



**CITY OF HARPER WOODS
REGULAR COUNCIL MEETING
JULY 8, 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 June 10, 2024
- 2) Harper Woods Library Board meeting held on May 16, 2024
- 3) Planning Commission meeting held on June 26, 2024

D. PUBLIC COMMENTS ON AGENDA ITEMS:

E. CONSENT AGENDA:

- 1) Approval of Accounts Payable Listing. (\$812,419.22)
- 2) Payment to WCA Assessing. (\$6080.16).
- 3) Payment to Simplified Business Solutions. (\$9,557.80).
- 4) Payment to Honigman LLP. (\$5,873.75).
- 5) Payment to Anderson, Eckstein & Westrick, Inc. (\$50,363.45).
- 6) Payment to Drive Creative Services, LLC. (\$8,209.00).
- 7) Payment to Guardian Sewers. (\$25,750.00).
- 8) Payment to Turf & Timber. (\$26,640.00).
- 9) Payment to SAFEBuilt LLC. (\$43,253.38).

F. OLD BUSINESS:

G. NEW BUSINESS - CITY MANAGER'S REPORTS:

- 1) Public Hearing - Designation of a Neighborhood Enterprise Zone (NEZ)
- 2) Senior Services Millage Ballot Language - The Helm
- 3) Interlocal Agreement - Joint Senior Services
- 4) Approval of Fence Repair - Southbound Harper
- 5) Police Department/Dispatch Center Air Conditioning
- 6) Progress Payment No. 1 - Concrete Pavement Repair Project, #180-338
- 7) Progress Payment No. 1 - Storm Sewer Open Cut Repairs, #180-337
- 8) Detroit Area Agency on Aging - Annual Implementation Plan
- 9) Renewal of Professional Services Agreement - HydroCorp
- 10) Seal Coating - Salter Park Parking Lot

CONTINUED . . .


- 11) Community Development Block Grant Agreement - Sidewalk Repairs
- 12) Schedule Special Meeting and Public Hearing - August 19, 2024

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 JULY 8, 2024**

AGENDA EXPLANATION

E. CONSENT AGENDA:

Items 1 through 9.

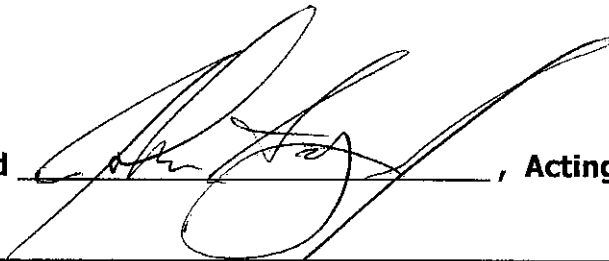
Explanation/Remarks:

See attached listing.

Recommended Action:

By RESOLUTION, approve the Consent Agenda Items 1 through 9.

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

CITY COUNCIL MEETING

JULY 8, 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 130191 through 130376 in the amount of \$812,419.22 as submitted by the City Manager and Finance Director, and further, authorize the Mayor and City Clerk to sign the listing.

2. PAYMENT TO WCA ASSESSING

Attached is an invoice for contractual assessing services to be performed by WCA Assessing for the month of July 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 July 2024.

3. 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 June 2024. Also included are the IT support services provided to all of our departments and the purchase of a laptop and accessories. 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 \$9,557.80 for the email hosting, security and backups of our computer system for the month of June 2024 and for IT support services for all departments and the purchase of a laptop and accessories.

4. PAYMENT TO HONIGMAN LLP

Attached is an invoice from Honigman LLP for professional services in conjunction with the redevelopment of Poupard school and the brownfield plan associated with this project. I have reviewed this and concur that this payment be approved.

Recommended Action: By Resolution, approve payment to Honigman LLP in the amount of \$5,873.75 for professional services in conjunction with the redevelopment of Poupard school.

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

Attached are invoices from Anderson, Eckstein & Westrick, Inc. for professional services during the month of June 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 \$50,363.45 for professional services during the month of June 2024 for the following projects: Community Center, #180-348; Beaconsfield Resurfacing, #180-253; Pavement Striping, #180-342; Concrete Repairs, #180-338; Joint/Crack Sealing, #180-341; Sidewalk Program, #180-349; Eastland Center Redevelopment, #180-244; Roscommon Park, #180-329; Mr. C's ROW Survey, #180-352; Sanitary Sewer FCIPP project, #180-339; Emergency Water/Sewer repair, #180-351; Storm Sewer repair, #180-337; Sanitary Sewer Cleaning, #180-340; Temporary Water Operator, #180-303; Harper/Van Antwerp Development, #180-313; Miss Digs, #180-255 and Comcast Review, #180-353.

6. PAYMENT TO DRIVE CREATIVE SERVICES LLC

Attached is an invoice from Drive Creative Services, LLC for the production of the July/September Newsletter. I have reviewed this and recommend that this payment be approved.

Recommended Action: By Resolution, approve payment in the amount of \$8,209.00 to Drive Creative Services, LLC for the production of the July/September Newsletter.

7. PAYMENT TO GUARDIAN SEWERS

Attached is a memorandum from the DPW Superintendent transmitting invoices from Guardian Sewers for their assistance with several water main breaks, a hydrant replacement and re-location of stop boxes, storm drain cabling and a service line repair. I have reviewed these and recommend that payment be approved.

Recommended Action: By Resolution, to approve payment in the amount of \$25,750.00 to Guardian Sewers for their assistance with several water main breaks, a hydrant replacement and re-location of stop boxes, storm drain cabling and a service line repair.

8. PAYMENT TO TURF & TIMBER

Attached is a memorandum from the DPW Superintendent transmitting invoices for the removal of dead and downed trees/limbs at several locations and also for chipping and stumping of trees and disposal of debris. I have reviewed these and recommend that these payments be approved.

Recommended Action: By Resolution, to approve payment to Turf and Timber LLC in the amount of \$26,540.00 for the removal of dead and downed trees/limbs at several locations and also for chipping and stumping of trees and disposal of debris.

9. PAYMENT TO SAFEUILT LLC

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

Recommended Action: By Resolution, approve payment to SAFEuilt, LLC in the amount of \$43,253.38 for the contractual building department services performed during the month of June 2024.



John Szymanski, Acting City Manager

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL				
Check Type: Paper Check				
06/11/2024	130191	HARMON GLASS DOCTOR	DEPOSIT FOR WINDOW REPAIR-LIBRARY	410.00
06/11/2024	130192	SIR SPEEDY #6310	POSTAGE FOR GLWA WATER NOTICE/MAILER-DPW	1,326.53
06/12/2024	130193	AZABACHE	061924 EVENT RENTALS	4,950.00
06/14/2024	130194	ABC DOOR COMPANY LLC	JOHNSTON PARK GARAGE DOOR REPAIR-REC	441.00
06/14/2024	130195	ABEL ELECTRONICS INC.	ELECTRONIC SUPPLIES-PARKS	97.99
			ELECTRONIC/TROBLESHOOT-LIBRARY	210.00
			ELECTRONIC/INSTALLED NEW MICROPHONE-LIBR	340.00
				<u>647.99</u>
06/14/2024	130196	AIRGAS USA; LLC	MAY24 ARGON/OXYGEN CYLINDER RENTAL-DPW	264.73
06/14/2024	130197	ALL SEASONS OUTDOOR EQUIPMENT	MAINTENANCE/SUPPLIES-DPW	261.43
06/14/2024	130198	ANDERSON, ECKSTEIN & WESTRICK	180-0308 VERNIER WATER MAIN AG061024-CM	2,026.98
			180-0339 2024 SAN SEWER FCIPP PGM AG0610	351.65
			180-0337 2024 STORM SEWER REP AG061024	292.61
			180-0340 2023 SAN. SEWER CLEANING AG0610	351.65
			180-0331 2024 DWRF LEAD WATER AG061024	2,250.00
			180-0303 TEMP WATER OPERATOR AG061024	4,511.57
			180-0344FY2025 DWRF PROJECT PLAN AG06102	2,136.39
			180-0348 SALTER PARK-COMM CTR AG061024	7,500.00
			180-0253 BEACONSFIELD REFACING AG061024	339.30
			180-0342 2024 PAVEMENT STRIPING AG061024	516.43
			180-0338 2024 MISC CONCRETE REP AG061024	2,772.13
			180-0255 MISS DIGGS AG061024	93.95
			180-0341 2024 JOINT CRACK SEAL AG061024	328.51
			180-0244 EASTLAND CENTER AG061024	1,430.23
			180-0329 ROSCOMMON POCKET PARK AG061024	6,232.71
				<u>31,134.11</u>
06/14/2024	130199	ANYTIME RESTORATION SERVICES	BOARD UP SERVICES-KENOSHA-DPW	2,207.96
06/14/2024	130200	ARROW OFFICE SUPPLY	OFFICE SUPPLIES-HWPD	123.20
			OFFICE SUPPLIES-HWPD	75.83
				<u>199.03</u>
06/14/2024	130201	BAKER & TAYLOR	1 LIBRARY CD/DVD-AM	16.48
			1 LIBRARY CD/DVD-AM	20.91
			4 LIBRARY CD/DVD-AM	77.43
				<u>114.82</u>
06/14/2024	130202	BARTON LAW, PLLC	MDC ATTORNEY-24-92573-OM	330.00
06/14/2024	130203	BDS ENVIRONMENTAL	ASBESTOS REMOVAL/WINDOWS AG101623-DPW	34,775.00
06/14/2024	130204	BELLE TIRE DISTRIBUTORS	FLEET-REPLASD LOOSE TIRES	620.00
06/14/2024	130205	BEST STOP AUTOMOTIVE, LLC.	SCT #62 SENSOR REPLACED/MAINT/REPAIR-HWP	1,725.15
06/14/2024	130206	BRODART CO.	8 LIBRARY BOOKS AM	122.97
			1 LIBRARY BOOK AM	16.73
			3 LIBRARY BOOKS AM	19.88
			10 LIBRARY BOOKS AM	169.23
			2 LIBRARY BOOKS AM	33.99
			1 LIBRARY BOOKS AM	16.73
			5 LIBRARY BOOKS AM	100.41

Check Date	Check	Vendor Name	Description	Amount
			1 LIBRARY BOOKS AM	17.28
			5 LIBRARY BOOKS AM	100.23
				597.45
06/14/2024	130207	CBIZ BENEFITS & INSURANCE SERVICES	OPEB ACTUARIAL VALUATION AG061024-FIN	14,013.20
06/14/2024	130208	CINTAS CORPORATION #721	061024 UNIFORM RENT/CLEAN-DPW 060324 UNIFORM RENT/CLEAN-DPW	112.13 137.16 249.29
06/14/2024	130209	CLASS A TRAINING CENTER, LLC	DRUG COURT SCVS-COUNSELING, ADC DRUG COURT SCVS-COUNSELING, ADC DRUG COURT SCVS-COUNSELING, CTC DRUG COURT SCVS-COUNSELING, CTC	35.00 70.00 35.00 70.00 210.00
06/14/2024	130210	COMCAST BUSINESS	JUNE24 MONTHLY RECURRING CHARGE-CM	717.12
06/14/2024	130211	CRANDALL-WORTHINGTON, INC.	JANITORIAL SUPPLIES-DPW JANITORIAL SUPPLIES-DPW JANITORIAL SUPPLIES-DPW	734.00 493.50 432.00 1,659.50
06/14/2024	130212	CYNTHIA CZECH	MIDC HOUSE COUNSEL/ON CALL-06/05/2024	380.00
06/14/2024	130213	DAPHNE R. BRADFIELD	MIDC HOUSE COUNSEL/ON CALL-06/04/2024	456.00
06/14/2024	130214	DAVIS VISION, INC.	JUNE24 EMPLOYEE OPTICAL INS PREMIUM	404.27
06/14/2024	130215	DEWOLF & ASSOCIATES	COMMUNICATIONS/DISPATCH TRAINING-HWPD FIRST LINE SUPERVISOR TRAINING-HWPD	845.00 595.00 1,440.00
06/14/2024	130216	DORIS NEAL	MIDC ARRANGMENT/ON CALL-5/31/2024 MIDC ATTORNEY-24-92521 MIDC ARRANGMENT/ON CALL-06/10/2024	530.00 510.00 650.00 1,690.00
06/14/2024	130217	DOXIM	MAY24 MONTHLY WATER BILLS-TR	4,438.39
06/14/2024	130218	DTE ENERGY	MAY24 STREET LIGHTS/TRAFFIC SIGNALS-DPW	36,473.60
06/14/2024	130219	EJ USA, INC	WATER SYSTEM REPAIR PARTS-DPW WATER SYSTEM REPAIR PARTS-DPW	117.12 90.80 207.92
06/14/2024	130220	ELECTION SOURCE	ELECTION SUPPLIES-CM	276.38
06/14/2024	130221	EXWAY ELECTRIC SUPPLY CO.	LIGHTING SUPPLIES/BULBS/ADAPTER-DPW	57.86
06/14/2024	130222	FIRST CHOICE COFFEE	WATER UNIT RENTAL-CH	200.00
06/14/2024	130223	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT/SWEEPER-DPW VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-DPW #603 VEHICLE PARTS-MAINT-DPW #611 VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-SUPPLIES-HWPD	179.55 22.43 65.92 54.25 148.41 54.48 86.60 11.04 7.14

CHECK REGISTER FOR CITY OF HARPER WOODS
 CHECK DATE FROM 06/08/2024 - 07/05/2024
 CHECK NUMBERS:130191-130373

Check Date	Check	Vendor Name	Description	Amount
06/14/2024	130224	GILBERT'S PRO HARDWARE, INC.	HARDWARE-MAINT-PARKS & REC HARDWARE-MAINT-PARKS & REC HARDWARE-MAINT-PARKS & REC HARDWARE-MAINT-PARKS & REC HARDWARE-MAINT-DPW HARDWARE-MAINT-DPW HARDWARE-MAINT-DPW	2.67 36.86 14.37 38.95 35.39 11.96 99.26 <u>239.46</u>
06/14/2024	130225	GREAT LAKES BATTERY	LIPO BATTERY-HWPD	28.00
06/14/2024	130226	GREAT LAKES WATER AUTHORITY	MAY24 SEWAGE DISPOSAL-TR	18,700.00
06/14/2024	130227	GREAT LAKES WATER AUTHORITY	APRIL24 WATER PURCHASES 4197 MCF-TR	81,130.38
06/14/2024	130228	GROSSE POINTE NEWS	#3 HW 05/30 SYN REG MTG-CLERK #1 HW 6/13 POLICE AUCTION-CLERK AD	333.00 157.25 <u>490.25</u>
06/14/2024	130229	GUARDIAN SEWERS	2 STOP BOX REPAIRS-DPW EMERGENCY MAIN BREAK REPAIR-DPW	1,000.00 3,400.00 <u>4,400.00</u>
06/14/2024	130230	HOME INSPECTION PLUS	REFUND OF PERMITS-PB240160,PE240097,PP24	641.00
06/14/2024	130231	HYDROCORP	MAY24 CROSS CONT CONTROL PROG-DPW	534.00
06/14/2024	130232	IMAGEFIRST	MAY24 PRISONER BLKTS/MATS CLEANED-HWPD	402.45
06/14/2024	130233	JOHN CAHALAN	MIDC ATTORNEY-24-92520-OM	660.00
06/14/2024	130234	JOHN GERLACH	MIDC ATTORNEY-24-92407 MIDC ARRAIGNMENT/ON CALL-06/07/2024	810.00 630.00 <u>1,440.00</u>
06/14/2024	130235	LANGUAGE LINE SERVICES	INTERPRETATION FEES-COURT	294.39
06/14/2024	130236	T-MOBILE	(2) AREA DUMP/DET BUREAU-HWPD	100.00
06/14/2024	130237	LEXISNEXIS RISK DATA MGT, LLC	MAY24 USER FEES-HWPD	249.50
06/14/2024	130238	LINGO	JULY24 TELEPHONE SERVICE-CH	882.74
06/14/2024	130239	LOWE'S	HARDWARE/SUPPLIES-PARKS HARDWARE SUPPLIES-MAINT HWPD HARDWARE/SUPPLIES-DEW HARDWARE/SUPPLIES-DEW	194.69 10.43 65.90 28.30 <u>299.32</u>
06/14/2024	130240	MACOMB COMMUNITY COLLEGE	FIRE ACADEMY-HWPD	1,900.00
06/14/2024	130241	MACQUEEN EQUIPMENT/EMERGENCY	FIRE FIGHTER EQUIPMENT MAINT/PARTS/EQUIPMENT-DPW #622 STREET SWEAPER PARTS/MAINT-DPW	460.66 337.80 2,617.85 <u>3,416.31</u>
06/14/2024	130242	MCKENNA ASSOCIATES INC	HW ZONING ORDINANCE UPDATE-CLERK APRIL24 PROFESSIONAL SERVICES-CLERK	2,000.00 980.57 <u>2,980.57</u>
06/14/2024	130243	MIDWEST TAPE	(2) LIBRARY DVD'S	26.24

CHECK REGISTER FOR CITY OF HARPER WOODS
 CHECK DATE FROM 06/08/2024 - 07/05/2024
 CHECK NUMBERS:130191-130373

User: MARGO
 DB: Harper Woods

Check Date	Check	Vendor Name	Description	Amount
			(4) DVD'S/CD'S- LIBRARY	69.71
			(2) DVD'S/CD'S-LIBRARY	45.73
				<u>141.68</u>
06/14/2024	130244	MISSION POINT RESORT	MML 2024 CONVENTION LODGING-CM	775.88
06/14/2024	130245	MOTOROLA SOLUTIONS; INC	(2) MOBILE RADIOS/MPSCS USER FEE AG09182	12,962.36
06/14/2024	130246	MR. C'S CAR WASH	MAY24 POLICE VEHICLE WASHES-CLEANING	276.00
06/14/2024	130247	MULLIGANS LAWN SERVICE	WEEKLY CUL DE SAC LAWN CUTTINGS-DPW	130.00
06/14/2024	130248	NU APPEARANCE	LAWN CUTTING/TRASH PICKUP-REC	2,045.00
			LAWN CUTTING/TRASH PICKUP-REC	2,724.00
			COMMERCIAL LAWN CUTTING VAR DEPT-REC	5,971.00
			RESIDENTIAL LAWN CUTTING/CLEAN UP-DPW	210.00
			MUNICIPAL LOC/CLEANING/MAINT/MULCH-DPW	2,600.00
				<u>13,550.00</u>
06/14/2024	130249	O'REILLY, RANCILIO, P.C.	JUNE24 PROFESSIONAL SERVICES-CM	23,612.50
06/14/2024	130250	ON DUTY GEAR, LLC	UNIFORM SET-HWPD	144.98
			2 UNIFORM NAME TAGS-HWPD	24.00
				<u>168.98</u>
06/14/2024	130251	ON TIME SUPPLIES	MISC BREAK RM SUPPLIES-CM	221.31
06/14/2024	130252	PATRICIA J KNOWL	JUNE24-457 DISTRIB/IT WITHELD	253.63
06/14/2024	130253	PERKINS LAW GROUP PLLC	LEGAL SERVICES 052224 THRU 062424CM	4,950.00
06/14/2024	130254	PIRTEK STERLING HEIGHTS	#625 LOADER-ON SITE REPAIR-DPW	871.82
06/14/2024	130255	PLANTE & MORAN, PLLC	PROF SVCS ACCOUNTING MATTERS AG 052824-F BILLING FOR 2023 AUDIT AG061024-FIN	2,807.50
				<u>16,400.00</u>
				19,207.50
06/14/2024	130256	POINTE ALARM LLC	JULY24 PUMP STATION ALARM/MON-CH	2,166.20
			JULY24 SECURITY SYSTEM-CITY HALL-CM	1,189.14
				<u>3,355.34</u>
06/14/2024	130257	PREMIER SAFETY	SERVICE MAINT/PURCHASED NEW MOUNTOR-HWFD	903.00
06/14/2024	130258	PRINTING SYSTEMS	VOTER ID CARDS-NEW DISTRICT-CLERK	1,592.53
06/14/2024	130259	QUILL CORPORATION	OFFICE SUPPLIES-CLERK	501.75
			OFFICE SUPPLIES-CLERK	305.48
				<u>807.23</u>
06/14/2024	130260	RKA PETROLEUM	6001 GAL REG/4000 GAL DIESEL FUEL-DPW	25,139.19
06/14/2024	130261	ROY O'BRIEN; INC.	#650 NEW KEY-DPW	382.95
06/14/2024	130262	SAFEBUILD; INC.	MAY24 PROFESSIONAL SVCS AG061024-CM	42,970.72
06/14/2024	130263	SAMANTHA YONKUS	UB Receipt Refund for Account #: 0000206	137.51
06/14/2024	130264	SIMPLIFIED BUSINESS SOLUTIONS	MAY24 IT SUPPORT SERVICES AG061024-CM	4,060.10
			APRIL24 IT SUPPORT SERVICES AG061024-CM	4,529.73
				<u>8,589.83</u>
06/14/2024	130265	SIR SPEEDY #6310	(500) GARAGE SALE PERMIT-CL	247.99
06/14/2024	130266	ASCENSION MICHIGAN EMPLOYER	PHYSICAL EXAM-CLERK	693.00
06/14/2024	130267	SONS OF LIBERTY GUN WORKS	(22) HWPD RIFLES/EQUIP-SUPPLIES AG112023	64,436.00
06/14/2024	130268	SOUTHEAST MACOMB SANITARY DISTRICT	JUNE24 FIXED SEWAGE CHARGES-TR	109,006.80
06/14/2024	130269	SPRAY PATCH ROAD REPAIR; INC.	SPRAY PATCHPARKING LOT-SALTER-DPW	4,800.00

CHECK REGISTER FOR CITY OF HARPER WOODS
 CHECK DATE FROM 06/08/2024 - 07/05/2024
 CHECK NUMBERS:130191-130373

07/03/2024 09:36 AM
 User: MARGO
 DB: Harper Woods

Check Date	Check	Vendor Name	Description	Amount
06/14/2024	130270	STATE BARRICADES, INC.	BARRICADES FOR STREET REPAIRS-DPW BARRICADES FOR STREET MAIN BREAK-DPW	1,491.50 390.00 <u>1,881.50</u>
06/14/2024	130271	SUB-AQUATICS, INC	SAFE AIR SYSTEM MAINTENANCE-HWFD	1,018.17
06/14/2024	130272	TANESHA BRANTLEY	KELLY RD/NEDC CLEANING-MAINT 060724-DPW KELLY RD/NEDC CLEANING-MAINT 053124-DPW KELLY RD/NEDC CLEANING-MAINT 052424-DPW KELLY RD/NEDC CLEANING-MAINT 051724-DPW	150.00 150.00 150.00 150.00 <u>600.00</u>
06/14/2024	130273	THE CRACKED EGG OF HARPER WOODS	PRISONER FOOD-HWPD	131.00
06/14/2024	130274	THE TEAM STORE	DPW UNIFORM TSHIRTS	341.53
06/14/2024	130275	THOMAS W. JAKUC	MIDC HOUSE COUNSEL/ON CALL-5/29/2024	560.00
06/14/2024	130276	TITTLE BROTHERS CONSTRUCTION	REFUND PERMIT PB24-0162	438.00
06/14/2024	130277	TOSHIBA FINANCIAL SERVICES	COPIER METER READING-COURT	88.54
06/14/2024	130278	TRACTION HEAVY DUTY	MAINT/PARTS/SUPPLIES-DPW	19.83
06/14/2024	130279	VERIZON WIRELESS	FD TELEMETRY-CM	14.04
06/14/2024	130280	WALKER CONSULTING	COURT SERVICES-052824-060924-CTC COURT SERVICES-052824-060924-CTC	486.00 360.00 <u>846.00</u>
06/14/2024	130281	WAYNE COUNTY	APRIL24 TRAFFIC SIGNAL ENERGY-DPW	39.94
06/14/2024	130282	WM CORPORATE SERVICES, INC	ROLL OFF TRANSPORT MAY24-DPW	2,838.96
06/14/2024	130283	WOLVERINE CONTRACTORS, INC.	DIRT HAULED OUT AND DUMP-DPW	565.00
06/27/2024	130301	US POSTAL SERVICE	EGLE SWDA CONSUMER CONF REPORT-DPW	1,326.57
06/27/2024	130302	ADVANCED MARKETING PARTNERS	OFFICE SUPPLIES/1000 ENVELOPE-HWPD OFFICE SUPPLIES-HWPD	126.96 120.75 <u>247.71</u>
06/27/2024	130303	ALL WELL-BEING SERVICES	COURT SERVICES CTC-DC COURT SERVICES CTC-DC	665.00 521.50 <u>1,186.50</u>
06/27/2024	130304	MISS SARAH'S FUN FACES LLC	SUMMER READING PROGRAM-LIBRARY	260.00
06/27/2024	130305	ARROW CONCRETE CUTTING	MAIN BREAK REPAIR-DPW	453.90
06/27/2024	130306	AZABACHE	61924 EVENT SPONSORSHIP REIMBURSEMENT-CM	3,250.00
06/27/2024	130307	BAKER & TAYLOR	1 LIBRARY CD/DVD-AM 1 LIBRARY CD/DVD-AM 1 LIBRARY CD/DVD-AM 2 LIBRARY CDS/DVDS-AM 1 LIBRARY CD/DVD-AM 2 LIBRARY CDS/DVDS-AM 1 LIBRARY CD/DVD-AM 1 LIBRARY CD/DVD-AM 1 LIBRARY CD/DVD-AM 1 LIBRARY CD/DVD-AM	14.23 18.14 10.49 39.05 10.47 48.84 14.65 12.56 20.93 <u>189.36</u>
06/27/2024	130308	BELLE TIRE DISTRIBUTORS	SCT #68 (3) REPLACE TIRES-HWPD	465.00
06/27/2024	130309	BEST STOP AUTOMOTIVE, LLC.	SCT #671 BATTERY/TERMINAL REPLACED-HWPD SCT #61 OIL CHANGE/AXLE FLUIDS FILLED-HW SCT #611 OIL CHANGE/FLUIDS FILLED-HWPD	494.26 142.98 146.00


Check Date	Check	Vendor Name	Description	Amount
06/27/2024	130310	BLUE CROSS & BLUE SHIELD OF MI	MEDICAL PREM/MEDICARE JULY24-CLERK	1,992.69
06/27/2024	130311	BOBBY D. LEWIS Void Reason: WRONG VENDOR	MIDC ATTORNEY-24-92594	390.00 V
			MIDC ARRAIGNMENT-06/14/24	320.00 V
				<u>710.00</u>
06/27/2024	130312	BRODAFT CO.	7 LIBRARY BOOKS-AM 11 LIBRARY BOOKS-AM 3 LIBRARY BOOKS-AM 4 LIBRARY BOOKS-AM 22 LIBRARY BOOKS-AM 1 LIBRARY BOOKS-AM	111.69 162.88 54.58 64.17 330.62 17.28 <u>741.22</u>
06/27/2024	130313	CADILLAC ASPHALT, LLC	10.75 TONS COLD PATCH-DPW	1,505.00
06/27/2024	130314	CINTAS CORPORATION #721	062124 UNIFORM RENT/CLEAN-DPW 061724 UNIFORM RENT/CLEAN-DPW	112.13 137.16 <u>249.29</u>
06/27/2024	130315	CITY OF GROSSE POINTE WOODS	5/15 ELECTED OFFICIALS EVENT HW SHARE-CM	296.00
06/27/2024	130316	COMCAST	JUNE24 MONTHLY INTERNET/PHONE SERVS-CM	825.29
06/27/2024	130317	COMCAST	JULY24 MONTHLY INTERNET/PHONE SERVS-CM	435.32
06/27/2024	130318	CONSTANT CONTACT, INC.	DIGITAL MARKETING-LIBRARY	432.00
06/27/2024	130319	CRANDALL-WORTHINGTON, INC.	JANITORIAL SUPPLIES-DPW	132.09
06/27/2024	130320	DAPHNE R. BRADFIELD	MIDC HOUSE COUNSEL/ON CALL-06/11/24	280.00
06/27/2024	130321	DELTA DENTAL PLAN OF MI	JULY24 EMPLOYEE PREMIUMS-CLERK	7,470.02
06/27/2024	130322	DEPARTMENT OF THE TREASURY Void Reason: WRONG VENDOR	PROF SERVICES/MAY24/ADC/LB/JM-COURT	159.00 V
06/27/2024	130323	DORIS NEAL	MIDC ARRAIGNMENT/ON CALL-06/24/24	470.00
06/27/2024	130324	DRIVE CREATIVE SERVICES, LLC	PRODUCTION OF JULY/SEPT24 NEWSLETTER-CM	4,950.00
06/27/2024	130325	DTE ENERGY	4/16/2024-06/15/24 GAS/ELECTRIC-CITY PRO	5,649.84
06/27/2024	130326	G2 CONSULTING GROUP; LLC	180-338 CONCRETE PAVEMENT REPAIR PROJ-CM	765.25
06/27/2024	130327	GABRIELLE SAMUEL	REFUND FOR SUMMER 2024 DANCE CLASS-REC	45.00
06/27/2024	130328	GEORGE'S DISCOUNT AUTO PARTS	VEHICLE PARTS-MAINT-DPW #604 VEHICLE PARTS-MAINT-DPW VEHICLE PARTS-MAINT-REC	41.68 18.16 20.21 <u>80.05</u>
06/27/2024	130329	GFL ENVIRONMENTAL USA	JULY24-RESIDENTIAL TRASH COLLECTION-DPW	46,517.00
06/27/2024	130330	GILBERT'S PRO HARDWARE; INC.	HARDWARE-MAINT-PARKS HARDWARE-MAINT-DPW	14.94 4.99 <u>19.93</u>
06/27/2024	130331	GRAYBAR FINANCIAL SERVICES	JUNE24 TELEPHONE SYSTEM LEASE-CH	1,154.34
06/27/2024	130332	GREAT LAKES WATER AUTHORITY	MAY24 IWC CHARGES-TR	1,838.20
06/27/2024	130333	GROSSE POINTE NEWS	#1 HW 6/20 CANNABIS INT-CLERK #2 HW 6/20 SYN REG MTG-CLERK	222.00 388.50 <u>610.50</u>


Check Date	Check	Vendor Name	Description	Amount
06/27/2024	130334	GUARDIAN SEWERS	MAIN BREAK REPAIR AG050624-DPW	9,500.00
06/27/2024	130335	HOUSE ARREST SERVICES, INC.	PROFESSIONAL SERVICES/MAY24-JR-COURT	85.00
06/27/2024	130336	INDY MAC BANK	MIDC ATTORNEY-24-92609	330.00
			Void Reason: WRONG VENDOR	
06/27/2024	130337	JOHN CAHALAN	MIDC ATTORNEY-24-92523C-OD	800.00
			MIDC ARRAIGNMENT/ON CALL-06/12/24	500.00
			MIDC ATTORNEY-24-92562B-OT	300.00
			MIDC ATTORNEY-24-92576B-OT	330.00
			MIDC ATTORNEY-24-92574B1-OM	570.00
			MIDC ARRAIGNMENT/ON CALL-06/17/24	440.00
			MIDC ARRAIGNMENT-/06/20/24	650.00
			MIDC ATTORNEY-24-00818	300.00
			MIDC ATTORNEY-24-00864	270.00
			<u>4,160.00</u>	
06/27/2024	130338	JUSTIN BRADLEY	REFUND FOR SUMMER DANCE CLASS-REC	15.00
06/27/2024	130339	KANSAS CITY LIFE	JULY24 LIFE INSURANCE PREMIUM-CLERK	5,113.64
06/27/2024	130340	KRISTEN VALYI-HAX	REPLENISH LIBRARY PETTY CASH	89.77
06/27/2024	130341	LOWE'S	HARDWARE/SUPPLIES-DPW	615.88
			HARDWARE/SUPPLIES-DPW	355.26
			HARDWARE/SUPPLIES-DPW	142.49
			HARDWARE/SUPPLIES-DPW	151.97
			HARDWARE SUPPLIES-MAINT HWPD	180.69
			HARDWARE SUPPLIES-MAINT HWPD	312.55
			HARDWARE SUPPLIES-MAINT HWPD	246.98
			<u>2,005.82</u>	
06/27/2024	130342	MACQUEEN EQUIPMENT/EMERGENCY	FF UNIFORM /BOOTS-HWFD	1,082.08
06/27/2024	130343	MCKENNA ASSOCIATES INC	MAY24 PROFESSIONAL SERVICES-CLERK	3,439.07
06/27/2024	130344	MICHIGAN MUNICIPAL LEAGUE	2024 MML CONVENTION (3) REGISTRATION-CC	2,700.00
06/27/2024	130345	MIDWEST TAPE, LLC	(1) DVD/CD-LIBRARY	11.24
06/27/2024	130346	MIK'AL CRAWFORD	MIDC HOUSE COUNSEL/ON CALL-04/22/24	1,300.00
			HOUSE COUNSEL/ON CALL-05/20/24	1,180.00
			<u>2,480.00</u>	
06/27/2024	130347	MOTOROLA SOLUTIONS; INC	(14) MICROPHONES/AUDIO-POLICE PREP PHONE	1,334.76
06/27/2024	130348	MR. ROOF	REFUND BUILDING PERMIT-TREASURER	184.00
06/27/2024	130349	MULLIGANS LAWN SERVICE	WEEKLY CUL DE SAC LAWN CUTTINGS-DPW	390.00
06/27/2024	130350	NU APPEARANCE	MUNICIPAL LOC/CLEANING/MAINT/MULCH-DPW	4,834.00
06/27/2024	130351	ON TIME SUPPLIES	MISC BREAK RM/OFFICE SUPPLIES-CM	239.37
06/27/2024	130352	ORKIN	MAY24 (CITY HALL) MONTHLY PEST CONTROLS- JUNE24 (DPW) PEST SERVICE-DPW	50.00
				40.00
				<u>90.00</u>
06/27/2024	130353	OWEN G. DUNN CO/ PRINTELECT	ELECTION SUPPLIES-CLERK	267.10
06/27/2024	130354	PARAGON LABORATORIES, INC	STATE MANDATED WATER TESTING/BAL DUE	394.00
06/27/2024	130355	PERKINS LAW GROUP PLLC	LEGAL SERVICES 060524 THRU 06204CM	4,800.00
06/27/2024	130356	PINNING SYSTEMS, INC	(1000) VOTER ID CARDS/MASTER CARDS-CLERK	115.22
06/27/2024	130357	POSITIVE PROMOTIONS; INC	(1500CT) STRING BACKPACKS-HWPD	299.45
06/27/2024	130358	QUILL CORPORATION	OFFICE SUPPLIES COURT	30.99
06/27/2024	130359	ROBBRONIX AUDIO PRODUCTIONS	MAY /JUNE24 PROF SERV-COUNCIL MTG-CM	645.00
06/27/2024	130360	ROY O'BRIEN; INC.	SCT. 61 REPLACED MASTER WINDOW SWITCH-HWP	369.55
06/27/2024	130361	SHATINA BRADFORD	REFUND FOR TENNIS LESSONS-REC	40.00
06/27/2024	130362	SHERWIN-WILLIAMS	PARTS/MAINT/SUPPLIES-PARKS & REC	109.00
06/27/2024	130363	SIR SPEEDY #6310	GWLA TOC VIOLATION NOTICES/MAILING SERV	2,144.33

CHECK REGISTER FOR CITY OF HARPER WOODS
 CHECK DATE FROM 06/08/2024 - 07/05/2024
 CHECK NUMBERS: 130191-130373

Check Date	Check	Vendor Name	Description	Amount
06/27/2024	130364	SOULLIERE GARDEN CENTER	GARAGE SUPPLIES/CITY HALL-DPW	122.48
06/27/2024	130365	STEVEN WAGNER PLUMBING	(20) BLACKFLOW PREVENTION TESTING-DPW	1,500.00
06/27/2024	130366	TANESHA BRANTLEY	KELLY RD/NEDC CLEANING-MAINT 061424-DPW KELLY RD/NEDC CLEANING-MAINT 062124-DPW	150.00 150.00 300.00
06/27/2024	130367	THOMAS W. JAKUC	MIDC HOUSE COUNSEL-06/13/2024	680.00
06/27/2024	130368	UNIQUE	MAY2024 LIBRARY PLACEMENTS-LIBRARY	23.30
06/27/2024	130369	VINCENT VANTIEM	MIDC ARRAIGNMENT/ON CALL-06/19/24	280.00
06/27/2024	130370	WALKER CONSULTING	COURT SERVICES-061024-062324-ADC-COURT COURT SERVICES-061024-062324-CTC COURT SERVICES-061024-062324-CTC	775.48 255.32 450.00 1,480.80
06/27/2024	130371	WOLVERINE CONTRACTORS, INC.	COLD PATCH DELIVERY-DPW	287.50
07/02/2024	130372	BLUE CROSS & BLUE SHIELD OF MI	MEDICAL PREM/MEDICARE JULY24-CLERK	17,910.00
07/02/2024	130373	DAVONNE DABY	MIDC ATTORNEY-24-92594 MIDC ARRAIGNMENT-06/14/24 MIDC ATTORNEY-24-92609	390.00 320.00 330.00 1,040.00
Total Paper Check:				768,275.96

GEN TOTALS:
 Total of 166 Checks:
 Less 3 Void Checks:
 Total of 163 Disbursements:


 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

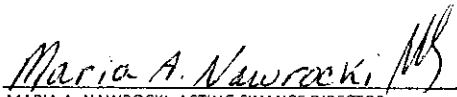
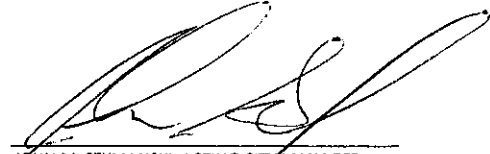
LESLIE M. FRANK, CITY CLERK

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 6/8/2024 thru 7/5/2024
 CHECK NUMBERS 130284 thru 130376

Check Date	Check#	Vendor Name	Description	Amount
06/20/2024	130284	AFLAC	P/R DEDUCTIONS W/H 6/20/2024	940.36
06/20/2024	130285	AMERICAN FIDELITY ASSURANCE	P/R DEDUCTIONS W/H 6/20/2024	2,091.48
06/20/2024	130286	COLONIAL LIFE INSURANCE	P/R DEDUCTIONS W/H 6/20/2024	52.66
06/20/2024	130287	FRATERNAL ORDER OF POLICE #102	P/R DEDUCTIONS W/H 6/20/2024	80.00
06/20/2024	130288	FRATERNAL ORDER OF POLICE LABOR COUNCIL	P/R DEDUCTIONS W/H 6/20/2024	789.00
06/20/2024	130289	HWPOA	P/R DEDUCTIONS W/H 6/20/2024	255.00
06/20/2024	130290	IAFF LOCAL #1188	P/R DEDUCTIONS W/H 6/20/2024	720.00
06/20/2024	130291	MISSION SQUARE	P/R DEDUCTIONS W/H 6/20/2024	8,354.00
06/20/2024	130292	MISDU	P/R DEDUCTIONS W/H 6/20/2024	1,486.21
06/20/2024	130293	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 6/20/2024	730.00
06/20/2024	130294	POLICE OFFICERS ASSOCIATION OF MI	P/R DEDUCTIONS W/H 6/20/2024	539.28
06/20/2024	130295	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 6/20/2024	18,360.57
06/20/2024	130296	THIN BLUE LINE OF MICHIGAN	P/R DEDUCTIONS W/H 6/20/2024	10.00
06/20/2024	130297	TEXASLIFE, INSURANCE CO	P/R DEDUCTIONS W/H 6/20/2024	239.24
06/20/2024	130298	TPOAM	P/R DEDUCTIONS W/H 6/20/2024	315.00
06/20/2024	130299	UNITED WAY	P/R DEDUCTIONS W/H 6/20/2024	1.50
06/20/2024	130300	STATE OF MICHIGAN	P/R DEDUCTIONS W/H 6/20/2024	12.75
07/03/2024	130374	MISSION SQUARE	P/R DEDUCTIONS W/H 7/3/2024	8,329.00
07/03/2024	130375	MISDU	P/R DEDUCTIONS W/H 7/3/2024	1,486.21
07/03/2024	130376	NATIONWIDE 457 COMPENSATION PLAN	P/R DEDUCTIONS W/H 7/3/2024	550.00
GRAND TOTAL				\$45,342.26

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



June 17, 2024

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

RE: Assessment Services – July 2024

For contract assessment services rendered:

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

TOTAL AMOUNT DUE \$6,384.16

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lynette Hobyak', written over a large, loopy flourish.

Lynette Hobyak
Business Manager

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



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
06/01/2024	6011
Account	
SBS4-20	

Terms	Due Date	PO Number	Reference	
Net 30 days	07/01/2024	36002	Monthly Billing for June	38-6005461
SMS Professional includes - 4 Hours Monthly - Technical assistance (onsite or remote) *Additional hours billed at \$85/hr*				

Managed Services Details	Quantity	Price	Amount
Agreement SMS-E-Managed Services Enterprise			\$340.00
RMM Auto-Created Managed Network Computer	81.00	\$3.25	\$263.25
Anti-virus, Malware Protection, and Reporting	81.00	\$2.25	\$182.25
DNS gateway filtering software (additional web site/browser protection)	81.00	\$2.25	\$182.25
Hwoods City Server Backup	1.00	\$275.00	\$275.00
M365 Business Basic	4.00	\$7.00	\$28.00
M365 Business Premium - Email & Desktop Software (70 - HarperWoods / 11- 32aDC)	81.00	\$20.50	\$1,660.50
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	7.00	\$22.99	\$160.93
ScreenConnect Annual Subscription (Billed Monthly) - 6 licenses Remote access for (Assessing/John/Micki/Finance Laptop/Court)	6.00	\$15.00	\$90.00
Total Managed Services Details:			\$4,060.10
Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:		\$4,060.10
	Sales Tax:		\$0.00

	Invoice Total:	\$4,060.10
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$4,060.10



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
06/01/2024	6037
Account	
SBS4-20	

Terms	Due Date	PO Number	
Net 30 days	07/01/2024		38-6005461

Services	Work Type	Hours	
Agreement Billable Time: SMS-E-Managed Services Enterprise			
Technician I	Regular	Rate 4.00/48.25 0.00/85.00	
Ima Laptop, Dock and Bag - Dell 3540 i5, 16GB RAM 256SSD 3yr Pro Plus w/Accidental Damage Coverage		\$1,396.45	
Total Services:			\$5,837.70

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

Pricing above reflects approximate 20% savings Make checks payable to Simplified Business Solutions, LLC	Invoice Subtotal:	\$5,497.70
	Sales Tax:	\$0.00
	Invoice Total:	\$5,497.70
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$5,497.70



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

June 21, 2024

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

From: Maria Nawrocki, Acting Finance Director 

Re: Honigman, LLC. – Invoice #1896952

Attached is an invoice for legal services by Richard Barr, related to the former Poupard Elementary School site redevelopment, Brownfield plan, and Neighborhood Enterprise Zone (NEZ) tax consulting services.

I recommend approval and payment in the amount of \$5,873.75 to Honigman, LLC.

Via Email
(jszymanski@harperwoods.net)

June 13, 2024

City of Harper Woods
Attn: John Szymanski
19617 Harper Woods
Harper Woods, MI 48225

Re: Former Poupard School Site Redevelopment – Matter #507458

Dear John:

Enclosed is our invoice for professional services rendered and costs advanced through May 31, 2024.

If you have any questions concerning the enclosed invoice, please do not hesitate to contact me.

Very truly yours,

HONIGMAN LLP



Richard A. Barr

Enclosure

HONIGMAN

(313) 465-7000
Fax: (313) 465-8000
www.honigman.com
I.D. NO. 38-1407377

272325
507458

City of Harper Woods
ATTN: John Szymanski
19617 Harper Avenue
Harper Woods, MI 48225

June 13, 2024
INVOICE NUMBER: 1896952

RE: Matter # 507458 - Former Poupard School Site Redevelopment

For professional services rendered through May 31, 2024:

Total Fees	\$5,873.75
Total Disbursements	0.00
Total Due	<u>\$5,873.75</u>

1

272325 - 507458

RTB 1896952 06/13/24

INVOICE PAYABLE ON RECEIPT IN US DOLLARS
2290 First National Building · 660 Woodward Avenue · Detroit, MI 48226-3506

Detroit · Ann Arbor · Bloomfield Hills · Chicago · Grand Rapids · Kalamazoo · Lansing · Washington D.C.

TIME DETAIL

Date	Name	Hours	Description
04/30/24	R. Barr	0.25	Telephone call with D. Neubecker regarding project status.
05/08/24	R. Barr	0.25	Telephone call with J. Szymanski regarding Brownfield plan and NEZ request.
05/09/24	R. Barr	1.00	Review Brownfield plan documents. Email to J. Ferrari with comments.
05/10/24	R. Barr	0.25	Email regarding application fee and other issues.
05/13/24	R. Barr	0.25	Emails regarding Brownfield plan.
05/14/24	R. Barr	1.75	Telephone call with J. Szymanski. Review information and emails from development team. Email to T. Hinton.
05/15/24	R. Barr	0.25	Emails regarding Brownfield plan.
05/20/24	R. Barr	0.50	Telephone call with J. Szymanski regarding issues. Emails with D. Neubecker.
05/21/24	R. Barr	1.00	Telephone call with City team. Emails with Robertson team.
05/22/24	R. Barr	0.50	Review and comment on proposal project schedule. Emails regarding same.
05/23/24	R. Barr	1.50	Review and revise schedule. Emails regarding same.
05/24/24	R. Barr	1.50	Telephone call with J. Ferrari. Telephone call with J. Szymanski. Revise schedule.
05/31/24	R. Barr	0.25	Email regarding Brownfield plan issues.

Total Hours and Fees

9.25

\$5,873.75

ATTORNEY TIME SUMMARY

2

INVOICE PAYABLE ON RECEIPT IN US DOLLARS

2290 First National Building · 660 Woodward Avenue · Detroit, MI 48226-3506

Detroit · Ann Arbor · Bloomfield Hills · Chicago · Grand Rapids · Kalamazoo · Lansing · Washington D.C.

HONIGMAN

(313) 465-7000
Fax: (313) 465-8000
www.honigman.com
I.D. NO. 38-1407377

Name	Hours	Rate	Amount
Barr, Richard A.	9.25	635.00	5,873.75
Total Hours and Fees	9.25		<u>\$5,873.75</u>

INVOICE PAYABLE ON RECEIPT IN US DOLLARS
2290 First National Building · 660 Woodward Avenue · Detroit, MI 48226-3506

Detroit · Ann Arbor · Bloomfield Hills · Chicago · Grand Rapids · Kalamazoo · Lansing · Washington D.C.

272325
507458

City of Harper Woods
ATTN: John Szymanski
19617 Harper Avenue
Harper Woods, MI 48225

June 13, 2024
INVOICE NUMBER: 1896952

CURRENT INVOICE

<u>Matter ID</u>	<u>Matter Name</u>	<u>Matter Amount</u>
507458	Former Poupard School Site Redevelopment	5,873.75

CURRENT INVOICE TOTAL **\$5,873.75**

TOTAL DUE **\$5,873.75**

Make Checks Payable To: Please include Remittance Advice Honigman LLP 2290 First National Building 660 Woodward Avenue Detroit, Michigan 48226-3506	ACH Payments or Domestic Wires (U.S. Only) Please include Invoice # Citibank, N.A. St. Charles, IL ABA # 27-1070801 Beneficiary's Name: Honigman LLP Credit Account # 0800-8565-74	International Wires Please include Invoice # Citibank, N.A. New York, NY Swift Code: CITI US33 ABA# 02-1000089 Beneficiary's Name: Honigman LLP Special Instructions: ABA # 27-1070801 Credit Account # 0800-8565-74
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If you have any questions regarding this statement, please contact the attorney responsible for this matter. Thank you.



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

INVOICE

June 24, 2024
 Project No: 0180-0348-0
 Invoice No: 151496

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 May 06, 2024 to June 02, 2024

Fee

Construction Cost	1,500,000.00		
Fee Percentage	5.00		
Total Fee	75,000.00		
Percent Complete	40.00	Total Earned	30,000.00
		Previous Fee Billing	15,000.00
		Current Fee Billing	15,000.00
		Total Fee	15,000.00
		Total this Invoice	\$15,000.00

Outstanding Invoices

Number	Date	Balance
150961	5/29/2024	7,500.00
Total		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

June 24, 2024
 Project No: 0180-0253-0
 Invoice No: 151484

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 May 06, 2024 to June 02, 2024

Phase 03 CONSTRUCTION
Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
ENG. AIDE III / GIS ANALYST III				
SWITZER, BRIDGET	.30	85.23	25.57	
Project Admin & Planning / CM 003 Draft 9 to TSC / Summary Page Stamp and Processing				
SWITZER, BRIDGET	.20	85.23	17.05	
Project Admin & Planning / CM 003 FA Checklist				
SWITZER, BRIDGET	.30	85.23	25.57	
Project Admin & Planning / CM 003 Processing				
SWITZER, BRIDGET	.50	85.23	42.62	
Project Admin & Planning / Force Account Document Inquiry / CPE Processing				
SWITZER, BRIDGET	.20	85.23	17.05	
Project Admin & Planning / TSC Inquiry on CM 003				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	130.77	26.15	
Interim CPEs				
KERN, RICHARD	.70	130.77	91.54	
Project Closeout				
KERN, RICHARD	.20	130.77	26.15	
Research sign information				
Totals	2.60		271.70	
Total Labor				271.70

Billing Limits	Current	Prior	To-Date	
Total Billings	271.70	151,572.50	151,844.20	
Limit			227,759.97	
Remaining			75,915.77	
			Total this Phase	\$271.70
			Total this Invoice	\$271.70

Outstanding Invoices

Number	Date	Balance
150947	5/29/2024	339.30
Total		339.30

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



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

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

June 24, 2024
 Project No: 0180-0342-0
 Invoice No: 151495

Project 0180-0342-0 2024 PAVEMENT STRIPING PROGRAM
 FOR: CONTRACT ADMINISTRATION
Professional Services from May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount	
SECRETARIAL				
SECRETARIAL				
BICKHAM, BRENDA	1.00	41.69	41.69	
Contract Book				
BICKHAM, BRENDA	1.00	41.69	41.69	
Contract				
CONTRACT ADMINISTRATION				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	2.00	130.77	261.54	
Attend Council Meeting, Prepare for Meeting, Notice of Award				
KERN, RICHARD	.20	130.77	26.15	
Information for Council Meeting				
KERN, RICHARD	.20	130.77	26.15	
Information to Prepare Contract Books				
KERN, RICHARD	.30	130.77	39.23	
Notice of Award and Contract Book Submittal to Contractor				
Totals	4.70		436.45	
Total Labor				436.45
				Total this Invoice
				\$436.45

Outstanding Invoices

Number	Date	Balance
150959	5/29/2024	516.43
Total		516.43



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INVOICE

June 24, 2024
 Project No: 0180-0338-0
 Invoice No: 151491

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 May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENG. AIDE II / GIS ANALYST II			
KAFERLE, KATHLEEN	.50	77.14	38.57
Books			
KAFERLE, KATHLEEN	.40	77.14	30.86
Scan Executed Contract Book			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
WILSON, HOLLY	2.70	102.66	277.18
Inspector's Field Binder and DAT File			
WILSON, HOLLY	.50	102.66	51.33
Pre-con meeting minutes and sign in sheet			
WILSON, HOLLY	.20	102.66	20.53
pre-con prep			
TEAM LEADER			
VARICALLI, FRANK	1.00	102.66	102.66
contract administration & coordination			
VARICALLI, FRANK	1.00	102.66	102.66
prepare resident notice			
VARICALLI, FRANK	4.00	102.66	410.64
project coordination, discussion with contractor			
VARICALLI, FRANK	2.00	102.66	205.32
Project co-ordination, discussion with inspector & contractor			
VARICALLI, FRANK	2.00	102.66	205.32
site visit, discussion with inspector & contractor			
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE	1.50	85.23	127.85
Upload dat file, compare items, unit of measure and prices, make all non-MDOT changes. updated the spec book put the tabs in each section and arrange to have the book delivered to Roseville.			
MILLER, THOMAS	.50	85.23	42.62
Upload and print IDRs, file specifications.			
MILLER, THOMAS	.20	85.23	17.05
Upload and print IDRs.			
SENIOR PROJECT ENGINEER			
KERN, RICHARD	.10	130.77	13.08
Discuss project with FDV			

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

MEETINGS

TEAM LEADER

VARICALLI, FRANK	.50	102.66	51.33
Pre-Con mtg			

CONSTRUCTION OBSERVATION

TEAM LEADER

MONTEMAYOR-ESPINOZA, DARIO	2.00	102.66	205.32
Going over the project with Inspector and helping measure.			

MONTEMAYOR-ESPINOZA, DARIO	8.00	102.66	821.28
Going over the project with Inspector.			

ENG. AIDE III / GIS ANALYST III

SELBY, PATRICK	4.00	85.23	340.92
Scheduling and Project Review			

ENG. AIDE II / GIS ANALYST II

SMITH, SOLOMON	11.50	77.14	887.11
inspection			

SMITH, SOLOMON	9.00	77.14	694.26
inspection			

SMITH, SOLOMON	11.50	77.14	887.11
inspection			

SMITH, SOLOMON	11.50	77.14	887.11
inspection			

SMITH, SOLOMON	20.50	77.14	1,581.37
inspection			

SMITH, SOLOMON	11.50	77.14	887.11
Inspection			

Totals	106.60		8,888.59
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Total Labor			8,888.59
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Total this Invoice			\$8,888.59
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Outstanding Invoices

Number	Date	Balance
150955	5/29/2024	2,772.13
Total		2,772.13



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

June 24, 2024
 Project No: 0180-0341-0
 Invoice No: 151494

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

Project 0180-0341-0 2024 PAVEMENT JOINT AND CRACK SEALING
 FOR: CONTRACT ADMINISTRATION
Professional Services from May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENG. AIDE II / GIS ANALYST II KAFERLE, KATHLEEN Books & Insert insurance Docs Into Books.	1.30	77.14	100.28
KAFERLE, KATHLEEN Scan Executed Contract Book	.40	77.14	30.86
SPECIFICATIONS			
ENG. AIDE II / GIS ANALYST II ANDERSON, KEVIN Spec work/Prep for pre-con	1.00	77.14	77.14
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
WILSON, HOLLY Insurance Review, DAT File, LOT	1.50	102.66	153.99
WILSON, HOLLY Pre-con meeting minutes and sign in sheet	.50	102.66	51.33
WILSON, HOLLY pre-con prep	.20	102.66	20.53
TEAM LEADER			
VARICALLI, FRANK contract administration	1.00	102.66	102.66
VARICALLI, FRANK contract administration & coordination	.50	102.66	51.33
ENG. AIDE III / GIS ANALYST III			
ANKAWI, MICHELLE Sort and label books and plans and arrange for delivery	.50	85.23	42.62
ANKAWI, MICHELLE Upload dat file, compare items, unit of measure and prices, make all non-MDOT changes	.50	85.23	42.62
MILLER, THOMAS File specifications.	.30	85.23	25.57
MEETINGS			
GRADUATE ENG/SUR/ARC			
WILSON, HOLLY	1.00	102.66	102.66

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

Pre-con meeting in Harper Woods				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
Pre-con				
VARICALLI, FRANK	1.00	102.66	102.66	
Pre-Con mtg				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.10	130.77	13.08	
Discuss project with FDV				
KERN, RICHARD	1.00	130.77	130.77	
Preconstruction Meeting				
Totals	11.30		1,099.43	
Total Labor				1,099.43
		Total this Invoice		\$1,099.43

Outstanding Invoices

Number	Date	Balance
150958	5/29/2024	328.51
Total		328.51



ANDERSON, ECKSTEIN & WESTRICK, INC.
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INVOICE

June 24, 2024
 Project No: 0180-0349-0
 Invoice No: 151497

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

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

Professional Services from May 06, 2024 to June 02, 2024

Fee

Construction Cost	212,630.00		
Fee Percentage	6.00		
Total Fee	12,757.80		
Percent Complete	40.00	Total Earned	5,103.12
		Previous Fee Billing	0.00
		Current Fee Billing	5,103.12
		Total Fee	5,103.12
		Total this Invoice	\$5,103.12



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INVOICE

June 24, 2024
 Project No: 0180-0244-0
 Invoice No: 151483

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 May 06, 2024 to June 02, 2024

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
GRADUATE ENG/SUR/ARC			
DANDAYUDHAM, RAMYA	1.50	102.66	153.99
Locating MH 4 and 5 Vernier Storm Sewer at Eastland Center.			
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	.50	130.77	65.39
Eastland CC sidewalk replacement with FDV. Follow up with Northpoint			
FIELD SERVICES			
SENIOR PROJECT ENGINEER			
GUINNANE, PAUL	1.00	130.77	130.77
Check status of MH 3 & 4 adjustments on Vernier Storm and WM repair location.			
GUINNANE, PAUL	.50	130.77	65.39
Eastland Center calls (Vernier sidewalk and WM repair), call Guardian, MDOT			
GUINNANE, PAUL	.50	130.77	65.39
Eastland Center Sidewalk replacement w/ FDV			
GUINNANE, PAUL	.50	130.77	65.39
Follow up w/ MDOT inspector (MH's 2a and 3 adjustment, locations)			
GUINNANE, PAUL	.50	130.77	65.39
MDOT inspector calls (Hydrant adjustments - Vernier WM at Eastland Center), DPW calls			
GUINNANE, PAUL	2.00	130.77	261.54
Travel from Center Line w/ RD, field locate MH 4 and MH 5 Vernier Storm Sewer w/ MDOT inspector.			
Totals	7.00		873.25
Total Labor			873.25
Total this Invoice			\$873.25

Outstanding Invoices

Number	Date	Balance
150946	5/29/2024	1,430.23
Total		1,430.23

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



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

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

June 24, 2024
 Project No: 0180-0329-0
 Invoice No: 151488

Project 0180-0329-0 ROSCOMMON POCKET PARK
 FOR: ENGINEERING DESIGN

Professional Services from May 06, 2024 to June 02, 2024

Fee

Construction Cost	244,420.00
Fee Percentage	8.50
Total Fee	20,775.70

Percent Complete	80.00	Total Earned	16,620.56
		Previous Fee Billing	12,465.42
		Current Fee Billing	4,155.14

Total Fee 4,155.14

Total this Invoice \$4,155.14

Outstanding Invoices

Number	Date	Balance
150952	5/29/2024	6,232.71
Total		6,232.71



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

June 24, 2024
 Project No: 0180-0352-0
 Invoice No: 151499

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

Project 0180-0352-0 20811 HARPER - MR C CAR WASH ROW SURVEY
 FOR: ROW STAKING

Professional Services from May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount	
BOUNDARY				
SENIOR PROJECT SURVEYOR				
KEHRER, SCOTT	4.50	130.77	588.47	
Worked on ROW				
TRUAX, MICHAEL	1.00	130.77	130.77	
Created field file				
TRUAX, MICHAEL	1.00	130.77	130.77	
Researched boundary information for ROW on Harper Ave.				
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.40	130.77	52.31	
Follow up on ROW staking				
Totals	6.90		902.32	
Total Labor				902.32
Unit Billing				
3 PERSON CREW-BOUNDARY	5.0 HOURS @ 206.55		1,032.75	
Total Units			1,032.75	1,032.75
				Total this Invoice
				\$1,935.07



ANDERSON, ECKSTEIN & WESTRICK, INC.
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INVOICE

June 24, 2024
 Project No: 0180-0339-0
 Invoice No: 151492

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 May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL			
DUBAY, GAIL	.30	41.69	12.51
PreCon Mtg Minutes			
PRINTS			
ENG. AIDE II / GIS ANALYST II			
KAFERLE, KATHLEEN	1.50	77.14	115.71
Books			
KAFERLE, KATHLEEN	.40	77.14	30.86
Scan Executed Contract Book			
ENG AIDE TRAINEE / GIS TECHNICIAN			
FORSGREN, ELLEN	1.20	49.76	59.71
printing			
SPECIFICATIONS			
ENG. AIDE II / GIS ANALYST II			
ANDERSON, KEVIN	1.50	77.14	115.71
Spec work/Prep for pre-con			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
MARCUS, PATRICK	1.00	102.66	102.66
Complete sign in sheet, check minutes and send out to attendees			
MARCUS, PATRICK	1.00	102.66	102.66
Create notice to proceed, have it signed and scanned and filed. Prepare remaining items for precon meeting			
MARCUS, PATRICK	2.00	102.66	205.32
Set up all necessary items for precon meeting next Monday			
TEAM LEADER			
VARICALLI, FRANK	1.50	102.66	153.99
contract administration			
VARICALLI, FRANK	.50	102.66	51.33
contract administration & coordination			
VARICALLI, FRANK	.50	102.66	51.33
set up precon mtg			

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

ENG. AIDE III / GIS ANALYST III				
	ANKAWI, MICHELLE	1.00	85.23	85.23
	Upload dat file, compare items, unit of measure and prices, make all non-MDOT changes, sort and label plans and arrange for delivery to Roseville.			
	MILLER, THOMAS	.50	85.23	42.62
	File plans and specifications.			
SENIOR PROJECT ENGINEER				
	KERN, RICHARD	.50	130.77	65.39
	Field Visit to Eastland Center to review hydrant location, Contact Northpoint with project schedule and coordinate access to manhole in fenced off retention area			
	KERN, RICHARD	.20	130.77	26.15
	Scheduling Update with Northpointe			
MEETINGS				
GRADUATE ENG/SUR/ARC				
	MARCUS, PATRICK	2.00	102.66	205.32
	Precon meeting			
TEAM LEADER				
	VARICALLI, FRANK	2.00	102.66	205.32
	Pre-con			
SENIOR PROJECT ENGINEER				
	KERN, RICHARD	1.80	130.77	235.39
	Preconstruction Meeting			
CONSTRUCTION OBSERVATION				
ENG. AIDE II / GIS ANALYST II				
	ANDERSON, KEVIN	.50	77.14	38.57
	Getting maps/sched			
	ANDERSON, KEVIN	.50	77.14	38.57
	IDR			
	ANDERSON, KEVIN	10.00	77.14	771.40
	Prep on Eastland Dr.			
	Totals	30.40		2,715.75
	Total Labor			2,715.75
			Total this Invoice	\$2,715.75

Outstanding Invoices

Number	Date	Balance
150956	5/29/2024	351.65
Total		351.65



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

June 24, 2024
 Project No: 0180-0351-0
 Invoice No: 151498

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

Project 0180-0351-0 EMERGENCY WATER AND SEWER REPAIRS
 FOR: BID DOCUMENT PREPARATION
Professional Services from May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.20	130.77	26.15	
Coordinate develop of bid documents with DB				
KERN, RICHARD	2.50	130.77	326.93	
Meet with City to discuss potential project and develop timelines				
KERN, RICHARD	.20	130.77	26.15	
Prepare for meeting with City				
SPECIFICATIONS				
LICENSED ENG/SUR/ARC				
BONEV, DOBROMIR	4.00	125.67	502.68	
creating specifications/special provisions and other project documents				
Totals	6.90		881.91	
Total Labor				881.91
		Total this Invoice		\$881.91



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

June 24, 2024
 Project No: 0180-0337-0
 Invoice No: 151489

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 May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENG. AIDE II / GIS ANALYST II KAFERLE, KATHLEEN Books	1.00	77.14	77.14
KAFERLE, KATHLEEN Scan Executed Contract Book	.40	77.14	30.86
PRELIMINARY ENGINEERING			
ENG. AIDE II / GIS ANALYST II ANDERSON, KEVIN Concrete patch marking w/Frank V.	3.00	77.14	231.42
SPECIFICATIONS			
ENG. AIDE II / GIS ANALYST II ANDERSON, KEVIN Spec work/prep for pre-con	1.50	77.14	115.71
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC WILSON, HOLLY MERL/DAT file	.50	102.66	51.33
TEAM LEADER			
VARICALLI, FRANK contract administration	1.00	102.66	102.66
VARICALLI, FRANK contract administration & coordination	1.00	102.66	102.66
VARICALLI, FRANK field paint prop. repair locations	2.00	102.66	205.32
VARICALLI, FRANK field paint proposed CPR locations	1.00	102.66	102.66
VARICALLI, FRANK Project co-ordination, discussion with inspector & contractor	2.00	102.66	205.32
ENG. AIDE III / GIS ANALYST III ANKAWI, MICHELLE Sort and label books and plans and arrange for delivery	.50	85.23	42.62

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

Project	0180-0337-0	2024 STORM SEWER REPAIRS	Invoice	151489
	ANKAWI, MICHELLE	.50	85.23	42.62
	Follow up on Insurance Documents			
	ANKAWI, MICHELLE	.50	85.23	42.62
	Review contract doc prior to the project starting and email contractor for updated insurance.			
	ANKAWI, MICHELLE	1.00	85.23	85.23
	Upload dat file, compare items, unit of measure and prices, make all non-MDOT changes			
	MILLER, THOMAS	.20	85.23	17.05
	Download dat file, file specifications.			
MEETINGS				
	GRADUATE ENG/SUR/ARC			
	WILSON, HOLLY	1.00	102.66	102.66
	Pre-con meeting in Harper Woods (10:30-11:00 including drive)			
	TEAM LEADER			
	VARICALLI, FRANK	1.00	102.66	102.66
	Pre-Con mtg			
	SENIOR PROJECT ENGINEER			
	KERN, RICHARD	.10	130.77	13.08
	Discuss project with FDV			
	KERN, RICHARD	1.00	130.77	130.77
	Preconstruction Meeting			
CONSTRUCTION OBSERVATION				
	ENG. AIDE III / GIS ANALYST III			
	SELBY, PATRICK	3.00	85.23	255.69
	Scheduling and Project Review			
	ENG. AIDE II / GIS ANALYST II			
	ELGERT, JEFFREY	2.00	77.14	154.28
	No contractor, corodinating for concrete pour next week			
	ELGERT, JEFFREY	22.00	77.14	1,697.08
	storm sewer repair			
GIS UPDATES				
	GRADUATE ENG/SUR/ARC			
	MILLER, JEFFREY	1.00	102.66	102.66
	Revisions to OCR location maps			
	ENG. AIDE III / GIS ANALYST III			
	SVOBODA, JOSEPH	2.00	85.23	170.46
	created map for Frank showing drainage structure condition ratings			
	Totals	49.20		4,184.56
	Total Labor			4,184.56
			Total this Invoice	\$4,184.56

Outstanding Invoices

Number	Date	Balance
150954	5/29/2024	292.61
Total		292.61



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

INVOICE

June 24, 2024
 Project No: 0180-0340-0
 Invoice No: 151493

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 May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount	
PRINTS				
ENG. AIDE II / GIS ANALYST II				
KAFERLE, KATHLEEN	.40	77.14	30.86	
Scan Executed Contract Book				
PRELIMINARY ENGINEERING				
TEAM LEADER				
VARICALLI, FRANK	.50	102.66	51.33	
contract administration				
VARICALLI, FRANK	.50	102.66	51.33	
contract administration & coordination				
SPECIFICATIONS				
ENG. AIDE II / GIS ANALYST II				
ANDERSON, KEVIN	1.00	77.14	77.14	
Spec work/Prep for pre-con				
Totals	2.40		210.66	
Total Labor				210.66
		Total this Invoice		\$210.66

Outstanding Invoices

Number	Date	Balance
150957	5/29/2024	351.65
Total		351.65



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

INVOICE

June 24, 2024
 Project No: 0180-0303-0
 Invoice No: 151486

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 May 06, 2024 to June 02, 2024
 Professional Personnel

	Hours	Rate	Amount	
FIELD SERVICES				
SENIOR PROJECT ENGINEER				
GUINNANE, PAUL	.50	130.77	65.39	
Approved Advance Notice (Vernier WM repair)				
GUINNANE, PAUL	2.00	130.77	261.54	
Calls, texts and emails DPW (additional leak - Vernier WM). LCSP schedule w/ DPW. Schedule W&S repair contract meeting w/ RRK				
GUINNANE, PAUL	1.00	130.77	130.77	
DPW calls and emails (UCMR5 - resample, LCSP revisions, MDOT Hydrant adjustments and Advance Notice				
GUINNANE, PAUL	1.00	130.77	130.77	
Follow up on individual permit or advance notice, Vernier WM repair status w/ Guardian and MDOT				
GUINNANE, PAUL	1.00	130.77	130.77	
Follow up with Metro Asphalt (lane closure schedule/ location on Vernier) for Vernier WM backfill. CCR info with DPW, GLWA emails				
GUINNANE, PAUL	.50	130.77	65.39	
MDOT Annual permit advance notice/ individual permit w/ DPW, MDOT calls, emails				
GUINNANE, PAUL	7.00	130.77	915.39	
Perform CWS oversight at HWDPW (
GUINNANE, PAUL	7.00	130.77	915.39	
Perform CWS oversight at HWDPW: MDOT permit work (adjusting MH's - Vernier), CCR schedule,				
GUINNANE, PAUL	5.00	130.77	653.85	
Perform CWS oversight at HWDPW: Review Vernier WM break location, recommendations w/ Guardian, TOC VN				
GUINNANE, PAUL	5.00	130.77	653.85	
Performed CWS oversight at HWDPW: Coordinate WM break repair, Check MDOT. CCR requirements w/ DPW (TOC VN)				
GUINNANE, PAUL	1.00	130.77	130.77	
Vernier WM repair MDOT annual permit advance notice, MDOT request individual permit, draft and submit				
Totals	31.00		4,053.88	
Total Labor				4,053.88
		Total this Invoice		\$4,053.88



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

INVOICE

June 24, 2024
 Project No: 0180-0313-0
 Invoice No: 151487

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

Project 0180-0313-0 HARPER & VAN ANTWERP RES. DEVELOPMENT
 FOR: ENGINEERING PLAN REVIEW
Professional Services from May 06, 2024 to June 02, 2024
Professional Personnel

	Hours	Rate	Amount	
ENGINEERING PLAN REVIEW				
LICENSED ENG/SUR/ARC				
LECH, JOSEPH	2.00	125.67	251.34	
Reviewed revised engineering plans submitted to us.				
SENIOR PROJECT ENGINEER				
KERN, RICHARD	.70	130.77	91.54	
Engineering Plan Review				
KERN, RICHARD	.20	130.77	26.15	
Information regarding Girard Drain to engineer				
Totals	2.90		369.03	
Total Labor				369.03
				Total this Invoice
				\$369.03



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

INVOICE

June 24, 2024
 Project No: 0180-0255-0
 Invoice No: 151485

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

Project 0180-0255-0 MISS DIG REQUESTS
 FOR: GENERAL MISS DIG ADMINISTRATION
Professional Services from May 06, 2024 to June 02, 2024
 Professional Personnel

	Hours	Rate	Amount	
GIS UPDATES				
GRADUATE ENG/SUR/ARC				
MILLER, JEFFREY	.50	102.66	51.33	
Vernier Rd MissDig Utility Request Map creation				
ENG. AIDE III / GIS ANALYST III				
KOWALCHICK, ANTHONY	.50	85.23	42.62	
create a miss dig map for the city				
KOWALCHICK, ANTHONY	.30	85.23	25.57	
send Spicer group info from city				
Totals	1.30		119.52	
Total Labor				119.52
				Total this Invoice \$119.52

Outstanding Invoices

Number	Date	Balance
150948	5/29/2024	93.95
Total		93.95



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

INVOICE

June 24, 2024

Project No: 0180-0353-0

Invoice No: 151500

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

Project 0180-0353-0 COMCAST REVIEW - VERNIER E OF 8 MILE
 FOR: ENGINEERING PLAN REVIEW
Professional Services from May 06, 2024 to June 02, 2024
Professional Personnel

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

Drive Creative Services, L.L.C.
31022 Mocerri Circle
Warren, MI 48088
586-275-0030
info@drivecreativeservices.com
www.drivecreativeservices.com



INVOICE

BILL TO

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

INVOICE # 4044

DATE 07/01/2024

DUE DATE 07/16/2024

TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Newsletter Printing of July/Sept. 2024 Insider newsletter. 36 page/self cover 8.5" X 11" Upright, 80# Gloss text #3, 4/4. Folded, saddle stitched and trimmed, carton packed.	7,000	1.1727143	8,209.00

1.5% late fee applied to every invoice over 30 days

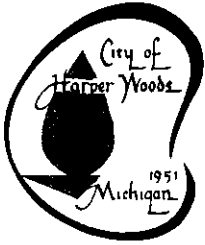
\$35.00 returned check fee

Additional 4% on all credit/debit card payments

Thank you for your business

SUBTOTAL	8,209.00
TAX	0.00
TOTAL	8,209.00
BALANCE DUE	\$8,209.00

Please make checks payable to:
Drive Creative Services, L.L.C.



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

July 2, 2024

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

Dear Mr. Szymanski,

Please submit to Council to pay Guardian Sewers \$ 25,750.00

Guardian assisted with emergency main break repairs/ main replacement (2) hydrant replacement(1) stop box replacement / relocation for non-payment -illegal turn on or homeowner repairs (11) cable city storm drain (1) service line (1) and relocate dirt from ECC project for the main repair.

This included cement removal for several projects.

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

Detailed invoices attached.

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

Sincerely,

Heather Toutant
Department of Public Works

HT

GUARDIAN SEWERS

INVOICE

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

DATE: July 1, 2024
 INVOICE # 9092
 FOR: Stop boxes

Bill To:
 CITY OF HARPER WOODS

Service Date: 6/26

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

PO # 36591

DESCRIPTION	AMOUNT
Dug up installed new stop boxes to shut water off for non payment.	
18671 Huntington	\$ 500.00
18533 Kingsville	\$ 500.00
20283 Lancaster	\$ 500.00
18712 Kenosha- removed stop box	\$ 500.00
TOTAL	\$ 2,000.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: July 1, 2024
INVOICE # 9095
FOR: 19617 Harper

Bill To:
CITY OF HARPER WOODS

Service Date: 6/20

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

PO # 36591

DESCRIPTION	AMOUNT
Cabled out drain by the ramp. Line is open and flowing.	\$ 250.00
TOTAL	\$ 250.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: July 1, 2024
INVOICE # 9094
FOR: 17700 8 Mile

Bill To:
CITY OF HARPER WOODS

Service Date: 6/14

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

PO # 36591

DESCRIPTION	AMOUNT
Stopped water leak when the contractor hit the 1.5" water service while digging.	\$ 350.00
TOTAL	\$ 350.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: July 1, 2024
INVOICE # 9093
FOR: 17700 8 Mile

Bill To:
CITY OF HARPER WOODS

Service Date: 6/5

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

PO # 36591

DESCRIPTION	AMOUNT
Filled the gas tanks with water from hydrant.	\$ 400.00
TOTAL	\$ 400.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: June 26, 2024
INVOICE # 9084
FOR: Stop boxes

Bill To:
CITY OF HARPER WOODS

Service Date: 5/13

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

PO # 36591

DESCRIPTION	AMOUNT
21200 Kenmore- dug up and replaced stop box for owner to make repairs.	\$ 500.00
18968 Woodside 6/3- Dug up and removed stop box due to non payment and resident turning it on illegally.	\$ 500.00
TOTAL	\$ 1,000.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: June 25, 2024
INVOICE # 9088
FOR: 18000 Vernier

Bill To:
CITY OF HARPER WOODS

Service Date: 4/13

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

PO # 36591

DESCRIPTION	AMOUNT
Removed and relocated dirt from work NorthPoint did on top of our main in order to install 12" water main.	\$ 6,500.00
TOTAL	\$ 6,500.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: June 25, 2024
INVOICE # 9089
FOR: 20790 Harper

Bill To:
 CITY OF HARPER WOODS

Service Date: 5/16

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

PO # 36591

DESCRIPTION	AMOUNT
*****EMERGENCY REPAIR*****	
Dug up to make repair on 8" water main, replaced approximately 40" of main due to several holes in it. Use three 8X12" solid sleeves to connect. Backfilled to rough grade with 50 yards of 21A stone and cleaned up job site.	\$ 5,700.00
TOTAL	\$ 5,700.00

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: June 11, 2024
INVOICE # 9082
FOR: 18100 Vernier

Bill To:
CITY OF HARPER WOODS

Service Date: 5/23

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

PO # 36591

DESCRIPTION	AMOUNT
Dug up and removed old hydrant that was not operable. Installed new hydrant and cleaned up work site.	\$ 2,100.00
TOTAL	\$ 2,100.00

RECEIVED

JUN 11 2024

HARPER WOODS DEPT

THANK YOU FOR YOUR BUSINESS!

GUARDIAN SEWERS

INVOICE

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

DATE: June 11, 2024
INVOICE # 9085
FOR: 19340 Vernier

Bill To:
 CITY OF HARPER WOODS

Service Date: 4/15

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

PO # 36591

DESCRIPTION	AMOUNT
*****EMERGENCY REPAIR*****	
Dug up and made repair on 12" water main due to holes in the bottom. Cut out approxamety 12" of main. Installed new main with two 12X20" repair clamp. Backfilled with 14 yards 21A stone and 7 yards sand and cleaned up work site.	\$ 4,600.00
TOTAL	\$ 4,600.00

1000000000

JUN 11 2024

THANK YOU FOR YOUR BUSINESS!

1000000000

GUARDIAN SEWERS

INVOICE

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

DATE: June 25, 2024
INVOICE # 9087
FOR: STOP BOXES

Bill To:
CITY OF HARPER WOODS

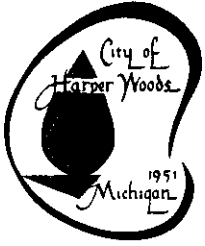
Service Date: 6/24

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

PO # 36591

DESCRIPTION	AMOUNT
Dug up and repaired/ replaced stop box and shut off for non payment.	
20615 Eastwood installed new top only	\$ 350.00
19301 Eastwood	\$ 500.00
18755 Woodland	\$ 500.00
20083 Kenosha 6/12	\$ 500.00
19339 Beaconsfield 6/17	\$ 500.00
20252 Country Club 6/17	\$ 500.00
TOTAL	\$ 2,850.00

THANK YOU FOR YOUR BUSINESS!



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

July 2, 2024

TO: John Szymanski, Acting City Manager
FROM: Heather Toutant, Director Public Works
RE: Turf & Timber LLC. – Invoice(s) over \$5,000

Dear Mr. Szymanski,

Please submit to Council to pay Turf & Timber Tree Experts LLC. \$ 26,540.00 for:

Emergency removal for water main repair (2)
dead tree removal (9)
trimming/elevating/removal of dead or dangerous leads (limbs)(6)
chipping, stumping of DPW removed trees (3) and disposal of debris.

A contractor was required due to the nature of the job(s). The DPW found itself short on manpower / equipment to rectify the situation.

Please note the contractor gave the city a discount of 20% (noted on multiple invoices) resulting in cost savings to the city. Detailed invoices attached.

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

Sincerely,

Heather Toutant
Department of Public Works

HT



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>(FRONT OF LOWES) 19340 VERNIER RD HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1505 DATE: JUNE 20, 2024</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
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JOB DESCRIPTION	PRICE
4-10-2024 – WATERMAIN BREAK- PRIORITY SERVICE – REMOVAL OF LOCUST + STUMP	\$3,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$3,600.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

PAID

JUN 20 2024

19340 VERNIER RD HARPER WOODS MI 48225



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS:</p> <p>ON B.FIELD/EASTWOOD HARPER WOODS MI 48225</p> <p>INVOICE NO.: 1506 DATE: JUNE 20, 2024</p>	<p>BILL TO:</p> <p>DEPT OF PUBLIC WORKS HARPER WOODS MI 48225</p> <p>EMAIL: HWDPW@HARPERWOODS.NET</p>
---	---

JOB DESCRIPTION	PRICE
4-24-2024 – (2) DEAD REMOVALS + STUMPS (1) NORTH OF EASTWOOD (WEST OF B.FIELD)	\$1,700.00
(1) SOUTH OF EASTWOOD (WEST OF B.FIELD)	\$1,300.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$3,000.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

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

TREE SERVICE INVOICE

SERVICE ADDRESS: 20926 LENNON HARPER WOODS MI 48225 INVOICE NO.: 1507 DATE: JUNE 20, 2024	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20
--	---

JOB DESCRIPTION	PRICE
4-25-2024 – LARGE MAPLE W/ HANGER, BREAKS, SUCKERS, DEAD TIPS, BREAK OVER ROAD	\$800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$160.00
AMOUNT DUE UPON RECEIPT	\$640.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

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

TREE SERVICE INVOICE

SERVICE ADDRESS: 21240 KENMORE HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1508 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
4-25-2024 - REMOVE LARGE DEAD LEAD OVER ROAD	\$900.00
GRIND STUMP ON SIDE OF HELEN	\$50.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$190.00
AMOUNT DUE UPON RECEIPT	\$760.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

PAID
JUN 20 2024

JUN 20 2024

PAID
JUN 20 2024



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19315 ROSCOMMON HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1509 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
5-1-2024 – LARGE BROKEN LEAD OVER SIDEWALK- DANGEROUS HANGER, CAVITY-REMOVAL + STUMP	\$2,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$440.00
AMOUNT DUE UPON RECEIPT	\$1,760.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

[Faint, illegible text, possibly a signature or stamp]



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19305 ROSCOMMON HARPER WOODS MI 48225 INVOICE NO.: 1510 DATE: JUNE 20, 2024	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20
---	---

JOB DESCRIPTION	PRICE
5-6-2024 – HUGE ROT – DYING MORE THAN 50% - REMOVAL + STUMP	\$3,600.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$720.00
AMOUNT DUE UPON RECEIPT	\$2,880.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

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13

[Faint signature]



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19405 ROSCOMMON HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1511 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
5-7-2024 – HUGE ROT – ONE SIDE DEAD - REMOVAL + STUMP	\$2,800.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$560.00
AMOUNT DUE UPON RECEIPT	\$2,240.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JUN 20 2024

21715 HARPER AVE



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19335 ROSCOMMON HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1512 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
5-8-2024 – OAK REMOVAL + STUMP	\$3,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$640.00
AMOUNT DUE UPON RECEIPT	\$2,560.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JUN 20 2024

HARPER WOODS, MI 48080



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19941 OLD HOMESTEAD HARPER WOODS MI 48225 INVOICE NO.: 1513 DATE: JUNE 20, 2024	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
--	---

JOB DESCRIPTION	PRICE
5-13-2024 – WATERMAIN BREAK - PRIORITY SERVICE - REMOVAL + STUMP *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$2,600.00
AMOUNT DUE UPON RECEIPT	\$2,600.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19927 LANCASTER HARPER WOODS MI 48225 INVOICE NO.: 1514 DATE: JUNE 20, 2024	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
---	--

JOB DESCRIPTION	PRICE
5-15-2024 – REMOVAL + STUMP	\$1,600.00
5-15-2024 - 19911 LANCASTER – DEAD LIMB OUT	\$100.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,700.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 20672 LANCASTER HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1515 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
5-15-2024 – DEAD REMOVAL + STUMP (IN PLACE OF WOODMONT REMOVAL)	\$1,200.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	
AMOUNT DUE UPON RECEIPT	\$960.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

PAID
11/15/2024

JUN 21 2024

11/15/2024



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 19978 WOODMONT HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1516 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
5-20-2024 – FOUNDATION ISSUES – NOT FROM ROOTS. ELEVATE TREE	\$900.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$180.00
AMOUNT DUE UPON RECEIPT	\$720.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

[Faint, illegible text, possibly a signature or stamp]



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

TREE SERVICE INVOICE

SERVICE ADDRESS: 20545 WOODMONT HARPER WOODS MI 48225	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225
INVOICE NO.: 1522 DATE: JUNE 20, 2024	EMAIL: HWDPW@HARPERWOODS.NET NOTE: APR20

JOB DESCRIPTION	PRICE
5-18-2024 -- ELEVATE AND DEAD WOOD LINDEN	\$400.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
DISCOUNT 20%	-\$80.00
AMOUNT DUE UPON RECEIPT	\$320.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



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

TREE SERVICE INVOICE

<p>SERVICE ADDRESS: EAST B.FIELD/EASTWOOD HARPER WOODS MI 48225 INVOICE NO.: 1523 DATE: JUNE 20, 2024</p>	<p>BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET</p>
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JOB DESCRIPTION	PRICE
5-18-2024 – PRIORITY SERVICE – CRACKED, BROKEN OVER TRAFFIC LIGHT – REMOVAL + STUMP	\$1,700.00
*INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	
AMOUNT DUE UPON RECEIPT	\$1,700.00

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!

RECEIVED

JUN 20 2024

21715 HARPER AVENUE
ST. CLAIR SHORES, MI 48080



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

TREE SERVICE INVOICE

SERVICE ADDRESS: WEST B.FIELD/WOODLAND HARPER WOODS MI 48225 INVOICE NO.: 1524 DATE: JUNE 20, 2024	BILL TO: DEPT OF PUBLIC WORKS HARPER WOODS MI 48225 EMAIL: HWDPW@HARPERWOODS.NET
--	---

JOB DESCRIPTION	PRICE
5-18-2024 – DEAD TREE – SPLIT IN MIDDLE – REMOVAL + STUMP *INCLUDING CHIPPING BRUSH, HAULING WOOD AND CLEAN UP	\$1,200.00

AMOUNT DUE UPON RECEIPT	\$1,200.00
--------------------------------	-------------------

PLEASE MAKE CHECK PAYABLE TO:

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

THANK YOU FOR YOUR BUSINESS!



Invoice

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

Invoice Number: 471884

Invoice Date: 6/30/2024

Terms: Net 30 Days

Due Date: 7/30/2024

Customer #: 08-HRPRWOO

Customer PO #:

Item Code	Description	Quantity	Price	Amount
Building Insp %Fee	Building Insp %Fee	37124.80	\$1.00	\$37,124.80
	Building Permit Services % of Fee	37124.80	\$1.00	\$37,124.80
Building Inspection	Building Inspection	120.00	\$27.36	\$3,283.20
	BDS Permit Tech/Admin/Front Counter	120.00	\$27.36	\$3,283.20
Code Enforcement	Code Enforcement	47.00	\$60.54	\$2,845.38
	BDS Code Enforcement	47.00	\$60.54	\$2,845.38

**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: \$43,253.38

Freight: \$0.00

Sales Tax: \$0.00

Invoice Total: \$43,253.38

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

Building Department Services Invoice
 July 1-30, 2024

July 1-30, 2024	<u>Total Collected</u>	<u>Percent</u>	
	\$ 46,406.00	80%	\$ 37,124.80
	<u>Total Hours</u>	<u>Hourly</u>	
Code Enforcement	47.00	60.54	\$2,845.38
Permit Technician	120.00	27.36	\$3,283.20
	<u>Total</u>	<u>Rate</u>	
Existing Permit Inspections	0.00	\$35.00	\$0.00
Administrative Closure of Records	0.00	\$5.00	\$0.00
Total Due To SAFEbuilt:			\$43,253.38

City of Harper Woods
July 1-30, 2024

Accounts Receivable Report

From: July 1-30, 2024

Date	Receivable	Revenue
6/3/2024		1,783.00
6/4/2024		1,031.00
6/5/2024		880.00
6/6/2024		578.00
6/7/2024		399.00
6/10/2024		12,341.00
6/11/2024		3,373.00
6/12/2024		700.00
6/13/2024		600.00
6/14/2024		290.00
6/17/2024		10,677.00
6/18/2024		1,343.00
6/20/2024		6,191.00
6/21/2024		200.00
6/24/2024		400.00
6/25/2024		2,456.00
6/26/2024		2,150.00
6/27/2024		1,014.00
Total	\$	46,406.00
	Safebuilt Billable Items: \$	46,406.00
	Amount Due To Safebuilt: \$	37,124.80

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 1) Public Hearing - Designation of a Neighborhood Enterprise Zone (NEZ)

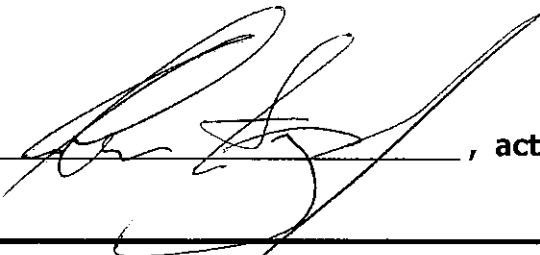
Explanation/Remarks:

The purpose of the Public Hearing is to hear public input and comment on the request from Renovare Robertson Harper Woods LLC to designate a Neighborhood Enterprise Zone (NEZ). The purpose of an NEZ is to provide tax incentives for the development of 71 for sale homes on the site of former Poupard elementary school.

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 proposed designation of a Neighborhood Enterprise Zone.
- 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	

June 3, 2024

Harper Woods City Council
c/o Leslie M. Frank, City Clerk
19617 Harper Avenue
Harper Woods, MI 48225

**RE: Request for the City of Harper Woods to
Designate a Neighborhood Enterprise Zone**

Honorable City Council:

Please accept this request for the City of Harper Woods to designate a Neighborhood Enterprise Zone pursuant to Public Act 147 of 1992, as amended (P.A. 147), for ten platted parcels as described below located in Harper Woods, Michigan. The purpose of the Neighborhood Enterprise Zone is to facilitate future requests for an approval by the City Council and the State Tax Commission for neighborhood enterprise zone (“NEZ”) certificates for proposed for-sale homes in the City of Harper Woods on the site of the former Poupard Elementary School.

Project Description

The developer, Renovare Robertson Harper Woods, LLC, seeks to redevelop the former Poupard Elementary School site located at 20655 Lennon Street in Harper Woods. The site was declared surplus by the Grosse Pointe Public School System and a Request for Proposals was issued by the school district to redevelop the property. Our vision is to construct an attainable, for-sale development that will include workforce housing. The project will feature 71 units of single-family homes, duplexes and townhomes. The units will target mixed-income families and individuals.

Since 1945, Robertson Homes (“Robertson”) has been building both condominium and single-family home developments in Southeastern Michigan. Based in Bloomfield Hills, Michigan, the family-run company is led by CEO James V. Clarke and President Darian L. Neubecker. Along with the devoted team members that specialize in the many facets of home building, the company possesses the ability to accommodate various types of living spaces, from single-family homes to condos, to meet the ever-changing demands of the Metro Detroit marketplace. What all started as an effort to create small, affordable

housing for returning WW-II veterans in Berkley and Royal Oak soon flourished into one of Detroit’s most distinguished home-building companies—garnering national attention and receiving a myriad of awards. Robertson Homes is passionate about building lively, beautiful communities with a wide array of home styles to meet the needs and exceed the desires of Michigan residents. As an accredited new home builder, the company strives to create houses that not only meet standards for building excellence but serve as places neighbors are proud to call home.

Renovare Development (“Renovare”) is a majority woman-owned real estate development company founded in 2019 focused on transformational projects that serve a deep community need. Renovare’s current pipeline includes over 100 million dollars in attainable housing and mixed-use developments. Renovare’s founders have extensive housing development and brownfield redevelopment experience throughout the State of Michigan and across the United States.

Renovare and Robertson have entered into a joint venture agreement to create Renovare Robertson Harper Woods LLC to redevelop the former Poupard School site:

Property Description

The proposed property to be included in the Neighborhood Enterprise Zone consists of ten platted parcels in the City of Harper Woods. Full legal descriptions are included in Attachment A. The property consisting of the former Poupard Elementary School comprises 82% of the total acreage in the proposed zone. The table below identifies the owner of record for each parcel, total acreage and percentage of the total area that each parcel comprises.

Parcel Information

Parcels	Address	Owner of Record	Acreage	% of Total Acreage
42 010 07 0066 305	20655 LENNON ST	Grosse Pointe School District	6.51	83%
42 010 07 0064 000	20642 LENNON ST	Kenneth Ross	.245	3%
42 010 07 0063 306	20632 LENNON ST	Stromco, LLC	.122	2%
42 010 07 0062 305	20624 LENNON ST	John Miller	.122	2%
42 010 07 0061 304	20616 LENNON ST	Rodney Duncan	.122	2%
42 010 07 0060 000	20608 LENNON ST	Shannon Brittany Nesbitt	.122	2%
42 010 07 0058 002	20600 LENNON ST	Lewis Yusuf	.199	3%
42 010 07 0057 000	20522 LENNON ST	Leonard R. Cedeno	.168	2%
42 010 07 0056 000	20514 LENNON ST	Rosetta Berry	.122	2%
42 010 07 0055 000	20506 LENNON ST	Lauren Cress	.122	2%
		TOTAL	7.854	

Eligibility

The parcels are eligible to be included in an NEZ zone, as Harper Woods is a “qualified local unit of government”. The project will result in 71 “New Facilities” per the NEZ law. A “New Facility” is defined as a new structure or a portion of a new structure that has as its primary purpose residential housing consisting of 1 or 2 units, 1 of which is or will be occupied by an owner as his or her principal residence. New facility includes a model home or a model condominium unit. New facility includes a new individual condominium unit, in a structure with 1 or more condominium units, that has as its primary purpose residential housing and that is or will be occupied by an owner as his or her principal residence.

Benefits to the Community

There is a clear housing need in the community and Southeast Michigan region. Following the market study completed in Michigan’s first-ever Statewide Housing Plan, the project will provide quality for-sale home options at a price point that is attainable to homeowners in the market, this home type is in great demand as this group of homeowners has very limited new home options.

Available housing stock has dried up, leading to very low vacancy rates, increases in demand, and higher prices for both rental and for-sale housing. Based on the Michigan Statewide Housing Plan the average sales price for a home in Michigan has increased by 84% since 2013. Michigan’s housing market faces numerous longstanding inequities that make it difficult for residents to obtain safe, healthy, and attainable housing. The Covid-19 pandemic amplified existing disparities in housing access as well as other indicators of health and quality of life. These disparities are higher in many urban census tracts. New construction has become constrained due to skyrocketing construction costs, lack of available trades and supply chain challenges. The project will provide for an attainable new form of housing options for local homebuyers and promises to restore the City’s tax base and spur further development in the area. The affordable units will create equitable options and will build generational wealth.

A 2021 Residential Target Market Study by LandUseUSA highlights a “Housing Mismatch” stating, “about 69% of the households migrating into the City of Harper Woods each year are inclined to seek detached houses (and some townhouses with private entrances) to lease or buy.” Concluding that when housing preferences are not met, migration may cause potential residents to bypass Harper Woods altogether if new-build projects cannot help stabilize established neighborhoods to support socio-economic diversity. Utilizing the community engagement and market study, Renovare Robertson Harper Woods, LLC has designed an infill traditional neighborhood design that offers

attached townhomes, duplexes, and single-family units to reduce the housing mismatch and provide both the density as well as the desire for private entrances.

Property Ownership

Owners of record are listed in the previous table. The sale of 20655 Lennon Street to Renovare Robertson Harper Woods, LLC is slated to close in August 2024.

Zoning

This property is currently zoned for **Planned Unit Development**. The application for a Planned Unit Development designation was approved by Harper Woods City Council on September 6, 2023. This designation and the approved site plan allow for the development of 71 residential units on the site. The approved site plan and City Council resolution are attached.

Legal Descriptions

20655 LENNON ST

156C66A TO 73A, 78A TO 123A PT OF LOTS 66 TO 73 AND LOTS 78 TO 123 AND ADJ VAC STREET 60 FT WIDE BEG N 71D W 9.80 FT FROM SE COR LOT 73: TH N 71D W 310.20 FT TH N 18D 03M 00S E 133.37 FT TH ELY ON A CURVE CONCAVE TO N RAD 60 FT ARC 33.40 FT TH ELY NLY AND WLY ON A CURVE CONCAVE TO W RAD 6 FT ARC 195.72 FT TH WLY ON A CURVE CONCAVE TO N RAD 60 FT ARC 33.40 FT TH N 71D W 590.85 FT TH N 18D 58M E 266.70 FT TH S 71D E 868.69 FT TH SLY 461.43 FT POB. 6.51 AC. HARPER HOME-SITES SUB PC 156 L53 P23 WCR

20642 LENNON ST

156C64 65 LOTS 64 AND 65 HARPER HOME-SITES SUB PC 156 L53 P23 WCR

20632 LENNON ST

156C63 LOT 63 HARPER HOME-SITES SUB PC 156 L53 P23 WCR

20624 LENNON ST

156C62 LOT 62 - - HARPER HOME-SITES SUB PC 156 L53 P23 WCR - K - 44.52

20616 LENNON ST

156C61 LOT 61 HARPER HOME-SITES SUB PC 156 L53 P23 WCR

20608 LENNON ST

156C60 LOT 60 HARPER HOME-SITES SUB PC 156 L53 P23 WCR

20600 LENNON ST

156C58B 59 E'LY 25FT OF LOT 58 ALSO LOT 59 HARPER HOME-SITES SUB PC
156 L53 P23 WCR

20522 LENNON ST

156C57 58A LOT 57 AND W'LY 15 FT OF LOT 58 HARPER HOME-SITES SUB PC
156 L53 P23 WCR

20514 LENNON ST

156C56 LOT 56 HARPER HOME-SITES SUB PC 156 L53 P23 WCR

20506 LENNON ST

156C55 LOT 55 HARPER HOME-SITES SUB PC 156 L53 P23 WCR

Project Start and Completion Date

Renovare Robertson Harper Woods, LLC has been established for the project and the purchase is slated to close in August, 2024. Construction will begin immediately and follow an estimated 36-month schedule to completion.

We appreciate your attention to this request.

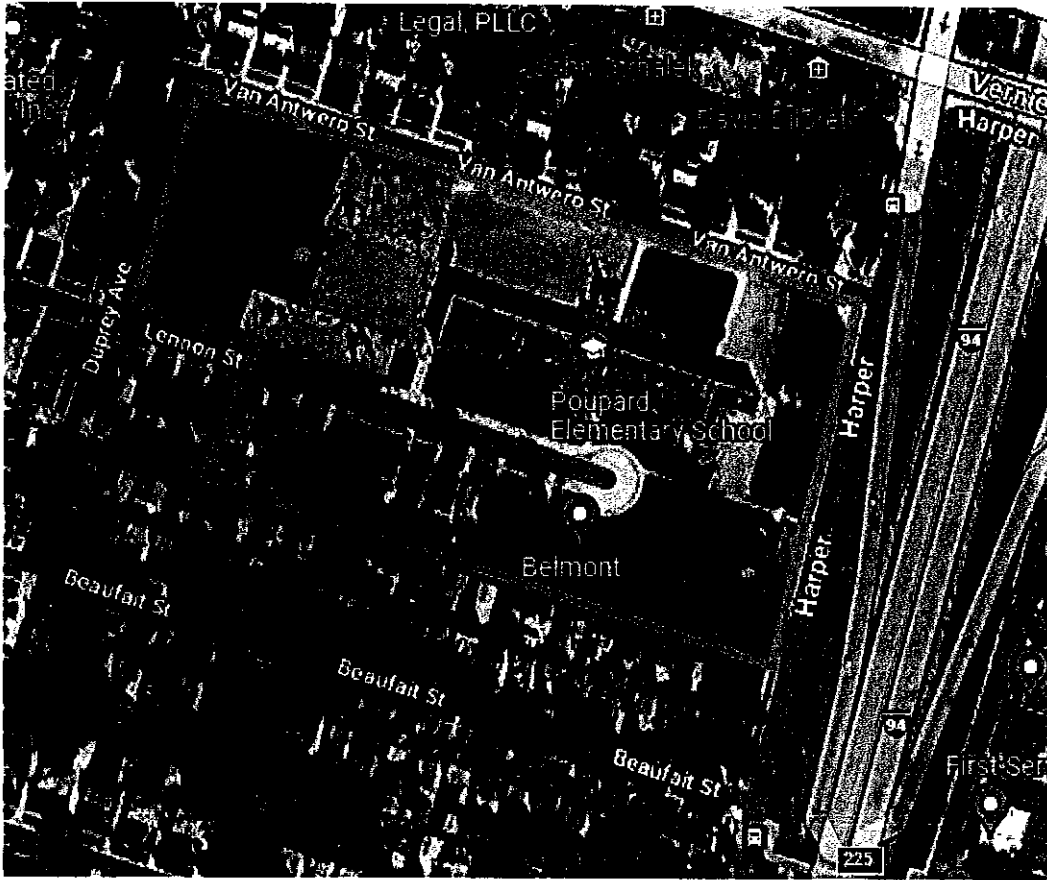
Respectfully submitted,



Renovare Robertson Harper Woods, LLC

Attachments

**Exhibit A
Map of Proposed NEZ**



Parcel Information

Parcel Nos	Address	Owner of Record	Acreage	% of Total Acreage
42 010 07 0066 305	20655 LENNON ST	Grosse Pointe School District	6.51	83%
42 010 07 0064 000	20642 LENNON ST	Kenneth Ross	.245	3%
42 010 07 0063 306	20632 LENNON ST	Stromco, LLC	.122	2%
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42 010 07 0061 304	20616 LENNON ST	Rodney Duncan	.122	2%
42 010 07 0060 000	20608 LENNON ST	Shannon Brittany Nesbitt	.122	2%
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42 010 07 0057 000	20522 LENNON ST	Leonard R. Cedeno	.168	2%
42 010 07 0056 000	20514 LENNON ST	Rosetta Berry	.122	2%
42 010 07 0055 000	20506 LENNON ST	Lauren Cress	.122	2%
		TOTAL	7.854	

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 2) Senior Services Millage Ballot Language - The Helm

Explanation/Remarks:

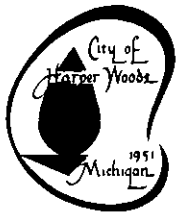
See attached separate memorandum.

Recommended Action:

By RESOLUTION, to approve the placement of a .35 mill ballot initiative for senior services on the November 5, 2024 ballot.

Respectfully Submitted  _____, acting City Manager

CITY COUNCIL ACTION:	___Approved	___Disapproved		
	___Vote	___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

June 27, 2024

MEMO TO: Mayor and City Council

FROM: John Szymanski, Acting City Manager

Earlier this year, representatives from The Helm appeared before the City Councils of the five Grosse Pointe Communities and the City of Harper Woods to express a need for additional funding for Senior Services. Specifically, it was requested that each City Council approve the placement of a .5 mill ballot initiative for senior services that could be allocated to the Helm to meet current and expanded services.

Without any action taken by Councils, representatives from the respective communities attended several meetings with representatives from The Helm to discuss program needs.

As a result of those meetings, language has been drafted for a .35 mill ballot initiative for senior services. This is a reduction from the original .5 mil requested by the Helm. Under state law, up to 1 mill can be levied for senior services through a ballot initiative.

As a point of reference, The Helm has suggested that a .35 mill levy would cost the average homeowner \$16.00 annually.

In addition to a senior millage, the City Managers of the Grosse Pointes and Harper Woods met to discuss a mechanism on how funds would be distributed if a ballot proposal was approved by the voters.

To that end, an Interlocal Agreement was drafted to establish an Active Adult Commission to serve as a policy-making body to engage The Helm to manage the day-to-day operations of senior services and report directly to the Commission. Similar to representation on the Grosse Pointe Public Library Board, it is proposed that one resident be appointed by the City Councils of the five Grosse Pointes and Harper Woods. In addition, an "at-large" member would be an appointee from the participating communities on a rotating basis.

While the draft Interlocal Agreement has been created with input from Grosse Pointe and Harper Woods City Managers and attorneys, it is intended to provide one viable approach to the distribution of millage proceeds. Final approval of an Interlocal Agreement would not be necessary until such time a millage is approved by the voters.

It is my recommendation that we consider placing the following proposed Senior Millage on the November 5, 2024 ballot:

Do you approve of the addition of a new .35 mill levy to collect approximately \$362,110 in revenue in the first year, to be disbursed to the Grosse Pointe Active Adult Commission, for the purpose of supporting services to older citizens, including transportation, activities and facilities directed toward improvement of the overall health and welfare of older persons?

YES ___

NO ___

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 3) Interlocal Agreement - Joint Senior Services

Explanation/Remarks:

Attached is the Interlocal Agreement for Joint Senior Services on behalf of the cities of: Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, Grosse Pointe Woods and Harper Woods should the millage request by the HELM Center be approved by the voters of each community.

This Inter-Local Agreement has been designed by the Mayors and City Managers of each community, with the review of each community's City Attorney to establish a basic framework of governance, powers and obligations and establish limitations on authority. The agreement will provide for a Commission to be established.

Upon approval, the agreement shall be submitted to the Governor's office for approval pursuant to the Urban Cooperation Act of 1967 and furthermore be filed with the Wayne County Clerk's Office and comply with all applicable local, state and federal laws, regulations, grant provisions, if any, and contract provisions.

This agreement cannot be assigned by any party to a third party or agency except those determined specifically by the Commission. I recommend approval of this agreement.

Recommended Action:

By RESOLUTION, to approve the Inter-Local Agreement for Joint Senior Services between Harper Woods, Grosse Pointe Woods, Grosse Pointe Farms, Grosse Pointe Shores, Grosse Pointe City and Grosse Pointe Park, subject to the passage of the millage request by the voters of each community.

Respectfully Submitted _____, **acting City Manager**

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

INTERLOCAL AGREEMENT
FOR JOINT SENIOR SERVICES

THIS INTERLOCAL AGREEMENT FOR JOINT SENIOR SERVICES (this "Agreement") is entered into as of the ____ day of _____, 2024, by and among the City of Grosse Pointe, a Michigan municipal corporation located at 17147 Maumee, Grosse Pointe, Michigan; the City of Grosse Pointe Farms, a Michigan municipal corporation located at 90 Kerby Road, Grosse Pointe Farms, Michigan; the City of Grosse Pointe Park, a Michigan municipal corporation located at 15115 East Jefferson, Grosse Pointe Park, Michigan; the Village of Grosse Pointe Shores, a Michigan City located at 795 Lakeshore Road, Grosse Pointe Shores, Michigan; the City of Grosse Pointe Woods, a Michigan municipal corporation located at 20025 Mack Plaza Drive, Grosse Pointe Woods, Michigan; and the City of Harper Woods, a Michigan municipal corporation located at 19617 Harper, Harper Woods, Michigan. Each municipality entering into this Agreement is referred to as a "Party" and collectively as the "Parties."

RECITALS:

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

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

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

WHEREAS, there is a current senior center operated by The Helm ("Helm Senior Center") located at 158 Ridge Road, Grosse Pointe Farms, Michigan, and, among other benefits to be secured by this Agreement, the Parties intend to support (via a contracted service agreement) the continued operation of the Helm Senior Center.

AGREEMENT:

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

ARTICLE I – PURPOSE

The purpose of this Agreement is to establish an Active Adult Commission (the "Active Adult Commission" or "Commission") to provide activities and services for Older Persons residing in the communities which are Parties to this Agreement. The activities and services to be provided shall include, but are not limited to, transportation and actions directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of Older Persons. The Commission may also include the joint ownership and operation of an Active Adult Activity Center.

The Commission shall serve as a policy-making body and engage a separate entity (the "Contractor") charged with managing the day-to-day operations and report directly to the Commission.

ARTICLE II – ACTIVE ADULT ACTIVITY CENTER

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

As set forth in Article VI below, the proportion (for each Party, the "Allocation Proportion") of financial contributions made by the respective Parties with respect to the acquisition and/or development of the Adult Activity Center(s), as such respective Allocation Proportions may be adjusted from time to time on an equitable basis in the event of any modification of the financial sharing formula adopted and mutually agreed by the Parties, or as may be adjusted in the event of admission of one or more additional Parties to this Agreement as provided in Article III, Section 3F below, also shall govern the allocation for distribution of remaining assets in the event of dissolution of the Commission. As of the effective date of this Agreement, the respective initial Allocation Proportions for each Party are listed on Schedule ___ annexed to this Agreement.

ARTICLE III – ACTIVE ADULT COMMISSION

SECTION 1. CREATION OF AN ACTIVE ADULT COMMISSION.

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

SECTION 2. NAME.

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

SECTION 3. MEMBERSHIP OF COMMISSION.

A. The Commission shall be comprised of a total of seven (7) members, as follows:

- 1.) One (1) resident of the City of Grosse Pointe appointed by its City Council.
- 2.) One (1) resident of the City of Grosse Pointe Farms appointed by its City Council.

- 3.) One (1) resident of the City of Grosse Pointe Park appointed by its City Council.
- 4.) One (1) resident of the Village of Grosse Pointe Shores, a Michigan City, appointed by its City Council.
- 5.) One (1) resident of the City of Grosse Pointe Woods appointed by its City Council.
- 6.) One (1) resident of the City of Harper Woods appointed by its City Council.
- 7.) One (1) at-large member who is a resident of one of the participating communities, appointed on a rotational basis as set forth below.

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

C. Commission members shall serve for a term of three (3) years, not exceeding two (2) terms. The terms shall commence as follows:

- 1.) Initial appointments for the Cities of Grosse Pointe and Grosse Pointe Farms shall be three-year terms. Going forward all terms shall be three years.
- 2.) Initial appointments for the Cities of Grosse Pointe Park and Grosse Pointe Shores shall be two-year terms. Going forward all terms shall be three years.
- 3.) Initial appointments for the Cities of Grosse Pointe Woods and Harper Woods shall be one-year terms. Going forward all terms shall be three years.
- 4.) The member-at-large shall serve for a one-year term and shall be appointed by the respective communities in the order set forth in Section 3A above 1 through 6. Going forward the member-at-large shall continue to have a one-year term.

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

E. Members of the Commission shall serve without compensation.

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

SECTION 4. OFFICERS.

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

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

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

D. Officers shall serve without compensation.

SECTION 5. MEETINGS.

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

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

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

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

SECTION 6. QUORUM.

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

SECTION 7. VOTING.

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

SECTION 8. MINUTES.

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

SECTION 9. RULES.

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

SECTION 10. REGISTERED OFFICE.

The initial registered office of the Commission shall be the office of The City of Grosse Pointe Farms located at 90 Kerby Road, Grosse Pointe Farms, Michigan. The Commission may designate another location as the registered office.

SECTION 11. PRIVILEGES AND IMMUNITY FROM LIABILITY.

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

ARTICLE IV – POWERS

SECTION 1. POWERS, AUTHORITY AND OBLIGATIONS.

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

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

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

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

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

the governing bodies of the Parties hereto shall not be required for any expenditures already included in the annual approved budget, for any employment contract approved by the Commission, or for any additional contract that involves less than \$50,000.00 in annual expenditures. For any proposed expenditures exceeding such criteria, and for which user fees or outside fundraising or philanthropic reserves are not adequate to cover such expenditure(s), the Commission shall seek ratification of the proposed expenditure(s) from the governing bodies of the respective Parties hereto.

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

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

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

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

SECTION 2. LIMITATIONS ON AUTHORITY.

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

SECTION 3. INSURANCE.

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

ARTICLE V – FINANCE

SECTION 1. FISCAL YEAR.

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

SECTION 2. ANNUAL BUDGET.

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

estimate for revenues attributable to user fees, grants, donations, fundraising, and philanthropic gifts and commitments.

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

ARTICLE VI – ON – GOING RESPONSIBILITIES & DISSOLUTION

SECTION 1. PARTICIPATION.

The Parties hereto agree that they will participate in the activities and programs and provide funds on an on-going basis consistent with existing funding contributions currently made to the Contractor for these services for fiscal year 2024-2025, unless or until terminated in accordance with this Agreement. The Parties may annually adjust these funding contributions during each subsequent fiscal year as approved by the respective municipal governing bodies. The Contractor is expected to engage in fundraising activities and to solicit other sources of revenue (including grants, donations and philanthropic gifts or commitments), and the public funds budgeted and contributed by the respective Parties are intended to supplement such other sources of revenue. This provision may only be amended by unanimous approval of the Parties.

SECTION 2. TERMINATION OF PARTICIPATION.

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

SECTION 3. ALTERNATE FUNDING

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

The Parties intend to pursue voter approval of a common millage to support services for Older Persons. If such common millage is approved by the voters in any particular community that is a Party to this Agreement, then such community agrees to devote 100% of the corresponding tax revenues to the services and programs supervised by the Commission. If such common millage is approved by the voters in some (but not all) of the constituent communities, participation in the Active Adult Activity Center and related services and programs by residents of the communities not approving the common millage will be dependent upon the commitment and budgeted expenditures by such communities, or direct invoicing to individual residents, of charges equating to the cost of services provided to such residents.

SECTION 4. DISSOLUTION.

Upon five (5) or more of the Parties terminating participation in this Agreement, such termination shall cause a dissolution of the Commission. After satisfaction of any liabilities of the Commission then outstanding, the remaining net assets of the Commission shall be divided and distributed to the Parties based upon their respective Allocation Proportions as established and/or modified pursuant to the provisions of Article II. As to any assets which may not be so divided or distributed, such assets shall be sold on a commercially reasonable basis, and the net proceeds (after the reasonable costs of sale) distributed to the Parties based upon their respective Allocation Proportions.

SECTION 5. REPORTING.

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

ARTICLE VII – MISCELLANEOUS PROVISIONS

SECTION 1. AMENDMENTS.

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

SECTION 2. APPLICABLE LAWS.

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

SECTION 3. STATE APPROVAL.

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

SECTION 4. EFFECTIVE DATE.

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

SECTION 5. DURATION.

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

SECTION 6. NO ASSIGNMENT.

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

CITY OF GROSSE POINTE By: _____

CITY OF GROSSE POINTE FARMS By: _____

CITY OF GROSSE POINTE PARK By: _____

VILLAGE OF GROSSE POINTE SHORES, A MICHIGAN CITY By: _____

CITY OF GROSSE POINTE WOODS By: _____

CITY OF HARPER WOODS By: _____

**CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024**

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 4) Approval of Fence Repair - Southbound Harper

Explanation/Remarks:

Attached is a memorandum from the DPW Superintendent requesting approval to authorize the repair of the guardrail on SB Harper, near Mr. C'S Car Wash. As her memo states, this section of the guardrail belongs to the City. The only bid received is also attached for your review.

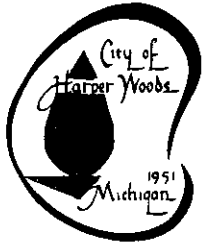
I have reviewed this and it is my recommendation that this repair be approved.

Recommended Action:

By RESOLUTION, to accept the bid submitted by Nationwide Construction Group in the amount of \$8,437.50 for the repair of the guardrail on SB Harper.

Respectfully Submitted  , acting City Manager

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

July 2, 2024

To: John Szymanski, Acting City Manager
From: Heather Toutant, Director of Public Works
Subject: Invoice Over \$5,000.00

Please find the accompanying price quote in the amount of \$8,437.50 from Nationwide Fencing and submit to City Council for their approval.

Specifically, this is for the repairs of the guardrail on south bound Harper @ Mr.C's carwash. This area has been surveyed and the section of the property where the guardrail sits belongs to Harper Woods.

We solicited several vendors for price comparison. Some did not return our phone calls and request for information.

We will attempt to bill the person listed on the police report to recover costs.

Should you have any questions or need any additional information, please contact me.

Respectfully,

Heather Toutant

HT



NATIONWIDE
CONSTRUCTION GROUP
An RMD Holdings, Ltd. Company
An Equal Opportunity Employer

Corporate Office - 69951 Lowe Plank Rd., Richmond, MI 48062
Mailing Address - P.O. Box 458, Richmond, MI 48062
Phone (586) 749-6900 - Fax (586) 749-6909
www.nationwide-companies.com

June 11, 2024

Attention: City of Harper Woods

Regarding: Guardrail Repair on Harper Ave just North of Mr. C's car wash.

Nationwide Construction Group respectfully submits the following proposal to furnish and install the following at the above referenced location;

Scope of work

- Remove damaged guardrail.
- Install one guardrail approach terminal ending type 1B (SRT)
- Install 37.5' guardrail type B with 6' steel post.
- Install one bridge shoe.
- Provide and maintain traffic control with a left lane closure.

Total: \$8,437.50

Terms and Conditions:

1. Above items must be awarded together and cannot be separated.
2. A minimum of 4 weeks' notice to mobilize.
3. Nationwide Const. Group is not responsible for locating, repairing or replacing any private underground utilities, sprinkler lines etc.
4. All material, tax and labor included.
5. Any unforeseen conditions below grade which hinders post driving/digging operations or other unforeseen conditions will be subject to additional hourly rates.
6. Should hand digging be required due to utility conflict(s) an additional \$ 150.00 per hole will be added if conventional digging methods can be used i.e. pinch/hand diggers. Should the utility conflict require hydro excavation with a vacuum truck or any other soft excavation equipment to expose the utilities additional charges will be applied.
7. This proposal in its entirety must be incorporated into any Subcontract Agreement between Nationwide Construction Group and the Contractor.
8. This proposal is conditioned upon acceptance of the Owner or General Contractor's Subcontract language by Nationwide Construction Group.
9. This proposal is based on (Base Wages), if different please advise.
10. This proposal is valid for a period of 15 days
11. Payment terms; Net 30 days.

Thank you for letting us quote your project needs, should you have any questions please do not hesitate to call me at (586) 215-1519.

Respectfully Submitted

Bryan Decker
Project Manager
RMD Holdings/dba/Nationwide Construction Group

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

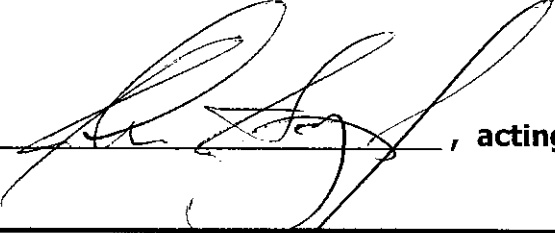
ITEM NUMBER: 5) Police Department/Dispatch Center Air Conditioning

Explanation/Remarks:

Attached is a memorandum from the Director of Public Safety requesting approval to purchase the necessary equipment to provide cooling in the dispatch area of the police department. As you are aware, we have provided portable air conditioning units for this area, however, they are not sufficient in keeping the area cool. As his memo states, several companies were contacted to provide quotes and we received only one. I have reviewed this with him and I concur with Director Hammerle's recommendation that we accept the proposal submitted.

Recommended Action:

By RESOLUTION, to accept the proposal submitted by Trane Technologies in the amount of \$42,410.00 for the purchase and installation of two mini split ductless air conditioning units in the dispatch area of the police department.

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

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

June 17, 2024,

To: John Szymanski, Acting City Manager

From: Jason Hammerle, Director of Public Safety

Ref: Cooling Unit for Dispatch Area

Sir,

Due to the malfunctioning chiller unit in the municipal building, the heat in the public safety dispatch area has become unsustainable. Not only is the excessive heat potentially damaging to hundreds of thousands of dollars' worth of emergency call-taking equipment, but our dispatchers must sit and endure these conditions for an entire 12-hour shift.

DPW Director Heather Toutant and I have discussed cooling options for this area of the building for more than a year. The affordable, portable air conditioning units work temporarily, but only create additional heat due to a lack of ventilation. Director Toutant and I determined that this area requires climate control that is separate from the building's unreliable cooling unit, and we contacted three local HVAC contractors to provide quotes.

Trane Technologies: \$42,410.00 for two "mini splits" air conditioning units. One unit will cool the equipment shelving, and the other will cool the dispatch console/dispatcher. (see attached quote)

Hi-Tech Environments, Inc.: Ron Forbes visited the building on May 29th to gather information for a quote. After several attempts to obtain the quote, Mr. Forbes has not responded.

Apollo Heating and Cooling: Never received a return phone call.

I respectfully request that we approve the quote from Trane Technologies and move forward with this project as soon as possible.

Thank you for your consideration with this matter.

Handwritten signature and date:
6-20-24



Trane Turnkey Proposal



Turnkey Proposal For:

City of Harper Woods
19600 East 8 Mile Road
Harper Woods, MI 48225-4822

Local Trane Office:

Trane U.S. Inc.
37001 Industrial Road
Livonia, MI 48150

Local Trane Representative:

Blair Zajac
Account Manager
E-mail: blair.zajac@trane.com
Cell: (586) 557-1507
Office Phone: (734) 452-2000

Proposal ID: 7770022

Date: June 19, 2024



Trane Turnkey Proposal

Executive Summary

Trane is pleased to present a solution to help City of Harper Woods reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from City of Harper Woods to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

Some key features and benefits City of Harper Woods should expect from this project are highlighted below.

- Dedicated account manager
- Dedicated project manager
- Vetted and approved subcontractors based on safety standards and workmanship
- OEM equipment and materials with factory warranties
- Over 80 years of experience servicing the Metro Detroit market

Trane appreciates the opportunity to earn your business. Your investment in the proposed project is \$42,410.00 USD. This investment will provide City of Harper Woods with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with City of Harper Woods for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Blair Zajac
Account Manager, Trane U.S. Inc.



Prepared For:
City of Harper Woods

Date:
June 19, 2024

Job Name:
Harper Woods Police Mini Splits 2024

Proposal ID:
7770022

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

Proposal Expiration Date:
30 Days

Scope of Work

Provide all required project development, project management, installation labor, electrical work, equipment and materials to install two (2) separate cooling only mini splits in the dispatch room of the Harper Woods Police Department. The project will be turnkey style and include the following:

- Customer kick of meeting and project schedule discussion
- Project start
- Delivery of two mini split systems to site location
 - Mini split details can be seen in the separate submittal documents
- Mount the two ton evaporator head on the wall by the dispatch area
- Mount the three ton evaporator head on the wall near the server racks
- Mount condensate pumps with overflow sensors below each evaporator head
- Install condensate drain tubing for each mini split system and route to the outside (or indoor drain if preferred)
- Mount wireless remotes in suitable locations within dispatch room
- Provide and use material lift to get the two ton and three ton condensing units on the roof
- Provide condensing unit pads and transport condensing units to final location on roof
- Make penetration through the roof for refrigerant line sets and electrical power wiring
- Provide and install power wiring from spare breakers in basement to roof condensing units
- Provide and install refrigerant line sets between each evaporator head and condensing unit
- Provide and install communication wiring between each evaporator head and condensing unit
- Provide, install, and seal roof cap over penetration
- Charge each mini split system with R410A refrigerant
- Provide factory authorized startup on both mini split systems
- Check and test each system for proper cooling operations
- Setup and install low ambient lockout for each mini split system
 - Both mini splits systems will be locked out from operation when outdoor temps are below 40 degrees F
- Provide owner/operator training on how to use mini split systems
- Customer check out and documentation delivery

The project includes a one year parts and labor warranty on everything installed. In addition, each mini split includes a 5 year parts warranty and 7 year compressor warranty.



Pricing and Acceptance

City of Harper Woods
19600 East 8 Mile Road
Harper Woods, MI 48225-4822

Site Address:
Harper Woods Police Department
19617 Harper Avenue
Harper Woods, MI 48225

Price

Total Net Price.....\$42,410.00 USD

Financial items not included

- Bid Bond
- Payment and Performance Bond
- Guarantee of any energy, operational, or other savings

Respectfully submitted,

Blair Zajac
Account Manager
Trane U.S. Inc.
E-mail: blair.zajac@trane.com
Office Phone: (734) 452-2000

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 6) Progress Payment No. 1 - Concrete Pavement Repair, #180-338.


Explanation/Remarks:

Attached is a letter from our City Engineers transmitting Progress Payment No. 1 on the Concrete Pavement Repair Project, #180-338.

It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to L. Anthony Construction Inc., in the amount of \$110,792.00 for Progress Payment No. 1 on the Concrete Pavement Repair Project, #180-338.

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

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

June 18, 2024

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

Reference: Pay Estimate 01

2024 Concrete Pavement Repair Program
City of Harper Woods
AEW Project No. 0180-0338

Dear Mr. Szymanski:

Enclosed please find Construction Pay Estimate No. 1 for the above referenced project. For work performed through June 9, 2024, we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$110,793.00** to L. Anthony Construction, 12185 East Ridge Drive, Bruce Township, MI 48065.

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

Sincerely,

DocuSigned by:
Frank D. Varicalli
C4D17CC8031F4D4...

Frank D. Varicalli
Infrastructure Rehab Group Lead

cc: Heather Toutant, Director of Public Works
Leslie Frank, City Clerk
R. Ryan Kern, PE, AEW, Inc.
L Anthony Construction



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

6/18/2024 6:13 AM

FieldManager 5.3c

Contract: .0180-0338, 2024 Concrete Pavement Repair Program

Estimate No. 1	Estimate Date 6/9/2024	Entered By Michelle Ankawi	Estimate Type Semi-Monthly	Managing Office Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date	Prime Contractor L Anthony Construction 12185 East Ridge Drive Bruce Township MI 48065	
Comments Current Contract Amount: \$99,990.00 % Completed: 116%				

Item Usage Summary

Project: 0180-0338, 2024 Concrete Pavement Repair Program
Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Mobilization	LS	1027051	0005	0005	00	000	1.000	13,000.00	\$13,000.00
_ Traffic Maintenance and Control	LS	1027051	0010	0010	00	000	1.000	4,000.00	\$4,000.00
_ Sidewalk, Rem	Sft	2047010	0015	0015	00	000	3,224.370	1.00	\$3,224.37
_ Driveway, Conc, Rem	Syd	2047011	0020	0020	00	000	145.290	9.00	\$1,307.61
Lane Tie, Epoxy Anchored	Ea	6030030	0075	0075	00	000	314.000	5.00	\$1,570.00
Pavt Repr, Nonreinf Conc, 8 inch	Syd	6030044	0080	0080	00	000	875.390	65.00	\$56,900.35
_ Full Depth Sawcutting through Existing P avement, Sidewalk, Driveway or Curb	Ft	6037001	0085	0085	00	000	680.400	1.50	\$1,020.60
_ Pavt Repr, Rem, Modified	Syd	6037011	0090	0090	00	000	875.390	14.00	\$12,255.46
Driveway, Nonreinf Conc, 6 inch	Syd	8010005	0095	0095	00	000	145.290	44.00	\$6,392.76
Sidewalk, Conc, 4 inch	Sft	8030044	0105	0105	00	000	3,224.370	5.00	\$16,121.85
Subtotal for Category 0000:									\$115,793.00
Subtotal for Project 0180-0338:									\$115,793.00
Total Estimated Item Payment:									\$115,793.00

Time Charges

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



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

6/18/2024 6:13 AM

FieldManager 5.3c

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0180-0338, 2024 Concrete Pavement Repair Program	0001	\$115,793.00	\$0.00	\$115,793.00
Voucher Total:				\$115,793.00

Summary

Current Voucher Total:	\$115,793.00	Earnings to date:	\$115,793.00
-Current Retainage:	\$5,000.00	- Retainage to date:	\$5,000.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$110,793.00	Net Earnings to date:	\$110,793.00
		- Payments to date:	\$0.00
		Net Earnings this period:	\$110,793.00

Estimate Certification

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

DocuSigned by:

Frank D. Varicalli

06/19/2024

Frank D. Varicalli

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 1

6/18/2024 6:13 AM
FieldManager 5.3c

Anderson, Eckstein and Westrick, Inc.

Contract: .0180-0338, 2024 Concrete Pavement Repair Program

Project: 0180-0338, 2024 Concrete Pavement Repair Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Mobilization	1027051	1.000	LS	1.000	1.000	1.000	100%	13,000.00000	\$13,000.00
0010	_ Traffic Maintenance and Control	1027051	1.000	LS	1.000	1.000	1.000	100%	4,000.00000	\$4,000.00
0015	_ Sidewalk, Rem	2047010	750.000	Sft	3,224.370	3,224.370	3,224.370	430%	1.00000	\$3,224.37
0020	_ Driveway, Conc, Rem	2047011	50.000	Syd	145.290	145.290	145.290	291%	9.00000	\$1,307.61
0025	_ Subgrade Undercutting, Type II, Modified	2057021	10.000	Cyd		0.000			20.00000	
0030	_ External Structure Wrap, 18 inch	4027050	5.000	Ea		0.000			350.00000	
0035	Dr Structure Cover, Adj, Case 1, Modifie	4030004	5.000	Ea		0.000			200.00000	
0040	Dr Structure, Adj, Add Depth	4030280	8.000	Ft		0.000			200.00000	
0045	Dr Structure, Tap, 4 inch	4030304	6.000	Ea		0.000			20.00000	
0050	_ Dr Structure Cover, Catch Basin	4037050	3.000	Ea		0.000			375.00000	
0055	_ Dr Structure Cover, Sanitary Manhole	4037050	1.000	Ea		0.000			375.00000	
0060	Underdrain, Subgrade, 4 inch	4040071	100.000	Ft		0.000			10.00000	
0065	Joint, Expansion, E2	6020207	60.000	Ft		0.000			12.00000	
0070	_ Joint, Expansion, Erg, Modified	6027001	60.000	Ft		0.000			12.00000	
0075	Lane Tie, Epoxy Anchored	6030030	600.000	Ea	314.000	314.000	314.000	52%	5.00000	\$1,570.00
0080	Pavt Repr, Nonreinf Conc, 8 inch	6030044	780.000	Syd	875.390	875.390	875.390	112%	65.00000	\$56,900.35
0085	_ Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb	6037001	1,040.000	Ft	680.400	680.400	680.400	65%	1.50000	\$1,020.60
0090	_ Pavt Repr, Rem, Modified	6037011	780.000	Syd	875.390	875.390	875.390	112%	14.00000	\$12,255.46
0095	Driveway, Nonreinf Conc, 6 inch	8010005	50.000	Syd	145.290	145.290	145.290	291%	44.00000	\$6,392.76
0100	Detectable Warning Surface	8030010	10.000	Ft		0.000			30.00000	
0105	Sidewalk, Conc, 4 inch	8030044	550.000	Sft	3,224.370	3,224.370	3,224.370	586%	5.00000	\$16,121.85
0110	Sidewalk, Conc, 6 inch	8030046	100.000	Sft		0.000			5.50000	
0115	_ Sidewalk Ramp, Conc, 8 inch	8037010	100.000	Sft		0.000			6.00000	



Construction Pay Estimate Amount Balance Report

Estimate: 1

6/18/2024 6:13 AM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Project: 0180-0338, 2024 Concrete Pavement Repair Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0120	_ Surface Restoration (Seeding)	8167011	100.000	Syd		0.000			6.00000	
Subtotal for Category 0000:										115793.00
Subtotal for Project 0180-0338:										115793.00

Percentage of Contract Completed(curr): 116%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$115,793.00
Total Amount Earned To Date: \$115,793.00

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 7) Progress Payment No. 1 - Storm Sewer Open Cut Repairs, #180-337


Explanation/Remarks:

Attached is a letter from our City Engineers transmitting Progress Payment No. 1 on the Storm Sewer Open Cut Repair Project, #180-337.

It is recommended that this payment be approved.

Recommended Action:

By RESOLUTION, approve payment to Great Lakes Contracting Solutions LLC in the amount of \$71,674.01 for Progress Payment No. 1 on the Storm Sewer Open Cut Repair Project, #180-337.

Respectfully Submitted  _____, acting City Manager

CITY COUNCIL ACTION: Approved Disapproved
 Vote Tabled



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

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

June 18, 2024

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

Reference: Pay Estimate 01

2024 Storm Sewer Open Cut Repairs
City of Harper Woods
AEW Project No. 0180-0337

Dear Mr. Szymanski:

Enclosed please find Construction Pay Estimate No. 1 for the above referenced project. For work performed through June 9, 2024, we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$71,674.01** to Great Lakes Contracting Solutions, LLC, 2300 Edinburgh Street, Waterford, Michigan 48328.

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

Sincerely,

DocuSigned by:
Frank D. Varicalli
C4D17CC8031F4D4...

Frank D. Varicalli
Infrastructure Rehab Group Lead

cc: Heather Toutant, DPW Director
Leslie Frank, City Clerk
Tom Wall, Great Lakes Contracting Solutions, LLC
Sandy Mulvihill, Great Lakes Contracting Solutions, LLC
Ryan Kern, AEW, Inc.



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

6/18/2024 6:35 AM

FieldManager 5.3c

Contract: .0180-0337, 2024 Storm Sewer Open Cut Repairs

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
1	6/9/2024	Michelle Ankawi	Semi-Monthly	Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date	Prime Contractor	
			Great Lakes Contracting Solutions, LLC 2300 Edinburgh Waterford MI 48328-1722	
Comments				
Current Contract Amount: \$99,919.50 % Completed: 77%				

Item Usage Summary

Project: 0180-0337, 2024 Storm Sewer Open Cut Repairs

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Bonds, Insurance and Initial Set-up Expense	LS	1027051	0005	0005	00	000	1.000	3,300.00	\$3,300.00
_ Mobilization	LS	1027051	0010	0010	00	000	1.000	7,500.00	\$7,500.00
Dr Structure, Rem	Ea	2030011	0015	0015	00	000	8.000	675.00	\$5,400.00
Sewer, Rem, Less than 24 inch	Ft	2030015	0020	0020	00	000	87.000	15.00	\$1,305.00
Pavt, Rem	Syd	2040050	0025	0025	00	000	291.900	13.75	\$4,013.63
_ Driveway, Conc, Rem	Syd	2047011	0030	0030	00	000	171.500	12.50	\$2,143.75
_ Dr Structure Cover, Catch Basin	Ea	4037050	0050	0050	00	000	2.000	675.00	\$1,350.00
_ Dr Structure Cover, Storm Manhole	Ea	4037050	0055	0055	00	000	1.000	675.00	\$675.00
_ Dr Structure Wrap, 12 inch	Ea	4037050	0060	0060	00	000	6.000	450.00	\$2,700.00
_ Dr Structure Wrap, 18 inch	Ea	4037050	0065	0065	00	000	5.000	675.00	\$3,375.00
_ Dr Structure, 24 inch dia, with Sump	Ea	4037050	0070	0070	00	000	2.000	975.00	\$1,950.00
_ Dr Structure, 36 inch dia, with Sump	Ea	4037050	0075	0075	00	000	6.000	1,450.00	\$8,700.00
Underdrain, Subgrade, 4 inch	Ft	4040071	0085	0085	00	000	25.000	10.75	\$268.75
_ Conc Pavt, Nonreinf, 8 inch w/ Integral Curb	Syd	6027011	0095	0095	00	000	177.500	66.40	\$11,786.00
_ Joint, Expansion, ERG, Modified	Ft	6037001	0100	0100	00	000	74.000	30.00	\$2,220.00
Driveway, Nonreinf Conc, 6 inch	Syd	8010005	0105	0105	00	000	27.500	51.85	\$1,425.88
_ Traffic Control and Maintenance	LS	8127051	0110	0110	00	000	0.600	10,000.00	\$6,000.00
_ Sewer, PVC Truss, 08 inch	Ft	8257001	0120	0120	00	000	24.000	130.00	\$3,120.00
_ Sewer, PVC Truss, 10 inch	Ft	8257001	0125	0125	00	000	24.000	135.00	\$3,240.00



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

6/18/2024 6:35 AM

FieldManager 5.3c

Item Usage Summary

Project: 0180-0337, 2024 Storm Sewer Open Cut Repairs
Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Sewer, PVC Truss, 12 inch	Ft	8257001	0130	0130	00	000	39.000	159.00	\$6,201.00
Subtotal for Category 0000:									\$76,674.01
Subtotal for Project 0180-0337:									\$76,674.01
Total Estimated Item Payment:									\$76,674.01

Time Charges

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

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0180-0337, 2024 Storm Sewer Open Cut Repairs	0001	\$76,674.01	\$0.00	\$76,674.01
Voucher Total:				\$76,674.01

Summary

Current Voucher Total:	\$76,674.01	Earnings to date:	\$76,674.01
-Current Retainage:	\$5,000.00	- Retainage to date:	\$5,000.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$71,674.01	Net Earnings to date:	\$71,674.01
		- Payments to date:	\$0.00
		Net Earnings this period:	\$71,674.01

Estimate Certification

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

DocuSigned by: _____ Frank D. Varicalli, AEW, Inc.	06/19/2024 _____ (Date)
--	-------------------------------



Construction Pay Estimate Amount Balance Report

Estimate: 1

Anderson, Eckstein and Westrick, Inc.

6/18/2024 6:35 AM

FieldManager 5.3c

Contract: .0180-0337, 2024 Storm Sewer Open Cut Repairs

Project: 0180-0337, 2024 Storm Sewer Open Cut Repairs

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Bonds, Insurance and Initial Set-up Expense	1027051	1.000	LS	1.000	1.000	1.000	100%	3,300.00000	\$3,300.00
0010	_ Mobilization	1027051	1.000	LS	1.000	1.000	1.000	100%	7,500.00000	\$7,500.00
0015	Dr Structure, Rem	2030011	9.000	Ea	8.000	8.000	8.000	89%	675.00000	\$5,400.00
0020	Sewer, Rem, Less than 24 inch	2030015	105.000	Ft	87.000	87.000	87.000	83%	15.00000	\$1,305.00
0025	Pavt. Rem	2040050	210.000	Syd	291.900	291.900	291.900	139%	13.75000	\$4,013.63
0030	_ Driveway, Conc. Rem	2047011	55.000	Syd	171.500	171.500	171.500	312%	12.50000	\$2,143.75
0035	Dr Structure Cover, Adj. Case 1	4030005	3.000	Ea		0.000			200.00000	
0040	Dr Structure Cover, Adj. Case 2	4030006	1.000	Ea		0.000			200.00000	
0045	_ Dr Structure Cover, Adj. Add Depth	4037001	10.000	Fl		0.000			150.00000	
0050	_ Dr Structure Cover, Catch Basin	4037050	8.000	Ea	2.000	2.000	2.000	25%	675.00000	\$1,350.00
0055	_ Dr Structure Cover, Storm Manhole	4037050	4.000	Ea	1.000	1.000	1.000	25%	675.00000	\$675.00
0060	_ Dr Structure Wrap, 12 inch	4037050	12.000	Ea	6.000	6.000	6.000	50%	450.00000	\$2,700.00
0065	_ Dr Structure Wrap, 18 inch	4037050	1.000	Ea	5.000	5.000	5.000	500%	675.00000	\$3,375.00
0070	_ Dr Structure, 24 inch dia, with Sump	4037050	2.000	Ea	2.000	2.000	2.000	100%	975.00000	\$1,950.00
0075	_ Dr Structure, 36 inch dia, with Sump	4037050	7.000	Ea	6.000	6.000	6.000	86%	1,450.00000	\$8,700.00
0080	_ Point Pipes	4037050	13.000	Ea		0.000			125.00000	
0085	Underdrain, Subgrade, 4 inch	4040071	125.000	Ft	25.000	25.000	25.000	20%	10.75000	\$268.75
0090	Joint, Expansion, E2	6020207	26.000	Ft		0.000			30.00000	
0095	_ Conc Pavt, Nonreinf, 8 inch w/ Integral Curb	6027011	210.000	Syd	177.500	177.500	177.500	85%	65.40000	\$11,786.00
0100	_ Joint, Expansion, ERG, Modified	6037001	80.000	Ft	74.000	74.000	74.000	93%	30.00000	\$2,220.00
0105	Driveway, Nonreinf Conc, 6 inch	8010005	55.000	Syd	27.500	27.500	27.500	50%	51.85000	\$1,425.88
0110	_ Traffic Control and Maintenance	8127051	1.000	LS	0.600	0.600	0.600	60%	10,000.00000	\$6,000.00
0115	_ Surface Restoration, Seeding	8167011	50.000	Syd		0.000			9.50000	
0120	_ Sewer, PVC Truss, 08 inch	8257001	30.000	Fl	24.000	24.000	24.000	80%	130.00000	\$3,120.00
0125	_ Sewer, PVC Truss, 10 inch	8257001	30.000	Fl	24.000	24.000	24.000	80%	135.00000	\$3,240.00



Construction Pay Estimate Amount Balance Report

Estimate: 1

6/18/2024 6:35 AM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Project: 0180-0337, 2024 Storm Sewer Open Cut Repairs

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0130	_ Sewer, PVC Truss, 12 inch	8257001	50.000	F1	39.000	39.000	39.000	78%	159.00000	\$6,201.00
Subtotal for Category 0000: 76674.01										
Subtotal for Project 0180-0337: 76674.01										

Percentage of Contract Completed(curr): 77%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$76,674.01
Total Amount Earned To Date: \$76,674.01

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 8) Detroit Area Agency on Aging - Annual Implementation Plan

Explanation/Remarks:

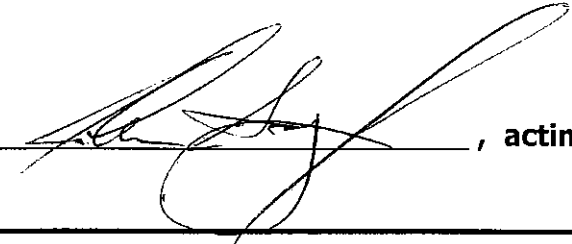
Annually, the Detroit Area Agency on Aging (DAAA) that services the City of Harper Woods, requests review and approval of their Implementation Plan. This plan outlines their services that will be provided to the participating communities serviced by the DAAA.

I have reviewed the plan and compared it with past years' plans and believe it adequately considers the needs of the seniors in our area. In the approval process we can make requests for revisions or disapprove of the plan. (The plan itself is quite lengthy, if you are interested in a copy, please let me know.)

The local focal point that services the City of Harper Woods is The Helm, who have been quite successful in servicing seniors in our area. It is my recommendation that this plan be received and approved as presented.

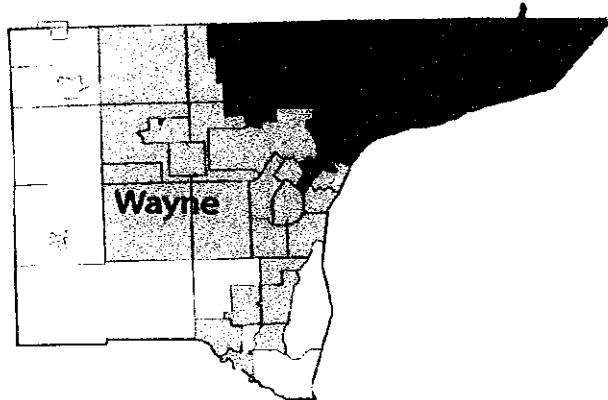
Recommended Action:

By MOTION, to acknowledge receipt of and approve the Detroit Area Agency on Aging Annual Implementation Plan for Fiscal Year 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

2023-2026 Multi Year Plan
FY 2025 ANNUAL IMPLEMENTATION PLAN
DETROIT AREA AGENCY ON AGING 1-A



Planning and Service Area

Cities of Detroit, Grosse Pointe Grosse
Pointe Farms
Grosse Pointe Park
Grosse Pointe Shores
Grosse Pointe Woods, Hamtramck Harper
Woods, Highland Park

Detroit Area Agency on Aging 1-A 1333

Brewery Park Blvd., Suite 200 Detroit, MI
48207

313-446-4444

313-446-4445 (fax)

Ronald Taylor, President and CEO

www.detroit seniorsolution.com

Regional Aging Representative

Lacey Charboneau

charboneaul2@michigan.gov

517- 294-9191

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS
FY2023-2026 Multi Year Plan

Detroit Area Agency on Aging

FY 2025

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Executive Summary

OUR MISSION

The Detroit Area Agency on Aging's (DAAA) mission is to "educate, advocate and promote healthy aging to enable people to make choices about home and community-based services and long-term care that will improve their quality of life".

OUR VISION

To carry out this mission, DAAA envisions creating a community that cares for the vulnerable while advocating for the well-being of all of our constituents through our core values, our diversity, equity and inclusion statement, and our five Servant Leadership Principles: Service, People, Growth, Finance and Quality.

The DAAA was founded in 1980 as a private, non-profit agency established to provide services to older adults in the City of Detroit and its central and eastern suburbs: Highland Park, Hamtramck, the five Grosse Pointes and Harper Woods. Since that time, its constituents have grown to include 18-plus adults with disabilities, veterans, and family caregivers. DAAA's service area consists of about 300,000 individuals inclusive of 153,540 older persons aged 60 years and over, adults living with disabilities and about 100,000 family caregivers providing support to spouses, parents, sibling(s), adult children, grandchildren, and other loved ones. DAAA serves some of the most at-risk older adults within the State of Michigan and has documented premature, excess deaths of this population through its award-winning *Dying Before Their Time* reports which found that older residents have a mortality rate 2 to 2.5 times higher than older adults in the remainder of the state due to poor access to care, multiple chronic conditions, elevated hospitalizations and emergency room visits. Sadly, the COVID-19 Pandemic has exacerbated premature death in these communities.

DAAA has a staff of over 120 employees and coordinates a service provider network of over 120 service provider agencies. It utilizes an annual budget of nearly \$101 million and makes an array of services available to consumers through the Older Americans Act of 1965 (as amended), the Older Michiganians Act of 1981 as well as other public and private resources. The organization receives Medicaid funding for the MI Choice Home and Community-Based Waiver from the Michigan Department of Health and Human Services (MDHHS). In addition, it also provides Long Term Care Supports and Services through MI Health Link in collaboration with AmeriHealth, Meridian/Michigan Complete Health and Midwest/HAP. DAAA also provides Care Transition services through a Total Home Health Care contract and bills for Medicare services under the Senior Telehealth Connect, Diabetes Self-Management Program and eventually for Medical Nutrition Therapy. DAAA is accredited by the American Association of Diabetes Educators (AADE), Commission on Accreditation of Rehabilitation Facilities (CARF), and National Committee for Quality Assurance (NCQA). It's Information and Assistance Call Center Community Resource Specialists are Informed USA (formerly Alliance of Information and Referral and Referral Systems - AIRS) certified and it is in the process of becoming Informed USA accredited. Committed to quality, the agency is taking steps to earn a Baldrige Award.

TARGETING GREATEST SOCIOECONOMIC NEED

To target resources to eligible older adults with the greatest social and/or economic need, DAAA will utilize the following approaches:

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS
FY2023-2026 Multi Year Plan

Detroit Area Agency on Aging

FY 2025

Low Income - To address the needs of low-income older persons, DAAA will screen all program participants for public and private benefits and services so referrals can be made to the appropriate health plans, benefits and services with the client's consent. This will be done with intake and screening and eligibility determination as early as possible to identify what clients are eligible for within the community.

Frail, Homebound Seniors and Adults with Disabilities - To serve frail, homebound seniors and adults with disabilities, DAAA will work closely with internal departments, long term care supports and services continuum, partners, and Community Wellness Service Centers to screen participants for services using a person-centered approach. This includes screening for Care Management, MI CHOICE Home and Community-Based Services, MI Health Link, Adult Home Health, Program for All-Inclusive Care for the Elderly (PACE), Adult Foster Care, Homes for Aged and Skilled Nursing Care.

Racial & Ethnic Minority Elders - DAAA will fund Outreach through our provider network to identify and serve racial and ethnic groups that have cultural and language barriers. These services will target Native Americans, Asian Americans, Hispanic/Latinx and the growing Arab American communities. DAAA's Communications and Marketing Department will also work with agency departments to market DAAA programs and services as well as services across the local AAA network. Lesbian, Gay, Bisexual, Transgender, Questioning-Plus - DAAA will continue to strengthen partnerships with MI Gen (formerly SAGE Metro Detroit), Affirmations, Corktown Health Center on staff/provider training, cultural competency, and program development efforts. It also plans to continue to expand its Food & Friendship Connections program. DAAA has been successful in expanding its footprint to support family caregivers and grandparents raising grandchildren over the last three years. To continue to do this, DAAA will continue to use its Information and Assistance Call Center to screen caregivers and refer at-risk ones to TCARE, adult day services, respite care and caregiver education, training and other support. Dementia Patients - After conducting a self-assessment for dementia capability, DAAA developed protocols and procedures that are used to improve service delivery for individuals with dementia and their families. It will continue to work with the Alzheimer's Disease Association to target African Americans, Hispanic and Arab American caregivers and elders who need support.

DAAA will continue to work with Neighborhood Legal Services, the Senior Regional Collaboratives, local financial institutions, community and faith-based organization, Wayne County Sheriff's Department, law enforcements, Colleges, and Universities, MDHHS and other partners to prevent elder abuse and financial exploitation. In addition, DAAA will add the NCOA IDEA Depression Screening questions to its intake and screening process to identify older adults who may need Counseling and/or referral to mental health treatment through the Detroit Wayne Integrated Network, the Mental Health Board and its Senior Telehealth Program. The DAAA will also require service providers seeking contracts through our Request for Proposal process to target services to the socio-economically vulnerable senior and caregiver population. To address the needs of people living with dementia and their caregivers, DAAA will earmark the majority of its Older Americans Act and State funding for Congregate Meals, Home Delivered Meals, Community Service Navigator, Home Care Assistance and In-Home/Out-of-Home Respite/Adult Day Services to service older persons, adults with disabilities and family caregivers. During the intake and screening process caregivers will be referred to appropriate services including Alzheimer's Association, TCARE, Trualta, Powerful Tools for Caregivers, Dementia Education Series, Aging Mastery Program for Caregivers as well as Adult Day Care, In and Out of Home Respite and eventually a Community Care Corps that's being developed.

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NEW PRIORITIES

This proposed FY 2025 Annual Implementation Plan continues to outline strategies that address changing community needs as our region transitions after the worst public health crisis of this century. This includes incorporating strategies to leverage partnerships to address emerging needs tied to the Social Determinants of Health that were revealed through increased mortality during the COVID-19 pandemic. As the Public Health Emergency (PHE) period came to an end, DAAA initiated the rebuilding of the service delivery system that was severely impacted by the shutdown of services. This includes re-building DAAA's service delivery infrastructure through a hybrid model of service delivery; recruiting additional direct care workers, staff and community volunteers; as well as increasing the availability of technology along with training for older adults and family caregivers.

DAAA is improving the accessibility of services to its Planning and Service Area (PSA) by ensuring that AAA staff and subcontractors are trained in diversity, equity, and inclusion and that programming and outreach is culturally sensitive and welcoming to all including using linguistically appropriate outreach directed to non-English speaking persons. The increase in cultural competency of AAA staff and contractors ensures that an increase in services to black, indigenous and people of color as well as LGBTQ+ adults over age 60 is realized..

DAAA is striving to improve our internal processes including fully transitioning to our newest client tracking system Mon Ami to replace the Aging Information Management System (AIMS) used for Nutrition Services and WellSky used for Information and Assistance services. This operating system was designed specifically for Aging & Disability agencies to aid with integration and automation. The agency will also be updating our Vision 2021 – 2025 Strategic Plan, leading with an environmental scan and assessing community needs. Additionally, we are positioning the agency for success by transitioning our line-item grant model to a full performance-based contracting system for our traditional service provider network. DAAA is also continuing it's efforts to further develop a Caregiver Resource Center.

CONTINGENCY PLANNING

As the Bureau of Aging, Community Living and Supports (ACLS Bureau) worked with the Commission on Services to the Aging on a new State Intra-State Funding Formula for the next five years, DAAA continues to strategize and plan for absorbing any potential losses. Key strategies to be deployed to off-set any loss of funding include developing cost sharing, boosting voluntary contributions, increased fund development and expansion of Senior Telehealth Connect. In addition, DAAA is developing private pay options as well as transitioning from MI Health Link to Dual Eligible Special Needs Plan (D-SNP). DAAA will also continue to seek grants from private and public sources and explore entrepreneurial partnerships with health plans to diversify its revenue streams. The agency is please to announce that it was recently awarded a \$500,000 grant from the Michigan Health Endowment Fund to pilot Health First, a primary home care services for older residents transitioning from hospitalization. DAAA recently submitted a grant application to support the further development of its Community Care Hub.

ADVOCACY EFFORTS

DAAA continues to coordinate planning, development, and advocacy efforts in collaboration with the Inclusive Health Care Taskforce, true Partners-in-Action. In addition, the organization continues to

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strengthen partnerships through a Caregiver Coalition as well as the Silver Key Coalition and the Older Michiganians Day Committee. After implementing planning activities, it is also gearing up to implement additional strategies to strengthen emergency preparedness and response through its Coordinated Food Services Delivery Consortium. Key advocacy efforts will focus on Caregiver Resource Centers, the expansion of direct care workers and other resources for home and community-based services, home repair services, affordable housing, transportation, and basic needs. DAAA will also plan to share communications and adhere to the revised Older Americans Act regulations.

FY 2024 SUCCESSES & CHALLENGES

During FY 2024, DAAA is celebrating key successes while addressing key challenges. DAAA recently received news that its Food First programs for caregivers and Senior Telehealth Connect initiative both received Innovation awards under the USAging Innovations and Achievement Award. This is the third year DAAA received this recognition and the first year to receive two Innovation Awards. In addition, the agency received its five-year AADE accreditation and three years of CARF accreditation without recommendations.

DAAA is excited about the progress it is making on implementing the Inclusive Health Care Community Action Plan. The agency has been able to partner with MPHI and AARP Michigan to work collaboratively on strategies to make Pop-Up Technology Training, Senior-Directed Media Programming, Retirement Planning Guide/Training across the life plan as well as 5Ms Home an Community-Based Training available for direct care workers. In addition, partners, community stakeholders and consumers are working on a Mobile App and/or Searchable Community Resource Database and Age-Friendly Communities Report Card available to support better access to community resources and technology.

Key challenges DAAA is confronted with includes transitioning its programs and services, service provider network and staff from the public health emergency back to a sense of normalcy after being forever changed. This consists of transitioning programs to a hybrid model to maintain flexibility, rebuilding infrastructures impacted by the COVID-19 pandemic and supporting a telecommute philosophy that balances safety with productivity. Key issues that must be addressed consist of the following:

- Rebuilding direct care worker infrastructure to support home care.
- Re-opening and re-building congregate meals sites.
- Rebuilding trained staffing for evidence-based programs using a hybrid model.
- Re-structuring community volunteerism to pre-COVID-19 levels.
- Rebuilding the Senior Community Service Employment Program.
- The re-engagement of local community volunteers for services.
- The ability to attract younger older adults within our service area to Congregate Meals program.
- The expansion and dissemination of caregiving resources.
- The inclusion and expansion of programs in a hybrid model across service categories.

As DAAA positions the agency and its local Aging Services Network to transition from the public health emergency, the organization continues to request more flexibility in the proposed FY 2025 Annual Implementation Plan to address emerging needs. Therefore, DAAA has included nominal placeholders for these services so that resources can be used during the upcoming year to fund selected services. Service categories that include placeholders consist of 1) Case Coordination and Support; 2) Medication

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Management; 3) Assistance to the Hearing Impaired; 4) Home Repair; 5) Senior Center Staffing; 6) Senior Center Operations; and 7) Social Determinants of Health Coordination (a Commission on Service to the Aging approved regional services definition).

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County/Local Unit of Government Review

Every year, the ACLS Bureau (formerly Aging and Adult Services Agency) requires the 16 Area Agencies on Aging (AAA) under its auspices to develop a plan for older adult services. This year, the State Unit on Aging office requests AAAs to develop a FY 2025 Annual Implementation Plan (AIP) outlining how services will be delivered from October 1, 2024, through September 30, 2025. To accomplish this task, the Detroit Area Agency on Aging (DAAA) obtained input from its Long Range Planning Committee, DAAA Advisory Council and Board of Directors, older adults and caregivers within its service area as well as from Tribal organizations and municipal governments within its nine targeted communities.

DAAA is formally seeking direct input from two Native American organizations in its service area – North American Indian Center and American Indian Health Center. In addition, the agency is also engaging in the approval of the proposed plan through city mayors, city managers, city council and/or their designated reviewer(s) which varies within each municipality. As a part of this review and approval process, DAAA notified all municipalities regarding its public hearing on the proposed FY 2025 Annual Implementation Plan.

During this public comment period, DAAA will distribute a letter and final draft plan through the U.S. mail with delivery and signature confirmation to the Mayors and City Manager/ Liaison's Offices advising the officials of the availability of the proposed plan for review and comment. The letter will include instructions about how to view a mailed, printed or posted copy on the DAAA Website. The agency will also note the availability of DAAA to discuss the plan with local government officials. The Detroit Area Agency on Aging's Planning and Program Development Department and/or members of the DAAA Board of Directors follow up with the assigned city officials between June 1st and July 12, 2024, to encourage feedback from communities including the establishment of meetings or conference calls with the appropriate parties. Although the proposed plan is due by June 21, 2024, to the Bureau of ACLS, representatives from municipalities can email, fax, or mail their approval or disapproval of the AIP and any related concerns preferably by July 12, 2024. After the Municipal Sign-Off Review and Approval deadline, DAAA staff team will draft a letter to the Bureau of ACLS Regional Aging Representative by July 21, 2024, noting the status of the local government review process as well as any comments from Tribal organizations. This includes notifying the state if municipalities have formally approved, passively approved, or disapproved of the FY 2025 Annual Implementation Plan as well as any comments from Native American organizations.

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Public Hearings

Date	Location	Time	Barrier Free?	No. of Attendees
06/05/2024	Sacred Heart Major Seminary	10:00 AM	Yes	27

As a result of the public health emergency, DAAA has found that offering a hybrid model to broadcast public hearings and forums can be an effective means to reach a larger number of older adults, caregivers, service providers and other community stakeholders within the DAAA service area. Notice of the public hearing was provided on May 6, 2024, 30 days before the event through an E-Blast inclusive of media alerts to traditional media including community newspapers that reached non-English speaking households. Website postings and outreach through social media (Twitter, Facebook and Instagram) were also used to publicize the event.

The public hearing attendees were informed that they could provide testimony and feedback through June 7, 2024. DAAA sought further inclusion by having the Association of Chinese Americans (ACA) offer translation to allow older adults in the community who do not have the technological capacity or the transportation access to participate in the public hearing. Latino Americans and Arab Americans were encouraged to attend and /or translate information in Arabic and Spanish languages.

The Detroit Area Agency on Aging hosted a hybrid public hearing on June 5, 2024, 10:00am-11:30am in-person and via Zoom. There were 27 individuals in attendance including 16 older adults; 5 service providers; 5 staff and 1 member of the community.

Ronald Taylor, President and CEO, made opening remarks and encouraged public testimony. Anne Holmes Davis, Vice President of Planning and Program Development, lead the discussion, first by giving a brief overview of the organization. Afterwards, Courtney Todd, Associate Planner, shared the details of the draft FY 2025 Annual Implementation Plan. Ryan Michael, Planner, presented an update in ARPA funding and opened the floor for public comments. Chris Todd, IT Manager, managed the Zoom meeting including setting up camera and microphone during the hearing while facilitating an evaluation poll. Ms. Holmes Davis and Ms. Todd coordinated the raffle for door prizes.

Ms. Todd explained that DAAA has chosen to align with the current State Plan on Aging 3-year cycle and the FY 2025 AIP does not include major changes. She informed the audience that DAAA was recommending spending \$6.2 million in supportive services and \$3.4 million in nutrition services. Mr. Michael shared how ARPA funding was supporting Mon Ami, the improved client tracking system DAAA, Community Needs Assessment, Regional Profile, Silver Café, Home Repair and other contracted services as well as capital equipment (i.e., passenger vehicles, alarm systems, kitchen equipment, walk-in coolers, etc.)

Oral Testimony and Public Concerns

Annie Holt, Caregiver, Hannan Center, AmeriCorps

Ms. Holt expressed gratitude for the services that DAAA provides in her public testimony. She briefly spoke about her time caregiving for her mother, and her gratefulness for the services provided to both her as a

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caregiver and her mother as a care recipient. She went on to express how much she currently enjoys the Silver Cafe and the Friendly Reassurance Programs. Ms. Holt indicated that she wants the Home Repair Services and Congregate Meal Program expanded especially in the Highland Park area.

Stephanie Donaldson, Cass Community Service Center

Ms. Donaldson gave her complements to the work and programs DAAA has dedicated to the aging community. She expressed having a successful home repair program at Cass Community and states that at some point the need exceeded the available resources. She requested that additional resources for home repair services be dispersed, if possible, to the center for their continued support.

Revisions in the Proposed FY 2025 Annual Implementation Plan Resulting from the Public Hearing

The Long-Range Planning Committee met on June 5, 2025, immediately following the public hearing. As a result of the public testimony shared, some revisions to the FY 2025 AIP were made. These various revisions include:

- DAAA will continue to monitor home repair requests and set aside funding, where possible.
- Continue to expand partnership building in under-served communities of Highland Park, Hamtramck, and Harper Woods through trusted organizations.

Anne Holmes Davis noted that DAAA has been working with the City of Highland Park to initiate the opening of a Congregate Meal site which is slated for the Fall 2024. The agency is also in discussions with SMART about making transportation services available after the closure of Peoples Community Services . The Planning Department recently prepared maps with potential service locations for transportation for both Highland Park and Hamtramck. Some of these discussions were ignited at the December 6th Regional Transportation Forum on Diversity, Equity and Inclusion.

In addition, Ronald Taylor has met with Habitat for Humanity to discuss partnering with the organization on home repair efforts. The agency has also expanded its home repair vendor pool for home repair services.

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Access Services

Care Management

<u>Starting Date</u>	10/01/2024	<u>Ending Date</u>	09/29/2025
Total of Federal Dollars		Total of State Dollars	\$719,734.00

Geographic area to be served
Region 1-A

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Decrease Social Isolation of Care Management participants.

Activities:

- 1.1. Encourage participants to take part in activities in their home, faith-based organizations and/or community and encourage wearing a mask and observing social distancing.
2. Assist the participants to register for free and low-cost transportation.
3. Encourage participants to request senior telephone reassurance.
4. Encourage participants to have informal supports and gatherings at the participant's home when possible and encourage wearing of mask and observing social distancing.
5. Encourage participants to participate in monthly virtual Consumer Advisory Council meetings .

Expected Outcome: Reduce the average percentage of all participants who are alone for long periods of time or always and who also report feeling lonely or distressed by declining social activity, 90 days prior to assessment/reassessment (since last assessment to less than 90 days) to 9%.

Goal 2: Reduce the prevalence of Emergency Room Visits and Hospital Stays from care management participants.

Activities:

- 1.1. Educate participants regarding signs and symptoms to trigger a contact with their medical doctor and when to go to the hospital or emergency room.
2. Educate participants regarding the importance of taking medication(s) and following medical regimen to prevent hospital and emergency room visits.
3. Encourage participants to contact the doctor's office for health concerns or issues before going to emergency room or hospital especially after discharge.

Expected Outcome: Reduce the percentage of all participants who have had one or more hospitalizations or emergency room visits during the last 90 days since the assessment/reassessment (since the last assessment if less than 90 days) to 25%.

Number of client pre-screenings:	Current Year:	150	Planned Next Year:	150
Number of initial client assessments:	Current Year:	72	Planned Next Year:	72
Number of initial client care plans:	Current Year:	72	Planned Next Year:	72
Total number of clients (carry over plus new):	Current Year:	347	Planned Next Year:	347

FY 2025 AREA PLAN GRANT BUDGET

Agency: Detroit Area Agency on Aging Budget Period: 10/01/24 to 09/30/25 Rev. 5/1/24

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SERVICES SUMMARY				TOTAL
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES		TOTAL
1. Federal Title III-B Services	1,490,820			1,490,820
2. Fed. Title III-C1 (Congregate)		594,247		594,247
3. State Congregate Nutrition		19,066		19,066
4. Federal Title III-C2 (HDM)		704,184		704,184
5. State Home Delivered Meals		946,037		946,037
8. Fed. Title III-D (Prev. Health)	65,788			65,788
9. Federal Title III-E (NFCSP)	422,803			422,803
10. Federal Title VII-A	24,140			24,140
10. Federal Title VII-EAP	12,958			12,958
11. State Access	56,910			56,910
12. State In-Home	1,505,386			1,505,386
13. State Alternative Care	222,525			222,525
14. State Care Management	719,734			719,734
15. St. ANS	88,745			88,745
16. St. N ursing Home Ombs (NHO)	52,855			52,855
17. Local Match				
a. Cash	522,836	504,721		1,027,557
b. In-Kind	577,430	81,000		658,430
18. State Respite Care (Escheat)	74,204			74,204
19. MATF	238,016			238,016
19. St. CG Support	29,367			29,367
20. TCM/Medicaid & MSO	20,691			20,691
21. NSIP		530,964		530,964
22. Program Income	144,875	50,000		194,875
TOTAL	6,270,083	3,430,219		9,700,302

ADMINISTRATION				TOTAL
Revenues	Local Cash	Local In-Kind		TOTAL
Federal Administration	364,205			364,205
State Administration	63,253			63,253
MATF Administration	23,540			23,540
St. CG Support Administration	2,904			2,904
Other Admin				
Total AIP Admin:	453,902	115,550		569,452

Expenditures		FIES
1. Salaries/Wages		546,874
2. Fringe Benefits		160,293
3. Office Operations		(137,715)
Total:		569,452

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
Total:		115,550	Total:

This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

FY 2025 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Detroit Area Agency on Aging
 PS& 1A

Budget Period: 10/01/24 to 09/30/25
 Date: 05/03/24

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P	id	SERVICE CATEGORY	Title III-B	Title III-D	Title III-E	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF (St. CG Supp)	Program Income	Cash Match	In-Kind Match	TOTAL
	1	Access Services															
	1	Care Management							719,734					1,000		80,000	800,734
	2	Case Coordination/Support	300														
	3	Disaster Advocacy & Outreach Program	170,689		14,518	56,910					58,187			1,900	223,388	26,000	549,734
	4	Information & Assistance	28,100		84,242						30,558			6,850	6,401	10,330	124,734
	5	Outreach											23,305			10,500	57,334
	6	Transportation															40,000
	7	Options Counseling	33,000		7,000												
	8	Care Transition Coordination and Support															
	9	In-Home															
	1	Chore	24,315											15,000	46,685	22,000	107,000
	2	Home Care Assistance															
	3	Home Injury Control															
	4	Homemaking	43,872			489,095		31,038						20,750	100,869	49,500	735,134
	5	Home Health Aide	100														
	6	Home Health Aide	300														
	7	Medication Management															
	8	Personal Care	43,872			489,095		31,038						20,750	100,869	49,500	735,134
	9	Assistive Device & Technology															
	10	Respite Care	50,000					160,449				74,204	50,006	4,350	17,615	120,500	897,334
	11	Friendly Reassurance															50,000
	2	Community Services															
	3	Adult Day Services															
	4	Disease Prevention/Health Promotion	114,683	65,788	45,069												
	5	Health Screening															
	6	Assistance to Hearing Impaired & Deaf Community	200														
	7	Home Repair	100														
	8	Legal Assistance	65,000		20,249												
	9	LTC Ombudsman	49,342			24,140				52,855				800	14,751	10,000	110,834
	10	Senior Center Operations	100														
	11	Senior Center Staffing	100														
	12	Vision Services	30,000														
	13	Programs for Prevention of Elder Abuse, Neglect, Exploitation															
	14	Counseling Services			50,000												
	15	Caregiver Supplement Services															
	16	Kinship Support Services	4,373		96,627									400		5,500	105,934
	17	Caregiver Education	200		135,898									3,500		60,000	199,534
	18	Caregiver Training															
	19	Caregiver Support Groups															
	20	Program Development	173,714														
	21	Region Specific															
	22	a. Comm Serv Navigator	624,300											30,000		40,000	694,334
	23	b. Emergency Gap Filling	33,950														
	24	c. Social Determinants of Health Coord	200		200												
	25	d.															
	26	e.															
	27	f.															
	28	g. MATF Adm											23,540				23,540
	29	h. St. CG Sup Adm											2,900				2,900
		SUPPORT SERVICE TOTAL	1,490,820	65,788	422,803	56,910	1,506,396	222,525	719,734	52,855	88,745	74,204	261,596	144,875	522,886	97,430	6,286,534

FY 2025 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Agency: Detroit Area Agency on Aging Budget Period: 10/01/24 to 9/30/25
PSA: 1A Date: 05/03/24 Rev. Number 0

FY 2025 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
C-3	Nutrition Services										
	Congregate Meals	594,247		19,066		171,191				81,000	865,504
B-5	Home Delivered Meals		704,184		946,037	359,773		50,000	504,721		2,564,715
C-4	Nutrition Counseling										
C-5	Nutrition Education										
B-12	Carry-out Meal (COM)										
	GAP Filling with nutrition										
	AAA RD/Nutritionist*										
	Nutrition Services Total	594,247	704,184	19,066	946,037	530,964	-	50,000	504,721	81,000	3,430,219

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

FY 2025 AREA PLAN GRANT BUDGET-TITLE VII-LTC OMBUDSMAN DETAIL

Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	LTC Ombudsman Ser									
C-11	LTC Ombudsman	49,342	24,140	-	52,855	20,691	-	-	14,000	161,028
C-15	Elder Abuse Prevention	-	-	12,958	-	-	375	-	2,900	16,233
	Region Specific	-	-	-	-	-	-	-	-	-
	LTC Ombudsman Ser Total	49,342	24,140	12,958	52,855	20,691	375	-	16,900	177,261

FY 2025 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore									
B-4	Homemaking									
B-2	Home Care Assistance									
B-6	Home Health Aide									
B-10	Meal Preparation/HDM			160,449	66,819	527,196	93,006			847,470
B-8	Personal Care									
	Respite Service Total	-	-	160,449	66,819	527,196	93,006	-	-	847,470

FY 2025 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

Op Std	SERVICE CATEGORY	Title III-B	Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	Kinship Ser. Amounts Only						
C-18	Caregiver Sup. Services	-	-	-	-	-	-
C-19	Kinship Support Services	4,373	95,627	400	-	5,500	105,900
C-21	Caregiver Education	-	-	-	-	-	-
C-22	Caregiver Training	-	-	-	-	-	-
C-23	Caregiver Support Groups	-	-	-	-	-	-
	Kinship Services Total	4,373	95,627	400	-	5,500	105,900

Planned Services Summary Page for FY 2025

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Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 800,734	8.23%	x	x	x
Case Coordination & Support	\$ 300	0.00%	x	x	
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 549,712	5.65%	x	x	x
Outreach	\$ 124,730	1.28%	x	x	
Transportation	\$ 67,350	0.69%	x	x	
Option Counseling	\$ 40,000	0.41%	x	x	x
Care Transition Coordination and Support	\$ -	0.00%			
IN-HOME SERVICES					
Chore	\$ 107,000	1.10%	x	x	
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ -	0.00%			
Homemaking	\$ 735,144	7.56%	x	x	
Home Delivered Meals	\$ 2,564,715	26.37%	x	x	
Home Health Aide	\$ 100	0.00%	x	x	
Medication Management	\$ 300	0.00%	x	x	
Personal Care	\$ 735,144	7.56%	x	x	
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 997,320	10.25%	x	x	
Friendly Reassurance	\$ 50,000	0.51%	x	x	
COMMUNITY SERVICES					
Adult Day Services	\$ 162,126	1.67%	x	x	
Congregate Meals	\$ 865,504	8.90%	x	x	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 323,700	3.33%	x	x	x
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf Community	\$ 200	0.00%	x	x	
Home Repair	\$ 100	0.00%	x	x	
Legal Assistance	\$ 110,800	1.14%	x	x	
Long Term Care Ombudsman/Advocacy	\$ 161,028	1.66%	x	x	x
Senior Center Operations	\$ 100	0.00%	x	x	
Senior Center Staffing	\$ 100	0.00%	x	x	
Vision Services	\$ 30,000	0.31%	x	x	
Programs for Prevention of Elder Abuse, Neglect, &	\$ 16,233	0.17%	x	x	
Counseling Services	\$ 50,000	0.51%	x	x	
Carry-Out Meal (COM)	\$ -	0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 105,900	1.09%	x	x	
Caregiver Education	\$ 199,598	2.05%	x	x	x
Caregiver Training	\$ -	0.00%			
Caregiver Support Groups	\$ -	0.00%			
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 173,714	1.79%			x
REGION-SPECIFIC					
a. Comm Serv Navigator	\$ 694,300	7.14%	x	x	
b. Emergency Gap Filling	\$ 33,950	0.35%	x	x	x
c. Social Determinants of Health Coord	\$ 400	0.00%	x	x	
d.	\$ -	0.00%			
e.	\$ -	0.00%			
f.	\$ -	0.00%			
SUBTOTAL SERVICES					
	\$ 9,700,302				
MATF & ST CG ADMINISTRATION	\$ 26,444	0.27%			
TOTAL PERCENT		100.00%	0.00%	0.00%	0.00%
TOTAL FUNDING		\$ 9,726,746			

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 9) Renewal of Professional Services Agreement - HydroCorp

Explanation/Remarks:

The current Cross Connection Control program with HydroCorp, Inc. expires in November 2024. The DPW Superintendent has received a proposal from HydroCorp, Inc. to extend their contract for two years. The State of Michigan mandates that communities participate and have a cross control program in place. This program is fully reimbursed as sites are inspected and are billed for the cost of this service in order to comply with MDEQ requirements.

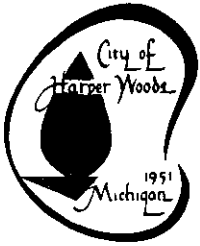
As this is a specialized service we were unable to locate any other companies to provide a proposal for this service and as such, it is requested that competitive bidding be waived. I concur with the recommendation of the DPW Superintendent that this program be extended.

Recommended Action:

By RESOLUTION, to approve the two-year extension of the Cross Connection Control Program with HydroCorp, Inc. in the amount of \$12,960 to be paid in 24 equal monthly payments of \$540.00, and further that the acting City Manager be authorized 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



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

July 2, 2024

To: John Szymanski, Acting City Manager
From: Heather Toutant, Director of Public Works
Subject: Continuation of Cross Connection Control Program

Please be advised that our service agreement with HydroCorp for the inspection of our state mandated Cross Connection Control Program will expire in November 2024. They presently provide 55 annual inspections. They provide documentation to the City and EGLE and comply with all reporting requirements. I meet with them to review the documentation and sign copies for validation to EGLE annually.

This is a state mandated program that lends itself to another layer of water quality safety for the residents of Harper Woods. They inspect businesses to make sure they are up to date with the maintenance and certification of their backflow preventive devices. This not only protects the occupants of the establishment, but also the potable water supply of the community. Backflow preventive devices of different sophistication prevent a reversal of flow (back flow) or siphonage from businesses that could pose a hazard to drinking water such as a car wash or hair salons where chemicals are frequently used. An example of the simplest of these devices can be found in residential homes on their outdoor water spigots or laundry tub faucets.

Therefore, it would be my recommendation to submit to City Council for approval to allow for a 2-year extension to HydroCorp for continuation for the oversight of our Cross Connection Control Program in the amount of \$12,960.00 to be paid in 24 equal amounts of \$540.00 beginning on December 1, 2024.

Should you have any questions or need any additional information regarding the above, please contact me

Respectfully,

Heather Toutant, Director of Public Works

PROPOSAL

DEVELOPED FOR

City of Harper Woods

19600 E 8 Mile
Harper Woods, MI 48225

June 12th 2024

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

HYDR  **CORP.**

THE SAFE WATER AUTHORITY.

CROSS-CONNECTION
CONTROL / BACKFLOW
PREVENTION

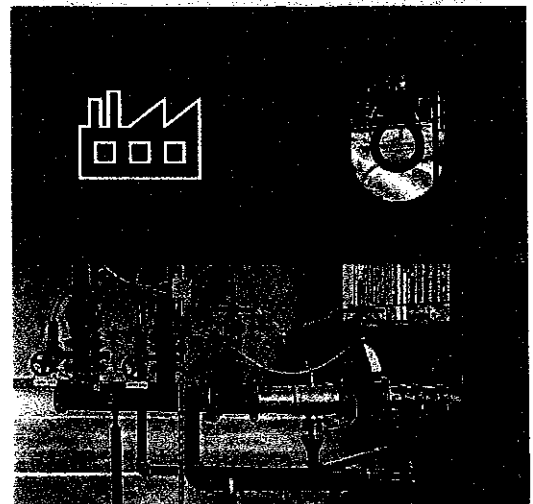
WATER SYSTEM
SURVEYS / AUDITS

PIPE SYSTEM MAPPING
AND LABELING

WATER SAMPLING
AND ANALYSIS / RISK
ASSESSMENTS

PROGRAM
AND PROJECT
MANAGEMENT

COMPLIANCE
ASSISTANCE /
DOCUMENTATION



MICHIGAN CORPORATE OFFICE

5700 Crooks Road, Suite 100

Troy, MI 48098

800.690.6651 TOLL FREE

248.250.5000 PHONE

248.786.1788 FAX GENERAL

info@hydrocorpinc.com EMAIL

SCOPE OF WORK

Based on our conversations, HydroCorp™ will provide the following services to the City of Harper Woods. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the City with the necessary data and information to maintain compliance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the Village and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

1. Annually, perform a minimum of 55 initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the City of Harper Woods served by the public water supply for cross-connections. Inspections will be conducted in accordance with the EGLE Water Bureau Cross Connection Control regulations.
2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results, and general customer service and program education inquiries.
4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
5. Submit comprehensive management reports on a quarterly basis.
6. Conduct an annual review meeting to discuss the overall program status and recommendations.
7. Provide up to six- (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers (i.e., combination) per facility as required in order to place a facility into immediate compliance at the time of inspection.
8. Prepare the annual State of Michigan EGLE Water Bureau Cross Connection Report.
9. Assist the City with a community-wide public relations program, including general awareness brochures and customized website cross-connection control program overview content and resources.
10. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

Monthly Amount: \$540.00	Annual Amount: \$ 6,480.00	Contract Total: \$ 12,960.00
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Contract Amount is based upon a 24-month period. HydroCorp will invoice in 24 equal amounts of \$540.00.

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this December 1st 2024 by and between the City of Harper Woods, organized and existing under the laws of the State of Michigan, referred to as "Utility", and HydroCorp™ a Michigan Corporation, referred to as "HydroCorp".

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross-connection control program inspection, reporting, and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross-connection control program management to the Utility, and the Utility desires to engage HydroCorp to act as its independent contractor in its cross-connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users' facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquires, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Services"). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.



- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools.
- Review/establish educational and public awareness brochures.

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Department of Environment, Great Lakes and Energy Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross-connections. The degree of hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle, as agreed to by the parties).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility’s designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections.
- Notify users of inspections, backflow device installation and testing requirements if applicable.
- Monitor inspection compliance using the HydroCorp online software management program.
- Maintain the program to comply with all EGLE regulations.

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location, and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures, and reference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** HydroCorp will provide up to six (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program, including general awareness brochures and website cross-connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website, or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
 - Institutional
 - Commercial
 - Miscellaneous Water users
 - Multifamily

Complex Facilities. Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross-connection control survey (at the business owner's expense) may be required at these larger/complex facilities, and the results submitted to the Utility to help verify program compliance.

- 2.11 INSPECTION TERMS.** HydroCorp will perform a minimum of **110** inspections over a two-year contract period. The total inspections include all initial inspections, compliance, and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENT, GREAT LAKES AND ENERGY (EGLE).** HydroCorp will assist in compliance with EGLE and Michigan Plumbing Code cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR-END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss the overall program status and specific program recommendations.
- 2.17 CROSS-CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **110** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers' compensation, and errors and omissions insurance naming the Utility as an additional insured if required.



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format, such as Microsoft Excel, etc., is required. An additional one-time fee to manually enter the facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact, and corrected addresses will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high-quality image format for printing.)

ARTICLE IV. Term, Compensation, and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on **December 1st 2024** and end two- (2) years from such date unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement, unless either party provides written notice of termination not less than 60 days prior to the expiration of the initial term (or any such renewal term) this agreement will automatically renew in (1) year term increments. Inflationary adjustments to each renewal term will be equal to the annual Consumer Price Index as measured in the Utilities local/regional area at the time of renewal or 4%, whichever is greater.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, **\$540.00 per month, \$6,480.00 annually, for a two-year contract total of \$12,960.00.** Completed inspections shall consist of all initial inspections, re-inspections, and compliance inspections as defined in section 2.2.



- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Freedom of Information Act. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected, or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Freedom of Information Act and compliance regarding records related to this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Freedom of Information Act.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.



5.3 HYDROCORP INSURANCE. HydroCorp currently maintains the following insurance coverage's and limits:

	<u>Occurrence</u>	<u>Aggregate</u>
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

5.4 UTILITY INSURANCE. The Utility will maintain liability insurance on an all-risk basis and including extended coverage for matters set forth in this Agreement.

5.5 RELATIONSHIP. The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.

5.6 ENTIRE AGREEMENT AMENDMENTS. This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.

5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS. The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.

5.8 WAIVER. The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

5.9 ASSIGNMENT. This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.

5.10 FORCE MAJEURE. A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.

5.11 AUTHORITY TO CONTRACT. Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.

5.12 GOVERNING LAW AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any dispute between the parties, with both parties' consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, Any



arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.

5.13 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

5.14 NOTICES. All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp
c/o Paul Patterson
5700 Crooks Road, Ste. 100
Troy, MI 48337
(248) 250-5000

If to Utility:

City of Harper Woods
19600 E 8 Mile
Harper Woods, MI 48225

5.15 SEVERABILITY. Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Harper Woods

By:
Title:

HydroCorp



By: Paul M. Patterson
Its: Senior Vice President



CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 10) Seal Coating - Salter Park Parking Lot

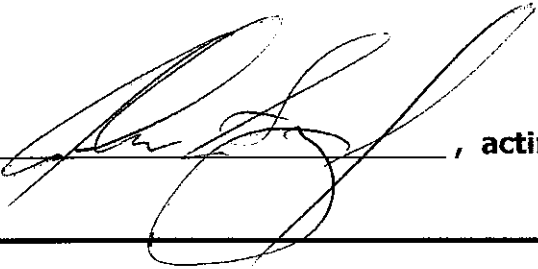
Explanation/Remarks:

Attached is correspondence from our Engineers with the two proposals received for the seal coating of Salter Park's parking lot. The lot has been joint sealed and the low areas have been leveled in preparation for this seal coating process.

I have reviewed this and recommend that the low bid be approved.

Recommended Action:

By RESOLUTION, to accept the bid submitted by A & R Sealcoating in the amount of \$9,000.00 for the seal coating of the Salter Park parking lot.

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

Shelby Township - Roseville - Livonia

586.726.1234 | www.aewinc.com

June 25, 2024

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

Reference: Salter Park Seal Coating Quotes
AEW Project No. 0180-0342

Dear Mr. Szymanski:

At your request, we have solicited quotes to seal coat the parking lot at Salter Park.

A & R Sealcoating provided the lower quote of \$9,000.00, with Asphalt Control Corporation quoting \$10,839.80.

As you are aware, the lot has been joint sealed and low areas leveled. Once the lot is seal coated, new striping will be painted under the City pavement striping contract with P.K. Contracting.

Please advise as to how you would like to proceed or if you require additional information.

Sincerely,

Frank D. Varicalli
Infrastructure Rehab Group Lead

Enclosure: (2) Proposals

cc: Heather Toutant, Director of Public Works
Ryan Kern, PE, AEW

M:\0180\0180-0342\Project Mgmt\Correspondence\Szymanski_FDV_240625.docx



SEALCOATING
WATERFORD, MI.
248.674.8500

4882 Pontiac Lake Road
Waterford, MI 48328
Fax: 248.674.6980

Proposal

Date	Proposal #
3/4/2024	20240053

Bill To Address
Anderson, Eckstein, & Westrick, Inc Frank Varicalli 51301 Schoenherr Rd Shelby, MI 48315

Project Name & Location
Salter Memorial Park 19430 Harper Ave Harper Woods, MI 48225

Terms	Project Name			A & R Sales Rep.
Due Upon Receipt	Salter Memorial Park			Rocky Ricelli
Description	Qty	Unit	Unit Price	Total
Saw cut 8' x 8' area around failed catch basin in parking lot. Remove pavement and haul off-site. Repair structure as required with bricks and mortar. Install 8' x 8' x 8" concrete collar with control joints and brush finish.	1	lump sum	3,500.00	3,500.00
Fill potholes and surface patch over severely cracked areas in asphalt pavement using fine grade hot mix asphalt.	2,000	sq. ft.	2.50	5,000.00
Apply TWO coats of Sealmaster PMM skid resistant sealcoat emulsion to asphalt parking lot. Includes oil spot priming, grass and weed removal and power blowing all loose debris from surface.	53,610	sq. ft.	0.16788	9,000.00
Striping of parking lot over sealcoating. Yellow and blue singles.	1	lump sum	1,000.00	1,000.00
NOTE: Due to the poor condition of the asphalt, hot rubber crackfilling is no longer feasible or beneficial.				
NOTE: This parking lot has existing ground water pumping up thru the asphalt. This will delay the sealcoat drying process and the mineral stains will bleed thru the fresh sealcoating.				

Rocky Ricelli	Signature
---------------	-----------

Customer Phone	Customer E-mail
586-726-1234	fvaricalli@aewinc.com

Customer Signature _____
Frank Varicalli

Date of Acceptance _____

All materials to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge above our original estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers compensation insurance.

By accepting this proposal, you agree the above pricing, specifications and conditions are satisfactory and hereby accepted. You are authorizing us to do the work as specified. Payment will be made as outlined above.

PROPOSAL

ACC

ASPHALT CONTROL CORPORATION

PROPOSAL SUBMITTED TO:

Anderson Eckstein & Westrick Inc.
51301 Schoenherr Road
Shelby Township, Michigan 48315

PHONE: _____

PAGE NO. 1 OF 1 PAGES

DATE: March 14, 2024

JOB NAME: Salter Memorial Park – City of Harper Woods

ADDRESS: 1943D Harper Avenue

CITY/STATE/ZIP: Harper Woods, Michigan 48225

We hereby submit specifications and estimate for:

Salter Memorial Park – Sealcoat and Stripe existing asphalt Parking area. Approx: 53,610 Sq.Ft.

1. Power sweep area to be Seal coated.
2. Provide and Install TWO Coats of Federal Spec. Asphalt Based sealer with elasticizer and 3 lbs sand loading. Sealer to be applied by Spray distribution Machine.
3. Layout and Stripe to Match existing Layout.

Total area to seal coated: Approx: 53,610 Sq.ft.

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the sum of: Ten Thousand, Eight Hundred Thirty Nine and 80/100 dollars (\$10,839.80)

Payment as follows: _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned.

Authorized Signature: Thomas J. Johnston

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined as above.

Signature: _____

Signature: _____

Date of Acceptance: _____

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 11) Community Development Block Grant Agreement - Sidewalk Repairs

Explanation/Remarks:

Attached is a portion of the official 2023 CDBG agreement for the Sidewalk Repairs on the southwest side of the City. (If anyone would like to see the complete agreement, please let me know, it is quite lengthy.) The total allocation is \$289,630.00 and these funds must be spent by June 30, 2025.

Ty Hinton, the City's Economic and Community Development Director, will be present to explain any details or answer questions you may have pertaining to this grant funding and its restrictions.

At a later date, Mr. Hinton and Ms. Hayes will give a presentation detailing the three phases of the City's Sidewalk Repair Program.

It is my recommendation that this agreement be approved.

Recommended Action:

By RESOLUTION, to approve the agreement between Wayne County and the City of Harper Woods for Community Development Block Grant funds in the amount of \$289,630.00 for the City's Sidewalk Repair Program.

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

No. 2023-548

By Commissioner Haidous

RESOLVED, by the Wayne County Commission this 3rd day of August, 2023 that approval be, and is hereby, granted authorizing the Program Year 2023 Annual Action Plan for the U.S. Department of Housing and Urban Development (HUD) in the amount of \$8,881,524 to serve as an application for the Community Development Block Grant (CDBG) in the amount of \$5,326,175, the Emergency Shelter Grant (ESG) in the amount of \$461,447 and the HOME Investment Partnership Program (HOME) in the amount of \$3,093,902 to provide community, housing and economic development and public services to 34 Wayne County cities and townships; and be it further

RESOLVED, that authority is delegated to the Chief Executive Officer to execute agreements for the CDBG projects in the amounts as set forth in the Commission-approved Program Year 2023 Annual Action Plan for the \$20,000 allocation to each participating jurisdiction for projects; and be it further

RESOLVED, that authority is delegated to the Chief Executive Officer to execute agreements for the CDBG projects in the amounts as set forth in the Commission-approved Program Year 2023 Annual Action Plan for the projects that will be awarded by the County of Wayne via Requests for Proposals (RFP), and to delegate authority to increase the expenditures of these CDBG projects by ten percent (10%) as a contingency; and be it further

RESOLVED, that authority is delegated to the Chief Executive Officer to execute agreements for the CDBG owner-occupied housing rehabilitation program in an amount not to exceed \$200,000 as set forth in the Commission-approved Program Year 2023 Annual Action Plan; and be it further

RESOLVED, that the Chief Executive Officer shall submit a report to the Commission on the Program Year 2023 Annual Action Plan before submittal of the Program Year 2024 Annual Action Plan, which shall include, at a minimum:

- 1. A report on the CDBG municipal and RFP projects, including a list of projects where all or a portion of project funding was not expended, and list of projects where the project amount was increased as set forth in the Commission-approved Program Year 2023 Annual Action Plan;**

2. A report on all projects funded under the CDBG owner-occupied housing rehabilitation program, including the municipality, rehabilitation type and amount; and
3. A report of the overall outcomes for the Program Year 2023 Annual Action Plan.

And be it further

RESOLVED, that the Wayne County Commission retains full approval authority for all items not specifically delegated herein, including, but not limited to, HOME agreements, ESG agreements, expenditures from the economic development allocation in the plan and changes in the project descriptions for any CDBG project set forth in the plan; and be it further

RESOLVED, that the term of the Program Year 2023 Annual Action Plan is from July 1, 2023 through June 30, 2024, and the revenue from the plan will be deposited into Account Nos. 275 82223 529000 (\$5,326,175 CDBG Projects 2023), 250 69123 529000 (\$3,093,902 Home Projects-PY 23) and 275 83523 529000 (\$461,447 ESG-Project Year 2023); and be it further

RESOLVED, that the Chief Executive Officer be, and is hereby, duly authorized to submit and execute the aforementioned annual action plan on behalf of the Charter County of Wayne.

[Program Year 2023 Annual Action Plan on File]

(2023-97-040)

Wayne County 2023 Action Plan
 2023 Community
 Development Block Grant
 CDBG) Projects and

Grantee	2023 Allocation	Activity Name		Matrix Code	National Objective	Limited Clientele	Low/Med Income Area Census Tract/Block Group	Benefit	Performance Measures & Objectives	Contract No.
Harper Woods		Side Walk Replacement/Trip Hazard Eliminations	\$263,300.00	03L	LMA	Low/Mod	Low/Mod	758 Households	Enhance Suitable Living Environment	
		Senior Citizen Services	\$14,000.00	05A	LMC	Elderly	Low/Mod	729 Seniors	Enhance Suitable Living Environment	
		Senior Citizen Transportation - PAATS	\$6,000.00	05E	LMC	Elderly	Low/Mod	1,793 Persons	Enhance Suitable Living Environment	
		Contingency 10%	\$26,330.00							
	\$ 309,630.00	SUBTOTAL	\$309,630.00							
Highland Park		Code Enforcement	\$20,000.00	15	LMA	Low/Mod	Citywide	2,100 violations; 5,650 Households	Enhance Suitable Living Environment	
	\$ 20,000.00	SUBTOTAL	\$20,000.00							
Huron Township		Senior Citizen Services	\$20,000.00	05A	LMC	Elderly	Low/Mod	537 Persons	Enhance Suitable Living Environment	
	\$ 20,000.00	SUBTOTAL	\$20,000.00							
Westland		Code Enforcement	\$20,000.00	15	LMA	N/A	Low/Mod	1,200 Violations	Enhance Suitable Living Environment	
		CDBG Rec Renovations Booker Dozier	\$500,000.00	14E	LMA	N/A	Low/Mod	6,522 Households	Enhance Suitable Living Environment	
		Contingency 10%	\$ 50,000.00							
	\$570,000.00	SUBTOTAL	\$570,000.00							
Livindale		Senior Citizen Services	\$20,000.00	05A	LMC	Elderly	Low/Mod	2,239 Persons	Enhance Suitable Living Environment	
	\$ 20,000.00	SUBTOTAL	\$20,000.00							
Northville, City of		Senior Services	\$20,000.00	05A	LMC	Elderly	Low/Mod	300 Persons	Enhance Suitable Living Environment	
	\$ 20,000.00	SUBTOTAL	\$20,000.00							
Northville Township		Senior Services	\$20,000.00	05A	LMC	Elderly	Low/Mod	1,100 Persons	Enhance Suitable Living Environment	
	\$ 20,000.00	SUBTOTAL	\$20,000.00							
Northville Township		Senior Services	\$20,000.00	05A	LMC	Elderly	Low/Mod	980 Persons	Enhance Suitable Living Environment	
	\$ 20,000.00	SUBTOTAL	\$20,000.00							

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

Term July 1, 2023 through June 30, 2025

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

THIS SUBRECIPIENT AGREEMENT (“the “ Agreement”) is made effective as of the 1st day of July, 2023, by and between the Charter County of Wayne, acting through the Community Development Department a Division of the Economic Development Department whose address is the Guardian Building, 500 Griswold, Detroit, Michigan 48226 (hereinafter referred to as the “Recipient or County”) and the City of Harper Woods, whose address is 20010 Kelly Road, Harper Woods MI 48225 (the “Subrecipient”).

Mutual Understandings

- A. Wayne County has entered into an agreement with the U.S. Department of Housing and Urban Development (“HUD”) to be the recipient of Community Development Block Grant (“CDBG”) Funds as an “Urban County” pursuant to the Housing and Community Development Act of 1974, as amended (the “Act”), Wayne County will receive these Funds to effect the purposes of its CDBG Program, pursuant to which it will make grants to eligible subrecipients to engage in community development activities.
- B. The Subrecipient has applied to the Recipient for a grant pursuant to the CDBG Program to provide financing for specific activities outlined in an application submitted to the Recipient for the HUD Program Year 2023 starting July 1, 2023 (“Program Year”).
- C. The Subrecipient may apply to the Recipient for additional grant Funds pursuant to the CDBG Program that are approved by the Wayne County Community Development Division for specific CDBG-eligible activities as Funds are available.
- D. Both the Subrecipient and the Recipient (“Parties”) by entering into this Agreement are bound in accordance with 24 CFR Part 570.503,
- E. The Work to be performed under this Agreement must be completed within twenty-four (24) months of July 1 of the respective HUD Program Year unless otherwise extended through the Recipient's administrative review process.
- F. The Parties are entering into this Agreement to memorialize the terms and conditions under which the grant will be made and administered.
- G. The exhibits attached to this Agreement are hereby incorporated in and made a part of this Agreement.

Section 1

Definitions

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

- 1.01 **"Agreement"** means this document in its final form, including all exhibits, as executed by the County and Subrecipient.
- 1.02 **"CDBG"** means Community Development Block Grant pursuant to the Housing and Community Development Act of 1974, as amended.
- 1.03. **"CDBG Funds"** means Community Development Block Grant Funds made available to the County pursuant to the Housing and Community Development Act of 1974, as amended for the purpose of dispensing these Funds for eligible CDBG Activities under this Agreement. **The CDBG Funds contemplated for this Agreement are \$289,630.00 (Two Hundred Eighty- Nine Thousand Six Hundred and Thirty Dollars).**
- 1.04. **"City"** means the following:
 - (i) Any unit of general local government located in Wayne County that is classified as a municipality by the United States Bureau of the Census, or
 - (ii) Any other unit of general local government located in Wayne County that is a town or township.
- 1.05. **"Closing or Closing Date"** shall mean the date and time, which shall be mutually agreed upon by the Subrecipient and the County, at which the Subrecipient shall execute this Agreement and any other documents deemed necessary by the County in connection with this transaction and Project.
- 1.06. **"Contractor"** shall mean an entity or person paid with CDBG Funds in return for a specific service (e.g., construction, program management). Contractors must be selected through a competitive procurement process by the Subrecipient unless otherwise noted in this Agreement.

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

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

Section 2

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

2.01 CDBG Objective

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

2.02 Compliance With CDBG Eligible Activity Requirements

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

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

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

2.03 National Objectives.

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

1. Benefits low and moderate income persons

✓a. (LMA) Area Benefit -- activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes:

- 1) Area is primarily residential and activity meets LMI needs.
- 2) Income levels are documented by Census or an approved substitute.
- 3) Exceptions apply under special circumstances.

b. (LMC) Limited Clientele -- activity benefits a limited number of persons who are at least 51% (LMI) Low and Moderate Income:

- 1) Persons are presumed to be LMI (abused children, elderly, homeless).
- 2) Assistance is for LMI persons owning or developing microenterprises.
- 3) Activity is a job training or placement activity. (Conditions do apply.)

c. (LMH) Housing -- activity provides or improves residential structures to be occupied by LMI persons:

- 1) At least 51% of units must be occupied by LMI.
- 2) Exceptions to the 51% rule are possible under limited circumstances.

✓d. (LMJ) Jobs -- activity creates or retains jobs:

- 1) At least 51% of the jobs must be held by or available to LMI persons.

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

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

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

- ✓ b. The area must also meet either one of the two conditions specified below:
 - 1) At least 25 percent of the properties throughout the area exhibit the following:
 - i. Physical deterioration of buildings/improvements;
 - ii. Abandonment of properties;
 - iii. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
 - iv. Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - v. Known or suspected environmental contamination. •
 - 2) Public improvements throughout the area are in a general state of deterioration. |
 - c. Documentation must be maintained by the State on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications
- 3. Meets a need having a particular urgency (referred to as urgent need).**
- 1) Conditions are a serious and immediate threat to health and welfare and are of recent origin
 - 2) It cannot fund activity on its own as other sources of money are unavailable.

Section 3

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

3.01 Description of Work and Deadlines

The term of this Agreement is July 1, 2023 to June 30, 2025 The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A (“Work”) and shall, at the election of Recipient, also conform to any submittals (i.e. RFPs or applications) by Subrecipient to Recipient in the process of receiving the CDBG Funds.

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

3.02 CDBG Activity Description

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

3.03 Transfer or Reallocation

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

3.04 Payment Restrictions

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

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

3.05 Payment Disputes

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

3.06 Timely Execution of Agreement Required

The CDBG Funds are subject to strict timelines for eligible expenditure or they are subject to recapture. Accordingly, strict adherence to deadlines is required to avoid such recapture and penalties. Subrecipients must return properly authorized and executed copies of this Agreement, with any accompanying resolutions required for proper authorization, within 30 days of receipt of the Agreement. Recipient will have the right to re-assign the CDBG

Funds allocated to Subrecipient if Subrecipient does not comply with the provisions of this sub-section and Subrecipient will have no claim against Recipient.

3.07 Due Diligence Requirements

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

Section 4

Contractors

4.01 Using Contractors

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

4.02 ✓ Contractor Procurement

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

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

4.03 Agreements with Contractors

Subrecipients must enter into written agreements with Contractors.

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

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

4.04 Limitation on Term of Contractor Agreements

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

CITY OF HARPER WOODS
CITY COUNCIL TRANSMITTAL
CITY COUNCIL MEETING OF JULY 8, 2024

AGENDA EXPLANATION

G. NEW BUSINESS:

ITEM NUMBER: 12) Schedule Special Meeting and Public Hearing - August 19, 2024

Explanation/Remarks:

Due to publication and other requirements in conjunction with the development at the former Poupard site, Fraser Square, we need to schedule a special meeting for August 19, 2024 in order to hold a public hearing to receive public comment on the Brownfield plan and also to approve the Designation of a Neighborhood Enterprise Zone.

We anticipate the Brownfield Authority to approve the Brownfield plan at their July 22 meeting. This special meeting is contingent on a successful approval of this plan.

It is my recommendation that the special meeting and subsequent public hearing be scheduled.

Recommended Action:

By MOTION, to schedule a Special City Council meeting for August 19, 2024 at 7:00 p.m. and further to schedule a Public Hearing for the approval of a Brownfield Plan and approval of the Designation of a Neighborhood Enterprise Zone (NEZ) at the former site of Poupard Elementary school, Fraser Square, contingent on the successful approval of the Brownfield Plan by the Brownfield Authority.

Respectfully Submitted  , acting City Manager

CITY COUNCIL ACTION: Approved Disapproved
 Vote Tabled