compiled peak hour traffic volumes at each study intersection are shown as the Existing Peak Hour Traffic Volumes on [Exhibit 3](#). Using existing traffic patterns, the existing Harper Clinic driveway trips were isolated from the existing traffic volumes and removed from the system ([Exhibit 4](#)).

Traffic data from the MDOT TDMS shows declining traffic growth along Harper Avenue and other roadways in the study area. Therefore, no increases were made to the existing traffic volumes to account for background traffic growth to the build development year (2024).

PROPOSED DEVELOPMENT

Site Plan/Access & Internal Circulation

The conceptual plan for the proposed redevelopment of 20340 Harper Avenue is on [Exhibit 5](#). Pedestrian mobility is expected to be maintained with development of the site. The existing parking lot access to the public alley will be removed and a fence will be constructed along the length of the property to visually separate building activity from the alley and the residences to the east. With this change, a new driveway is proposed to be constructed to Harper Avenue, directly across from the eastbound lane on the crossover bridge. A portion of the existing building on site would be removed to make room for the driveway, and the parking lot would be restriped to provide 13 parking spaces: 2 parallel parking spaces along the south side of the building and 11 one-way northbound angle parking spaces on the east side of the building. The reduced building size would be 2,620 square feet, and buildout is expected in 2024.

The parking lot is not wide enough to provide perpendicular parking for two-way traffic flow through the site. Traffic flow for all vehicles (automobiles and trucks) will enter the site from northbound Harper Avenue (one-way inbound only) and exit the site to Country Club Drive (one-way outbound only). A “No Right Turn” sign will be placed at the exit to Country Club Drive to direct all site traffic back out to northbound Harper Avenue, minimizing site traffic flows along the adjacent public alley and neighborhood streets.

Site Traffic

Site trips for the 2,620-square foot marijuana retail business were estimated using “Marijuana Dispensary” trip rates published in the *ITE Trip Generation Manual, 11th Edition*. Based on ITE, the proposed development generates 554 trips during a typical weekday with 28 trips in the weekday AM peak hour and 50 trips in the weekday PM peak hour.

The distribution of the new development trips was based on existing traffic patterns and on the location of major area roadways and population centers. The trip distribution evaluated in this study was determined as:

- 45% to/from the north on Harper Avenue
- 45% to/from the south on Harper Avenue
- 10% to/from the neighborhood areas east of Harper Avenue

The trip generation table and graphic representation of the trip distribution are on [Exhibit 6](#). Site traffic was assigned to the study intersections and driveways based on this trip distribution. The site traffic assignment is on [Exhibit 7](#).

Build Traffic

Build traffic volumes were evaluated to compare traffic operations with redevelopment of 20340 Harper Avenue with the existing traffic conditions. The build traffic volumes were generated by adding the existing traffic volumes, removed Harper Clinic trips, and new site traffic volumes. The build traffic volumes are on [Exhibit 8](#).

PEAK HOUR TRAFFIC OPERATIONS & QUEUES

Level of Service Definitions

The study intersections were analyzed using the Synchro 11 traffic analysis model (outputs based on the *Highway Capacity Manual, 6th Edition*), SimTraffic 11, and the peak hour turning movement volumes estimated for each intersection. Intersection operation is defined by “level of service.” Level of Service (LOS) is a quantitative measure that refers to the overall quality of flow at an intersection ranging from very good, represented by LOS ‘A’, to very poor, represented by LOS ‘F’ (LOS definitions are before the Synchro analysis output in [Appendix B](#)). For the purposes of this study, LOS D or better was used to define acceptable peak hour operating conditions.

Peak Hour Traffic Analysis

The existing and build traffic volumes were evaluated at the study intersections using the existing geometrics and traffic control. The traffic models were “calibrated” with the existing peak hour factors for each intersection approach, and percentage of heavy vehicles in the existing traffic stream. Field video was reviewed to verify operational results and traffic

queueing. The videos revealed that upstream traffic signals on Harper Avenue create traffic platoons during the green signal phases and traffic gaps during the red signal phases that allow traffic from the side streets to turn onto Harper Avenue with minimal delays and queues.

The existing and build traffic peak hour movement delays and corresponding LOS are compared on [Exhibit 9](#). As shown, all movements at the study intersections operate acceptably at LOS C or better during the AM and PM peak hours. For most movements, delay increases with buildout of the development are negligible (a fraction of a second per vehicle).

RECOMMENDATIONS & CONCLUSIONS

Based on the traffic volumes and analysis presented in this report, the additional traffic from the redevelopment of 20340 Harper Avenue is not expected to impact peak hour traffic delays or queues at the study intersections. Upstream traffic signals create gaps in traffic on Harper Avenue that can accommodate existing traffic volumes plus additional traffic from the proposed development.

Plans for the site include building, driveway and parking lot changes to promote efficient internal circulation and minimization of new development traffic along the public alley and neighborhood streets. These plans include:

- Removal of the existing site driveway to the public alley on the east side of the property. A new fence will physically separate the parking lot from the public alley.
- Removal of the southern portion of the building to make way for a new eastbound inbound-only access from Harper Avenue. The new access driveway would line up across from the southbound-to-northbound crossover lanes on Harper Avenue, allowing inbound access from both northbound Harper Avenue and southbound Harper Avenue (via the crossover bridge).
- Restriping the parking lot to provide one-way northbound angled parking (two additional parallel spaces are to be provided along the south side of the shortened site building). Based on the width of the parking lot, one-way angled parking provides more maneuvering room for vehicles (parking, backing out, and traveling through the lot) than two-way/perpendicular parking.
- Conversion of the access driveway to Country Club Drive from one-way inbound to one-way outbound only. A “No Right Turn” sign will be installed at the driveway so that all exiting traffic will turn left onto Country Club Drive and then right onto northbound Harper Avenue. Observance of this sign will result in no exiting site traffic using the public alley to “circle back” around to Harper Avenue.

The above changes are recommended with redevelopment of 20340 Harper Avenue with the proposed use. The new inbound access drive from Harper Avenue and one-way outbound access drive to Country Club Way (restricted to left-turns only) will result in efficient automobile and truck traffic to and from Harper Avenue. These access changes

will significantly reduce or eliminate the volume of site traffic traveling along the public alley or neighborhood streets.

3



MCKENNA

December 15, 2023

Planning Commission
City of Harper Woods
19617 Harper Avenue
Harper Woods, Michigan 48225

Subject: Site Plan Review
Location: 20330 Harper Avenue
Applicant: Main Management Group LLC

Dear Planning Commissioners,

The City received the above application for special land use and site plan approval (plans dated November 1, 2023). The applicant, Main Management, LLC, proposes to modify an existing building to accommodate a marijuana retail establishment ("Project") at the subject address (Parcel No.42-010-01-0800-000). The subject property consists of an unoccupied building located on the southeast corner of Harper Avenue and Country Club Drive.

PROJECT SUMMARY

The subject site is zoned in the C-2, Special Business District, where the requested use, the operation of a marijuana retail establishment, is considered a special land use. Marijuana establishments may only be allowed after receiving site plan and special land use approval as indicated in Section 10-770 Special Land Uses.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



SITE PLAN REVIEW

We offer the following comments for your consideration.

1. Zoning and Use

The C-2, Special Business District *“is designed to permit retail, service, and other compatible uses that are not primarily automobile-oriented, that benefit from proximity to other similar uses, and that are likely to be patronized by customers who also patronize other businesses in the district during the same visit. This district encourages continuous, pedestrian-oriented storefront facades on major thoroughfares and collector streets.”*

The marijuana establishment proposes a use that is not primarily automobile oriented, in that it is a retail business (and not, for example, a drive-through restaurant or automobile service center). Additionally, this marijuana establishment would benefit the nearby small businesses, restaurants, and shops through cross-shopping.

A. Locational requirements: Subject to 10-264(C)(c) of the Harper Woods Zoning Ordinance, the following locational requirements shall be met:

- a. *“All lots containing a marijuana establishment must be located at least 1,000 feet from the nearest lot line of any child care center or licensed daycare facility licensed by the State of Michigan Department of Licensing and Regulatory Affairs and 1,000 feet from the nearest preschool program center, primary, intermediate or secondary school, or like facility, established pursuant to and in accordance with the Revised School Code, P.A. 451 of 1976, being M.C.L.A. §§ 380.1 through 380.1853, as amended, and/or the State School Aid Act of 1979, P.A. 94 of 1979, being M.C.L.A. §§ 388.1601 through 388.1772, as amended.”*

To our knowledge, the subject property is not within 1,000 feet of a protected use.

- b. *“All lots containing a marijuana establishment must be located at least 1,500 feet from any other lot containing a marijuana establishment, measured from the nearest lot line of the marijuana establishment to the nearest lot line of any other marijuana establishment.”*

There are no marijuana establishments within 1,500 feet of the subject property. By the City’s licensing and application process for marijuana facilities, this application is currently eligible to establish a 1,500 foot buffer from other facilities.

- c. *“A marijuana establishment shall be permitted as a special land use on parcels whose front lot line is the Kelly Road or Harper Avenue right-of-way line and are located in the C-1 General Business or C-2 Special Business Zoning Districts”.*

The proposed establishment complies with these requirements, as the property is located off Harper Road and is within the C-2 Special Business District.



B. Schedule of Regulations: The C-2 District dimensional requirements and those of the site are as follows, per Section 10-601.

Dimension	C-2 Requirements	Proposed	Compliance
Min. Lot Width	-	N/A	Complies.
Min. Lot Area	-	0.24 ac	Complies.
Max. Lot Coverage	-	2,580 S.F.	Complies.
Max. Height	2 stories/30 feet	1 story / 14 feet	Complies.
Min. Setbacks	-	N/A	Complies.

- 2. Parking and Loading.** The applicant proposes altering the layout of the existing parking lot in order to accommodate a total of 13 parking spots and add access from Harper Avenue. Of the 13 spaces, two are parallel parking spaces with dimensions of 9' by 23', and 11 are angled at 60 degrees with dimensions of 9' by 21'. No loading space is proposed at this time.

Section 10-421(C)12 of the Harper Woods Zoning Ordinance requires 1 parking space for every 200 square feet of gross floor area for retail stores. The proposed project is to have a gross floor area of 2,580 square feet, which would require 13 parking spaces. The applicant proposes 13 parking spaces.

Operational details have been provided within the Detailed Written Statement supplied by the applicant. Their operational plans of peak number of employees and customers supports the proposed parking. The Planning Commission shall determine whether the parking is sufficient.

The applicant does not propose a loading zone at this time. Subject to Section 10-461 of the Harper Woods Zoning Ordinance, the site does not require a loading zone, as the gross floor area is less than 5,000 square feet. If the applicant is to have a loading zone, it must be indicated in the plans. Any proposed loading zones must comply with zoning ordinance standards (located at the rear of the building, screening, 12-foot area, etc.).

- 3. Access Management.** Presently, the site can be accessed through both an ingress located off of Country Club Drive and an egress that attaches to the rear alleyway. The applicant proposes altering this layout by demolishing the southern portion of the existing building. In place of the southern portion of the building, the applicant proposes to install a 24' wide ingress and 15' one-way maneuvering lane. The existing alleyway egress will be removed and the current 22' wide ingress along Country Club will be converted into an egress.

The maneuvering aisle for the angled parking is proposed to be 21', which is sufficient width.

The applicant proposes a dumpster on the eastern portion of the site. Subject to Section 10-483, the applicant must provide the proposed routing of vehicles (delivery trucks, trash collection trucks, and fire engines) entering and leaving the site. The applicant has submitted acceptable turning diagrams.

Subject to Section 10-264 and Section 10-484 a Traffic Impact Study may be required by the Planning Commission, if deemed necessary. The applicant has provided a Traffic Impact Assessment.



We find that there are no issues with the site's circulation and access from a zoning standpoint, however, we defer to the City Engineer for additional commentary.

4. **Landscaping and Screening.** The existing site has minimal landscaping. The applicant has provided a landscaping plan and proposes to improve and expand the landscaping. Landscaping requirements are detailed below.

- A. **General Site Requirements.** The Zoning Ordinance requires that all unpaved portions of the site be planted with grass, ground cover, shrubbery, or other suitable living material. At this time, the site has unpaved portion in the rights-of-way and along the foundation of the building. Subject to Section 10-282.2 of the Zoning Ordinance, at least 6% of the site must be maintained as landscaped open area. The applicant exceeds these requirements by proposing a total of 15% of landscaped area.

Additionally, Section 10-282.1(A)(2) requires that one (1) deciduous tree be planted for every 2,000 square feet of unpaved open area, although 8 shrubs may be substituted for each required. The applicant has exceeded this requirement, as the total landscape area amounts to 1,618 square feet. Finally, all landscaped areas must be irrigated. The applicant complies.

- B. **Landscaping Adjacent to Streets and Street Rights-of-Way.** Landscaping adjacent to a street or street right-of-way shall consist of a landscaped area with a minimum depth of 10 feet, which shall be located on private property contiguous to the road right-of-way, excluding openings for driveways and sidewalks. The building the applicant proposes to follow this standard.

Public rights-of-way located adjacent to required landscaped areas and greenbelts shall be planted with grass or other suitable live ground cover and shall be maintained by the owner or occupant of the adjacent property as if the landscaped rights-of-way were part of the required landscaped area or greenbelts. Trees and shrubs shall not be planted in the street right-of-way without first obtaining approval from the agency which has jurisdiction over the road. The applicant complies with this standard.

- C. **Berms.** A berm may be used to screen off-street parking. Should the applicant choose to screen off-street parking with a berm, it must comply with the standards outlined in Sections 20-282.1 and 20-282.2.
- D. **Greenbelts.** Any proposed greenbelts must comply with the ordinance standards described in Section 10-282.1.
- E. **Screening.** Section 10-264 of the Zoning Ordinance requires that a 5' wall be built along the rear property line, since it abuts residential property. The applicant has proposed a 5' high masonry wall compatible with building material or an evergreen wall.

If there are any existing or proposed mechanical equipment locations, they must be screened on at least three sides, including any side visible from the public right-of-way. This screening must



consist of evergreen screening and insofar as practical, exceed the height of the mechanical equipment.

Because the rear parking is located in the rear and visible from the side of the building, it must be screened from the road via a 2 ½ to 3-foot brown or red brick wall, evergreen landscaping, landscaped berm, or an alternative approved by the Planning Commission. The applicant fulfills this requirement with a 3' screen wall.

- F. Parking Lot Landscaping. Because the site has less than 15 parking spots, it is not required to have parking lot islands. The applicant exceeds this requirement and proposes a parking lot landscaping island.

- G. Modification of Landscape Requirements:

The Zoning Ordinance grants the Planning Commission discretion regarding landscaping requirements: *In consideration of the overall design and impact of a specific landscape plan, and in consideration of the amount of existing plant material to be retained on the site, the Planning Commission may modify the specific requirements outlined herein, provided that any such adjustment is in keeping with the intent of this Article and Ordinance in general. In determining whether a modification is appropriate, the Planning Commission shall consider whether the following conditions exist:*

- A. *The public benefit intended by the landscape regulations could be better-achieved with a plan that varies from the strict requirements of the Ordinance, and*
- B.
 1. *Topographic features or other unique features of the site create conditions such that strict application of the landscape regulations would result in a less effective screen than an alternative landscape design, or*
 2. *Parking, vehicular circulation, or land use are such that required landscaping would not enhance the site or result in the desired screening effect.*

- 5. **Building Design.** The applicant has provided elevations for review. Because the existing building is being reoccupied and altered, the site must be brought into compliance with the minimum standards of the Zoning Ordinance as much as reasonably possible. The following standards are from Section 10-291 (A) of the Harper Woods Zoning Ordinance.

- A. Building Materials. The applicant proposes to replace the roof with metal panels. Also, the applicant proposes to paint the CMU beige and install fiber cement wall panels in the color “redwood” as an accent wall. These materials comply with Zoning Ordinance Standards.
- B. Building Entrance. All commercial buildings shall have a public entrance facing the street. Secondary public entrances at the rear or the side of the building must be clearly defined with architectural features such as canopies, a decorative sign, or other design features.

The applicant has maintained the existing front entrance and has proposed a public entryway on the east side of the building as well.



- C. Windows. Building facades facing the public rights-of-way must consist of at least 20% window area. The bottom sill of the windows on the front facade shall be located no higher than four (4) feet above grade. No more than 25 percent of the window area shall be covered with signage or other obscuring elements. When a building is located on a corner, this standard applies to both facades facing the rights-of-way. Calculations for the Harper façade indicate compliance with this standard, but there is also a note stating "Window Film To Be Added Into Restricted Areas. As Req.". This comment should be removed from the final site plan. The final build out must comply with the requirements of the Zoning Ordinance.
 - A. Colors. Presently, the proposed building colors appear appropriate and comply with Zoning Ordinance standards.
 - B. Awnings and Canopies. No proposed awnings and canopies are apparent at this time. If the applicant chooses to propose any, they must be made of canvas or other natural fabric. Internally lit or backlit awnings and canopies are prohibited.
 - C. Signs. Refer to item #7.
 - D. Roof-Mounted Equipment. All rooftop equipment must be screened with either a parapet equal to the tallest portion of the equipment or a building-compatible screen that surrounds the equipment. There is not any proposed roof-mounted equipment.
6. Dumpster Area. The applicant has proposed a dumpster on the east side of the site. The following standards are from Section 10-291(D)(2) of the Harper Woods Zoning Ordinance:
- A. Location. Dumpsters and their respective screening must be at least 15 feet from any building, 5 feet from any property line, and since the subject property is a corner lot it must be located at least 10 feet from the street right-of-way line. The proposed dumpster complies with this standard.
 - B. Concrete Pad. The dumpster must have a concrete pad that extends at least three feet in front of the dumpster. The proposal complies with this standard.
 - C. Screening. Dumpsters must be screened from the view of adjoining property and public roads via three sides with a permanent decorative masonry wall or durable wood fencing (minimum 7/8" thick, not less than 6 feet tall, or at least 1 foot above the height of the enclosed dumpster, whichever is taller). The dumpster enclosure is to be constructed of masonry and be 6' tall. The enclosure will have an opaque gate that is the same height as the enclosure.
 - D. Bollards. Bollards must be installed between the dumpster and the rear wall of the enclosure to prevent damage to the screening wall. Bollards have been proposed on either side of the gate of the dumpster enclosure.



7. Signs.

The applicant has provided conceptual drawings of the character and location of signage. Signs will be reviewed administratively by the Building Official upon permit application.

8. Lighting.

Section 10-291(B) details the exterior lighting requirements of the zoning ordinance.

A photometric plan has been submitted that depicts the lighting levels, proposed lighting locations, and mounting heights of all fixtures. Cut sheets have also been provided, indicating that the proposed lighting will not cause glare or interfere with motorists.

9. Other Agency Reviews

This project is subject to review by any city department or other agency to ensure the public health, safety, and welfare. The City Engineer provided comments in parallel to our review. We acknowledge that these comments were not received by the applicant in time for any potential revision prior to Planning Commission packets.



SPECIAL LAND USE REVIEW

Section 10-770.F. contains the nine (9) standards the City Council must review to grant the Special Land Use, after a recommendation from the Planning Commission. **The applicant completed the Special Land Use application related to these approval standards, with their responses to each standard in italics.** We have responded to each standard and their corresponding responses below.

No special approval shall be granted by the City Council unless the special use:

1. **Will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use or activity; for those land- owners and residents who are adjacent; and for the City as a whole.**

Applicant: *Main Management Group LLC (here "Main Management") will operate its proposed Marihuana Retailer as Pure Iconic, which is a well established business serving the adult use marihuana market. Main Management Group LLC is determined to educate, support, and improve the quality of life of the residents of Harper Woods by providing an upscale Marihuana retailer with a state-of-the-art burglary alarm, video surveillance system and on-site security personnel. This Harper Avenue location is built-out in a commercial manner, allowing for an economical transition from the present land use to Pure Iconic Marihuana Retailer and benefiting nearby commercial uses through bringing additional customers to the area. This land use further promotes a socially desirable use for the City and adjacent landowners and residents through the prohibition of all right turns onto County Club Drive, thereby limiting access to and decreasing overall traffic upon the adjacent public alley. As envisioned in the Harper Woods Master Plan Update, this change in land use along a busy commercial corridor is logical, practical and incremental.*

Review Comments: The traffic pattern and revised circulation pattern proposed addresses some concerns about circulation within the neighborhood when this project was first proposed.

2. **Is necessary for the public convenience at the location.**

Applicant: *The property, located at 20330-20340 Harper Avenue, is a conveniently located site on a primary transportation route in the community and also is served by two SMART bus routes and a sidewalk. Harper Woods' customers will find accessing Pure Iconic to be easy and convenient by private vehicle, public transportation, on foot, or by bicycle with a convenient bike rack located near the entrance.*

Review Comments: The subject site has the opportunity to be convenient for nearby residential areas and is readily accessible via many types of transportation.

3. **Is compatible with adjacent uses of land.**

Applicant: *Commercial land uses abut along Harper Avenue running immediately parallel to Interstate-94. Residential land uses abut to the rear across a two lane public alley, as is found along much of the Harper Avenue corridor where commercial uses are separated from adjacent residential neighborhoods by a public alley. A 5-foot obscuring wall, if allowed by the Planning Commission, will be erected to buffer*



the parking area from the nearby residences. The proposed use is consistent with all surrounding uses. The proposed use does not interfere with adjacent residential uses of land. The proposed use does not interfere with the ingress/egress of adjacent residents' convenient access of their garage. The adjacent public alley, by which residents access their garage, is a two-way alley that measures approximately 20 feet in width. The erection of the 5-foot obscuring wall will not hamper the turning into and out of adjacent garages due to the setback of the garages from and the substantial width of the alley. The proposed use will not cause direct glare onto adjacent residential properties or any light trespass, as demonstrated by the Photometric Plan. Finally, the 5-foot brick obscuring wall will prevent noise trespass across the alley.

Review Comments: Should the subject site be brought into compliance with zoning ordinance standards, it would be a compatible land use for nearby commercial and residential areas. Refer to the site plan review above.

- 4. Is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected.**

Applicant: *Main Management's Marihuana Retailer will be operated in full compliance with the City of Harper Woods ordinances and licensing requirements as well as the rules and regulations of the State of Michigan Cannabis Regulatory Agency, including extensive safety and security requirements. The proposed use, which prohibits a right turn onto County Club Drive contributes to the safety and welfare of adjacent residents by discouraging consumer travel upon the adjacent alley and residential street. The numerous exterior video surveillance cameras and presence of security personnel also contributes to the protection of public health, safety, and welfare.*

Review Comments: Should the site be brought into compliance with Zoning Ordinance standards, the site has the opportunity to exist without affecting the public safety, health, and welfare of Harper Woods. The proposed plans depict interior security plans, including camera locations and areas of restricted access. Exterior lighting plans have been submitted and found to be acceptable. The hours of operation are proposed to be Sun-Thurs 10 am to 8 pm and Friday-Saturday from 10 am to 9 pm.

- 5. Can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.**

Applicant: *This Harper Avenue site is adequately served with public facilities presently. There will not be an increase in the need for public services and facilities that could adversely affect other land uses in the area. The site is well served by a main transportation route, two bus lines and a sidewalk. A bike rack will also be provided for those customers and employees that chose to bicycle to the Marihuana Retailer. Thirteen parking spaces will be provided, which is more than adequate for the Marihuana Retailer.*

Review Comments: We do not anticipate the conversion to retail from the property's previous use as a medical clinic will diminish or adversely affect public services.



6. Will not cause injury to the value of other property in the neighborhood in which it is to be located.

Applicant: *The Harper Woods Master Plan Update calls for a compatible relationship between commercial uses and adjacent residential areas to serve as an appropriate transition between Interstate – 94 and the neighbors. Main Management’s Marihuana Retailer will serve as the transition by maintaining this existing commercial site in a viable manner. The site will be well-maintained, the parking lot and surrounding property kept clean, and the facility and parking lot secured at all times. Additionally, the installation of the screening wall adjacent to the alley will not obstruct the ingress, egress and turning of adjacent residents to/from their garages as the alley is 20 feet wide, allowing sufficient room for maneuvering. This proposed use will not cause injury to the property value of the adjacent residential home owners. The real estate firm Clever completed a study, using data from Zillow from 2017 to 2019, on the impact of adult use cannabis legalization upon real estate values and, specifically, upon the impact of adult use dispensaries on property values. The conclusion was that in cities with adult use dispensaries home values increased more than in cities where cannabis was illegal. A more recent study of the impact of adult use retailers published in September, 2022, by Rutgers University, in association with the New Jersey Police Lab, examined the short-term impact of allowing cannabis-related businesses on residential home sale prices. The study concluded that average home sale price increased by 1.6% in municipalities that allow cannabis-related businesses. While not finding a direct correlation of cannabis businesses to the home price increase, the study concluded “that allowing cannabis-related businesses does not negatively impact home sale prices.”*

Response: Should the proposed site be brought into compliance with Zoning Ordinance Standards, the site has the opportunity to increase property values.

7. Will protect the natural environment and help conserve natural resources and energy.

Applicant: *Main Management will continue the commercial use of this site. There is presently no impact on the natural environment, nor will this new use for the property have an impact on natural resources and energy. In fact, new greenspace in areas presently paved will make the site more environmentally friendly.*

New trees will be provided along both Harper Avenue and Country Club Drive. The trees will serve to beautify the corridors while also positively impacting the natural environment with cleaner air and lower pavement temperatures once mature.

Response: With the proposed landscaping, there is a significant improvement of the site as it is currently, which has minimal landscaping.

8. Is within the provisions of uses requiring special approval as set forth in the various zoning districts herein, is in harmony with the purposes and conforms to the applicable regulations of the zoning district in which it is to be located and meets applicable site design standards for each use specified in Sections 10-240 through 10-262.

Applicant: *Main Management’s Marijuana Retailer as a land use and the site plan satisfy the requirements identified in Section 10.264 of the Zoning Ordinance for marijuana establishments, specifically marijuana retailers. The hours of operation will be in compliance with the ordinance limitation*



of 9:00 a.m. to 10:00 p.m. The facility will have a maximum of 8 employees on the largest shift including security. Eighteen parking spaces are required and provided. It is anticipated, however, that a couple employees will either use public transportation, as well as many customers, or otherwise commute with co-workers. As such, sufficient parking for this use is provided. Additionally, a bike rack is provided for both employees and customers.

Response: Should the applicant address the concerns expressed in this review, those which may be listed by the Planning Commission, and bring the site into compliance, the site would comply.

9. Is related to the valid exercise of the City's police power and purposes which are affected by the proposed use or activity.

Applicant: Main Management's proposed marijuana retailer is a special exception use in the C-2 zoning district. Ordinance 2023-01, adopted by the City Council earlier this year, allows for this land use to the extent it is permitted under the Michigan Regulation and Taxation of Marihuana Act. Ordinance 2023-02, subsequently adopted, provides the standards for this land use in the Zoning Ordinances. Main Management's proposed use satisfies both ordinances.

Response: We believe that, subject to revisions as discussed in the site plan review, this proposal can comply with this standard. The Planning Commission may request additional information about these or any of the standards to aid their review and determination.



RECOMMENDATION

Two zoning approvals are required for this project to proceed:

- approval of a site plan,
- and approval of a special land use permit.

Site Plan: Pursuant to the Harper Woods Zoning Ordinance, the Planning Commission has the authority to approve, disapprove, approve with conditions that are reasonably related to Ordinance standards, or return the site plan to the applicant with a written statement of the modifications necessary to obtain approval.

Special Land Use: The Planning Commission must make a recommendation to City Council as to whether or not the application meets the Zoning Ordinance standards for Special Land Use approval. At the initiative of the City Council, or upon the request of the applicant for special approval of a land use, or a property owner or the occupant of a structure located within 300 feet of the boundary of the property being considered for a special land use, a duly noticed public hearing shall be held before a decision on the special approval request.

Based on the above findings, we believe enough information has been provided and the Planning Commission may consider approving this site plan. We recommend that the Planning Commission conduct the required public hearing. Pending information received at that hearing, the Planning Commission may make a decision on the site plan application and consider whether it is satisfied that the standards for the Special Land Use approval have been met.

We recommend any potential approval for this project is conditioned on the following:

1. *The applicant satisfactorily addresses with the Administration all outstanding recommended and required conditions as identified in the Engineering report and any other department comments.*
2. *The application receives all other required agency and jurisdiction approvals.*

Please let us know if you have questions. Thank you.

Respectfully submitted,

McKENNA

Paul Urbiel, AICP
Senior Principal Planner

Ashley E. Amey
Assistant Planner

Brigitte Smith Wolf, AICP
Assistant Planner

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 7) Safe Streets for All Grant

Explanation/Remarks:

Attached is a memorandum from the Economic and Community Development Director requesting local match funding support for the Safe Streets for All grant that he is putting together for submission. As his memo states, in cooperation with Eastpointe and McKenna, a redesign effort is underway from Seven Mile to Ten Mile Roads. In order to fund the next phase of this project, the planning team is applying for a federal "Safe Streets for All" grant. The City of Harper Woods also has an opportunity to get state and federal resources to fund the completion of a Kelly Road streetscape design south of 8 Mile.

Along with the application for this grant opportunity, the City must agree to the local match requirement, which is approximately \$43,000.00.

If we are successful in being awarded this grant, the general fund will be able to cover the local match, therefore, I am in agreement to move forward with the application process.

Recommended Action:

By RESOLUTION, to support the submission of a Safe Streets for All grant and further to authorize the expenditure of the required local match of \$43,000.00 if the grant is awarded.

Respectfully Submitted  _____, acting City Manager

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

MEMORANDUM

TO: John Szymanski, Acting City Manager
FROM: Ty Hinton, Economic & Community Development Director
SUBJECT: Support for Submission of a Safe Streets for All Grant
DATE: May 2, 2024

As you know and have reported to City Council, staff has been cooperating with Eastpointe staff and our Consultant from McKenna, to create a new business atmosphere for our merchants on Kelly Road from Seven Mile Rd. to 10 Mile rd. Initial efforts to set a framework and redesign concept was funded by Eastpointe and a Planning Assistance Grant from SEMCOG. Now the planning team is applying for a federal "Safe Streets for All" (SS4A) grant to fund the next phase of planning. Planning efforts to date have also included Wayne County and the City of Detroit staff.

Eastpointe wants to create a "social district" on Kelly Rd. above 8 Mile. It will be an area for shopping, entertainment, meeting & greeting others from the Eastpointe and local communities. Harper Woods wants to create a "Social District" south of 8 Mile for our residents and businesses. The next phase of the combined social district projects is to solidify a streetscape redesign and action plan for Kelly Road from Seven Mile to 10 Mile Roads. In summary, Harper Woods has the opportunity to get State and Federal resources to fund the completion of a Kelly Road streetscape design south of 8 Mile Rd. Therefore, we are asking for Council support for the SS4A federal grant being submitted. There will be a local match requirement from Eastpointe and Harper Woods. For our City the match will be around \$43,000.00. The match will be required, if we are successful in getting the Grant. The resulting streetscape design and action plan will be based upon:

1. Hosting extensive public engagement opportunities
2. Conducting a crash analysis and speed management study
3. Creating renderings and construction plans, and
4. Working with stakeholder groups and local authorities who oversee roadway operations along Kelly Road, such as SMART, DDOT, MDOT, Wayne County, City of Detroit, etc.



Memorandum

TO: City of Eastpointe; City of Harper Woods
FROM: Brigitte S Wolf, AICP
SUBJECT: Kelly Road Corridor Improvement Plan and Next Steps
DATE: May 2, 2024

In both the City of Eastpointe and the City of Harper Woods' Master Plan reports and planning processes, revitalizing Kelly Road to create a more walkable corridor and address vacancies has been a top priority. In the past, there have been multiple planning efforts to make Kelly Road more accessible and business-friendly; however, they were limited to the scope of each city. In 2023, Eastpointe's Economic Development team and McKenna applied for the SEMCOG planning assistance grant to initiate a regional collaborative effort. This initiative aimed to assess and plan for improvements along Kelly Road, such as setting a framework for streetscape enhancements accommodating all transportation modes, pedestrian amenities, and further support for exiting businesses and new businesses and investment in the corridor. With the closure of Eastland Mall, the importance of commercial storefronts and placemaking opportunities along Kelly has heightened for the local economy and residents.

Through the SEMCOG grant, we were able to assemble a Steering Committee and engage the public to assist in setting a regional vision and design framework. Presented on the following pages are the Kelly Road Complete Streets Corridor Improvement Plan and crash analysis report, which summarizes the Committee's groundwork for a collaborative, multi-jurisdictional effort to enhance Kelly Road.

Key improvement strategies for Kelly Road, explained further in the report, include:

- 1) **Streetscape Redesign:** Kelly Road is unique in its very wide public right-of-way and boulevard layout, offering the potential to accommodate all modes of transportation (motorized and nonmotorized) that can be designed in a manner to prevent traffic collisions and injuries. The streetscape could be improved to prioritize people and business, such as offering public spaces for socializing, strolling, outdoor dining, and special events. The core design elements recommended by the Steering Committee include:
 - Wider sidewalks;
 - Protected bike lanes;
 - Pedestrian and Cyclist Amenities (bike racks, pedestrian-scale lighting, seating, public art, etc.);
 - End or mid-block cross walks;
 - Amenities for transit riders at each bus stop; and
 - Outdoor Dining Space.

Taking this a step further, streetscape design concepts are provided to demonstrate possibilities on how to incorporate these elements along Kelly Road, effectively creating a 'Complete Street'.

- 2) **Economic Development Strategies:** Beyond the draw that will follow an improved streetscape and increased foot traffic, the Committee discussed additional ways that a coordinated, multijurisdictional effort could effectively attract new businesses and a draw more customers and real estate development. These recommendations include but not limited to orchestrating a regional branding and marketing effort,



launching façade improvements programs, and creating a corridor improvement committee for continued oversight and investment in continued growth along the corridor.

The 2023-2024 Kelly Road project has set a framework converting Kelly Road, from about Seven Mile Road to Ten Mile Road, into more of a neighborhood-oriented downtown: a place where people can gather, shop, dine, and connect. However, in terms of the streetscape redesign, more planning and engineering work needs to be done to host more public engagement opportunities, conduct further analyses, and finalize a design to pursue for implementation. This was the start of what is to be a multi-year planning endeavor, so long as we pursue and receive additional funding.

Thus, the Plan is being presented for consideration to approve/adopt the plan and submit as part of the Safe Streets for All Planning and Demonstration Grant proposal.

SAFE STREETS FOR ALL GRANT

A fitting and frankly rare funding opportunity that would support continued design and implementation of streetscape improvements along Kelly Road would be the U.S. Department of Transportation Safe Streets for All (SS4A) funding that expires in 2026 and prioritizes regional projects. Aligning with the federal Justice40 goals, over half of the funds are for underserved communities, providing equitable investment to places that need funding the most.

The next phase (Phase 2) consists of solidifying a streetscape redesign by:

1. Hosting extensive public engagement opportunities,
2. Conducting a crash analysis and speed management study,
3. Creating renderings and construction plans, and
4. Working with stakeholder groups and local authorities who oversee roadway operations along Kelly Road (SMART, DDOT, MDOT, Wayne County, City of Detroit, etc.)

Phase 2 is expected to cost a total of \$650,000, 20% (\$130,000) of which would be covered by a local match. The local match can be shared across local governments: Given that two-thirds of the project scope (Kelly Road from Eight Mile to Ten Mile) is the City of Eastpointe and one-third (Kelly Road for about one mile south of 8 Mile) abuts the City of Harper Woods, Eastpointe is proposed to cover 67% of the local match and City of Harper Woods would cover 33% of the local match, totaling:

- \$86,667 for City of Eastpointe, Macomb County
- \$43,333 for City of Harper Woods, Wayne County

NEXT STEPS

To see further streetscape improvements forward, the recommended next steps include:

1. Jointly apply (Harper Woods & Eastpointe) for the May 16, 2024 Planning and Demonstration Grant.
2. If revisions are requested by USDOT, then the application is resubmitted at the August 29, 2024 deadline.
3. Public engagement and planning and engineering work to develop a streetscape redesign occurs Fall 2024-Summer 2025.
4. Apply for the SS4A Implementation Grant, May 2025, for construction to occur in 2026+.

Safe Streets and Roads for All (SS4A) Program Facts



The U.S. Department of Transportation (USDOT) **Safe Streets and Roads for All (SS4A)** program provides grants to local, regional, and Tribal communities for implementation, planning, and demonstration activities as part of a systematic approach to prevent deaths and serious injuries on the nation's roadways.

This roadway safety program was created by the **Bipartisan Infrastructure Law** and provides \$5 billion over 5 years. The funding helps communities address the preventable crisis of deaths on our nation's roads, streets, and highways through safer people, roads, and vehicles; appropriate vehicle speeds; and improved post-crash care.

The SS4A program funds two types of grants:

- **Planning and Demonstration Grants** for Comprehensive Safety Action Plans, including supplemental safety planning and demonstration activities to inform an Action Plan.
- **Implementation Grants** to implement strategies or projects identified in an existing Action Plan.

SS4A is exclusively designed to help local communities. There are three remaining funding rounds, including the round currently open in 2024.

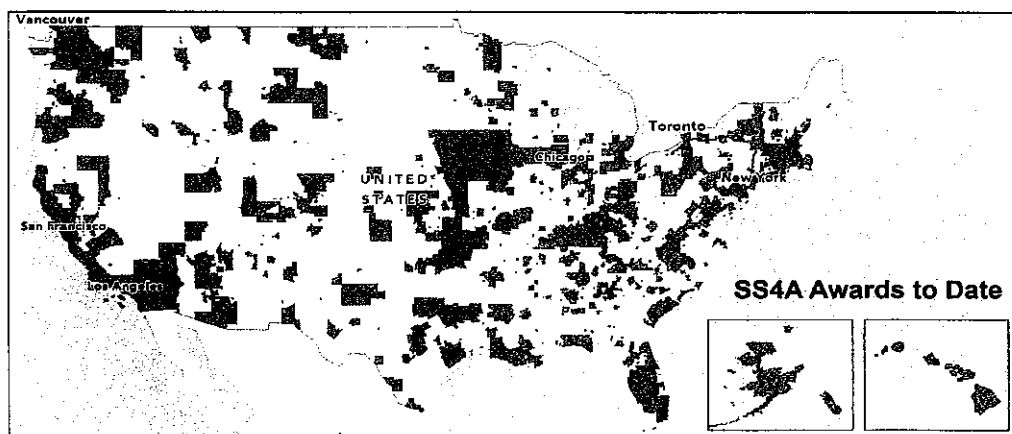
For more information, use the QR code above or visit the [SS4A website](#).

SS4A grants are already making an impact nationwide

- In the first two years of funding, USDOT awarded **\$1.7 billion** to over **1,000 communities** across all **50 states and Puerto Rico**.
- Awarded communities comprise about **70% of the nation's population**.
- SS4A funds to improve roadway safety planning have been awarded to localities that make up **61% of all roadway fatalities**.
- Projects and activities will significantly **improve safety for all people using the road** in those communities, including drivers, passengers, pedestrians, bicyclists, people using transit, and people with disabilities.

Awards reach communities of all different sizes and safety needs:

- **Rural communities** comprise around half of all grant award recipients to date.
- 465 communities (41% of award recipients) have **populations under 50,000**.
- 382 award recipients (75%) in the first year were **new direct Federal funding recipients to USDOT**.
- Over half of funds will benefit **underserved communities**, providing equitable investment to places that need funding the most.



SS4A amplifies our impact by working across government and with external partners

The SS4A program collaborates within USDOT, and with outside organizations that are committed to roadway safety, to disseminate program information and build capacity to help communities apply for grants and successfully implement grant activities.

- Coordinated technical assistance and promotion efforts focus on advancing roadway safety in rural areas, Tribal communities, and places in the Thriving Communities network. **In the past 2 years, USDOT staff directly reached communities in every state.**
- USDOT works with **trusted non-governmental organizations and partners** that understand communities' roadway safety challenges and needs. These partners include organizations such as the Local Infrastructure Hub, National League of Cities, National Association of County Engineers, League of American Bicyclists, Vision Zero Network, Rural Partners Network, Urban Sustainability Directors Network, and Emergency Medical Services groups, and events like the National Transportation in Indian Country Conference.

SS4A helps applicants compete for funding based on merits, not technical capacity

Applying for Federal discretionary grants is new for some communities—many of which may not have a team of grant writers on their staff. The SS4A program works with applicants throughout the evaluation process to ensure that they have complete and accurate information and are not disqualified due to an administrative error during the submission process.

- In the second funding year (FY23), SS4A conducted **follow-up outreach to 85% of applicants (roughly 600 communities)** to provide opportunities to address missing application elements and program requirements. As a result, **almost no applicant was turned away** because of an incomplete application.
- For those who are unsuccessful, SS4A offers a detailed debrief to help applicants develop more successful applications in future rounds. SS4A conducted approximately **130 debrief interviews** in January and February of 2024.

SS4A award recipients receive extra support to ensure successful grant administration

After awards are made, the SS4A program continues to help communities be successful in developing, executing, and administering grant agreements.

- A streamlined grant process was developed to help finalize and sign grant agreements as quickly as possible, even for communities that have never received grant funding from USDOT. **Of the 511 award recipients** in the first round announced in February of 2022, **over 90% have executed grant agreements** in place and initial **funding amounts obligated**.
- A Technical Assistance Center was established to support grant recipients with training and technical assistance, including how to comply with Federal requirements and how to develop Comprehensive Safety Action Plans.
- A Community of Practice was created to help grant recipients learn from each other across the 1,000+ communities that have received awards to date.

The next funding opportunity is open now!

The fiscal year (FY) 2024 Notice of Funding Opportunity (NOFO) for Safe Streets and Roads for All grants opened in February 2024. The FY 2024 NOFO has multiple deadlines, depending on the grant type:

- **April 4, 2024, 5 p.m. (EDT):** Deadline #1 for Planning and Demonstration Grants.
- **May 16, 2024, 5 p.m. (EDT):** Deadline for Implementation Grants. Deadline #2 for Planning and Demonstration Grants.
- **August 29, 2024, 5 p.m. (EDT):** Deadline #3 for Planning and Demonstration Grants. NOFO closes.



CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 8) Agreement - Eastern Wayne SRT

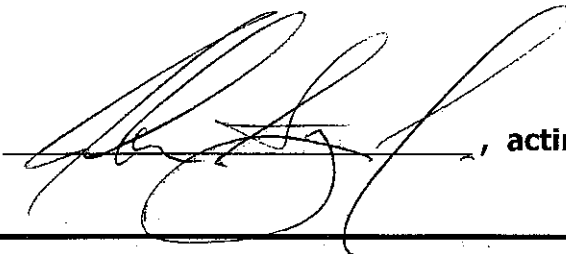
Explanation/Remarks:

Attached is a memorandum from the Director of Public Safety requesting approval of an inter-agency agreement between the City of Harper Woods and the Wayne County Special Response Team (SRT). As stated in his memo, the City Attorney has reviewed this agreement and has no objections. I have also reviewed this and it is my recommendation that it be approved.

Recommended Action:

By RESOLUTION, to approve the agreement between the City of Harper Woods and the Wayne County Special Response Team (SRT) and further to authorize the Director of Public Safety to sign the agreement on behalf of the City.

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

April 30, 2024

To: John Szymanski, Acting City Manager

From: Jason Hammerle, Director of Public Safety

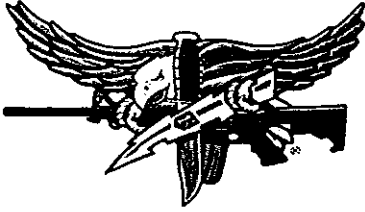
Re: Eastern Wayne SRT Agreement

Sir,

Please review the attached, proposed agreement between the member departments of the Eastern Wayne County Special Response Team. The proposed agreement will be the guiding document for SRT operations in the future. City Attorney DeWaele has had an opportunity to review the agreement and has no objections to the form of the contract. The document requires my signature. Please advise me on how you would like me to proceed.

Respectfully,

Jason Hammerle, Director of Public Safety



Eastern Wayne County SRT

Inter-Agency Special Response Team

Mutual Cooperation Agreement

THIS INTER-AGENCY SPECIAL RESPONSE TEAM MUTUAL COOPERATION AGREEMENT (this "Agreement") establishes a tactical special response team among the participating communities as described below. This Agreement is a mutual police assistance agreement authorized by MCL 123.811 et. seq. This Agreement also is an inter-local agreement authorized by the Municipal Partnership Act, MCL 124.111 et. seq. and by the Urban Cooperation Act, MCL 124.501 et. seq. The parties to this Agreement are the City of Grosse Pointe, the City of Grosse Pointe Farms, the City of Grosse Pointe Park, the Village of Grosse Pointe Shores, a Michigan city, the City of Grosse Pointe Woods, and the City of Harper Woods (each a "Member Community"). This Agreement will become effective upon the adoption of authorizing resolutions by the respective governing bodies of each of the Member Communities. The duration of this Agreement is indefinite, provided that any Member Community may elect to withdraw from participation in the tactical special response team established by this Agreement upon not less than thirty (30) days' written notice to the other Member Communities. Except to the extent provided below in this Agreement, each Member Community will be responsible for the costs related to any personnel employed by such Member Community and assigned to participate in the tactical special response team, as well as the procurement and maintenance of any equipment utilized by such personnel in connection with the tactical special response team. All participating cities will provide mutual and reciprocal releases and waivers of liability.

The duly appointed public safety director (or his or her designee) of each of the Member Communities shall be responsible for the implementation of the undertakings set forth in this Agreement and for coordination of mutual activities with one or more other constituent Member Communities.

The following provisions shall govern the supervision and operation of the tactical special response team established by this Agreement. Periodic upgrades, technical enhancements, and other similar modifications to these operational provisions may be authorized from time to time in writing by the mutual agreement of the respective public safety directors of each of the Member Communities.

I. SRT MISSION

The primary mission of the Eastern Wayne County Special Response Team (“EWC SRT” or “Special Response Team”) is to save lives. The primary focus of the EWC SRT will be to provide tactical solutions that will increase the likelihood of de-escalation and the safe resolution of high-risk incidents. These incidents include, but are not limited to, hostage situations, barricaded subjects, sniper deployment, high-risk apprehension, warrant service, protection details, supporting special events, civil unrest, and acts of terrorism. A multi-jurisdictional effort to respond to and resolve these situations would result in a more effective deployment of personnel, resources, and equipment, and a corresponding reduction in overlapping or duplicative costs. The cooperative efforts motivated by this Agreement are intended to provide improved services for the citizens of all participating jurisdictions, increased safety for team members and the community, and greater efficiencies and cost-effectiveness.

II. POLICY

Each Member Community, acting through its public safety department, agrees to maintain, on a collective basis, a collaborative Special Response Team. Each Member Community further agrees to provide the personnel, training and equipment incidental to its participation in such Special Response Team. The EWC-SRT will be comprised of one or more individual public safety officers from each of the Member Communities. Individual public safety officers from each jurisdiction will be consolidated and combined to form the EWC SRT. The EWC SRT services shall be available to each participating Member Community. The EWC SRT also may be available to outside law enforcement agencies on a support basis at the discretion of the Team Commander. If called upon to provide support to outside law enforcement agencies, EWC SRT members will continue to operate under the policies, procedures, and directives of their originating agency.

III. EASTERN WAYNE COUNTY SRT STRUCTURE & OVERSIGHT

- A. The Team Commander will be the principal law enforcement and public safety officer of the EWC SRT.

1. The Team Commander will be selected by a majority vote of the respective public safety directors of the Member Communities.
2. The Team Commander will collect and maintain all EWC SRT incident reports and activities of interest in one central location. The public safety directors of each Member Community will have access to such incident reports.
3. The Team Commander may elect to be physically present at incident scenes, with the corresponding responsibilities as set forth below in subsection B.
4. The Team Commander shall present an annual report to the public safety directors that outlines the prior year's training, missions, personnel changes, major equipment acquisitions, and upcoming expenditures. Should the need arise, the Team Commander and/or Team Leader will make themselves available to a requesting public safety director to address on a prompt basis any questions or concerns. All records related to the EWC SRT's performance shall be provided for full inspection to any participating public safety director or their designee upon request.
5. The Team Commander will conduct an annual budget meeting before the beginning of each fiscal year, to brief the public safety directors about upcoming planned expenditures.

B. Team Leader

1. The position of Team Leader shall be selected based on an interview process supervised by the Team Commander and his or her designee(s).
2. The Assistant Team Leader(s) shall assume command in the absence of the Team Leader.
3. Team Leaders shall be the officers in charge at an incident scene, regardless of rank or status within their respective departments and regardless of the rank of other operators on the EWC SRT.
4. To the extent appropriate under the circumstances of any particular incident or situation, the Team Leader may appoint an Incident Commander. The Incident Commander may be (but is not required to be) the Team Leader.
5. While on an incident scene, the Team Leader or Assistant Team Leader in charge, with input from the Incident Commander and Team Commander, shall have direct operational command and control for resolving the mission being undertaken.

6. The Team Leader shall be responsible for validating and approving any and all tactical plans and actions to be taken by officers on scene.
 7. The Incident Commander and Team Commander shall continue supervising the command post operation, outer perimeter security, and support for the EWC SRT. The Team Leader, designee, and Incident Commander/Team Commander shall maintain communications at all times.
- C. Assistant Team Leaders will be appointed by the Team Commander, with input from the Team Leader, based on an examination of their training, experiences, decision-making skills, and supervisory and leadership abilities.
- D. Should the need arise to utilize the EWC SRT, the on-duty officer-in-charge shall notify their dispatcher of the request. The dispatcher shall then acknowledge the request and broadcast a message activating SRT, which the other area dispatchers will then acknowledge. Those dispatchers will, in turn, contact their Department's SRT officers as required.
1. The designated Incident Commander should provide EWC SRT with as much of the following information as possible to better assist in planning/preparation of tactical plans:
 - a. Number of suspects and weapons, if known
 - b. If there are hostages or potential for hostages to be involved
 - c. The crime or suspected crime committed
 - d. If the suspect is barricaded
 - e. If the suspect has threatened or attempted suicide
 - f. The location of the command post and the best route to approach and stage personnel
 - g. Potential involvement of children or elderly residents
 - h. Any other pertinent details to the events
- E. The Team Leader will thoroughly document all incidents where EWC-SRT was activated. These reported incidents will then be submitted to the Team Commander for proper record-keeping. Reports submitted to the Team Commander will include all EWC SRT members' supplemental reports.
- F. All EWT SRT members who participated in an incident shall do the following;

- a. Prepare a supplemental report on the assignment and activities conducted during an incident.
- b. Submit their supplemental report to the Team Leader within three business days.

IV. EWC SRT OFFICER SELECTION

- A. Should a vacant SRT position occur, the Department where the vacancy originated may compile a list of applicants to forward to the Team Commander. The Team Commander will then be responsible for setting a date to hold an interview, physical fitness test, and firearms proficiency test. The oral interview will be held at the Department where the vacancy occurred. A representative from that agency with the rank of lieutenant or higher will participate in the interview process. An applicant must pass all required courses to be considered eligible. After deliberation, the Team Commander will notify the Department's public safety director of the list and selection for appointment.
- B. Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the Team Leader, and pertinent information shall be relayed to the Team Commander.
 1. Any member whose performance is at a level less than satisfactory may be subject to dismissal from the EWC SRT.
 2. Final determination of continued appointment rests with the Team Commander.
- C. Each Department hereby agrees that all wages and disability payments, pension, worker's compensation claims, medical expenses, or any other employment benefits shall be the responsibility of the employing Department to the same extent as if the SRT member were providing services for that employing Department.

V. TRAINING

- A. The Team Leader shall coordinate training. Monthly training days will be conducted that are designed to improve team performance and cohesion.
 1. Each below signed Department agrees to the minimum training requirements provided by the Team Leader.

- B. All monthly and supplementary training conducted by the EWC SRT will be documented by the Team Leader. The documented training sessions will then be sent to the Team Commander for retention.
- C. Upon appointment of a new officer on the EWC SRT, the appointing Department agrees to send the officer to a basic SWAT course at the Department's expense.
 - 1. The Team Commander will work with the appointing Department to promptly assist in finding an appropriate course.
- D. Precision rifle operators will have a minimum of one sniper-specific training day per month that will be required to maintain proficient skills.
 - 1. Those selected as precision rifle operators shall attend a basic sniper/observer course before use in an active situation.
 - a. The originating Department will be responsible for the cost associated with such a course.
 - 2. Those selected who have yet to attend said course may still participate in a support or training capacity.
- E. All EWC SRT members shall complete a yearly physical fitness test set forth by the Team Leader. This test shall be pass/fail.
 - 1. Should a team member fail the physical fitness test, they will be given 30 days to prepare and re-test. If the team member fails to pass for a second time, they may be subject to dismissal from the EWC SRT at the Team Commander's discretion.
 - 2. If a team member is absent at the initial testing date, they shall notify the Team Leader and schedule their physical fitness test within 30 days of initial testing.
- F. All EWC SRT members shall complete the mandatory firearms qualification for rifles and handguns twice a year. This qualification shall be pass/fail and set by the Team Leader.
 - 1. Should a team member fail the firearms qualification, they will be given 30 days to prepare and re-test. If the team member fails to pass for a second time, they may be subject to dismissal from the EWC SRT at the Team Commander's discretion.

2. If a team member is absent at the initial qualification date, they shall notify the Team Leader and schedule a make-up qualification.

VI. EQUIPMENT

- A. It is the intent of this Agreement that the costs associated with operations, training, and equipment will be shared equally among the Member Communities, with each public safety department sponsoring its personnel and equipment under the employment, compensation and budgeting policies applicable to such department.
- B. Grosse Pointe Park Department of Public Safety will be the agency responsible for managing the EWC SRT fund. Participating agencies will once yearly give an agreed amount of funding per member.
- C. Upon placement of a new member of the EWC SRT, the sponsoring agency agrees to provide the new officer with the initial uniform, ballistic vest & helmet, duty belt & gear, gas mask, rifle, and handgun required.
 1. Each Department agrees to continually update the officers assigned to the EWC SRT with this required equipment as needed.
 2. If a Department agrees to assign an officer to a precision rifle operator position, the Department shall be responsible for the cost to outfit said officer.
- D. The below-signed Departments agree that the costs associated with ammunition, training sites, and medical equipment for the EWC SRT shall be budgeted for, and the appropriate funds shall be transferred into the EWC SRT account for purchase by the EWC SRT team.
- E. The below signed public safety directors, or their successors, must approve any joint capital expenditure for SRT equipment by a majority vote. (i.e., ballistic shields, vehicles, etc.)

VII. AGREEMENT /SIGNATURES

John Alcorn – Director of Public Safety City of Grosse Pointe _____

John Kosanke – Director of Public Safety Grosse Pointe Woods _____

Jason Hammerle – Director Public Safety Harper Woods _____

James Bostock – Director of Public Safety Grosse Pointe Park _____

Kenneth Werenski – Director of Public Safety Grosse Pointe Shores _____

John Hutchins – Director of Public Safety Grosse Pointe Farms _____

DATE: _____

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 9) Water Main Repair - Vernier Road

Explanation/Remarks:

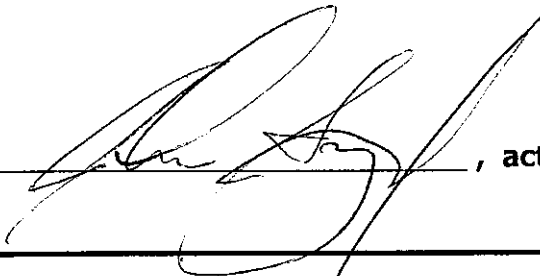
Attached is a memorandum from the DPW Superintendent requesting approval to repair a water main on Vernier. As her memo states, this break was discovered and isolated in 2023, and with the water main replacement at the Eastland Commerce Center being near completion, now is an ample time to make the repairs. We will likely save some restoration costs as well, if it is complete before Northpointe begins their landscaping plans.

Ms. Toutant is also recommending that we have Guardian Sewers complete the work, saving some time by not having to send this project out to bid, and keeping within the same timeline as Northpointe.

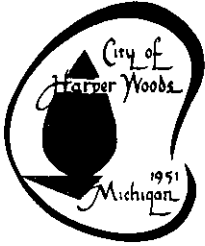
I have reviewed her request and I concur with her recommendation to have this repair work approved.

Recommended Action:

By RESOLUTION, to approve the estimate provided by Guardian Sewers in the amount of \$9,500.00 for the water main repair on Vernier Road, and further that competitive bidding be waived in accordance with City Charter requirements.

Respectfully Submitted  , acting City Manager

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



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

Telephone : 313.343.2570

Fax : 313.343.2572

hwdpw@harperwoods.net

April 30, 2024

TO: John Szymanski, Acting City Manager
FROM: Heather Toutant – Director; Public Works
RE: Water main repair over \$5000.00

Mr. Szymanski,

We are nearing the end of the Vernier project-water main replacement under the approach by Building #1 at ECC. This was the project approved in January of 2024. Northpointe is ready to start cement pouring and then complete landscaping restorations.

We have an additional break that we had isolated in 2023 for future repairs. I am asking City Council for approval for this repair to made without the bidding process for 3 reasons.

1. We have a good working relationship with Guardian- they are intimately aware of the condition of the main and the complicated nature of the dig area.
2. The bidding process could take many weeks- while also adding the costs of the bid process to the project, pushing us past Northpointe's timeline- we are trying to maintain a good working relationship.
3. By completing this BEFORE Northpointe does their landscaping, we will save thousands of dollars in restoration costs.

Thank you for your consideration.

Heather Toutant
Department of Public Works

HT

GUARDIAN SEWERS

ESTIMATE

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

DATE: April 25, 2024
INVOICE # 879
FOR: 18000 Vernier

Bill To:
CITY OF HARPER WOODS

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

PO # 36264

DESCRIPTION	AMOUNT
Dig up and make repair on 12" water main. Replace up to 10' of old broken pipe, remove approximately 5 flags of sidewalk, puify line and reactivate main.	\$ 9,500.00
Guardian is not responsible for replacement of sidewalk or landscape.	
TOTAL	\$ 9,500.00

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

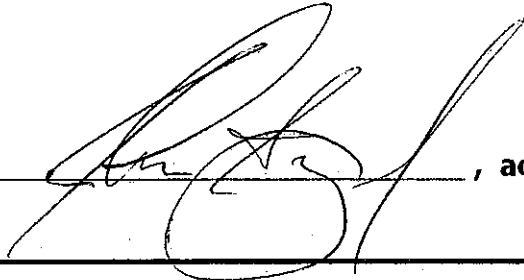
ITEM NUMBER: 10) Progress Payment - Beaconsfield Resurfacing Project.

Explanation/Remarks:

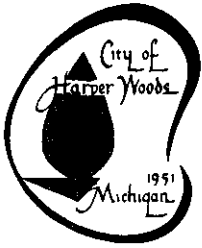
Attached is a memorandum from the DPW Superintendent transmitting an invoice from the Michigan Department of Transportation for the city's portion of the Beaconsfield Resurfacing project, Phase II. As you recall this MDOT project required a match from the city, and this invoice represents a portion of that cost. I have reviewed this and recommend that this invoice be approved.

Recommended Action:

By RESOLUTION, to approve the payment to the Michigan Department of Transportation in the amount of \$43,718.61 for the city's proportionate share of the Beaconsfield Resurfacing Project, Phase II.

Respectfully Submitted  , acting City Manager

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



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

Telephone : 313.343.2570

Fax : 313.343.2572

hwdpw@harperwoods.net

April 30, 2024

To: John Szymanski - Acting City Manager
From: Heather Toutant , Director Public Works
Subject: Invoice over \$5000.00

Mr. Szymanski,

Please find the accompanying invoice in the amount of \$43,718.61 to be paid to "The State of Michigan", for the City of Harper Woods pro-rated share (18.15%) of the Beaconsfield resurface project- phase 2 charges and submit to City Council for their approval.

This invoice is for services rendered through 4/8/2024

Respectfully,

Heather Toutant
Department of Public Works

STATEMENT	Customer Name CITY OF HARPER WOODS	PAGE 1
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number MDOT00187	Statement Closing Date 04-04-24
	AR Dept/BPRO 591:ACT51	Due Date 05-04-24
		Amount Enclosed

Bill to:
CITY OF HARPER WOODS
HARPER WOODS CITY TREASURER
19617 HARPER AVENUE
HARPER WOODS MI 48225

Payment Method: Check Money Order

Please write Customer Account No. on front of Check or Money Order.
DO NOT MAIL CASH

Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

Transportation



CITY OF HARPER WOODS
RECEIVED

APR 15 2024

PO# _____
ACCT# _____
AUTHORIZED BY _____

ORIGINAL

Customer Account Number MDOT00187	Statement Closing Date 04-04-24
Customer Name CITY OF HARPER WOODS	IF YOU HAVE ANY QUESTIONS PLEASE CALL

Current Period Charges

Description	Date	Transaction ID	Charges
-	03-29-24	CARE1591REIM24000842	\$1,000.00
-	03-29-24	CARE1591REIM24000842	\$35,545.45
-	03-29-24	CARE1591REIM24000842	\$7,173.16

Important Customer Information

CONTACT	591
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MDOT
Michigan Department of Transportation
Statement Date: 04/08/2024

MDOT00187 - CITY OF HARPER WOODS

Program: 208976CON

Federal Project: 22A0617

Description: Beaconsfield R Mill and Resurface, base course repairs, drainage improvements, and ADA ramp upgrade.

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description
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A00160		2022-5276 CITY OF HARPER WOODS		
	Current Budget	Cash Expenditures	Collected	Balance Due
Local	6,510.00	3,702.00	2,702.00	1,000.00

Funding Profile	Fed Pro Rata	Jrnl Description
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A00207	81.85	2022-5276 CITY OF HARPER WOODS		
	Current Budget	Cash Expenditures	Collected	Balance Due
Federal	1,488,253.95	1,520,602.34		
Local	330,015.99	337,189.15	290,740.81	42,718.61

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description
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A00207	81.85			
	Current Budget	Cash Expenditures	Collected	Balance Due
Federal	163.70	82.90		
Local	36.30	18.38	0.00	0.00

Vendor Code	Vendor Legal Name	Vendor Alias/DBA Name
MDOT00187	CITY OF HARPER WOODS	

Instruction: Instruction: Remit this listing of Balance Due by Program with the payment. Payments will be applied to all programs with a balance due, unless otherwise noted.

Statement Date: 04/08/2024

- Pay in Full (default if neither box is checked)
 Manual allocation specified by Program in Paid Amount below

Remittance information:

State of Michigan
 Attention: Finance Cashier
 P.O. Box 30648
 Lansing, MI 48909

Program	Balance Due
208976CON -	43,718.61

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 11) Award of Bid - Pavement Striping, #180-342

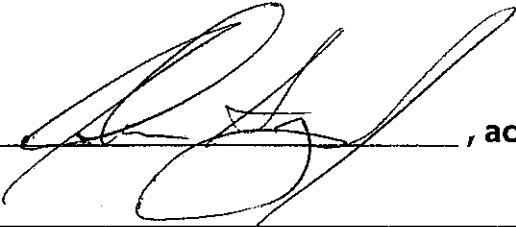
Explanation/Remarks:

Attached is a memorandum from Ryan Kern, our engineer, with the bid results of the 2024 Pavement Striping program. We have received only one bid for this project. As his memo states, the work to be performed involves re-striping lane line markings, crosswalks and stop bars at various locations in the City. An alternate bid was also proposed to re-stripe Salter Park and that is included in their bid submission. The total amount for all work to be done is less than what we anticipated and this company has performed work for MDOT, County and local communities and they possess the necessary experience and capability to do this job.

I have reviewed this with him and concur with our engineers that this bid be accepted.

Recommended Action:

By RESOLUTION, to accept the bid submitted by PK Contracting, LLC in the amount of \$58,856.45 for the 2024 Pavement Striping Project, #180-342.

Respectfully Submitted  , acting City Manager

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



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

10000 Harper Woods Road
Harper Woods, Michigan 48225
734.465.1000

May 3, 2024

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

Reference: 2024 Pavement Striping Program
City of Harper Woods
AEW Project No. 0180-0342

Dear Mr. Szymanski:

Enclosed please find the tabulation of the bid received on April 30, 2024 for the above referenced project. One (1) bid was received from PK Contracting of Troy, Michigan in the total amount including Alternate No. 1 of \$58,856.45. The engineer's estimate for this project was \$65,000.00.

This project involves the re-striping of lane line markings, crosswalks and stop bars along Northbound and Southbound Harper from Kingsville Street to 8 Mile Road and the re-striping of all crosswalks and stop bars within school zones throughout the City. The existing pavement striping within these areas has not been done for some time and has started to fade away. In addition, an alternate bid was also provided to re-stripe the parking lot at Salter Park. We are currently working with the City looking to potential joint seal and/or provide a seal coat to extend the useful life of this parking lot. Once maintenance work is complete at the Salter Park parking lot, the re-striping of parking spaces and areas where parking is restricted will be warranted.

PK Contracting completes the majority of pavement striping for MDOT, County and local jurisdictions that own public roads as there are few contractors in the area that specialize in this work. They are MDOT pre-qualified and have performed very well on other road improvement projects that we have administered in our office. Typically, we would like to obtain at least three (3) bids when competitively bidding projects; however, it is not uncommon to obtain less than three (3) bids for pavement striping work.

Therefore, based upon the bid submitted and the bid received being under the engineer's estimate, experience and capability to complete this project, we recommend that the 2024 Pavement Striping Program be awarded to PK Contracting, LLC, 1965 Barrett Drive, Troy, Michigan 48084 at the total bid amount of \$58,856.45.



John Szymanski
May 3, 2024
Page 2

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

Sincerely,

R. Ryan Kern, P.E.
Project Manager

Enclosure: Bid Tabulation

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



TABULATION OF BIDS
CITY OF HARPER WOODS
2024 PAVEMENT STRIPING
AEW PROJECT NO. 0180-0342

DATE: 4/30/2024
TIME: 11:00 AM

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

BIDDER RANKING

RANK	BIDDER'S NAME	TOTAL OF ALL BID PRICES	TOTAL OF ALTERNATE BID NO. 1
1	P.K. Contracting, LLC	\$ 52,991.25	\$ 5,865.20



TABULATION OF BIDS
 CITY OF HARPER WOODS
 2024 PAVEMENT STRIPING
 AEW PROJECT NO. 0180-0342

P.K. Contracting, LLC
 1965 Barrett Drive
 Troy, MI 48084

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount
BASE BID					
1.	Pavt Mrkg, Sprayable Thermopl, 4 inch, White	6,100	Ft	0.85	5,185.00
2.	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	1,725	Ft	0.85	1,466.25
3.	Pavt Mrkg, Polyurea, 18 inch, Stop Bar	800	Ft	9.00	7,200.00
4.	Pavt Mrkg, Polyurea, 24 inch, Stop Bar	425	Ft	15.00	6,375.00
5.	Pavt Mrkg, Polyurea, 12 inch, Crosswalk	1,650	Ft	6.50	10,725.00
6.	Pavt Mrkg, Polyurea, 6 inch, Crosswalk	3,750	Ft	3.10	11,625.00
7.	Pavt Mrkg, Polyurea, Lt Turn Arrow Sym	4	Ea	225.00	900.00
8.	Pavt Mrkg, Polyurea, Thru and Lt Turn Arrow Sym	4	Ea	295.00	1,180.00
9.	Pavt Mrkg, Polyurea, Thru and Rt Turn Arrow Sym	4	Ea	295.00	1,180.00
10.	Pavt Mrkg, Polyurea, Thru Arrow Sym	7	Ea	215.00	1,505.00
11.	Pavt Mrkg, Polyurea, Only	8	Ea	225.00	1,800.00
12.	Pavt Mrkg, Polyurea, School	14	Ea	275.00	3,850.00
TOTAL OF ALL BID PRICES				\$	52,991.25
ALTERNATE BID NO. 1 - SALTER PARK PARKING LOT STRIPING					
1.	Pavt Mrkg, Waterborne, for Rest Areas, Parks, and Lots, 4 inch, Blue	150	Ft	1.95	292.50
2.	Pavt Mrkg, Waterborne, for Rest Areas, Parks, and Lots, 4 inch, Yellow	2,785	Ft	1.65	4,595.25
3.	_Pavt Mrkg, Waterborne, Accessible Symbol, Blue	5	Ea	100.00	500.00
4.	_Pavt Mrkg, Waterborne, 4 inch, Cross Hatching, Blue	91	Ft	1.95	177.45
5.	_Pavt Mrkg, Waterborne, Thru and Rt Turn Arrow, Sym	1	Ea	150.00	150.00
6.	_Pavt Mrkg, Waterborne, Thru Arrow, Sym	1	Ea	150.00	150.00
TOTAL OF ALTERNATE BID NO. 1 - SALTER PARK PARKING LOT STRIPING BID PRICES				\$	5,865.20

**CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024**

AGENDA EXPLANATION

G. NEW BUSINESS:

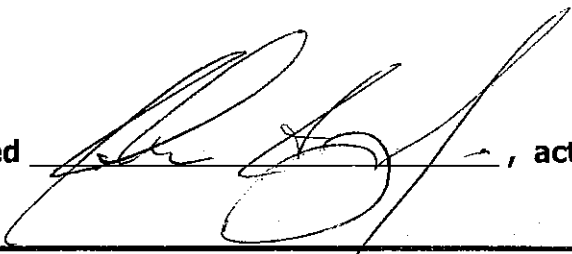
ITEM NUMBER: 12) Milk River - Operation and Maintenance

Explanation/Remarks:

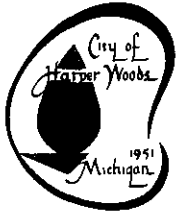
Attached is an invoice from Wayne County for operation and maintenance of the Milk River Drain for the period of April 1 through June 30, 2024. This is in accordance with the budget amount set by the Drainage District. It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to Wayne County in the amount of \$356,130.75 for the operation and maintenance of the Milk River Drain for the period of April 1 through June 30, 2024.

Respectfully Submitted  , acting City Manager

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



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

313.343.2500

www.harperwoodscity.org

Mayor:
Valerie Kindle

Mayor Pro Tem:
Regina Williams

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

Acting City Manager:
John Szymanski

City Clerk:
Leslie M. Frank

April 23, 2024

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

From: Kimberly Keogh, Acting Treasurer

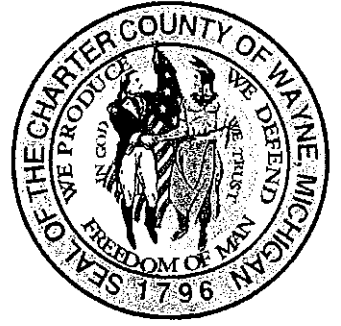
Re: Quarterly Payment for Operation & Maintenance Milk River

The attached invoice #317732, in the amount of \$356,130.75, is the quarterly Milk River Operation & Maintenance for the period of April 1 – June 30, 2024. I recommend the payment of this invoice.

Invoice Number
317732

Invoice Date
04/01/24

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



Invoice

Send Remittance to:

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

Customer:

City of Harper Woods
19617 Harper Avenue
Harper Woods MI 48225

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

Environmental Services Divisio

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	05/01/24	04/01/24 THRU 06/30/24 MILK RIVER DRAINS DRAINAGE DISTRICT O&M QTR 4 FY2024 REVENUE ACCT# 830.54458.403000 CASH ACCT# 830.001000	356,130.75

**CITY OF HARPER WOODS
RECEIVED**

APR 22 2024

PO# _____
ACCT# _____
AUTHORIZED BY _____

Please Pay This Amount => \$ 356,130.75

Return Remittance Copy of Invoice with Payment

Invoice Number 317732	Invoice Date 04/01/24
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CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF MAY 6, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 13) Amendment to the Fee Schedule

Explanation/Remarks:

Attached is the recently adopted fee schedule with a proposed increase to the administrative fees for several items in the Department of Public Works. An additional \$25.00 is being requested by the DPW Superintendent for administrative costs for lawn cutting, snow removal and ordinance violations. The current fee is \$50.00. An additional \$10.00 a square yard is also being proposed for special pickups, from \$30.00/yard to \$40.00/yard. The items are highlighted and can be found on the last page of the listing.

It is my recommendation that the proposed increases be approved.

Recommended Action:

By RESOLUTION, to adopt the amended fee schedule to incorporate the fee increases from the Department of Public Works.

Respectfully Submitted  , acting City Manager

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

CITY OF HARPER WOODS FEE SCHEDULE

ADOPTED AS AMENDED DECEMBER 18, 2023

<u>DEPARTMENT</u>	<u>ORDINANCE</u>	<u>FEE</u>
BUILDING DEPARTMENT		
<u>REGISTRATIONS</u>		
Abandoned Vacant Property Registration Fee - Initial 12 months	HWCO 92-9	\$200.00
Re-Inspection (beyond 2 re-inspections)		\$100.00
Late Registration fee will be assessed if the application and fee are not received within thirty (30) days after the renewal date; or if a new application for an occupied property does not receive final approval within thirty (30) days of the application date		\$300.00
<u>CERTIFICATE OF OCCUPANCY</u>	HWCO 92-9	
C of O residential one and two family; new and change of owner		\$200.00
Commercial, Industrial and Multi-family; new construction, additions, change in use, owner or occupant (4-year certificate if no change as listed above)		\$200.00
Re-inspection / Lock out fee		\$100.00
Temporary Certificate of Occupancy		\$75.00
Reinstatement of Revoked/Suspended Certificate		\$100.00
Copy of Certificate		\$10.00
<u>RENTAL PROPERTY</u>	HWCO 92-9	
Certificate of Compliance 1 family, 2 family - 3 year cycle		\$200.00
Certificate of Compliance; multi-family – 3 year cycle		\$200.00
Additional units within same street address		\$60.00
Group Home		\$200.00
Re-Inspection/ Lock out fee		\$100.00
Copy of Certificate		\$10.00

Late Fee *Late fees are assessed if the application and fee are not received before the current expiration date, if the renewal is not completed within thirty (30) days after the renewal date; or if a new application for an occupied property has not received final approval within thirty (30) days of the application date.		\$100.00
Reinstatement of suspended or revoked certificate		\$100.00
BUILDING PERMIT FEES	HWCO 5-20	
Contractor Registration		\$10.00
Base Fee - Includes 1st Inspection		\$75.00
Additional Inspections		\$50.00
Re-Inspection / Lock out fee		\$100.00
Permit Renewal – one time only		\$50.00
\$0 to \$2,000 construction value fee		\$93.00
\$2,001 and up construction value fee		\$93.00 + 13.00 per thousand or fraction thereof
Zoning Permit Fees		Includes Zoning Fees
		\$50.00 Fee for each inspection +
1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.		\$50.00
2. Fences not over 7 feet high.		\$50.00
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.		\$50.00
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.		\$50.00
5. Sidewalks and driveways.		\$50.00
6. Prefabricated swimming pools that are less than 24 inches deep.		\$50.00 + Electrical Permit
7. Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling		\$50.00

Exemptions:		
1. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work. 2. Swings and other playground equipment. 3. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.		Exempt
And do not serve the exit door required by Section R311.4 of the International Residential Code.		Exempt
<u>Investigative Fee – Work started without permit</u>		\$100.00
<u>Plan Review</u>		
Plan Review minimum fee		\$125.00
Plan Review Construction Value fee		
\$0 to \$500,000		.0013 of value, not less than 125.00
Plan Review Construction Value Fee		
Over \$500,000		.0003 of value
Investigative fee – work started without permit		\$75.00
Plan Review Mechanical, Plumbing and Electrical		25% of Building code Review fee (each trade)
Engineering Fee – For setting finish grade		\$75.00
Electronic Document Storage		
11x17 or less		\$1.00 per page
Larger than 11 x 17		\$3.00 per page
Fire Inspection		See Attachment 1
Fire Safety Commercial Bi-Annual Inspection		\$200.00
Demolition Residential (3 Inspections)		\$225.00
Demolition Commercial		\$425.00
Dumpsters Right of Way (up to 5 days)		\$25.00
Additional Day		\$5.00

<p align="center"><u>PERMIT FEES</u></p> <p align="center"><u>ELECTRICAL CODE FEES</u></p>	<p align="center">HWCO 5-55</p>	
Contractor Registration		\$10.00
<p>Base Permit Fee</p> <p>Base permit fee of \$75.00 shall be charged on every permit with the exception of a re-inspection fee, an addition to an original permit, information permit, and certificate of occupancy or hourly rates.</p>		\$75.00
Exemptions:		
<p>1. Listed cord-and-plug connected temporary decorative lighting. 2. Reinstallation of attachment plug receptacles but not the outlets therefor.</p> <p>3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.</p> <p>4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.</p>		Exempt
<p>Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.</p>		Exempt
Electronic Document Storage		
11x17 or less		\$1.00 per page
Larger than 11 x 17		\$3.00 per page
Inspection		\$50.00
Re-inspection / Lock out fee		\$100.00
Circuits – First		\$15.00
Each additional circuit		\$6.00
<p>* Items charged as circuit include cash register wiring, garage wiring, rewiring a circuit, interruptible meter of air conditioner, heat reclaim fan, paddle fan, Jacuzzi, spa/hot tub and sauna</p>		
Sign Circuit – includes connection		\$25.00
Sign – connection only (provided inspection is made at the same time and same location)		\$5.00
Outline tubing connection – (Neon tubing for signs, each 50 foot or fraction thereof)		\$10.00

Fixtures – each 25 lamps/tubs or fraction thereof			\$20.00
a) Flood lights of 1,000 watts capacity each or over shall be considered power units			
b) Each cluster of flood lights consisting of lamps, each 1,000 watts or over, shall be considered as one power unit of lamp wattage			
c) Each neon type gas-tube lamp shall be counted as one unit			
d) Lighting pole			
e) Emergency lighting, security devices			
* Items charged as a fixture include Duplex receptacle, fluorescent lights, emergency battery units, exit signs, ground fault interrupter (GFI) lights, plugs, and exhaust fans.			
Motors, power/heating units, air conditioners, furnaces, & heat pumps - Includes generators, rectifiers, capacitors, welders, flood lamps (1,000 watts or over), heating and/or power nits based on horsepower, KW or KVA rating.		First Unit	Each additional Unit
Up to 10 HP, KW, KVA or Power Plug		\$15.00	\$5.00
Over 10 up to 30		\$20.00	\$6.00
Over 30 up to 50		\$30.00	\$7.00
Over 50		\$40.00	\$9.00
Above fees include branch circuit wiring to the equipment. Less than ¼ HP on other than heating units fee is based on number of circuits supply such motors			
Air Cleaner			No Charge
5. Electric attic fan, compactor, cook top, Dishwasher, disposal, dryer, lift pump, oven range, range hood, sump pump, washer, water heater (each item)			\$15.00
Swimming Pools			\$30.00
Temporary Service			
100 amperes or less			\$25.00
101 to 400 amperes			\$30.00
Over 400 or temporary primary			\$50.00
Furnace & Air Wiring together			\$25.00

Air Wire only (2 motors)		\$15.00
Interruptible Service		\$20.00
Rough Inspection – fee will be waived on any permit when installation is entirely completed for rough and final inspection at time of initial inspection.		\$50.00
Service entrance cable		\$25.00
Outdoor meter cabinets (existing services each location)		\$25.00
Sub –fed panel – includes master control panels		\$25.00
Feeders (conduits, wireways, bus ducts, cables etc.)		
First 100 feet or less		\$20.00
Next 1,000 ft. each add. 100ft or fraction		\$10.00
Over 1,100ft, each add. 100ft or fraction		\$10.00
Underfloor raceways, Headers for cellar floors, etc.		
First 100 feet or less		\$25.00
Next 1,000 ft., each 100 ft. or fraction		\$6.00
Over 1,100 ft., each add 100 ft. or fraction		\$3.00
Residential electrical space heating (each circuit - for supplemental heating and other, use KW rating per unit)		\$15.00
Temporary wiring (conventions, displays, exhibits, etc. including lighting, motors and other electrical equipment)		
Up to 100,000 sq. ft. of display area		\$50.00
Over 100,000 – 200,000 sq. ft.		\$90.00
Over 200,000 – 300,000 sq. ft.		\$150.00
Over 300,000 – 400,000 sq. ft.		\$170.00
Over 400,000 sq. ft.		\$210.00
Temporary outdoor decorative displays		\$40.00
Electrical sign tag (One hour time shall be computed separately and not in combination with other items on the following sign fees)		
Signs (tag inspection each sign)		\$20.00
Outline tubing (neon tubing for signs each 50ft. or fraction)		\$20.00

Window Signs		\$20.00
FIRE ALARM SYSTEMS - One hour time shall be computed separately and not in combination with other items in the following schedule.		
Drill & Pull First Five Stations or less		
First five (5) stations or less		\$15.00
Each additional two (2) stations		\$6.00
Telephone stations - 2 way communication units		\$35.00
Fire alarm signal device (horn/bell)		
First two (2) devices or less		\$15.00
Each additional two (2) stations		\$6.00
Heat/Smoke detectors		
First two (2) devices or less		\$15.00
Each additional two (2) stations		\$6.00
Fire door holders- each doorway		\$6.00
Combination door holders/smoke detector		
Each doorway		\$6.00
Building Master Panel – each panel		\$25.00
Exit way door unlocking system – first door		\$10.00
Each additional door		\$5.00
Sprinkler system (wet)		\$15.00
Sprinkler system (wet & dry)		\$25.00
Sub panel – annunciator – each zone (floor)		\$25.00
Elevator Capture – each elevator		\$15.00
Data gathering/reporting panel – each panel		\$5.00

MECHANICAL CODE FEES	HWCO 5-159	
Contractor Registration		\$15.00
Base Permit Fee - A base permit fee of \$75.00 shall be charged on every permit with the exception of a re-inspection fee, an addition to an original permit, information permit, and certificate of occupancy or hourly rates.		\$75.00
Exemptions:		
1. Portable heating appliances.		
2. Portable ventilation appliances.		
3. Portable cooling units.		
4. Steam, hot-or chilled-water piping within any heating or cooling equipment regulated by this code.		
5. Replacement of any minor part that does not alter approval of equipment or make such equipment		
6. Portable evaporative coolers.		
7. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.		
8. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.		
Electronic Document Conversion		
11 x 17 or less		\$1.00 per page
Larger than 11 x 17		\$3.00 per page
Inspection		\$50.00
Re-inspection / Lock out fee		\$100.00
Installation, Alteration or Replacement Fees		
Gas burning unit or portion thereof:		
Up to 500,000 btu		\$35.00
500,000 to 1,000,000 btu		\$40.00
1,000,001 btu and up		\$45.00
Hot tub, Jacuzzi, sauna, Swimming pool, boiler or heater		Charge by btu

Duct work with furnace		\$15.00
Duct work only		\$20.00
Dampers (Includes furnace, water heater or any other energy saving device)		\$5.00
Chimney Liner		\$15.00
Humidifier		\$15.00
Air Cleaner		\$10.00
Other Misc.		\$10.00
Investigative Fee (Shall be charged for failure to obtain a permit)		\$75.00
Refunds - Base permit fee shall be retained from the total permit fee if work has not been started		
MICHIGAN PLUMBING CODE	HWCO 5-164	
Contractor Registration		\$10.00
Base Permit Fee - (Charged on every permit with the exception of a re-inspection fee, addition to an original permit, information permit, and certificate of occupancy or hourly rates)		\$75.00
Electronic Document conversion 11 x 17 or less		\$1.00 per page
Larger than 11 x 17		\$3.00 per page
Installation, Alteration or Replacement		
Fixtures - Back Flow Preventer, Bathtub, Beverage Dispenser, Bidet, Carbonator, Catch basin/Yard drain, Coffee Maker, Dental Chair, Dishwasher, Drinking fountain, Floor Drain, Garbage Disposal, Hose Bib, Ice Machine, Inside Drain, Misc. Special Fixture, Pool Re-circulator, Refrigeration Unit (water cooled), Roof Conductor, Shower Trap/Pan, Salad Bar, Sink, Soda Fountain (bar waste, refig. Outlet), Sprinkler System, Urinal, Vacuum/Pressure Vacuum Breaker, Wall Hydrant, Washing Machine, Water Closet (toilet), Water trap or Valve		\$15.00 first fixture, \$10.00 each additional
Relocate Existing Fixtures		\$15.00 each

Water Heater Replacement		\$15.00
Pump or Water Lift, Roof Sump, Stacks Vents (new or altered), air admittance valves (AAV), sum or interceptor, water treatment device		\$15.00 first, \$5.00 each additional
Sewers (Installations between main line and building)		
Lines not exceeding 6" in diameter		\$15.00
Lines exceeding 6" in diameter		\$35.00
Lines exceeding 16" in diameter		\$65.00
Manholes		\$15.00
Drains (Storm drains underground/above ground to Building sewer)		
Lines not exceeding 6" in diameter		\$5.00
Lines exceeding 6" in diameter		\$25.00
Lines exceeding 16" in diameter		\$50.00
Crock to Iron (building sewer to building drain connection) For each connection when a new sewer and/or main drain is installed.		\$35.00
Water Distribution systems		
3/4"		\$25.00
1"		\$25.00
1 1/4"		\$35.00
1 1/2 "		\$40.00
2"		\$45.00
Over 2 1/2 "		\$55.00
Replacement of Piping - No increase in size, when made in Conjunction with installation/replacement of fixtures		\$25.00
Laboratory Tests - For the testing of materials, devices and various equipment not specifically listed herein, to cover the cost of service incidental to the laboratory testing involved, each man hour or fraction thereof (no base fee)		\$45.00
Inspection		\$50.00
Special Inspection		\$50.00
Re-inspection / lock out fee		\$100.00

Final Inspection		\$50.00
Investigative Fee		\$75.00
Refunds - Base permit fee shall be retained from the total permit fee if the work has not been started		
Certification Fee		\$20.00
REFRIGERATION CODE FEES	HWCO 5-159	
Base Permit Fee - A base permit fee of \$75.00 shall be charged on every permit with the exception of a re-inspection fee, an addition to an original permit, information permit, certificate of occupancy or hourly rates		\$75.00
Exemptions: (see mechanical code exemptions)		
Installation, Alteration or Replacement fees		
Air Conditioning units, heat pumps, refrigeration systems and/or compressors active by motors/engines		
Up to 5 hp, each		\$25.00
Over 5 hp. To 50 hp. Each		\$30.00
Over 50 hp, each		\$35.00
Additional Equipment Installed & Inspected but not included in "open" original permit within six (6) months or original permit issue date. Permit application must be marked "addition to Permit # _____"		Above charges (no base fee)
Re-Inspection (no base fee)		\$50.00
Violation correction (no base fee)		\$50.00
Rough Inspection		\$25.00
Other Miscellaneous		\$15.00
Investigative Fee - shall be charged for failure to obtain a permit		\$75.00
Refunds – Base permit fee shall be retained from the total permit fee if work has not been started		

SIGN FEES	HWCO 21-30	
Permit shall be paid to the City for each permanent permit and each temporary permit referring to signs. The fee shall be increased in direct relation to the surface area of the sign, according to the following rate:		
Contractor Registration		\$10.00
Base Fee		\$75.00
Electronic Document Conversion		
11 x 17 or less		\$1.00 per page
Larger than 11 x 17		\$3.00 per page
Inspection		\$50.00
Re-Inspection / Lock out fee		\$100.00
Permanent Sign up to 50 sq. ft. – each face		\$125.00
Permanent Sign over 50 sq. ft. -each face		\$200.00
Temporary Signs – 1 month (30 days)		\$75.00
<p style="text-align: center;"><u>Licenses and bonds to erect signs</u></p> <p>No persons shall erect, install, remove or rehang any sign for which a permit is required under the provisions of Harper Woods Code of Ordinances Chapter 21 until an approved bond shall have been filed in the sum \$15,000 as herein required. Such bond shall indemnify, save and keep harmless the City of Harper Woods from any and all costs, damages or expenses of any kind whatsoever which may be suffered by the city, or which it may be put to, or which may accrue against it by charging to or recovering from said city from or by reason of the granting of permission to erect said signs, or by reason of any acts or things done under or by authority or permission granted by the building department to erect such signs in the city, or by reason of the negligence, failure or refusal of any persons to comply with all the provisions of this ordinance applicable to such signs.</p>		

Grocery and/or fish, meat, poultry retail (Must have Approval by Health Department)		\$100.00
Handbill Distributor		\$25.00 per day
		\$50.00 per month
		\$300.00 per year
Hotel, Motel Plus each room		\$50.00
		\$2.00
Ice Cream Vendor		\$50.00
Junk or Scrap		\$100.00 Individual
		\$800.00 Yard
Marijuana Retail Business		\$5,000.00
Open Air Permit		\$50.00
Pawn Broker (Requires \$10,000 bond) Plus each transaction fee		\$350.00
		\$1.00
Peddler or Solicitor		\$25.00 per day
		\$ 50.00 per month
		\$300.00 per year
Precious Metal or Gem Dealer Registration		\$50.00
Restaurant		\$100.00
Resale shop/antique shop		\$50.00
Transient Merchant / Street Vendor		\$150.00
CLERK / TREASURER MISCELLANEOUS FEES		
Field Sheet		\$2.00
Tax List (excel)		\$50.00
Tax Bill (non-resident)		\$5.00
Tax Roll (on disc)		\$50.00
NSF Check		\$35.00
Open Air Permit		\$50.00
Zoning Ordinance / Sign Ordinance		\$5.00
Delinquent Water Bills – transfer tax roll		20% of balance due

Administrative Fee Calculating Final Water Bill	Adopted 06-20-16	\$20.00
Notary Service (fee for each signer)		
Resident		\$5.00
Non-Resident		\$10.00
Freedom of Information Requests		See City FOIA Policy
Election Materials		Varies - See Request Form
PLANNING AND ZONING		
PLANNING COMMISSION & ZONING BOARD OF APPEALS		
Planning Commission		
1. Regular or Special Meeting		\$450.00 plus Application Review Costs
a. Subdivision/Plat Review (Lot Split)		
b. Site Plan Review		
2. Special Land Use (in addition to site plan review, if needed)		\$450.00 plus Application Review Costs
3. Rezoning		\$450.00 plus Application Review Costs
*Applicant is responsible for actual Engineering, Planner and Attorney Fees Plus 10% Administration Fee		
DEPOSIT REQUIRED with submission of application		
1. Commercial and Industrial		Initial Deposit \$2,500.00
2. Residential		Initial Deposit \$1,500.00
Note: Any Application Review Cost must be paid upon invoice, once paid, a refund of the deposit will be made. The payment of all costs shall be paid prior to the issuance of any building permit.		*If actual costs exceed initial deposit, additional deposit may be required and invoiced
Zoning Board of Appeals		\$450.00 per Variance plus Administrative Review fee (see above)
Construction Board of Appeals		\$250.00
Zoning Verification Letters		\$100.00

PUBLIC SAFETY
POLICE DEPARTMENT

Administrative fee – Vehicles abandoned and sold at auction	Adopted 09-16-19	\$400.00
Accident Reports		\$18.00
Bicycle License		\$5.00
Dog License - Per Dog		\$15.00
Equipment & Vehicle Inspection		\$10.00 resident \$20.00 non-resident
Animal Traps – Residents Only		\$20.00 deposit
Parking Permits - ANNUAL	HWCO 25-4	\$45.00
Parking Permits – Temporary		\$10.00
Video Tapes, CD, DVD, Audio		\$50.00
Local Background Check		\$10.00 resident, \$20.00 non-resident
PBT Fee		\$10.00 resident \$15.00 non-resident
Impound Fee		\$100.00
Permit to Purchase Notary Fee		\$5.00 Resident \$10.00 Non-Resident
Liquor License Inspection		\$500.00
Bond Fee		\$10.00 per warrant
<u>COIN OPERATED AMUSEMENT DEVICE FEES</u>	HWCO 3-60	
Distributor		\$300.00
Owner - each coin-operated amusement device		\$125.00
Owner - each coin-operated music device		\$35.00
Arcade – in addition to per device charge		\$350.00
Substitution for existing device		No additional charge
<u>FIRE DEPARTMENT</u>		
Fire Incident Reports		\$10.00 (first page) \$1.00 each additional page
Securing Property		\$75.00 admin. Fee + Cost

DEPARTMENT OF PUBLIC WORKS	HWCO 5-13	
Water Services		
Engineering Inspection of water and sewer taps		Cost of Inspection estimated and bond required
Tap Fee		
5/8		\$100.00
3/4		\$100.00
1"		\$125.00
1 1/2 "		\$250.00
2"		\$350.00
3"		\$400.00
4"		\$600.00
6"		\$800.00
<u>Meter COST</u>		
Base		\$125.00
Top		\$198.00
5/8		\$258.00
3/4		\$295.00
1"		\$365.00
1 1/2"		\$658.00
2"		\$883.00
2" Compound Meter		\$2,536.00
3" Compound		\$2,980.00
4" x 14" Compound		\$3,150.00
4" x 20" Compound		\$3,250.00
6" Compound		\$8,744.12
8" Compound		\$11,304.00
10" Compound		\$25,717.67
<u>Meter FEE</u>		
Base		\$150.00
Top		\$223.00
5/8		\$363.00
3/4		\$405.00
1"		\$502.00
1 1/2"		\$873.00

2"		\$1,336.00
2" Compound Meter		\$3,170.00
3"		\$3,725.00
4" x 14" Compound		\$3,938.00
4" x 20" Compound		\$4,063.00
6" Compound		\$10,930.00
8" Compound		\$14,130.00
10" Compound		\$32,147.00
Water Turn Off / Turn On		
For Non-Payment		\$100.00
Unauthorized Turn On of Water		\$200.00
Failure to keep scheduled water Appointment (Lock out Fee)		\$50.00
Plumbing Repair		
During Business Hours		No Charge
After Hours		Prevailing Overtime Rate
Damaged Hydrant		Cost plus Prevailing Rate
Damaged Fence		Cost Plus Prevailing Rate
Ordinance Violation Correction/Resolution		\$75.00 administrative fee
Weed / Lawn Cutting		\$75.00 administrative fee plus contractor rate (see attachment 2)
DEPARTMENT OF PUBLIC WORKS - MISCELLANEOUS		
Special Pickups		
Small Dump (3 yds = \$40/yd)		\$120.00
Large Dump (7 yds)		\$280.00
Use of Loader		\$25.00
Use of Multiple Trucks		Add fees per truck
Snow Removal		
Under 5" residential		\$75.00 admin. fee plus .70 /ft
Over 5" Residential		\$75.00 admin. fee plus \$1.20 / ft
Salting Charges		\$75.00 admin. fee plus 0.25 / ft
Commercial Property		\$75.00 admin. fee plus \$3.00 per ft